

Trinity Valley Community College

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Trinity Valley Community College
107501

PERSONNEL POSITIONS:
QUALIFICATIONS AND DUTIES

DNA
(LOCAL)

FACULTY RESPONSIBILITIES

Faculty members are responsible for the content, quality, and effectiveness of the curriculum. Faculty members shall be under the direct supervision of the appropriate division chairpersons or campus deans. The duties of the faculty shall be to:

1. Teach assigned classes according to approved course syllabi and minimum competencies.
2. Arrive on time for classes or notify the division chairperson or dean as early as possible of an inability to meet a class.
3. Schedule, post, and keep office hours as required by College District policy.
4. Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors.
5. Assist with counseling and registration of students.
6. Submit all required student grade reports to the registrar's office on schedule.
7. Maintain accurate attendance records for all classes.
8. Attend all faculty meetings, commencements, and other special meetings called by the division chairperson, deans, the vice president for instruction, or the College President.
9. Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
10. Serve as members of committees.
11. Recommend the purchase of library books and instructional materials.
12. Perform other duties as assigned by the division chairperson, deans, vice president for instruction, or College President.

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Local Policy

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