

ACADEMIC TRANSFER FACULTY

GENERAL STATEMENT:

Teach academic transfer courses for the College and perform other duties related to instructional assignment.

REPORTS TO:

Appropriate Division Chairperson, Provost, and/or Associate Vice President

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

- Hold a master's degree in the teaching discipline;
- **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline.

LICENSE OR CERTIFICATION:

- **As required by assigned teaching discipline.**

EXPERIENCE:

- College teaching experience preferred, preferably at a Community College
- Experience teaching Distance learning courses preferred

OTHER:

None

DUTIES AND RESPONSIBILITIES:

Faculty members shall be 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 provosts. The duties of the faculty shall be to:

- Teach assigned classes according to approved course syllabi and minimum competencies;
- Arrive on time for classes or notify the division chairperson or provost as early as possible of an inability to meet a class;
- Schedule, post and keep office hours as required by College District policy;
- Keep class record books, keys, lesson assignments and other necessary materials or equipment available for substitute instructors;
- Assist with advisement, counseling, and registration of students;
- Submit all required student grade reports to the registrar's office on schedule;
- Maintain accurate attendance records for all classes;
- Attend all faculty meetings, commencements and other special meetings called by the division chairperson, deans, provosts, associate vice presidents, the vice president for instruction or the College president;
- Inform the administration regarding all matters affecting the welfare of students, faculty and the institution;
- Serve as members of committees;
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures;
- Recommend the purchase of library books and selection of textbooks and other instructional materials;

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- Perform other duties as assigned by the division chairperson, deans, provosts, associate vice presidents, vice president for instruction or College president;
- Subject to teaching assignment at any TVCC campus or extension, including TDCJ, and/or dual credit sites.
- Subject to teach by any instructional delivery method, including ITV, online, hybrid, and/or face-to-face.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 12/1/2015

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