

## **WORKFORCE EDUCATION CERTIFICATE, NON-TRANSFER FACULTY**

### **GENERAL STATEMENT:**

Teach workforce education certificate, non-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 bachelor's degree or higher in the teaching discipline;
- **OR:** Hold an associate's degree (in the teaching discipline) and a minimum of **3 years** relevant full-time work experience;
- **OR:** Hold a certificate in the teaching field **PLUS** provide (in a continuously updated portfolio) documentation of demonstrated competencies in the teaching field, work experience in the field, licensure, certification, honors and awards, continuing education, continuous documented excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. **PLUS**, have a minimum of **3 years** of relevant full-time work experience.

#### **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:**

- If this position is for TDCJ, further clearance will be required before employment.

### **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, provost, associate vice president, the vice president for instruction or the College president;

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- 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;
- Perform other duties as assigned by the division chairperson, deans, provost, associate vice president, 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: 4/27/2016*

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