

## FACULTY JOB SPECIFICATIONS

### DEFINITION OF TERMS

The following definitions apply to the terms listed below as they appear in the Minimum Experience and Training Requirements for Faculty Ranks:

High School Diploma                      A regular or adult high school diploma or GED equivalency diploma.

Associate's Degree      An Associate Degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.) Certified U.S. Department of Labor journeyman certificate shall be equivalent to an Associate's Degree.

Bachelor's Degree      A Bachelor's Degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.).

Master's Degree      A Master's Degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.).

Doctorate Degree                      A Ph.D., Ed.D., J.D. or equivalent terminal degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.).

Semester Hour                      One college credit as evidenced on an official transcript by an accredited or recognized postsecondary institution or four (4) CEUs.

Continuing Education Units (CEUs)                      Four (4) CEUs equals one (1) semester credit. CEUs must be in the field or related area and must be recognized by the International Association for Continuing Education & Training (ref. Section 2: The Continuing Education Unit)

Employment      Paid work experience above trainee level.

Teaching Experience      Reference Article XVI, D of the Board-Union Agreement

Field of Study or Related Area      Reference Article XVI, E of the Board-Union Agreement

### **NATURE OF WORK IN THIS CLASS:**

Faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments will include those duties and responsibilities described in the job specifications for each rank. Faculty is responsible for implementing the College curriculum within the

limits of the resources provided. Faculty is also responsible for participation in the governance and non-instructional work of the College.

## **ILLUSTRATIVE EXAMPLES OF WORK**

The following examples represent a partial list of the duties and responsibilities that may be assigned.

### **Teaching Responsibilities**

Provides instruction utilizing various teaching methods, support media and other materials to supplement presentations.

Organizes and conducts instruction based on course guides, performance objectives and student needs.

Develops and administers tests which measure course guide competencies.

Assesses and identifies student learning needs.

Maintains a climate conducive to learning.

Participates in regular student and peer evaluation of instructional effectiveness.

Develops, reviews, modifies, and uses instructional materials and methods for students with learning difficulties.

Develops and updates program and course guides.

Utilizes information from self, peer, and student evaluations for instructional improvement.

Integrates course content with other disciplines.

Refers students to support services.

Develops and implements co-curricular activities.

Encourages student leadership skills.

Assists students in attaining their academic, career, and personal goals.

Assists with student job placement.

Complies with Article VIII, C (Board-Union Agreement).

### **Student Affairs**

Participates in academic advising as stipulated in the GCC Advisor Handbook.

Advises or sponsors student interest groups.

Supervises and participates in the supervision of student activities.

Maintains professional relationships with students.

Participates in student registration and orientation.

### **Leadership**

Leadership involves the initiation, development, and organization of projects which significantly contribute to the interest of the College. Such activities may include:

Supervising work-study students.

Directing the work of para-professionals, support staff and others.

Mentoring other instructors.

Serving on committees.

Chairing committees.

Assisting colleagues.

Assisting in the resolution of campus concerns.

Serving as department chairperson.

Developing new programs and services.

### **Related Assignments and Activities**

Writes grants or program agreements and reports.

Participates in the College assessment process.

Participates in the accreditation process.

Participates in the development of the College's master plans.

Reviews and provides input for the catalog.

Participates in campus-related research.

Participates in campus-sponsored activities.

Coordinates with external agencies.

Assists with program management (budget, inventory, work orders, supplies, special funds, and others).

### **Professional Development**

Attends conferences, workshops, and seminars.

Presents at conferences, workshops, and seminars.

Develops and teaches courses through continuing education.

Conducts research, edits, and publishes.

Completes courses and acquires certificates, certifications, and degrees.

Completes vocational and occupational training.

Updates knowledge and skills through work experience.

Conducts independent research and development.

### **Community Service**

Community service shall be considered providing voluntary services to the community that favorably reflect on the College. Such activities may include:

Conducting workshops, seminars, outreach programs, and others designed to meet the needs of special segments of the community.

Advising and assisting agencies.

Participating in non-profit organizations, community groups, and others.

Serving on boards and commissions.

Disseminating information on campus functions and services.

Participating in community-based research.

## **DUTIES AND RESPONSIBILITIES FOR FACULTY**

### **EMERGENCY INSTRUCTOR**

Appointment to this position is on a limited-term basis and is valid for not more than one (1) academic year at a time.

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Emergency Instructor rank are as follows:

Under close supervision:

1. Conducts courses of instruction:  
Follows syllabus and lesson plans.  
Provides effective instruction.  
Ensures that classroom is neat and maintenance department is notified of problems.  
  
For non-teaching faculty:  
Advises and counsels students; or  
Performs related library duties.
2. Supports department activities:  
Participates in department meetings.  
Maintains inventory of assigned books and equipment.  
Prepares requests for books and equipment.
3. Maintains office hours for postsecondary classes.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR EMERGENCY INSTRUCTOR**

1. An Associate's Degree in the field of study or related area; OR
2. A high school diploma, plus professional certification or license from a recognized organization in the field and a minimum of four (4) years of employment in the field of study or related area;  
OR
3. A high school diploma, plus a minimum of five (5) years of employment in the field of study or related area.

## **ASSISTANT INSTRUCTOR**

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Instructor rank are as follows:

Under general supervision:

1. Conducts courses of instruction:  
Prepares syllabus and lesson plans.  
Follows course guide.  
Provides effective instruction.  
Teaches current information in the field.  
Ensures that classroom is neat and maintenance department is notified of problems.  
  
For non-teaching faculty:  
Advises and counsels students; OR  
Performs related library duties.
2. Supports department activities:  
Participates in department meetings.  
Prepares schedules.  
Maintains inventory of assigned books and equipment.  
Prepares requests for books and equipment.
3. Participates in faculty governance:  
Participates in College Affairs Council meetings.
4. Assists in student advisement:  
Advises assigned students.  
Maintains office hours for postsecondary classes.
5. Identifies and implements a professional development plan:  
Completes courses necessary for advancement.  
Participates in relevant workshops.  
Participates in relevant professional development activities.  
Participates in the College's mentoring program.

**MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS  
FOR ASSISTANT INSTRUCTOR**

1. A Bachelor's Degree, with at least eighteen (18) semester hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in vocational teaching methods or vocational curriculum; OR
2. An Associate's Degree, with a major in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in vocational teaching methods or vocational curriculum, plus four (4) years of employment in the field of study or related area; OR
3. A high school diploma, with six (6) semester hours in vocational teaching methods or vocational curriculum, plus professional certification or license from a recognized organization in the field, with a minimum of six (6) years of employment in the field of study or related area; OR
4. A high school diploma and six (6) semester hours in vocational teaching methods or vocational curriculum, plus eight (8) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

## **INSTRUCTOR**

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Instructor rank are as follows:

Under general supervision:

1. Conducts courses of instruction:  
Prepares syllabus and lesson plans.  
Follows course guide.  
Provides effective instruction.  
Teaches current information in the field.  
Ensures that classroom is neat and maintenance department is notified of problems.  
  
For non-teaching faculty:  
Advises and counsels students; OR  
Performs related library duties.
2. Supports department activities:  
Participates in department meetings.  
Prepares schedules.  
Maintains inventory of assigned books and equipment.  
Prepares requests for books and equipment.
3. Participates in faculty governance:  
Participates in College Affairs Council meetings.
4. Assists in student advisement:  
Advises assigned students.  
Maintains office hours for postsecondary classes.
5. Identifies and implements a professional development plan:  
Completes courses necessary for advancement.  
Participates in relevant workshops.  
Participates in relevant professional development activities.

## **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR INSTRUCTOR**

1. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education, or six (6) semester hours in teaching methods or curriculum; OR
  
2. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in vocational teaching methods or vocational curriculum, plus
  - a. Eighteen (18) semester hours beyond the Bachelor's degree in the field of study or related area, professional education or any combination thereof; OR
  
  - b. Six (6) semester hours beyond the Bachelor's degree in a related area or professional education, and three (3) years of employment in the field of study or related area; OR
  
  - c. Four (4) years of employment in the field of study;  
OR
  
3. An Associate's Degree, with a major in the field of study or related area and twenty-four (24) semester hours in professional education, to include six (6) semester hours in vocational teaching methods or vocational curriculum, plus eight (8) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

## **ASSISTANT PROFESSOR**

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision:

1. Conducts courses of instruction:  
Prepares syllabus and lesson plans.  
Follows course guide.  
Provides effective instruction.  
Teaches current information in the field.  
Ensures that classroom is neat and maintenance department is notified of problems.  
Maintains a high standard of teaching.

For non-teaching faculty:  
Advises and counsels students.  
Maintains a high standard of counseling

**OR**

Performs related library duties.  
Maintains a high standard of librarianship.

2. Supports department activities:  
Participates in department meetings.  
Prepares schedules.  
Maintains inventory of assigned books and equipment.  
Prepares requests for books and equipment.  
Participates in the department assessment and program evaluation.  
\*Serves as department chairperson.  
\*Reviews, writes or revises curriculum documents.
3. Participates in faculty governance:  
Participates in College Affairs Council meetings.  
\*Serves on at least one committee.
4. Assists in student advisement:  
Advises assigned students.  
Maintains office hours for postsecondary classes.  
\*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:  
Completes courses necessary for advancement.  
Participates in relevant workshops.  
Participates in relevant professional development activities.

\*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

\*Serves as a mentor for faculty.

6. \*Provides community service.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT PROFESSOR**

Must show evidence of work consistent with Article XVII, D, 1 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in vocational teaching methods or vocational curriculum; OR
2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in teaching methods or curriculum, plus fifteen (15) semester hours of related college work at the upper division or graduate level of which nine (9) must be at the graduate level, earned after the granting of the Master's Degree, and four (4) years of employment in the field of study or related area, at least one (1) year of which must have been in teaching at the College's Instructor level or equivalent; OR
3. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education to include six (6) semester hours in teaching methods or curriculum, and two (2) years at the College's Instructor level or equivalent, plus
  - a. Twenty-four (24) semester hours, with a minimum of twelve (12) semester hours at the upper division or graduate level in the field of study or related area or professional education, or any combination thereof; OR
  - b. Twelve (12) semester hours in the field of study or related area or professional education, and six (6) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

## ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Associate Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision:

1. Conducts courses of instruction:  
Prepares syllabus and lesson plans.  
Follows course guide.  
Provides effective instruction.  
Teaches current information in the field.  
Ensures that classroom is neat and maintenance department is notified of problems.  
Maintains a superior standard of teaching.  
  
For non-teaching faculty:  
Advises and counsels students.  
Maintains a superior standard of counseling.  
OR  
Performs related library duties.  
Maintains a superior standard of librarianship.
2. Supports department activities:  
Participates in department meetings.  
Prepares schedules.  
Maintains inventory of assigned books and equipment.  
Prepares requests for books and equipment.  
Participates in department assessment and program evaluation.  
Reviews, writes or revises curriculum documents, if needed.  
\*Assumes leadership role in department assessment and program evaluation.  
\*Serves as department chairperson.
3. Participates in faculty governance:  
Participates in College Affairs Council meetings.  
\*Serves as committee chairperson.  
\*Serves on at least two committees.
4. Assists in student advisement:  
Advises assigned students.  
Maintains office hours for postsecondary classes.  
\*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:  
Completes courses necessary for advancement.  
Participates in relevant workshops.

\*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

Participates in relevant professional development activities.

\*Serves as a mentor for faculty.

6. \*Provides community service.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSOCIATE PROFESSOR**

Must show evidence of work consistent with Article XVII, D, 2 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in vocational teaching methods or vocational curriculum, plus two (2) years of teaching experience at the College's Assistant Professor level or equivalent; OR
2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in vocational teaching methods or vocational curriculum, plus thirty (30) semester hours of upper division or graduate level college credits earned after the granting of the Master's Degree, and six (6) years of employment in the field of study or related area, two (2) years of which must have been teaching experience at the College's Assistant Professor level or equivalent; OR
3. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education to include six (6) semester hours in vocational teaching methods or vocational curriculum, plus thirty-six (36) semester hours of course work at the upper division or graduate level in professional education, field of study or related area, of which eighteen (18) semester hours must be at the graduate level, and twelve (12) years of employment in the field of study or related area, four (4) years of which must have been teaching experience at the College's Assistant Professor level or equivalent.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

## **PROFESSOR**

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

1. Conducts courses of instruction:  
Prepares syllabus and lesson plans.  
Follows course guide.  
Provides effective instruction.  
Teaches current information in the field.  
Ensures that classroom is neat and maintenance department is notified of problems.  
Maintains a superior standard of teaching.  
Provides leadership and assistance to colleagues in becoming more effective teachers.  
  
For non-teaching faculty:  
Advises and counsels students.  
Maintains a superior standard of counseling  
Provides leadership and assistance to colleagues in becoming more effective counselors.  
OR  
Performs related library duties.  
Maintains a superior standard of librarianship.  
Provides leadership and assistance to colleagues in becoming more effective librarians.
2. Supports department activities:  
Participates in department meetings.  
Prepares schedules.  
Maintains inventory of assigned books and equipment.  
Prepares requests for books and equipment.  
Participates in department assessment and program evaluation.  
Assumes leadership role in department assessment and program evaluation.  
Reviews, writes or revises curriculum documents.  
\*Serves as department chairperson.
3. Participates in faculty governance:  
Participates in College Affairs Council meetings.  
\*Serves as committee chairperson.  
\*Serves on at least two committees.
4. Assists in student advisement:  
Advises assigned students.  
Maintains office hours for postsecondary classes.  
\*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:  
Completes courses necessary for advancement.

\*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

Participates in relevant workshops.  
Participates in relevant professional development activities.  
\*Provides leadership in professional development projects.  
\*Publishes books or articles relevant to their field.  
\*Serves as a mentor for faculty.

6. \*Provides community service.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR PROFESSOR**

Must show evidence of work consistent with Article XVII, D, 3 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in vocational teaching methods or vocational curriculum, plus eight (8) years of employment in the field of study or related area, three (3) years of which must have been teaching experience at the College's Associate Professor level or equivalent; OR
2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in vocational teaching methods or vocational curriculum, and sixty (60) semester hours of related college credits after the granting of the Master's Degree, to include thirty (30) semester hours at the graduate level, plus eight (8) years of employment in the field of study or related area, of which three (3) years must have been teaching experience at the Associate Professor level.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

**Appendix A-3**  
**Individual Faculty Plan Form**  
**ASSISTANT PROFESSOR**

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