

I. Narrative general description:

As a learning college and learning organization, Barton County Community college faculty members are committed to our students, our colleagues, and the College. Faculty's primary objective is to provide quality education and training. In addition to teaching responsibilities, faculty also participates in student assessment, professional development, support of college policies and procedures, and service to college and community. Therefore, we the faculty are individually and collectively responsible for the following:

II. Faculty Responsibilities:

A. Mastery of Subject Area

1. Demonstrates a thorough and accurate knowledge of the field or discipline;
2. Provides and reinforces linkages between instruction and practical applications;
3. Participates in activities related to professional growth.

B. Teaching Performance

1. Guided by the outcomes, teaches to the competencies as outlined in the course syllabus;
2. Presents ideas clearly and creates a climate conducive to learning and critical thinking;
3. Presents well prepared, well-organized and relevant material.

C. Evaluation of Student Learning

1. Participates in assessment activities for the purpose of effecting improvement to student learning, instructional delivery, and curricular development;
2. Develops evaluation methods which measure student progress towards course outcomes and competencies;
3. Evaluates student work and provides feedback in a timely manner.

D. Support of College Policies and Procedures

1. Complies with established college policies and procedures.
2. Teaches courses in accordance with catalog descriptions and the schedule of classes except as modified by agreement with the appropriate associate dean or college administrator.
3. Ensures accessibility to students and colleagues by posting and adhering to appropriate on-campus or on-line office hours.
4. Maintains accurate scholastic records of students while assuring confidentiality of student information.
5. Prepares, updates, submits and distributes syllabi for all assigned sections in accordance with college policy.

6. Performs other reasonable duties as may be prescribed by the appropriate associate dean or college administrator.

E. Service to the College and Community.

1. Participates within the department and across curricular areas in the development of new courses and/or programs within the mission of the college.
2. Participates in recruitment and retention of students, faculty, and staff.
3. Serves on College, divisional, and program committees as assigned.
4. Attends meetings and events as required by College administration.
5. Responds in a timely fashion to information requests from College, division, and program administrators.
6. Collaborates and supports associate and full-time colleagues in development and execution of responsibilities.