



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Date of Board Meeting: 5-16-17

Date of This Proposal: 4-18-17

SUBJECT (item as it will appear on agenda):

New Chemistry Faculty Position

RECOMMENDATION:

Approve new 9-month faculty position in Chemistry, effective June 1, 2017.

BACKGROUND/RATIONALE:

Kelley Whitley assumes Division Chair duties upon the retirement of GG Hunt, effective August 1, 2017. Per Reg. 465 Faculty Teaching Loads, Division Chairs receive a reduction in their teaching load to assume administrative duties (reduced from 15 lecture-equivalent hours to 3 hours per fall and spring terms with no teaching responsibilities during summer terms). By fall 2017, a new 9-month faculty position in Chemistry is needed to cover Ms. Whitley's teaching load. Budgeted funds in FY17 will be re-allocated in FY18 to cover the expense. Specifically, the Criminal Justice faculty position vacated by Ms. Hunt will not be renewed; a portion of these funds will cover the nine-month faculty position. Criminal Justice courses will be covered via part-time faculty.

Estimated Cost and Budgetary Support (how will this be paid for?): \$50,050

RESOURCE PERSON(S) [name(s) and title(s)]:

Leigh Ann Collins, Vice President of Instruction

SIGNATURES:

Originator

Law B. Kocic

Cabinet-Level Supervisor

Date

4-18-17

Date

PRESIDENT'S APPROVAL:

Betty A. McCreha

4-25-17



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Instructor of Chemistry	FLSA: Exempt GRADE: FAC NBAPOSN: CHM001, CHM002, CHM003, CHM004, CHM005, CHM006
LOCATION: <input type="checkbox"/> Wharton Campus <input type="checkbox"/> FBTC <input type="checkbox"/> Sugar Land Campus	EFFECTIVE DATE: February 2, 2012 REVISION DATE: September 14, 2015
REPORTS TO: Chemistry Department Head, Life and Physical Science Division Chair, Dean of Academic Instruction, and Vice President of Instruction	

PURPOSE AND SCOPE:

The permanent responsibility of a faculty member is to provide the most effective instruction possible in his/her discipline. Supervision is received from appropriate supervisor. The faculty member works to insure that his/her instruction is meeting the educational needs of students.

ESSENTIAL JOB FUNCTIONS:

1. Administrative duties of this position:
 - Keeps accurate records of student attendance for the entire semester and completes and submits "never attended" roll by the required deadline
 - Maintains office hours, as posted in course syllabus
 - Supervises assigned student employees (as appropriate)
 - Assists assigned student groups in the planning and managing of student activities (as needed)
 - Makes arrangements, approved in writing by the appropriate supervisor, for covering classes when scheduling an absence
 - Assumes assigned advising and registration duties
 - Maintains current knowledge of careers related to teaching field and of transfer issues (both in one's field and in general)
 - Assumes the responsibility for the physical condition of assigned office and classrooms and to report needs to the building supervisor
 - Provides grade reports to Admissions and Registration
 - Attends to assigned responsibilities in a dependable and timely manner
 - Meets deadlines

2. Faculty development and obligations of this position:
 - Maintains oneself as a competent scholar in the teaching field/fields

- Designs and implements a professional growth plan to improve instructional abilities
 - Participates in professional activities related to discipline
 - Complies with the professional growth and instructional assessment policies
 - Maintains currency in pedagogy
3. Teaching responsibilities of this position:
- Instructs students in courses assigned, following the official master syllabi and using approved textbooks
 - Meets all classes regularly and promptly as scheduled and for the full duration of each class period
 - Participates in the department's review of all course offerings
 - Upgrades the educational program by evaluating course content, student needs, and instructional methods and making recommendations for improvement
 - Prepares course syllabi in compliance with elements outlined in faculty handbook and obtains acknowledgement of receipt of student syllabus sheet, submitting sheet to division secretary for each course taught
 - Evaluates support materials available to students in the WCJC Libraries and makes recommendations for improving collections
 - Teaches assigned courses at times, locations, and in classrooms as assigned
 - Prepares, organizes, and delivers course material in effective manner
 - Provides written course outlines to students and to appropriate supervisor
 - Teaches online classes as assigned
 - Instructs students as necessary in compliance with all identified ADA accommodations recognized by the WCJC Office of Students with Disabilities
 - Maintains all grading records for each course taught for a minimum of one year after the close of the course
4. Other professional duties of this position:
- Adheres to policies published in the **Regulations Manual**
 - Follows college policies regarding work schedules, office hours, etc., published in the **Faculty Handbook, Regulations Manual, Employment Agreement**, and other official college documents
 - Participates in assigned committee work (as appropriate)
 - Attends faculty meetings and commencement exercises as appropriate
 - Performs assigned advising, registration, and recruiting duties
 - Reviews and makes recommendations for the improvement of the educational program, the college's learning environment, and related services
 - Familiarizes oneself with the purpose of the college and with college policies and procedures
 - Assumes special responsibilities or assignments from supervisors
 - Secures a copy of the **Student Handbook** and becomes familiar with its contents
 - Reports absences to appropriate supervisor
 - Demonstrates commitment to the profession and students
 - Provides professional and/or nonprofessional services (national, regional, local)

5. Other duties assigned to this position:

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a master's degree (in Chemistry or other discipline) and a minimum of 18 graduate hours in chemistry from a regionally accredited institution. This position requires credentials that meet minimum requirements for teaching at the post-secondary level set by the Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, the Texas Education Agency, and accrediting agencies for individual programs. A criminal background check is also required.

SUPERVISION OF OTHERS:

At minimum, a faculty member should have the ability to instruct and supervise students, evaluate teaching strategies and design various methods of instruction, grade papers objectively and return them promptly, adapt instruction to fit student needs, and communicate with students effectively.

SUPERVISION AND DIRECTION RECEIVED:

This position is responsible and accountable to the Chemistry Department Head, Life and Physical Science Division Chair, Dean of Academic Instruction, and Vice President of Instruction for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with the community and local and state agencies.

Internal contacts of this position are with administrators, faculty, and staff.

COMPLEXITY/EFFORT:

Performance is considered satisfactory when mutually agreed-upon objectives have been attained within a specified time frame, functional responsibilities of the position have been executed at a level consistent with performance requirements, effective, cooperative

relationships exist with administrative and professional staff, faculty, support staff, and clientele from the community, confidential aspects of the position are strictly maintained, work is coordinated with the department head and division chair, and accuracy and high quality of finished work are strictly maintained and completed within established guidelines.

WORKING CONDITIONS:

The person in this position must be able to travel independently to and from multiple work sites during day and evening hours and must be able to communicate effectively in a teaching environment with both groups and individuals.

LAST MODIFIED: September 14, 2015

Employee's Signature

Date

Supervisor's Signature

Date

Initials