

**FACULTY REGULATIONS AND PROCEDURES  
INSTRUCTIONAL -- FACULTY JOB DESCRIPTION**

**FACULTY JOB DESCRIPTION  
DUTIES AND RESPONSIBILITIES --**

It is understood that no specific job description can specify every professional responsibility of the faculty member which might arise. When an individual accepts a position as a faculty member, he or she assumes the responsibility of serving the needs of students and of actively assisting the college as it strives to fulfill its goals and objectives. Thus, these responsibilities will at times require the faculty members to undertake in a cooperative spirit professional duties not specifically mentioned in the job description.

The faculty member is generally responsible for the overall duties associated with instructing students. The faculty member is directly responsible to his/her Division Chair and the Dean of Instructional Services for the following:

1. Provide instruction that will achieve the specific goals and objectives stated in the syllabi of the assigned courses, and create a wholesome, meaningful learning environment in the classroom and laboratory.
2. Advise students on their progress in the subject taught.
3. Aid in assessment and planning of instructional programs and policies within the division college.
4. Be on time for classes and labs and promptly notify the respective Division Chair or the Dean of Instructional Services in the event of an ~~unscheduled~~ absence.
5. Maintain a five day work week.
6. Post and maintain scheduled office hours with student advisement conferences in mind.
7. Update, sign, and return class rolls to the Registrar's Office at designated times.
8. Maintain an accurate attendance record and report excessive absences to the Dean of Instructional Services for processing. If continued absences occur, and after contacting the student, faculty will report forced withdrawals to the Dean of Instructional Services.
9. Submit the required "Student Attendance Report" as described under the section "Student Absences" below.
10. Submit all required student grade reports to the Registrar's Office according to schedule.

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11. Report student problems to the Division Chair as deemed necessary.
12. Attend all faculty meetings, commencements, and other appropriate meetings called by Committee Chairs, Division Chairs, Dean of Instructional Services, or the President.
13. Is responsible for ensuring that all departmental brochures are kept current.
14. Provide appropriate counseling to students and present a positive attitude toward teacher-student learning relationships.
15. Order necessary textbooks, lab manuals, etc., through the bookstore.
16. Provide an updated syllabus to the Division Chair and the Dean of Instructional Services as often as deemed necessary by chair.
17. Provide to students a current syllabus with information about the goals and requirements of each course, the nature of the course content and the methods of evaluation to be employed including required classroom behavior.
18. ~~Lead instructor will be responsible for maintaining the departmental portfolio.~~
19. Share with other faculty members the responsibility of serving on committees as assigned by the Division Chair, appropriate Dean, or the President.
20. Serve as faculty sponsors for student organizations if elected by student members or selected by the Division Chair, appropriate Dean, or the President.
21. Assist in the recruitment, promotion, placement and follow-up studies of students.
22. ~~Be familiar with~~ Follow college policies and procedures as outlined in the *Faculty Handbook* and other published policy manuals.
23. Assist with student registration.
24. Pursue opportunities for professional growth (including pre-approved summer jobs to obtain current knowledge for lectures and labs).

**ADOPTED: August 04                      REVISED: June 09**  
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26. Annually file in the Office of Professional Development and use a professional development plan (form location: [www.swtjc.net](http://www.swtjc.net), Curriculum and Instruction, Professional Development Plan Form) that (1) is approved by the Division Chair and (2) Documents professional development activities that:
  - a. Respond to evaluative processes including but not limited to:
    - i. Faculty self-evaluation
    - ii. Chair evaluation of faculty
    - iii. Dean of Instruction evaluation of faculty
    - iv. Student evaluation of faculty
    - v. Program/course review
    - vi. Program/course assessment
  - b. Support the mission, goals and objectives of the college that results in improved teaching effectiveness and student learning
  
27. Perform other duties as may be assigned by the Dean of Instructional Services.

**DISTANCE LEARNING INSTRUCTOR --**

1. Instructors teaching a class via distance learning must complete a training program designed to familiarize teachers with distance learning equipment and techniques.
  
2. Class syllabi and handouts must be available to students at each site on the first day of class. As much as is possible, all handouts and/or papers that will be necessary throughout the semester should be available on site at the beginning of the semester.
  
3. Instructors will be responsible for the establishment and maintenance of discipline at all sites.

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**3 of 3**

## FACULTY POLICIES AND PROCEDURES INSTRUCTIONAL -- WORK LOAD

### CLASS ASSIGNMENTS --

Faculty members are subject to assignment in both day and evening classes on or off the main campus provided that the combined teaching load does not exceed eighteen contact hours per week. An adjustment may be made for additional duties at the discretion of the college administration. No reduction is made in teaching load for committee assignments. The teaching load for Division Chairs shall be three courses per semester (nine semester hours or twelve clock hours) and the Chair should schedule twenty-one or eighteen office hours per week respectively. Exceptions must be approved by the Dean of Instructional Services. Load sheets are submitted by Division Chairs to the Dean of Instructional Services at the beginning of each semester on hard copy or electronically (preferred).

### ONLINE INSTRUCTION --

Instructors who teach courses online as a part of their regular load must maintain an equal amount of time at an appropriate college site equal to the number of contact hours required for the online course(s).

### OFFICE HOURS --

Full-time instructors with academic assignments are required to be on campus at least thirty hours per week. Instructors with a teaching load of fifteen contact hours are to schedule at least fifteen hours per week as office hours and those instructors with a teaching load of eighteen contact hours are to schedule at least twelve hours per week as office hours. Exceptions to this policy will be for instructors in program areas that are regulated by external agencies and for other paraprofessionals who teach in non-credit-hour programs. Contact hours for overload courses must be calculated in addition to the required number of hours per regular work-week. Five (5) of the office hours may be scheduled to travel if off-campus classes are assigned as part of the regular load or may be scheduled as club sponsorship, student activities or official college committee assignments in which the instructor may be involved. One (1) of the office hours must be reserved for institutionally directed purposes such as assessment/planning activities and professional development. This hour is not necessarily scheduled on a weekly basis but rather to be counted in a total of sixteen (16) hours committed to these purposes over the course of a semester. This schedule should be: (1) posted on the office door of the instructor, (2) read to the students included in the course syllabus and (3) submitted to the Division Chair and the Dean of Instructional Services.

## INSTRUCTIONAL PERSONNEL

### PROGRAM COORDINATOR

#### DUTIES AND RESPONSIBILITIES--

The Program Coordinator is responsible for organizing, supervising and coordinating the work in his/her instructional program. The program coordinator is academically qualified to provide (1) program coordination including curriculum development and review, and (2) leadership in addressing program quality and compliance with accrediting authorities. The general responsibilities of the position as they relate to the program are:

- a. Coordinates all activities related to maintaining program relevance, effectiveness, viability, and compliance/accreditation.
- b. Evaluates instruction using appropriate assessment techniques and improves instruction by preparing and implementing Unit Action Plans.
- c. Cooperates with and provides documentation to the Office of Institutional Planning and Research as required to support the institution's assessment, planning and evaluation processes.
- d. Assists in the recruiting and advising, and placement of students
- e. Conducts regular meetings for purposes of communicating information, discussing issues, and making decisions on program matters.
- f. Ensures that the program meets all accountability standards of the College, the Coordinating Board, and other applicable agencies or boards. In pursuance of this, he/she provides, with faculty assistance, all data and information required by the Office of Institutional Planning and Research or other college offices.
- g. Works effectively with his/her department/division chairs and other officers of the college administration to achieve the college's goals for instructional programs.

The specific responsibilities of the position are as follows:

1. Develops and administers appropriate assessments of student program outcomes
2. Uses assessment information for program improvement, specifically in the development and implementation of Unit Action Plans for the program
3. Assists the department chair in scheduling and conducting advisory committee meetings (technical programs only)
4. Conducts an annual Employer Satisfaction Survey as specified by the Office of Institutional Planning and Research. (technical programs only)
5. Maintains contact with employers and provides students with assistance in career planning and job placement. (technical programs only)
6. Advises the department/division chairs regarding the time schedule and room schedule for courses in the program.
7. Performs other duties as may be assigned by the Dean of Instructional Services.

**FACULTY REGULATIONS AND PROCEDURES  
ESTABLISHMENT OF NEW PROGRAM OR COURSE**

**CURRICULUM COMMITTEE --**

**Members**

Director of Curriculum & Instruction, Chair  
Technical Programs Director  
Director of Workforce Training & Development  
Each Division Chair  
Associate Deans  
Registrar *New member added to the list*  
Counselor  
Financial Aid Representative  
Four Faculty Members  
One Faculty Association Representative *New member added to list*  
One Student Representative

The basic task of the committee is to collect and analyze educational program data with the assistance of program supervisors and to prepare reports for the President.

For establishing new programs of study, courses, or conducting program reviews/revisions at the college, the following procedures will be followed:

**General:**

1. Ensure that college curricula comply with the SACS and THECB rules and regulations.
2. Ensure that the curricula directly relate to the statement of purpose and strategic goals of the institution.

**New Program Offering:**

3. The President, the Deans, the Division Chairs, or Instructors at Southwest Texas Junior College initiate a new offering.
4. Survey and research by the appropriate faculty member or members.
  - a. Academic Programs and Courses --  
Research on courses taught in senior colleges and universities in the first two years and courses taught in other junior colleges.
  - b. Technical-Vocational Programs --  
Research based on needs of community and needs of students. This would involve the use of advisory committees.
  - c. Articulation of Short Courses--  
Short courses to be evaluated for possible articulated credit into an existing technical program.

**FACULTY COMMITTEES  
TITLE, MEMBERS, AND DUTIES**

**CURRICULUM COMMITTEE --**

**Members**

Director of Curriculum & Instruction –Chair  
Technical Programs Director  
Director of Workforce Training & Development  
Each Division Chair  
Associate Deans  
Registrar *New member added to the list*  
Counselor  
Financial Aid Representative  
Four Faculty Members  
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**Duties and Responsibilities**

1. Assist in the review of all new courses and programs.
2. Be sure there is a need for any new course or program and require any additional information or data that might be necessary (course syllabi, outline, etc.).
3. The Curriculum Committee should recommend the new course or program to the Administrative Council for further review.
4. Develops agenda and maintains minutes of meeting. Forward these documents to the office of Institutional Research.
5. Performs systematic reviews of college wide curricula at least every three years and on an as-needed basis when changes are requested.



**EXAMINATIONS, GRADING AND WITHDRAWAL**

I	=	Incomplete
W	=	Withdraw
WP	=	Withdraw Passing <i>Remove</i>
<del>WF</del>	=	<del>Withdraw Failing</del>
EW	=	Enforced Withdrawal

I becomes an F if the work is not completed during the designated six-week grace period. In that event the instructor should contact the Registrar and make the change on the grade sheet involved. The six-week period is to be counted from the beginning of the following semester including summer school. A student's grade may be changed only to remove an "I" or due to miscalculation of a grade. ~~A grade of WP or WF as determined by the instructor of each course is given if a student withdraws from any individual course after the twelfth week of the semester and prior to final exams week. A WP is not entered into the grade point average (GPA), but a WF is calculated as hours attempted in the GPA. A student who withdraws before the end of 75% of the semester (e.g., twelfth week for a long semester) will receive a "W". After that, an earned grade must be assigned by the instructor.~~ *Add shaded text*

Developmental courses (college preparatory) are graded on an A, B, C, F, P, W, WP, WF, and EW basis. Developmental courses are calculated in the GPA. The grade of EW is for **Enforced Withdrawal**. This grade will be applied administratively to distinguish between an institutionally enforced withdrawal and a student-initiated withdrawal. Grade point averages are computed by assigning values to each grade as follows:

A.....	4 points	F.....	0 points	WF.....	0 points	<i>Remove</i>
B.....	3 points	P.....	0 points	W.....	0 points	
C.....	2 points	WP.....	0 points	EW.....	0 points	<i>Remove</i>

It is also the policy of Southwest Texas Junior College that student grades be determined on the basis of the students' performance in learning the course curriculum. Enhancement of grades based solely on students' participation in activities that take place outside the classroom, laboratory, or library is not permitted in the following circumstances:

1. If the activity is not related or only indirectly related to the course curriculum and:
  - a. if fund-raising is involved, or
  - b. if all students in the class do not have equal opportunity to participate in the activity.
2. If the activity is directly related to and which is a specified part of the curriculum, but fund-raising is involved.

Under no circumstances shall academic credit be granted for fund-raising activities.

The SWTJC definition of "Excessive Absences" is when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically, (a) six absences from a class that meets three times per week (typical MWF schedule), (b) four absences from a class that meets two times per week (typical TTH schedule) and, (c) two absences from a class that meets once per week (typical evening course). Attendance counting begins on the official first day of class. When a student reaches the "Excessive Absence" threshold, the instructor may request that the student be reported to the Dean of Instructional Services.

The "Excessive Absences Form" is used for this purpose. If the absences continue, the instructor may initiate a forced withdrawal by using the "Class Withdrawal Form." Following agreement by the Dean of Instructional Services, the student will be dropped from the class. When an instructor requests the forced withdrawal of a student from a class, a grade of "W" will be considered if the student has at the time of the request a class grade equivalent to the numeric average of sixty (60) or higher; otherwise, a grade of "F" will be given.

### **Developmental Education Class Attendance Policy**

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member.

The instructor of a developmental education course may request the withdrawal of a student from a class when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically, (a) six from a class that meets three times per week (typical MWF schedule), (b) four from a class that meets two times per week (typical T Th schedule), (c) two from a class that meets once per week (typical evening course), and (d) three from a summer class. Attendance counting begins on the first day the student is enrolled. *Add: on the official first day of class.* When an instructor requests the withdrawal (drop) on excessive absences of a student from a course, a grade of EW will be given to the student. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences in reaching the total except when prohibited by State law or statute.

College policy requires that faculty report student attendance at the end of the third and eighth week. Based on this report, the college will review and assess the situation of students not showing regular attendance and withdraw students who do not take corrective action. At times other than these, the option of forced withdrawal is left to the course instructor (see above).

Students who are TSI deficient and whose individual education plan calls for enrollment in one or more developmental education courses must remain enrolled in at least one developmental education course or be withdrawn from all classes.