



**Wharton County  
Junior College**

**Proposed Agenda Item  
Board of Trustees Meeting**

Date of Board Meeting: 3-22-16

Date of This Proposal: 2-18-16

**SUBJECT (item as it will appear on agenda):** Full-Time Faculty Position—Process Technology

**RECOMMENDATION:** Approve the addition of a 10.5 month full-time faculty position for the Process Technology Program, effective fall 2016

**BACKGROUND/RATIONALE:**

In fall 2015, the Process Technology (PTAC) Program expanded to the FBTC in Richmond. Initial enrollment exceeded expectations. Cohort A matriculated fall 2015 and now has 18 students enrolled in the second term (15 students were projected the first year). Cohort B, originally planned to matriculate fall 2016, enrolled 17 students in spring 2016—a semester early due to high interest in the field. Additionally, the Gulf Coast Workforce Board predicts a 14.5% (faster than average) growth in petrochemical-related jobs thus placing this occupation on the High-Skill, High-Growth Occupations list in the Gulf Coast Region.

The current program director holds the only full-time position in the PTAC program. Director duties not only include curriculum development and instruction but installation oversight and maintenance of state-of-the art training equipment on both the Bay City and FBTC campuses. A second position in the PTAC program is required to support enrollment growth, provide instruction on two campuses, maintain industrial equipment, and promote industry partnerships.

**Estimated Cost and Budgetary Support (how will this be paid for?):** \$50,224--\$63,641 FY17 budget

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

Willie Myles, Process Technology Program Director  
Tim Guin, Vocational Science Division Chair

**SIGNATURES:**

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Originator

\_\_\_\_\_  
Date

*Lac*  
\_\_\_\_\_  
Cabinet-Level Supervisor

*2-18-16*  
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Date

**PRESIDENT'S APPROVAL:**

*Betty A. Melius*  
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*2-19-16*  
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**JOB DESCRIPTION  
Human Resources Department**

<b>JOB TITLE:</b> Instructor of Process Technology	<b>FLSA:</b> Exempt <b>GRADE:</b> FAC <b>NBAPOSN:</b> PTC002
<b>LOCATION:</b> Bay City Campus	<b>EFFECTIVE DATE:</b> October 9, 2015 <b>REVISION DATE:</b> October 9, 2015
<b>REPORTS TO:</b> Process Technology Program Director, Vocational Science Division Chair, Dean of Vocational Instruction, and the 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

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- 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 minimum of an Associate's Degree in Process Technology, Industrial Technology, Chemistry, Engineering, or closely related petrochemical field and 36 months of full time work experience in the petrochemical refinery field. If candidate does not meet the minimum requirements, an exception request must be made. 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:**

The faculty member is responsible and accountable to the Process Technology Program Director, Vocational Science Division Chair, Dean of Vocational 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 statues, ordinances, codes, rules, regulations, or directives.

**EQUIPMENT USED:**

A personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment is used in this position.

**CONTACTS:**

External contacts of this position are with community, 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:**

This position requires the ability to travel independently to and from multiple work sites during day and evening hours and the ability to communicate effectively in a teaching environment with both groups and individuals.

**LAST MODIFIED:** October 9, 2015

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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