

Responsibilities and Obligations of Full-time and Adjunct Faculty

Adopted by Pierce Academic Senate March 8, 2004

Introduction:

Faculty at Pierce College are governed by several sets of regulations including the California Education Code, LACCD Board Rules, AFT Faculty/LACCD Contract, and others. However, in many ways, a college faculty is very much a professional, self-governing body with significant independence. This document was created by the Pierce College Academic Senate to stimulate discussion about our roles and responsibilities as educators to students, each other, the college and the community. It attempts to compile a list of important principles and guidelines, some specific and mandated by contract, and others more general, which faculty should strive to follow.

A. Related to Professionalism

1. Focus first on teaching and student learning. The primary responsibility of faculty is student learning.
2. Keep current in your discipline. Maintain ties with professional organizations and/or colleagues outside the institution.
3. Be aware of developments in educational practice and use of technology, and strive to incorporate the most appropriate and most effective pedagogical techniques into your teaching.
4. Serve as an intellectual guide and advisor for students, and foster honest academic conduct.
5. Establish evaluation procedures that accurately reflect students' academic merit.
6. Respect confidentiality in student-faculty interactions.
7. Show respect for the opinions of others- students, faculty, staff, and administrators- promote free inquiry, and defend the rights of associates to engage in free inquiry.
8. **Full-time faculty** accept a share of faculty responsibility for governance of the academic institution. **Adjunct faculty** are encouraged to and should not be denied an opportunity to participate.

B. Related to Instruction

1. Meet all classes for the time published in the schedule of classes.
2. Distribute a syllabus, during the first class meeting, which clearly states:
 - a. Contact information and office hours and location
 - b. Required texts and course materials
 - c. Course content and student learning outcomes that are consistent with the official course outline of record and with standards set by the discipline
 - d. Outline of topics to be covered and tentative schedule
 - e. Clear and thorough explanation of methods of evaluation and grading procedure
 - f. Other information such as policies on attendance, exclusion, cheating, appropriate behavior, use of cell phones, etc.

- g. Required final exam given on the date and time as published in the Schedule of Classes
- 3. Schedule faculty office hours per the AFT Contract:
 - h. for **regular (full-time) faculty** whose standard teaching load is 12-15 hours (for example, that amounts to 5.5 hours per week on the 15 week schedule) as well as availability for consultation with students by appointment. (Article 13.D.8a)
 - i. for **adjunct (hourly) assignments** that amounts to 11 minutes for each Standard Hour of assignment rounded to the nearest 5 minutes (for example, a three hour assignment requires 33.3 = 35 minutes) (Article 13.C.3)
- 4. Maintain accurate records both during the semester and for two semesters afterward. (Article 13.D.8e AFT Contract)
- 5. Treat all students with respect and attempt to maximize their learning experience.
- 6. Keep lecture material and other information distributed in class current with new developments in the academic field.

C. Related to Administrative Tasks

1. Carry out all administrative responsibilities in a timely fashion, including submission of census and exclusion rosters, grade report forms, etc. (Article 13.D.8f AFT Contract)
2. **Full-time faculty only:** To be involved in college activities, to include, but not be limited to: department meetings and other department activities such as curriculum development, program review, block grant requests, faculty evaluation, etc. and college activities, which may include sponsorship of co-curricular groups, college or District committee work, etc. The faculty shall serve on at least one departmental, college, or district-wide committee. (Article 13.D.8.d and Article 32 F AFT Contract)
3. The workweek is Monday through Friday. Faculty are expected to be available to participate in college activities on any weekday, as needed. (Article 13.D.1 AFT contract)

D. Resources and References

1. LACCD/LA College Faculty Guild 2005-2008 contract:
http://www.laccd.edu/collective_bargaining_agreements/AFT/documents/LACCD-AFTAgreement05-08-1.pdf
2. *Best Teaching Practices: A Faculty Guide:*
<http://www.piercecollege.com/faculty/wellsr/pages/nurtorex2.htm>
3. *Faculty Handbook, Pierce College Faculty Code of Ethics, Code with Operational Guidelines:*
<http://www.piercecollege.com/faculty/senate/pages/CofE.pdf>
4. *Faculty as Professionals: Responsibilities, Standards and Ethics,* Academic Senate for California Community Colleges, 2002:
<http://www.academicssenate.cc.ca.us/Publications/Papers/FacultyEthics.htm>
5. *A Perspective on Faculty Responsibilities: Suggestions for Local Senates,* Academic Senate for California Community Colleges, 1995:
http://www.academicssenate.cc.ca.us/Publications/Papers/Perspective_faculty_responsibilities.html