

## **Faculty Professional Responsibilities**

The faculty members of Lake Land College shall:

1. In cooperation with other instructors concerned, prepare or revise guides for courses offered in their division and submit to the Division Chairperson or appropriate administrator for review.
2. Teach classes assigned by the Division Chairperson and approved by the Vice President for Academic Services following course outlines approved by the College.
3. In cooperation with other instructors concerned, prepare recommendations for all educational resources and submit to the Division Chairperson for review.
4. File with the librarian a bibliography of library books to be used in each course.
5. Prepare for the annual budget requests for instructional equipment and materials including maps, books, electronic and audio/visual resources, and other supplies and submit these requests to the Division Chairperson for recommendation.
6. Prepare requests for the purchase of new library books and materials as needed and submit these requests to the Division Chairperson for review.
7. Report attendance and grades as prescribed by the Dean of Admission Services.
8. Attend division meetings called by the Division Chairperson and faculty meetings called by the administrative officers.

9. Be on campus, in classrooms, laboratories, library, or office for not less than thirty (30) hours a week and maintain a schedule of at least three (3) hours on campus or at an approved location each college day.
10. Maintain at least five (5) office hours per week as posted on the office door and as filed in the administrative office.
11. Arrive at the classroom or approved location prior to the scheduled class time.
12. Cooperate in the promotion of extracurricular activities by accepting reasonable assignments and encouraging student participation.
13. Serve on such committees for the betterment of the College as may be established by the administration and faculty.
14. Assist in registration as needed.
15. Consider the general and special needs of the student. Assist students in meeting needs or solving problems and, when necessary, seek additional help from other college services.
16. Observe, support, and enforce the regulations, policies, and programs of the College and inform the appropriate administrator in writing of any problem that might have a detrimental effect on the College.
17. Conduct himself/herself in a professional manner.
18. Notify the appropriate administrator well in advance of absences.
19. Advise students assigned by the counselor.
20. Demonstrate commitment to the teaching/learning process.
21. Focus upon student recruitment, retention and success.
22. Use a variety of methods and teaching strategies that reflect the different learning styles and needs of students.

23. Show an understanding of the community college philosophy, including its unique ties to the workforce and its district.
24. Work as a member of a team.
25. Participate in development activities and maintain current perspectives in class presentations.
26. Perform other related duties as assigned.