

7. NEW BUSINESS

7.2. POLICY 302 – DUTIES AND RESPONSIBILITIES OF INSTRUCTORS – REVISED – SECOND READING

Policy 302 – Duties and Responsibilities of Instructors, is presented for a Second Reading. The policy revision includes input obtained through the shared governance system and has been reviewed by the College’s legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No changes were made for Second Reading.

Recommendation: Approve Policy 302 – Duties and Responsibilities of Instructors as revised.

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302 DUTIES AND RESPONSIBILITIES OF **FACULTY INSTRUCTORS**

Duties and responsibilities of full-time and part-time faculty shall be outlined in their respective job descriptions and will be subject to any related provisions of the appropriate collective bargaining agreement for faculty subject to an agreement.

~~An instructor for the College of Lake County has four (4) primary responsibilities: instruction of the student, assistance in the advisement process, participation in appropriate curricular and co-curricular assignments and functions, and performance of necessary administrative obligations. In carrying out these responsibilities, the instructor is required to:~~

- ~~01. Be familiar with the philosophy and objectives of the College.~~
- ~~02. Provide instruction and conduct classes in accordance with the philosophy of the College and within the scope of a defined course of study.~~
- ~~03. Cooperate in the development of curriculum, preparation of course outlines and the selection of textbooks, library materials, instructional materials, equipment, and supplies.~~
- ~~04. Evaluate student progress through regularly scheduled tests, examinations and by other appropriate methods.~~
- ~~05. Keep accurate records and submit all reports and records when required.~~
- ~~06. Assist in the advisement of students in cooperation with the Director of Counseling.~~
- ~~07. Refer to the counseling service any students whose scholastic or personal needs require special attention.~~
- ~~08. Meet all assigned classes and maintain an approved and posted schedule of conference hours.~~
- ~~09. Attend faculty meetings, department meetings, and all other meetings called by authorized personnel.~~
- ~~10. Assist in the registration and pre-registration of students.~~
- ~~11. Participate in co-curricular activities~~
- ~~12. Participate in college functions such as assemblies, convocations, and commencement exercises.~~

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302 DUTIES AND RESPONSIBILITIES OF FACULTY INSTRUCTORS (CONTINUED)

~~13. Substitute for colleagues on a reciprocal basis for approved absences.~~

~~14. Assume the responsibility for keeping a credential file current by providing all evidence of professional growth.~~

~~15. Encourage reasonable conduct of students in classrooms and on the campus.~~

Adopted 02/26/1980

Amended