



FULL-TIME FACULTY JOB RESPONSIBILITIES

Faculty appointments are at-will, and at the discretion and under the purview of the President of the College. Under the supervision of the Program Director and the Division Chair, and the direction of the Vice President for Learning and the President, faculty perform the following duties for their respective programs or disciplines, and the College.

1. Follow the rules and regulations of the College.
2. Maintain assigned instructional workload:
 - a. 9-month faculty: 30 load hours or 600 contact hours during day and/or evening per academic year (Nursing and Allied Health)
 - b. 12-month faculty: 40 load hours or 800 contact hours during day and/or evening per academic year (Nursing and Allied Health)
 - c. Alternative assignments to meet load may be recommended by the Division Chair and must be approved by the Vice President for Learning.
3. Develop course syllabi using the College-approved course syllabus template. Incorporate all elements of the master course guide, consistent with catalog description, student needs, and institutional guidelines.
4. Post syllabi to Learning Management System and submit to the appropriate email address at least five days prior to the start of the semester.
5. Post the Faculty Teaching and Office Schedule Form on office door and submit to the appropriate Division Chair within the first week of classes.
6. Maintain a minimum of five (5) office hours per week including on campus hours as approved by the Division Chair. During the first week faculty return in the fall and spring semester AND the first two weeks of registration fall and spring, maintain ten (10) office hours during the week for advising.
7. Use Northern on the Web (NOW) to report beginning attendance and final grades at the end of the term within established institutional procedures and deadlines.
8. Plan and implement learning strategies and activities to accomplish course objectives/outcomes.
9. Clearly explain assignments, expectations, attendance policy, grading policy, evaluation methods, and class procedures to students.
10. Evaluate students on the basis of their achievements toward course objectives/outcomes.
11. Post assessment grades regularly in the LMS and ensure the final calculated grade is visible to students throughout the term of the course.
12. Engage in regular and substantive interaction with students consistent with current federal and institutional accreditation guidelines.
13. Advise and assist students in matters related to course and program outside the classroom, including access to required textbooks and materials.
14. Utilize early warning systems for students who are not making satisfactory progress and/or refer students who may need support to the Academic Resource Center.
15. Meet each class during the scheduled hours OR participate in regular and substantive teaching and learning activities in asynchronous online classes.
16. Ensure that courses are held for the required number of hours scheduled during the term.

17. Follow College policies and procedures for academic appeals.
18. Notify Program Director and the Division Chair of the intent to travel on college business well in advance of the date of the expected absence. Complete the Absence Form. Submit your completed Absence Form to your Division Chair.
19. Notify the Division Chair of unexpected absence(s) so appropriate arrangements can be made for your class(es). Submit your completed Absence Form upon return to your Division Chair.
20. Arrange for equipment and supplies, field trips, or other special activities needed for courses, following appropriate College procedures and submitting all required documentation.
21. Collect, report, and analyze learning outcomes assessment data as directed by the Program Director.
22. Assist the Program Director and/or Division Chair with preparation of the program review, annual report, part-time faculty evaluations, self-study reports for accreditation, course and program assessment reports, and other reports and projects associated with the program.
23. Assist the Program Director and/or Division Chair in the maintenance of equipment and in the recommendations for the purchase of equipment.
24. Assist the Program Director and/or Division Chair in preparing semester schedules. Assist in the selection of textbook(s) for courses taught. Work effectively with other faculty and the division chair in the selection of textbook(s) or developing Open Educational Resources (OER's) for courses taught
25. Assist the Program Director and/or Division Chair in proposals and development of new courses, programs, and certificates.
26. Assist the Program Director and/or Division Chair in student recruitment at high schools, college fairs, as well as business, industry, and agencies related to the program/major or discipline.
27. Participate in service and/or advising during periods designed for pre-registration, registration, new student orientation and other special College events.
28. Assist in the evaluation and supervision of students serving as lab assistants and in other Work-Study capacities as applicable.
29. Review waiver/substitution petitions, portfolios for the Board of Governors Degree and Credit for Prior Learning applications.
30. Participate in institutional activities such as College-wide events, college standing committees, ad hoc committees, internal and external marketing and promotional activities, and public service activities.
31. Attend the College commencement ceremony.
32. Attend Faculty Assembly meetings, academic division meetings, advisory committee meetings, and other faculty related events as identified by the administration.
33. Participate in professional development activities and professional organizations.
34. Integrate general education learning outcomes into assigned courses where applicable.
35. Work with the workforce development and/or campus managers, as appropriate, to provide non-credit courses, seminars, workshops, etc.
36. Assume a positive and active role as a representative of Northern, including support of institutional goals and initiatives.
37. Communicate effectively and respond to students, staff, other faculty, and administrators in a timely manner.