

APPENDIX Q
FACULTY DUTIES/OBLIGATIONS/ACTIVITIES

For faculty who carry over a 1.4 load, please complete the attached form by (a) initialing each item on the list and (b) obtaining signatures from the faculty, department chair, and area dean. This form will be submitted to the office of the area dean. This form can be found in the AFT Contract in Appendix Q.

List A: These duties are currently required in the bargaining agreement:

- _____ 1. Maintain a work schedule as defined by the Standard Teaching Loads and Standard Workloads (see Article 13 Table A and Table B).
- _____ 2. Maintain the required number of scheduled office hours. For classroom faculty, be available for additional student consultation outside of posted office hours (see Article 13 D and Appendix C).
- _____ 3. Keep current in one's discipline (see Appendix C).
- _____ 4. Keep accurate records (for example: grades, attendance, class exclusions, Student Education Plans and counseling records) and submit records in a timely manner (see Article 13 D and Appendix C).
- _____ 5. Full time faculty must participate on at least one college, district, or departmental committee or equivalent (see Articles 13 D and Article 32).
- _____ 6. Fulfill professional development obligation: 33.5 hours annually for full-time classroom faculty, half the total annual number of weekly classroom hours for adjunct assignments taught by both full-time instructors with overload and true adjunct faculty (see Article 10).
- _____ 7. Participate in the SLO Assessment Cycle (see Appendix C).
- _____ 8. Provide evidence for items 1-7 above as part of the performance evaluation process. (See Article 19, 42, appendix C).

List B: This list includes (but is not limited to) the activities that are not referenced specifically in the collective bargaining agreement but represent professional responsibilities toward the goal of improving student success:

- _____ 1. Attend college events, including but not limited to, commencement.
- _____ 2. Participate in activities that enhance the educational mission of the college such as accreditation self studies, district or college initiatives, district discipline committees, and shared governance committees.
- _____ 3. Take part in comprehensive evaluation and tenure review committees, hiring committees, and orientation of new faculty.

_____4. Participate in the collective work of the department in updates and revisions of course outlines, curriculum development, advisory committees, program transfer and completion information (especially for counselors) and program review.

_____5. Keep current in the use of educational technology where appropriate.

_____6. Assist in student activities such as club sponsorship.

_____7. Participate in the union and academic senate.

Semester/Year

Assigned FTE Load

Faculty Signature

Date

Department Chair Signature

Date

Dean/Supervisor Signature

Date