SUBJECT: Faculty Role and Responsibilities

The Midland College faculty consists of full-time personnel whose principal assignment is instruction. At least fifty percent of their total assigned duties must be in teaching. Full-time faculty are required to teach a minimum of fifteen semester hours or the equivalent and perform duties equal to a 40-hour week.

Midland College requires that faculty fulfill the following role and responsibilities. These constitute a full-time commitment and consist of three major components: instruction, professional activity, and service. Faculty shall be knowledgeable of and promote the mission, core values, strategic goals, and policies of Midland College and, as assigned, perform other duties related to instruction and administrative policy.

The Instructional Component encompasses the responsibilities of the faculty member to the students. Instruction consists of the content and delivery of content in a well-managed learning environment. Faculty members provide current, accurate, relevant, and comprehensive content through a variety of effective methods. The faculty members provide a well-managed learning environment through organized instructional activities, through well-communicated objectives, and through thorough evaluation of student performance with accurate and complete documentation and record keeping. The desired outcome is persistent, measurable, and specified improvement in student learning.

In the Instructional Component, the faculty will:

1. meet their classes;
2. present content that is both current and accurate;
3. prepare and communicate clear educational objectives;
4. participate in the selection and use of learning materials;
5. communicate class structure and procedures to students;
6. apply a variety of appropriate learning theories and strategies;
7. evaluate the students’ academic progress fairly;
8. communicate evaluation results of students’ work in a timely manner;
9. maintain contact with students outside of class in a manner appropriate to student needs;
10. communicate to students the faculty’s availability outside of class, including a minimum of ten posted office hours per week;
11. arrange for facilities and resources required in the teaching of classes;
12. create learning environments that foster critical thinking;
13. maintain records and comply with college reporting procedures;
14. work to improve student retention in their classes;
15. participate in the evaluation of instruction;
16. advise students on programs of study and educational resources; and,
17. work with representatives of external entities to further program quality including enhancing instructional resources.
In the Professional Component, faculty demonstrate responsibility to both their teaching discipline and profession as educators. This consists of continual individual growth and contributions to their profession. Faculty participate in activities related to the subject matter or to the development of new teaching fields, materials, methods, or instructional competencies.

In the Professional Component, the faculty will:

18. collaborate with colleagues to further the mission of Midland College;
19. maintain a professional attitude and appearance and behave in an ethical manner;
20. engage in continual and appropriate professional activity and growth;
21. participate in faculty development and clearly document its relationship to their profession; and,
22. improve in areas identified by the faculty evaluation process.

Service, an essential faculty responsibility, includes contributions to both the institution and the community. This responsibility does not include those activities that are instructional obligations or responsibilities to a teaching field. Faculty may be assigned and/or volunteer for service to the institution. Faculty recommend their own community service activities.

In the Service Component, the faculty will:

23. honor student achievements;
24. support student activities;
25. assist in recruitment of students for the College;
26. share in stewardship of college property; and,
27. contribute to the role of the College as a community resource.