

## **APPENDIX D: DUTIES AND RESPONSIBILITIES**

### **D1—DUTIES AND RESPONSIBILITIES OF INSTRUCTORS**

#### **A. Required of all instructors:**

- teach classes at assigned times and locations;
- make necessary preparations for class instruction;
- evaluate student performance; and
- submit timely and accurate reports of attendance, grades and other matters as required.

#### **B. Additional professional responsibilities, not subject to additional compensation for instructors on regular academic year contract: (See Note 1)**

- attend and participate in official division and college faculty meetings called by the college administration;
- develop instructional materials, course outlines, and curriculum guides;
- analyze and select text materials, and participate in course content coordination;
- evaluate, update, and revise existing courses and programs; develop new courses as needed;
- assist in the placement of students in courses;
- review current literature in appropriate fields and recommend additions to the college library collection;
- participate as a peer in the academic employee staff development and evaluation programs;
- assist in ordering supplies, and in ensuring proper utilization of instructional equipment and facilities;
- coordinate the work of student assistants and instructional aides;
- participate in commencement exercises (See Note 2);
- participate in advisory committee meetings;
- participate on official college committees (e.g., curriculum planning, accreditation self-study); and
- participate on screening committees for position vacancies.

#### **C. Voluntary activities performed without additional District compensation:**

- participate in co-curricular activities (e.g., student club advising);
- participate in college-community relations activities (e.g., public speaking engagements); and
- participate in articulation with high schools and four-year institutions, and with business and industry.

Note 1: It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed under B. Certain of these responsibilities may be appropriate for assignment to a given unit member who would not be paid additional District compensation for discharging them.

Note 2: A maximum of one-half of the contract and regular faculty will be expected to participate each year. No individual will be required to participate more frequently than once in each two-year period.

## **D2—DUTIES AND RESPONSIBILITIES OF COUNSELORS**

### **Definitions:**

Outside of peak times, other than by mutual agreement, no more than 10% of total counseling faculty will have drop-in as their primary assignment. As different programs have different needs and requirements, and as counseling operates on both student contact and caseload models, student meeting times may vary.

#### **A. Required of all counselors:**

- A1. Scheduled counselor duties are to be used for the following:
- provide counseling services to students at assigned times and locations;
  - scheduled or drop-in counseling appointments with student;
  - group appointments with students;
  - participate in commencement exercises (See Note 2);
  - working with students in class, in collaborations with instructional faculty;
  - program coordination, student workshops, or case management activities, so long as they are approved or assigned by the dean;
  - counselor observations for evaluations;
  - additional duties as approved or assigned by the dean that directly supports students.
- A2. The following activities, if counselors engage in them, should be blocked on the counseling grid to take place during other “on campus” professional duties time:
- submit timely and accurate reports as required;
  - Maintaining necessary counseling records;
  - Prepare for student appointments by reviewing student information prior to meeting with students;
  - Provide follow up services to students, including responding to student emails and questions in a timely manner;
  - Perform appropriate research and consultation to provide students with correct and updated information;
  - Meetings not part of the professional plan.

B. Additional professional responsibilities, not subject to additional compensation for counselors on regular academic year contract are those engaged in consistent with the counselor professional plan point requirements set forth in Article 6: (See Note 1)

#### **C. Voluntary activities performed without additional District compensation:**

- participate in co-curricular activities (e.g., student club advising);
- participate in college-community relations activities (e.g., public speaking engagements); and
- participate in articulation with business and industry.

Note 1: It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed under B. Certain of these responsibilities may be appropriate for assignment to a given unit member who would not be paid additional District compensation for discharging them.

Note 2: A maximum of one-half of the contract and regular faculty will be expected to participate each year. No individual will be required to participate more frequently than once in each two-year period.

### **D3—DUTIES AND RESPONSIBILITIES OF LIBRARIANS**

#### **A. Required of all librarians:**

- provide librarian services to students at assigned times and locations;
- maintain necessary library records;
- take appropriate precautions against the theft, deterioration, or destruction of library facilities, equipment, and materials; and
- submit timely and accurate reports as required.

#### **B. Additional professional responsibilities, not subject to additional compensation for librarians on regular academic year contract: (See Note 1)**

- attend and participate in official division and college faculty meetings called by the college administration;
- develop instructional materials on the use of the library and its resources for groups and individuals;
- consult with faculty members on resource needs in their particular fields;
- assist in the formulation and maintenance of necessary and reasonable rules for library users;
- review current literature in appropriate fields and recommend additions to the college library collection;
- participate as a peer in the academic employee staff development and evaluation programs;
- provide information for schedule and budget preparation;
- assist in ordering supplies, and in ensuring proper utilization of library equipment and facilities;
- coordinate the work of student assistants and instructional aides;
- participate in commencement exercises (See Note 2);
- assist in planning and preparing exhibits and book displays to encourage student use of books and other materials;
- participate on official college committees (e.g., curriculum planning, accreditation self-study); and
- participate on screening committees for position vacancies.

#### **C. Voluntary activities performed without additional District compensation:**

- participate in co-curricular activities (e.g., student club advising);
- participate in college-community relations activities (e.g., public speaking engagements); and
- participate in articulation with high schools and four-year institutions.

Note 1: It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed under B. Certain of these responsibilities may be appropriate for assignment to a given unit member who would not be paid additional District compensation for discharging them.

Note 2: A maximum of one-half of the contract and regular faculty will be expected to participate each year. No individual will be required to participate more frequently than once in each two-year period.