

FACULTY REGULATIONS & PROCEDURES

Faculty Titles

Title ranks are Instructor, Assistant Professor, Associate Professor, Professor, Professor Emeritus, and Honorary Professor Emeritus.

In order to be eligible for promotion consideration from 'Instructor', a teaching faculty member must have completed the following requirements in a full-time tenured or tenure-track position.

Assistant Professor: To be eligible for consideration for promotion to this rank, a faculty member must have completed a minimum of three (3) years as an Instructor at Southwest Texas Junior College, and provide documentation of satisfactory progress in two (2) areas of the criteria from sections two (2), three (3), or four (4) of the tenure application.

Associate Professor: To be eligible for consideration for promotion to this rank, a faculty member must have completed a minimum of three (3) years as an Assistant Professor at Southwest Texas Junior College, and provide documentation of additional progress in criteria two (2), three (3), and four (4) of the tenure application.

Professor: To be eligible for consideration for promotion to this rank a faculty member must have completed a minimum of four (4) years as an Associate Professor at Southwest Texas Junior College, and have been awarded tenure status by the tenure committee.

Professor Emeritus: Upon retirement from Southwest Texas Junior College, a faculty member must have attained the rank of Professor and received recognition for outstanding service, i.e. SWTJC Outstanding Faculty Member Award, SWTJC Faculty Association Teaching Excellence Award, or other awards approved by the SWTJC Faculty Evaluation Committee, SWTJC administration, and SWTJC Board of Trustees.

Honorary Professor Emeritus: In extraordinary cases and where a faculty member's service is strongly identified as worthy of continuing recognition, a recommendation for awarding this title may be made to the Faculty Evaluation Committee by any Southwest Texas Junior College employee. The committee's recommendation will be forwarded to the Vice President of Academic Affairs and the College President. Upon the recommendation by the President, final approval is given by the SWTJC Board of Trustees.

Evaluation: Applications for title changes must be received by the Vice President of Academic Affairs no later than November 1 of the academic year in which the applicant is seeking a title change. The Tenure Committee will review applications during the following Spring semester and make recommendations to the Vice President of Academic Affairs, who will forward them to the President for consideration.

FACULTY REGULATIONS AND PROCEDURES INSTRUCTIONAL – FACULTY JOB DESCRIPTION

FACULTY JOB DESCRIPTION DUTIES AND RESPONSIBILITIES --

It is understood that no specific job description can specify every professional responsibility of the faculty member, which might arise. When an individual accepts a position as a faculty member, he or she assumes the responsibility of serving the needs of students and of actively assisting the college as it strives to fulfill its goals and objectives. Thus, these responsibilities will at times require the faculty members to undertake in a cooperative spirit professional duties not specifically mentioned in the job description.

The faculty member is generally responsible for the overall duties associated with instructing students. The faculty member is responsible to his/her students, Division Chair, the Dean of Applied Science or the Dean of Liberal Arts, and the Vice President of Academic Affairs to:

1. Provide instruction intended to achieve the specific goals and objectives stated in the syllabi of the assigned courses, and create a wholesome, meaningful learning environment in the classroom and laboratory.
2. Advise students on their progress in courses. To this end, instructors are required to maintain accurate, current grades for each student in the required system or program (e.g., Campus Cruiser).
3. Aid in planning and assessment of instructional programs and policies within the college.
4. Be on time for classes and labs and promptly notify the respective Division Chair or the appropriate Dean in the event of an unscheduled absence.
5. Maintain each class/lab meeting for the entire scheduled time unless prohibited by a legitimate reason or event.
6. Maintain a five-day work week.
7. Post and maintain scheduled office or 'on campus' hours with student advisement conferences in mind.
8. Update, validate, and submit class rolls to the Registrar's Office at designated times.
9. Maintain an accurate attendance record for each assigned class or lab, in the appropriate medium or system (Campus Cruiser, e.g.) and report excessive absences to the Registrar for processing. If continued absences occur, and after attempting to contact the student, faculty will report enforced withdrawals to the Vice President of Academic Affairs.

FACULTY REGULATIONS AND PROCEDURES INSTRUCTIONAL – FACULTY JOB DESCRIPTION

10. Submit the required “Student Attendance Report” as described below under the section “Student Absences.”
11. Submit all required student grade reports to the Registrar's Office according to schedule.
12. Report student problems to the Division Chair as deemed necessary.
13. Attend all faculty meetings, commencements, and other appropriate meetings called by Committee Chairs, Division Chairs, the Vice President of Academic Affairs, or the President.
14. Ensure, when applicable, that all departmental brochures are kept current.
15. Provide appropriate advising to students and present a positive attitude toward teacher-student learning relationships.
16. Order necessary textbooks, lab manuals, and other instructional material through the bookstore according to college procedures.
17. Develop in Syllabus Manager each semester an updated syllabus for all assigned courses.
18. Provide to students a current syllabus with information about the goals and requirements of each course, the nature of the course content, the methods of evaluation to be employed, and classroom policies, including required classroom behavior.
19. Share with other faculty members the responsibility of serving on committees as assigned by the Division Chair, appropriate Dean or VP, or the President.
20. Serve as faculty sponsor for student organizations.
21. Assist in the recruitment, promotion, placement and follow-up studies of students.
22. Follow college policies and procedures as outlined in the *Faculty Handbook* and other published policy manuals.
23. Assist with student registration.
24. Pursue opportunities for professional growth (including pre-approved summer jobs to obtain current knowledge for lectures and labs).
25. Annually file in the Office of Professional Development and use a professional development plan (location: <http://www.swtjc.edu/> >Curriculum and Instruction >PD Planner) that
 - (A) is approved by the Division Chair and
 - (B) documents activities that:

**FACULTY REGULATIONS AND PROCEDURES
INSTRUCTIONAL – FACULTY JOB DESCRIPTION**

1. Respond to evaluative processes including but not limited to:
 - a. Faculty self-evaluation
 - b. Chair evaluation of faculty
 - c. Dean’s evaluation of faculty
 - d. Student evaluation of faculty
 - e. Program/course review
 - f. Program/course assessment
 2. Support the mission, goals and objectives of the college, and that result in improved teaching effectiveness and student learning.
26. Perform other duties as may be assigned by the Dean of Liberal Arts, the Dean of Applied Sciences, or the Vice President of Academic Affairs.

DISTANCE LEARNING INSTRUCTOR – In addition to the Faculty duties and obligations outlined above, instructors teaching via Video Conferencing must:

1. Complete a training program designed to familiarize teachers with distance learning equipment and techniques.
2. Make available to students at each site on the first day of class course syllabi and all other relevant materials. As far as is possible, all handouts and other papers that will be necessary throughout the semester should be available on site at the beginning of the semester.
3. Instructors are responsible for the establishment and maintenance of discipline at all sites.