



Board Policy 7215 Faculty, Counselor and Librarian Responsibilities

Full-Time College Instructors

The full-time college instructor is responsible for effective performance in the following areas:

A. General Scope of Responsibilities

1. Excellence in teaching and instruction.
2. Maintenance of professional growth and academic currency.
3. Carrying out area, departmental and/or program responsibilities.
4. Contribution to the District as a whole in the form of college-wide service.
5. Service to the local community (optional).

B. Teaching and Instruction

The following duties are representative of the kinds of expectations that are normally required of a full-time West Hills College instructor. Certain duties are common to the everyday operational needs of the District while other activities may be required on an as needed basis. All of the duties, however, are common requirements at various times for full-time instructional positions.

1. Be aware of and support the mission, vision, philosophy and objectives of the District as expressed in the college catalog.
2. Refer to the Faculty Resource Guide as a primary, but not exclusive, source of information and established District procedures.
3. Maintain a high level of competency in the subjects taught.
4. Plan for and be continually well prepared to teach.
5. Provide organized delivery of instruction.
6. Be courteous to and approachable by students.
7. Incorporate methods and activities in the teaching-learning process that recognize, incorporate, and are sensitive to the needs of a diverse student body.
8. Provide instruction consistent with the stated and approved goals and content of the official course outline.
9. Show enthusiasm for the subject matter.
10. Use effective motivation to create a personal desire in students to learn the subject/skill(s).
11. Use standards of student evaluation that are clear, fair and followed consistently throughout the course.
12. Make systematic evaluations of student progress consistent with established instructional objectives.
13. Require levels of instructor and student effort sufficient to the mastery of the subject or skills in the course.
14. Grade and return student assignments and tests in a reasonable period of time.
15. Make effective use of teaching aids and materials required of student (e.g., texts, manuals, etc.).

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

16. Prepare complete syllabi for all courses taught which should follow the guidelines established by the Academic Senate as published in the WHC Faculty Resource Guide and the WHC Curriculum Handbook. Syllabi must be provided to students during the first week of class, preferably at the first class session.
17. Be present in the classroom during the time classes are officially scheduled, exceptions to the approved by the administration.
18. Provide the administration with maximum advance notice of both the beginning of an absence and the return to duty.
19. Give final examinations as announced in the published examination schedule, exceptions to be approved by the administration.
20. Keep accurate records on attendance and grades and submit, on time, attendance reports, grade reports, grade record books, and other records and certifications required by the various administrative offices.
21. Take appropriate action to assure that students in his/her classes are only those who have been admitted in accordance with college procedures. However, guests not intending to enroll in a class for credit may attend class sessions by instructor permission.
22. Maintain prudent and reasonable supervision of students at all times while in charge of a class, laboratory, shop, field trip, or authorized college activity.
23. Work with counselors and other appropriate personnel on student problems that require special attention.
24. Maintain confidentiality of student records as required by the California Education Code.
25. Assist in the enforcement of college rules and regulations pertaining to student conduct.
26. Devote fulltime attention and effort to assignments and refrain from engaging in any employment, activity, or enterprise, which has been determined to be inconsistent, incompatible, or in conflict with duties as a District certificated employee.
27. Coordinate course content and methods with other teachers in the program/discipline.
28. Meet and assist students during office hours or by appointment or at other reasonable times.
29. Teach classes as assigned and scheduled by the administration (after consultation with the instructors), following the current approved course outlines and utilizing the current approved texts for each course taught.
30. Plan, initiate, and carry through curriculum improvements including revising and updating course outlines, content, and materials according to established WHC curriculum procedures.
31. Initiate and/or participate in overall department-wide program development, maintenance, evaluation, revision and/or expansion.

C. Professional Growth and Currency

1. Faculty members are required to show examples of activities that demonstrate a pattern of academic, professional, and/or technical updating or currency, including an understanding and sensitivity to the diverse population of students and staff of

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

the District. This can be accomplished through the Professional Development Goals/Plans Form for Tenured and Non-Tenured Faculty required in the evaluation process.

D. Area or Departmental/Program Responsibilities

1. Is knowledgeable about and abides by District policies and procedures. This includes the accurate and timely submission of all reports, grades, and paperwork.
2. Meet deadlines and time targets.
3. Assist in class scheduling.
4. Assist in the hiring process by serving on hiring committees as requested.
5. Provide assistance and help to other full-time, part-time and new instructors.
6. Coordinate plans and activities with colleagues, deans, departments, and other personnel as necessary.
7. Order instructional materials, equipment and textbooks with sufficient lead times in accordance with established District procedures.
8. Provide information for the development of departmental budgets.
9. Monitor expenditures to keep within authorized budget spending appropriations as necessary depending on department structure and procedures.
10. Assist in preparing the annual budget as set forth in established District policy and procedures.
11. Exercise good judgment and proper care in the use of and/or management of facilities, equipment and supplies, observing security precautions for the protection of such equipment.
12. Report to administration observed defects in the buildings, fields, furniture, or equipment, which might jeopardize the comfort, health, or safety of students or others.
13. Attend assigned meetings as requested including faculty meetings, department meetings, and other meetings called by authorized personnel unless excused by the person calling the meeting or by the President.
14. Work well with peers, classified staff and administration.
15. Do his/her fair share of outside of class departmental duties and responsibilities.
16. Is on campus or at an off-campus site each duty day as set forth in the District calendar, exceptions to be approved by the administration.
17. Maintain office hours per Article 6 of current Collective Bargaining Agreement.
18. Give prompt attention to all bulletins and announcements from administrative offices and comply with regulations thus issued. E-mail is an official, authorized method of communication.
19. Keep informed on procedures to be followed in case of emergencies such as fire, earthquake or other emergency, disaster or accident.

E. College-Wide Service

College-wide service can be accomplished in a variety of ways. Each instructor has his/her individual strengths, preferences, interests, and time available. It is expected that each person will choose activities that reflect these strengths, preferences, interests, and time available. The following list of duties is not all-inclusive.

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

1. Volunteer to serve on committees and/or serve on committees and project teams when requested.
 2. Serve as a sponsor to student clubs and organizations.
 3. Participate in participatory governance.
 4. Participate on special project teams or ad hoc committees.
 5. Serve as a faculty advisor to students designated by the administration who need assistance in an area for which an instructor has expertise.
- F. Community Service (optional)
1. The District values and encourages the contributions made to the faculty member's local community; however, such contributions are at the option of the instructor and are not a formal requirement of the position.
- G. The educational, experience, aptitudes, skills, etc., for instructional positions differ by type of academic or vocational program. Refer to job announcements for specific job specifications.

Counselors

The full-time college counselor is responsible for effective performance in the following areas:

- A. General Scope of Responsibilities
1. Excellence in counseling, teaching, and instruction (as applicable).
 2. Maintenance of professional growth and academic currency.
 3. Carrying out area, departmental and/or program responsibilities.
 4. Contribution to the District as a whole in the form of college-wide service.
 5. Service to the local community (optional).

Non-classroom staff responsibilities represent a 35-hour week (197-days).

- B. Counseling, Teaching, and Instruction (as applicable)

The following duties are representative of the kinds of expectations that are normally required of a full-time West Hills College counselor. Certain duties are common to the everyday operational needs of the District while other activities may be required on an as needed basis. All of the duties, however, are common requirements at various times for full-time counseling positions.

1. Be aware of and support the mission, vision, philosophy and objectives of the District as expressed in the college catalog.
2. Refer to the Faculty Resource Guide as a primary, but not exclusive, source of information and established District procedures.
3. Maintain a high level of competency in the subjects taught (as applicable).
4. Provide academic, vocational and limited personal counseling to students on an individual basis.
5. Provide group counseling for the accomplishment of specific objectives.

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

6. Assist in other areas as assigned by the administration.
7. Assist in the planning and implementation of registration.
8. Assist students with other campus services including but not limited to, assessment, job placement, and other programs as appropriate.
9. Assist in the implementation of the College's Matriculation Plan, including new student orientation.
10. Assist with or advise student organizations and clubs.
11. Provide transfer services and assist students in making the transition to a four-year college or university.
12. Assist administration in developing the counseling, outreach, and recruitment plan and schedule.
13. Assist in the preparation of information and publications for counseling, outreach, and recruitment.
14. Assist students with petitions for graduation.
15. Establish and maintain communication with the various instructional divisions, the administration and the staff of the District.
16. Establish and maintain communications with the high schools served by the District.
17. Establish and maintain communications with community agencies that can serve our students.
18. Plan and conduct outreach activities at service area high schools and other special locations and events.
19. Participate in recruitment efforts and activities and follow-up.
20. Conduct placement testing and orientation for students.
21. Develop educational plans for students and track their progress through follow-up.
22. Teach Guidance Studies and Orientation classes as assigned.
23. Assist with special projects such as research and special programs as they pertain to the counseling/advising function.
24. Keep current with developments and changes in his/her field.
25. Be courteous to and approachable by students.
26. Incorporate methods and activities in the counseling process that recognize, incorporate, and are sensitive to the needs of a diverse student body.
27. Show enthusiasm for the counseling function.
28. Become proficient in using the District Management Information System in performing job duties.
29. Provide the administration with maximum advance notice of both the beginning of an absence and the return to duty.
30. Keep accurate records required by the various administrative offices.
31. Maintain prudent and reasonable supervision of students at all times while in charge of a class, laboratory, shop, field trip, or authorized college activity.
32. Work with faculty and other appropriate personnel on student problems that require special attention.
33. Maintain confidentiality of student records as required by the California Education Code.
34. Assist in the enforcement of college rules and regulations pertaining to student conduct.

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

35. Devote fulltime attention and effort to assignments and refrain from engaging in any employment, activity, or enterprise, which has been determined to be inconsistent, incompatible, or in conflict with duties as a District certificated employee.
36. Coordinate job duties with other counselors.
37. Meet and assist students during office hours or by appointment or at other reasonable times.
38. Initiate and/or participate in overall department-wide program development, maintenance, evaluation, revision and/or expansion.

C. Professional Growth and Currency

1. Faculty members are required to show examples of activities that demonstrate a pattern of academic, professional, and/or technical updating or currency, including an understanding and sensitivity to the diverse population of students and staff of the District. This can be accomplished through the Professional Development Goals/Plans Form for Tenured and Non-Tenured Faculty required in the evaluation process.

D. Area or Departmental/Program Responsibilities

1. Is knowledgeable about and abides by District policies and procedures. This includes the accurate and timely submission of all reports, grades, and paperwork.
2. Meet deadlines and time targets.
3. Assist in class scheduling.
4. Assist in the hiring process by serving on hiring committees as requested.
5. Provide assistance and help to other full-time, part-time and new instructors.
6. Coordinate plans and activities with colleagues, deans, departments, and other personnel as necessary.
7. Order instructional materials, equipment and textbooks with sufficient lead times in accordance with established District procedures.
8. Provide information for the development of departmental budgets.
9. Monitor expenditures to keep within authorized budget spending appropriations as necessary depending on department structure and procedures.
10. Assist in preparing the annual budget as set forth in established District policy and procedures.
11. Exercise good judgment and proper care in the use of and/or management of facilities, equipment and supplies, observing security precautions for the protection of such equipment.
12. Report to administration observed defects in the buildings, fields, furniture, or equipment, which might jeopardize the comfort, health, or safety of students or others.
13. Attend assigned meetings as requested including faculty meetings, department meetings, and other meetings called by authorized personnel unless excused by the person calling the meeting or by the President.
14. Work well with peers, classified staff and administration.
15. Do his/her fair share of outside of class departmental duties and responsibilities.

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

16. Is on campus or at an off-campus site each duty day as set forth in the District calendar, exceptions to be approved by the administration.
17. Maintain office hours per Article 6 of current Collective Bargaining Agreement.
18. Give prompt attention to all bulletins and announcements from administrative offices and comply with regulations thus issued. E-mail is an official, authorized method of communication.
19. Keep informed on procedures to be followed in case of emergencies such as fire, earthquake or other emergency, disaster or accident.

E. College-Wide Service

College-wide service can be accomplished in a variety of ways. Each instructor has his/her individual strengths, preferences, interests, and time available. It is expected that each person will choose activities that reflect these strengths, preferences, interests, and time available. The following list of duties is not all-inclusive.

1. Volunteer to serve on committees and/or serve on committees and project teams when requested.
2. Serve as a sponsor to student clubs and organizations.
3. Participate in participatory governance.
4. Participate on special project teams or ad hoc committees.
5. Serve as a faculty advisor to students designated by the administration who need assistance in an area for which an instructor has expertise.

F. Community Service (optional)

1. The District values and encourages the contributions made to the faculty member's local community; however, such contributions are at the option of the instructor and are not a formal requirement of the position.

G. The educational, experience, aptitudes, skills, etc., for instructional positions differ by type of academic or vocational program. Refer to job announcements for specific job specifications.

Full-Time College Librarians

The full-time college librarian is responsible for effective performance in the following areas:

A. General Scope of Responsibilities

1. Excellence in carrying out assigned duties.
2. Maintenance of professional growth and academic currency.
3. Carrying out area, departmental and/or program responsibilities.
4. Contribution to the District as a whole in the form of college-wide service.
5. Service to the local community (optional).

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

B. Librarian Duties:

The following duties are representative of the kinds of expectations that are normally required of a full-time West Hills College librarian. Certain duties are common to the everyday operational needs of the District while other activities may be required on an as needed basis. All of the duties, however, are common requirements at various times for full-time instructional positions.

1. Be aware of and support the mission, vision, philosophy and objectives of the District as expressed in the college catalog.
2. Refer to the Faculty Resource Guide as a primary, but not exclusive, source of information and established District procedures.
3. Maintain a high level of competency in the field.
4. Assist the faculty, staff and students in the use of print, electronic, and automated library sources.
5. Develop and teach information-seeking skills to faculty, staff, and students. With the assistance of faculty, plans and coordinates library resources in relation to new classroom learning.
6. Select and recommend automated, electronic and print sources for purchase by the library.
7. Write and release procedures for circulating the general collection, reserve, and periodicals collections, and for the utilization of the reference collection.
8. Supervise the organization and management of various library service areas including the Learning Center.
9. Participate in the evaluation of course offerings, including the revision of course descriptions and course outlines.
10. Maintain control of equipment, materials and supplies as assigned.
11. Assist in the selection, training, supervision, and evaluation of library/learning center employees.
12. Represents the library at appropriate local, state, or national meetings.
13. Be courteous to and approachable by students.
14. Incorporate methods and activities in performing job duties that recognize, incorporate, and are sensitive to the needs of a diverse student body.
15. Show enthusiasm for the job duties.
16. Provide the administration with maximum advance notice of both the beginning of an absence and the return to duty.
17. Keep accurate records required by the various administrative offices.
18. Maintain prudent and reasonable supervision of students at all times while in charge of a class, laboratory, shop, field trip, or authorized college activity.
19. Work with counselors and other appropriate personnel on student problems that require special attention.
20. Maintain confidentiality of student records as required by the California Education Code.
21. Assist in the enforcement of college rules and regulations pertaining to student conduct.
22. Devote fulltime attention and effort to assignments and refrain from engaging in any employment, activity, or enterprise, which has been determined to be inconsistent, incompatible, or in conflict with duties as a District certificated employee.

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

23. Coordinate course content and methods with other teachers in the program/discipline.
24. Meet and assist students during office hours or by appointment or at other reasonable times.
25. Teach classes as assigned and scheduled by the administration (after consultation with the instructors), following the current approved course outlines and utilizing the current approved texts for each course taught.
26. Plan, initiate, and carry through curriculum improvements including revising and updating course outlines, content, and materials according to established WHC curriculum procedures.
27. Initiate and/or participate in overall department-wide program development, maintenance, evaluation, revision and/or expansion.

C. Professional Growth and Currency

1. Faculty members are required to show examples of activities that demonstrate a pattern of academic, professional, and/or technical updating or currency, including an understanding and sensitivity to the diverse population of students and staff of the District. This can be accomplished through the Professional Development Goals/Plans Form for Tenured and Non-Tenured Faculty required in the evaluation process.

D. Area or Departmental/Program Responsibilities

1. Is knowledgeable about and abides by District policies and procedures. This includes the accurate and timely submission of all reports, grades, and paperwork.
2. Meet deadlines and time targets.
3. Assist in class scheduling.
4. Assist in the hiring process by serving on hiring committees as requested.
5. Provide assistance and help to other full-time, part-time and new instructors.
6. Coordinate plans and activities with colleagues, deans, departments, and other personnel as necessary.
7. Order instructional materials, equipment and textbooks with sufficient lead times in accordance with established District procedures.
8. Provide information for the development of departmental budgets.
9. Monitor expenditures to keep within authorized budget spending appropriations as necessary depending on department structure and procedures.
10. Assist in preparing the annual budget as set forth in established District policy and procedures.
11. Exercise good judgment and proper care in the use of and/or management of facilities, equipment and supplies, observing security precautions for the protection of such equipment.
12. Report to administration observed defects in the buildings, fields, furniture, or equipment, which might jeopardize the comfort, health, or safety of students or others.

Board Policy 7215
Faculty, Counselor and Librarian Responsibilities

13. Attend assigned meetings as requested including faculty meetings, department meetings, and other meetings called by authorized personnel unless excused by the person calling the meeting or by the President.
14. Work well with peers, classified staff and administration.
15. Do his/her fair share of outside of class departmental duties and responsibilities.
16. Is on campus or at an off-campus site each duty day as set forth in the District calendar, exceptions to be approved by the administration.
17. Maintain office hours per Article 6 of current Collective Bargaining Agreement.
18. Give prompt attention to all bulletins and announcements from administrative offices and comply with regulations thus issued. E-mail is an official, authorized method of communication.
19. Keep informed on procedures to be followed in case of emergencies such as fire, earthquake or other emergency, disaster or accident.

E. College-Wide Service

College-wide service can be accomplished in a variety of ways. Each instructor has his/her individual strengths, preferences, interests, and time available. It is expected that each person will choose activities that reflect these strengths, preferences, interests, and time available. The following list of duties is not all-inclusive.

1. Volunteer to serve on committees and/or serve on committees and project teams when requested.
2. Serve as a sponsor to student clubs and organizations.
3. Participate in participatory governance.
4. Participate on special project teams or ad hoc committees.
5. Serve as a faculty advisor to students designated by the administration who need assistance in an area for which an instructor has expertise.

F. Community Service (optional)

1. The District values and encourages the contributions made to the faculty member's local community; however, such contributions are at the option of the instructor and are not a formal requirement of the position.

G. The educational, experience, aptitudes, skills, etc., for instructional positions differ by type of academic or vocational program. Refer to job announcements for specific job specifications.

Board approval date: 7/24/01