

3.9

**FACULTY MEMBER'S OBLIGATION TO STUDENTS**

ADOPT: APRIL 8, 1985

REVISED: FEBRUARY 14, 1995

REVISED: MAY 8, 2001

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REVISED: DECEMBER 9, 2008

TITLE 5: 55002

District Policy Manual 3.10, 3.10P, 3.19, 3.19P 3.28 and 3.28P

AFA Contract Article 7, 14A, 14B, 17, 32

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The key element of any educational program is the manner in which both parties, student and faculty member, cooperate and work with one another. Faculty members must also serve students with essential services in allied areas such as the library, counseling, or disability resources; they also serve students in the classroom. The faculty members' obligation to students includes the recognition that they deserve consistent, courteous, and professional treatment at all times. While classroom and allied faculty situations vary, and some faculty must perform both roles, faculty members must follow certain basic guidelines that will enable students to function at their best.

Allied and Instructional Faculty performing instructional assignments will:

- Start and end class meetings at the scheduled time.
- Assess student work and provide students with timely evaluation of that work; submit midterm report. Best practice includes providing students with meaningful evaluation that supports their decisions about their status in the class prior to established dates for dropping or withdrawing.
- Complete and submit census roster certification and final grades to meet District deadlines.
- Hold final exams during the time specified by the published schedule of classes. Under extraordinary circumstances, an instructor may grant an individual student's request for an alternative exam time. All classes must meet during the final exam time specified by the published schedule of classes.
- Teach in compliance with the Course Outline of Record.
- Issue a syllabus for each class, including all specified elements.
- Maintain posted student consultation times as required: meet with students during established office sessions and by appointment.
- Instruct or supervise students during all scheduled lecture, laboratory, clinical, performance, and coaching sessions of their assignment unless: unable to attend, or engaged in approved departmental or District business of a priority nature.
- Prepare materials for instructional use, including: handouts, presentations, exams, quizzes, and classroom and homework assignments.
- Update materials as necessary to maintain discipline currency.
- Confer with students on general discipline-specific matters and, as appropriate, advise them in matters related to their career goals.
- Solicit and evaluate students' feedback about their experiences in the class.
- Refer students to counselors and other campus resources as appropriate.
- Assist in providing authorized accommodations for students with disabilities.
- Unless field trips and/or other group activities are identified by specific date and time in the published schedule of classes or are a required basic component of the course, the faculty member will provide alternative activities or assignments.
- Determine all grades according to published Grading Policy as described in District

Policy and in individual class syllabi.

- Communicate all grades to students in a confidential manner in accordance with FERPA (Family Educational Rights and Privacy Act) guidelines.
- Maintain positive attendance and grading records as.
- When appropriate, comply with Distance Education course requirements specified by District Policy.
- Participate in assessment to evaluate Student Learning Outcomes (SLO) as required.
- Select instructional materials subject to approval of department and in accordance with established District deadlines.

Allied Faculty Performing Allied Assignments will also:

- Counsel and confer with students and advise students in matters related to their education and careers.
- Select or develop handouts, presentations/workshops, and other materials for student use.
- Meet with students at established times, or by appointment, as a part of the faculty member's regular duties.
- Confer with students on academic matters, career opportunities, and other appropriate matters.
- Provide liaison with other programs.
- Develop services and material collections related to curriculum.
- Provide instruction related to the faculty member's assignment.
- Refer students to campus and community resources as appropriate.
- Solicit and evaluate student feedback.