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## FACULTY MEMBER'S OBLIGATION TO STUDENTS

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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

The key element of any educational program is the classroom experience and 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. The same principles hold true for faculty members with non-teaching assignments, including counselors, librarians, and disability specialists. The following specific obligations are excerpted from the faculty job description Article 17 of the AFA contract, and are hereby incorporated into district policy. (The students' responsibilities are outlined in Section 8.2 Students Rights and Responsibilities, and are further defined in each instructor's syllabus.)

Teaching Allied and Instructional Faculty performing instructional assignments Members will:

- Start and end class meetings at the scheduled time, and hold final exams during the scheduled time, except as requested by individual students under extraordinary circumstances.
- Assess student work and provide evaluation of that work to students in a timely manner, particularly following midterms and prior to final dates for dropping or withdrawing, students with regular and timely evaluation of that work throughout the semester; submit midterm report. faculty are encouraged to provide Best practice includes providing students with meaningful evaluation no later than mid-course and prior to calendar established dates for dropping or withdrawing. Moved
- Complete and submit census roster certification, mid-term course reports and final grades to meet established college deadlines and maintain attendance and grading records as required by the Education Code to meet District deadlines established by Admissions and Records and Board Policy. Moved
- 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 specified by policy and contract. at least the following: course description and organization, following the approved course outline; reading and lecture schedule; assignment structure; and written grading policy.
- Maintain posted student consultation times office sessions as required; meet with students during established office sessions and by appointment when arranged by specific student request. Submit schedule of office sessions to the Department Chair and Supervising Administrator at the start of each semester and post for student access.

- Instruct or supervise students during all scheduled lecture, laboratory, clinical, performance, and coaching sessions of their assignment unless: ~~ill, unavoidably detained, unable to attend,~~ or engaged in approved departmental or ~~college-District~~ business of a priority nature. ~~Start and end classes on time.~~
- Prepare materials for instructional use, including: handouts, presentations, exams, quizzes, and classroom and homework assignments. ~~Update materials in response to major advances in the field of study.~~
- Update materials as necessary to maintain academic discipline currency.
- Confer with students on general academic and discipline-specific matters and as appropriate advise ~~students them~~ in matters related to the discipline and to their career goals, as appropriate.
- 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 of assignments. Provide alternative assignments or activities to field trips and other group activities that are not identified by date and time in the published class schedule of classes or required as basic component of the class, as specified in the Course Outline of Record. (Exceptions: team and performance courses such as those in P.E., Theatre Arts, Music, and Communication Studies.)
- Determine all grades according to published a Grading Policy as described in District Policy and in individual class syllabi.
- ~~Post examination grades to enable each student to identify only his/her own scores. 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 required by Education Code and District Policy.
- When appropriate, comply with Distance Education course requirements specified by District Policy and Procedure.
- Participate in a regular cycle of assessment to evaluate Student Learning Outcomes (SLO) as required by the Student Success Act.
- Selects instructional materials subject to approval of department and in accordance with established District deadlines and Board Policy.

Non-teaching Allied Faculty-Performing Allied Assignments will also: Members

The following sample of obligations are applicable when they correspond to allied faculty job descriptions. Refer to Article 17 of the District/AFA contract for additional required obligations to students for the various allied faculty groups.

- Confer with and cCounsel 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.
- ~~Prepare written materials and instruction to support student use of services.~~
- Meet with students at established times, or by appointment, as a part of their 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, ~~e.g. library collections.~~

- Provide instruction related to the faculty member's assignment.
- Refer students to ~~counselors and other~~ campus and community resources as appropriate.
- Solicit and evaluate student feedback.