

## 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 3.28PAFA 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 in Article 7 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 Members performing instructional assignments 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 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, 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 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: 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 discipline currency.
- Confer with students on general discipline-specific academic 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 experience in the class.
  - Refer students to counselors and other campus resources as appropriate.
  - Assist in providing authorized accommodations for students with disabilities.
  - ~~Maintain office sessions as posted; meet with students during established office sessions and by appointment when arranged by specific student request.~~
  - ~~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.~~
  - ~~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. (Exceptions: team and performance courses such as those in P.E., Theatre Arts, Music, and Communication Studies.)~~
  - 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 gGrading pPolicy 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 required.
  - 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.
  - ~~Post examination grades to enable each student to identify only his/her own scores.~~
  - ~~Complete mid-term reports and final grades to meet established college deadlines and maintain attendance and grading records as required by the Education Code.~~

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

The following obligations are applicable when they correspond to allied faculty job descriptions.

- Counsel and cConfer 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.