

SF FULL-TIME FACULTY POSITION DESCRIPTION

Each faculty member reports to a chair or director, meets the requirements of the Santa Fe College Basic Salary Contract, satisfies criteria for accreditation, and has the following instructional and institutional responsibilities:

- Designing courses, delivering instruction, and evaluating student learning.
- Providing service to the department or program and to the College.
- Possessing subject matter expertise and engaging in professional development.

All of the foregoing responsibilities should be performed to support the College's mission and values and will be determined in relation to institutional priorities.

Designing Courses, Delivering Instruction, and Evaluating Student Learning

A faculty member:

- Selects and organizes materials based on discipline-specific course objectives and general education learning outcomes.
- Develops a plan of instruction that responds to the needs of students, the instructor's teaching style, the goals of the course, and the nature of the subject matter.
- Establishes high expectations for student achievement and sets clear guidelines for success.
- Provides students with written information about the goals and requirements of the course.
- Develops methods that fairly and accurately assess students' progress in achieving the stated learning objectives.
- Provides students with frequent, timely assessment of and clear feedback about their performance.
- Submits course grades in a timely manner.
- Reexamines course content, methods, and materials and makes necessary enhancements based on student, peer, and supervisor feedback, as well as regular self-evaluation.

Providing Service to the Department or Program and to the College

A faculty member:

- Attends discipline area and department or program meetings.
- Maintains effective communication within the College and the department or program.
- Participates in curriculum or program development and review.
- Contributes to planning for and assessment of the College and department or program.

A faculty member can also provide service to the College by:

- Participating in college-wide governance.
- Serving on taskforces and/or committees.

- Assuming other responsibilities for the College and for the department or program as needed.

Possessing Subject Matter Expertise and Engaging in Professional Development

A faculty member:

- Possesses a command of the discipline or field of study.
- Stays current in the discipline and related pedagogy.
- Participates in professional development activities.