

## RESPONSIBILITIES OF FACULTY

- A. Complete SCC Application and submit to the Human Resources office. Complete employment packet (I-9 Form, criminal background check, withholding forms, Drug Free Form, contract) with supervisor. Have all official transcripts sent to Human Resources office.
- B. **Develop a Course Syllabus** — A detailed course syllabus, handed out on the first day of class, gives students an immediate sense of what the course will cover, what work is expected of them, and how their performance will be evaluated. The syllabus is a document that is provided to students that describes the course in which they are participating. This document is a faculty developed document and should be provided to the students on the first day of classes or no later than the first week of classes. You should turn in a copy of the syllabus to your Dean/ Director for each of your courses. The syllabus allows you to customize the course to fit your particular course requirements and style, while honoring the content of the course. The content for the syllabus is as follows:

- P Instructor's Name
- P Term
- P Course Number
- P Course Title
- P Catalog Course Description - to include prerequisites and/or corequisites
- P Textbook Information - required and/or recommended
  - to ensure students purchase correct text, it is recommended that you list a picture of the book cover and ISBN number
- P Materials - example, disks, tools, etc.
- P Course Objectives or Competencies
- P Grading Policies
  - Grading Scale
  - Method of evaluation (tests, papers, etc.)
    - to include the % or weights for assignments/activities
- P Attendance Policy (must be clear, specific, and reasonable - this should include requirements, consequences, and make-up work)
- P Withdrawal Date and Procedure
- P Academic Integrity Statement
  - Should be clear and specific and the consequences should be appropriate
- P Availability of Instructor
  - Contact information such as: office location, hours, e-mail, phone, url
- P Recommend - a tentative schedule of course work

Your syllabus is your individual way of approaching the content described in the course outline. There are some very good reasons why we have a syllabus:

- It is pedagogically sound. Letting students know what the course expectations are helps students.
- Having a plan frees you to be creative. You don't have to think about what happens next, so you can concentrate on how it will happen.
- On the rare occasion when a student feels treated unjustly, your syllabus is an easy way to clear up a misunderstanding.

- C. Evaluate the progress of the individual students.

- D. Furnish or refer educational and vocational advising as needed.
- E. Keep accurate attendance records. **Record attendance every day the class meets.** Attendance records can be audited. Sign and return attendance verification rosters when called for.
- F. Maintain one office hour per week per course at a location agreed upon by you and your supervisor. Office hours should be posted and listed on your syllabus. (See pages 41-42 for a sample Instructor Schedule Form)
- G. As a faculty member, you will receive the following reports. It is very important that you attend to these rosters. **These reports must be completed accurately and submitted in a timely manner.** You will receive detailed instructions from the Registrar on how to complete these forms. Please pay close attention.

! **Initial Roster.** The initial class rolls are provided to you on the first day of classes to give you a sense of the names and number of students in your course. This listing of students may change, so please check future rosters to make sure all students are accounted for.

! **Financial Aid Report** (also called the **NA Roster**). This form will be given to faculty during the first week of class and **must be returned by the deadline given**. Faculty mark NA for every student who has **Not Attended** at least once. This report is used by the Financial Aid Office to release payment to students.

! **10% Report** (also called Attendance Report). This report will be given to faculty around the 3rd or 4th week of the semester. **This is an official report subject to review by State Auditors.** Therefore, it **MUST** be accurate and returned on time. This report documents student attendance, and faculty must use the following symbols.

**NA** - Denotes students who have never attended class.

**AU** - Denotes students who are auditing the course.

**S** - Denotes students who have successfully challenged the course through proficiency examination.

**E** - Is entered in the date on which the student attended class the first time.

**A** - Is entered in each date the student is absent through the 10% period.

**Caution:**

**P** If a faculty member marks a student **NA**, no other symbols should be used for that student.

**P** **Faculty MUST either put an NA or an E for every student.**

! **Final Grade Report** (also called Grades). This report will be given to faculty at the end of the semester and is the official documentation of the grades earned in that class. Grades assigned must be in accordance with the official grade policy (see page 25), and no information except grades should be included on these reports.

**P** The only grades that can be recorded on grade rosters are: A, B, C, D, F, I, CS and AU. (For online courses "NA" may also be used).

**P** Students marked with an asterisk (\*) are receiving financial aid. A student earns aid based solely on the length of time he or she attended your class. You must enter a last date attended for any student receiving a "F" grade that has stopped attending and is marked with an asterisk (\*).

- P Staple all Roll Book copies together and attach the label provided to the front page of your roll book copies. (Do Not Attach Roll Book Copies to the Grade Rosters).
- P Retain carbon copies for your records.
- P Submit GRADE ROSTERS AND ROLL BOOK COPIES to the Dean of your division on time in order for students to be able to progress in their studies.

H. **Distance Learning** - If you are teaching on-line, ITV, Teleweb, or Hybrid courses (TC, TW, WC, HY), please note:

Instructors are expected to conduct an orientation to their class for their distance learning students.

Instructors are encouraged to attend the "scheduled on-campus orientation sessions". Enrolled students will be invited to attend these sessions, and your students will expect you, or your designated agent, to be present. During the orientation, instructors and students will have the opportunity to meet and discuss syllabi, class policies, and assignments. Orientations are scheduled at the beginning of each session (Fall, Spring & Summer).

If instructors do not wish to take advantage of the scheduled on-campus orientation sessions, please prepare hand-outs that include a class syllabus, instructor contact information, and the first class assignment. The Director of Distance Learning will distribute them for you at the scheduled on-campus orientation. Hand-outs should be provided, even if all materials are posted on your website, as a courtesy to the students who did come to orientation expecting to see you there.

Instructors who receive via e-mail a "Request for Orientation" from a student are expected to contact that student within 24 hours of the request and provide that student with a class syllabus and all relevant class materials/instructions.

Instructors are invited to post their class orientation documents (syllabi, policies, schedules, etc.) in the [Course Information] area of their websites. To ensure students purchase correct text, it is recommended that you list a picture of the book cover and ISBN number on your site. Dennis will direct students to the [Course Information] area for details about your class orientation requirements. This is especially important if you do not attend the "scheduled on-campus orientation sessions".

Of course, Dennis will gladly work with instructors who have other requirements or ideas to make their class orientations convenient, efficient, and valuable. You can reach Dennis Keough at [dkeough@southwest.cc.nc.us](mailto:dkeough@southwest.cc.nc.us) or ext. 469.