

## **Faculty Contractual Responsibilities:**

### Teaching:

Syllabus prepared according to college standards (templates available)

Teaching to the course outline

Assessing Student Learning Outcomes (SLOs), using data for improvement

Present and teaching for every class session in its entirety (on time, present in the classroom, exception notices filed when absent), including finals week

### Additional Responsibilities:

66 hours/year of FLEX activities for full-time faculty

FLEX hours equivalent to load for associate faculty

Attendance at Institute Days

Present and available to students for five office hours per week

Census rosters accurate and timely

Grades submitted by deadline

Grade justifications submitted by deadline