

Faculty Roles and Definitions

Role 1: Teaching. Teaching is engaging in specifically designed interactions with the student which facilitate, promote, and result in student learning. The total teaching act involves being able to interact with students in such a way as to 1) provide them an opportunity to learn, 2) create conditions that facilitate learning, and 3) use techniques and methods that, although not causing learning, at least create a high probability that learning will occur.

The *Teaching Role* includes:

- Content Expertise is the formally recognized knowledge, skills, and abilities a faculty member possesses in a chosen field by virtue of advanced training, education, or experience.
- Instructional Delivery Skills are those human interactive skills which promote or facilitate learning including the ability to motivate students, generate enthusiasm, and communicate effectively.
- Instructional Design Skills are those technical skills in 1) designing, sequencing, and presenting experiences which induce learning; and 2) designing, developing, and implementing tools and procedures for assessing student learning outcomes.
- Course Management are those organizational and bureaucratic tasks involved in maintaining and operating a course.

Some activities to be considered in this category are:

- Teaching classes
- Updating course content
- Class/Lab preparation
- Developing instructional materials
- Developing new courses on or off-line
- Testing and grading
- Selecting instructional materials
- Using new technology to enhance the learning process
- Keeping grade records
- Constructing exams
- Arranging for supplemental course resources
- Maintaining/updating website
- Disciplining students
- Tutoring
- Sponsoring field trips, arranging for guest speakers, or other such activities
- Preparing students for performances

Role 2: Advising. Advising is providing *advice, counsel, information, and/or recommendations* to students. The *Advising Role* includes academic, career, and/or counseling. Academic advising is providing guidance and advice concerning a student's academic endeavors both at STCC or for those who want to pursue a four-year degree; career advising is providing guidance and advice concerning future employment

opportunities; and counseling is providing guidance and advice regarding their personal concerns.

Role 3: Service. Service is the productive participation in the organization, activities, and/or projects of the department/college that enhance the college's mission to serve its students and the community.

The *Service Role* includes service to the faculty member's department, the college, to other faculty, and/or to the community.

Department - *Some activities to be considered in this category are:*

- Serving on departmental committees
- Attending departmental meetings
- Preparing graduate and intent to graduate forms
- Ordering and maintaining supplies
- Assisting in the selecting of textbooks, software, etc.
- Attending/coordinating advisory committee meetings
- Maintaining labs or other equipment
- Composing, administering, and/or evaluating results of exit examinations
- Assisting with course scheduling
- Assisting with student placement
- Meeting with book representatives
- Surveying industry and/or program graduates

College – *Some activities to be considered in this category are:*

- Maintaining office hours
- Sending and/or answering email and voice messages in a timely manner
- Maintaining and processing student attendance records
- Serving on college and/or division committees
- Sponsoring a student organization
- Attending college and/or division meetings and/or functions
- Recruiting
- Working registration
- Attending graduation
- Working orientation
- Completing various forms and paperwork
- Working with honors program
- Attending TBR meetings
- Attending student, faculty, and/or college sponsored events and activities
- Providing entertainment and/or service for the college

Faculty - *Some activities to be considered in this category are:*

- Assisting colleagues in using technology
- Writing letters of nomination/recommendation
- Assisting colleagues in professional endeavors

- Covering classes for absent faculty
- Teaching at various sites and at various times
- Assisting and supporting department chair and other administrators
- Sharing instructional materials
- Networking with other professors at other colleges
- Team teaching
- Mentoring
- Serving as an academic partner
- Assisting adjunct faculty
- Doing collaborative work with colleagues

Community service is the application of a faculty member's recognized area of expertise to the community without pay.

Role 4: Scholarly and Professional Activities.

Professional Activities include those activities that faculty members undertake to enhance himself/herself in either their formally recognized area of expertise or a supporting area.

Some activities to be considered in this category are:

- Maintaining memberships in professional organizations
- Attending in-service training
- Attending local, state, and/or national conferences and/or conventions
- Developing and/or improving skills, knowledge, and/or technology
- Reading professional journals
- Attending activities that directly impact the college's well-being
- Attending professional meetings, lectures, museums, etc.

Scholarly Activities entail contributing to the discovery of new knowledge or the dissemination of knowledge in the professional community.

Some activities to be considered in this category are:

- Conducting research in field of study
- Consulting
- Gaining and/or maintaining certification, license, etc. in field
- Building/maintaining web site for online and/or online-assisted instruction
- Grant writing
- Serving as a presenter, facilitator, or performer either professionally or artistically
- Pursuing graduate classes and/or advanced degrees
- Serving on a committee, holding an office, or in a leadership position in a professional organization
- Publishing
- Receiving or being nominated for a professional award
- Developing retention strategies
- Researching new programs, concentrations, and certificates

Role 5: Administrative Duties. This role does not apply to all faculty. This role should only be used if the faculty member has administrative responsibilities.

Administrative - *Some activities to be considered in this category are:*

- Serving as a coordinator
- Supervising faculty members
- Hiring and recruiting adjunct faculty members
- Serving on search committees
- Chairing a committee
- Evaluating adjunct and/or full-time faculty
- Supervising work study students/lab technicians
- Preparing and monitoring budget
- Managing scholarships/grants
- Maintaining program accreditation
- Preparing, editing, revising, proofreading, etc. college catalog/schedule
- Maintaining articulation with secondary and/or post-secondary schools
- Coordinating with Continuing Education