

SECTION IV

PROFESSIONAL AND PERSONAL RESPONSIBILITIES

A. CAMPUS AND PROFESSIONAL MEETINGS

Part-time faculty members are not expected to attend and participate in various campus meetings, but are encouraged to when their time permits. The college may schedule some functions for part-time and full-time staff.

Faculty members are encouraged to attend appropriate professional meetings as funds and schedules permit.

B. INSTRUCTOR RESPONSIBILITIES

1. Maintain appropriate office time as needed by students for each class period. For those with offices, that time might be appropriate either before or after class period. For off-campus instructors, you may want to meet students before class time in your classroom or at designated mutually agreeable time periods.
2. Explain attendance policy in regard to make-up work and other aspects of the classroom procedures in the first class meeting.
3. Make clear at the beginning of the semester the procedure that will be used to determine the final grade.
4. Begin the class promptly; use class time efficiently and keep the class for the prescribed period of time.
5. Be prepared for the class and present the material in a well-organized and effective manner.
6. Grade and return tests and other assignments promptly.
7. Be understanding and helpful to students.
8. Use a variety of teaching methods and teaching aids.
9. Be fair and impartial.
10. Encourage students to ask questions, disagree, and express their own ideas.
11. Actively involve students in the learning process.
12. Be interested in every student and his/her progress.
13. Design tests that help students to demonstrate what they have learned.
14. Have enough grades to provide a fair assessment of a student=s achievements.
15. Be enthusiastic about the subject and the class.
16. Remain sensitive to students= feelings and problems.
17. Make assignments that are reasonably demanding. Ensure through assignments and testing procedures that the literacy skills, reading, writing, and mathematics, have been emphasized and students have demonstrated appropriate college level skills in these areas.
18. Maintain standards and expectations characteristic of a college level course.

19. Complete paper work and respond to college requests promptly and correctly.
20. Communicate with the College concerning problems, needs, and suggestions for improvement of the instructional program.
21. Remember that you are representing Waycross College.

C. FACULTY EVALUATIONS

Through the use of a Student Class Evaluation Survey (Appendix 10), students evaluate their instructors. Completed questionnaires are reviewed by the Division Chairperson, and by faculty after grades are turned in for the semester. It is hoped that these comments will be helpful to each faculty member to improve his/her classroom instruction. This questionnaire is usually given each semester. Also, the Division Chairperson will conduct an in-class evaluation of part-time faculty.

D. FACULTY ABSENCES

Each faculty member is responsible for meeting assigned classes and keeping an established working schedule. Faculty members who must miss classes because of illness or for any other purpose or other circumstances beyond their control **must** notify their chairperson at the earliest possible moment so that arrangements can be made for classes.

E. PUBLIC EMPLOYEE HAZARDOUS CHEMICAL PROTECTION AND RIGHT TO KNOW ACT OF 1988

In 1988 the Georgia General Assembly enacted a Public Employee Hazardous Chemical Protection and Right to Know Act which mandates certain precautions and actions on the part of State agencies for the protection of their employees. A copy of this 23 page Act is available in the Waycross College Library and with each Division/Department for inspection by any employee of Waycross College.

Employees, both full and part-time, shall be informed of their rights under this legislation. All employees, both full and part-time, who will have contact with hazardous chemicals in the workplace must go through a training program at the time or shortly after the time of employment. Training will be provided by the Hazardous Materials Safety Officer of the College. Those persons working in maintenance, instructors in science and art, and lab personnel working in the science labs, are those persons designated to receive training. All other employees of Waycross College may take training if they desire.