Faculty Expectations

Job Description: Essential Duties and Responsibilities

1. Develop and deliver engaging and effective course instruction that meets the needs of students and supports the learning objectives of the program.

2. Develop and update curriculum and course materials to ensure alignment with program outcomes and industry standards.

3. Assess and evaluate student learning and provide feedback on progress and performance.

4. Develop and implement strategies to support student success.

5. Participate in departmental and institutional activities, including curriculum development, assessment, and program review.

6. Engage in professional development activities to stay current in the field and bring innovative teaching practices to the classroom.

7. Participate in college-wide service and leadership activities, including committee work, faculty governance, and community outreach initiatives.

8. Contribute to a positive and collaborative working environment by working effectively with colleagues, staff, and administrators.

9. Adhere to all institutional policies and procedures, including those related to academic integrity, student privacy, academic records, and professional conduct.

Classroom Management Expectations

Essential Duties & Responsibilities Alignment: 1, 3, 8, 9

Maintain accurate and complete scholastic records	Faculty	Adjunct Faculty	Director, Chair, or SME
Syllabi Development *WSU Tech Course Standards*	X	X	X
Syllabi posted 7 days before course start date	X	X	X
Complete census day roster by due date set by Registrar	X	X	X
Complete attendance as defined by the Academic Code of *Policy: 5-01 Academic Code of Conduct*	X	X	X
Complete faculty initiated withdraw processes *Policy: 5-01 Academic Code of Conduct (Attendance)*	X	X	X
Complete grade change forms *Policy: 5-01 Academic Code of Conduct (Incomplete Grade Appeal)*	X	X	X
Complete incomplete grade contracts *Policy: 5-01 Academic Code of Conduct (Incomplete Grade Contract)*	X	X	X
Request for Reinstatement Process *This is part of ITAS training, but it is not a written policy or procedure*	X	X	X
Review WIDS Information for accuracy *This is part of ITAS training, but it is not a written policy or procedure*	X		X
Evaluate student progress - Policy: 5-21 Student Evaluation			
Identify grading window in syllabi *WSU Tech Course Standards*	X	X	X
Grades entered into Canvas based on grading window in your syllabus *WSU Tech Course Standards*	X	X	X
Grade Center maintained to support Retention Reporting	X	X	X
Final Grades entered accurately by the due date *This process is defined in the Registrar Office communications.*	X	X	X
Provide effective feedback on student work *WSU Tech Course Standards*	X	X	X

Manage/Supervise all classrooms (virtual, face-to-face) & lab			
Adhere to all safety procedures *Policy: 7-12 Safety and Security* *Policy: 7-23 Safe Working Conditions* *Policy: 7-26 Staff Safety Responsibilities* *Policy: 5-01 Academic Code of Conduct (Classroom & Laboratory Safety*	**X**	**X**	**X**
Ensure all equipment is present and in good working order prior to start of class *Policy: 5-14 Instructor Use of Facilities (Section C)*	**X**	**X**	**X**
Ensure instructional spaces are clean and organized *Policy: 5-14 Instructor Use of Facilities (Section C)*	**X**	**X**	**X**
Model professional behaviors *Policy: 5-10 Academic Freedom* *Policy: 5-16 Faculty Standard of Conduct*	**X**	**X**	**X**
Apply Work Ethic Skills in the classroom	**X**	**X**	**X**
Communication			
Communicate Student Office Hours	**X**	**X**	**X**
Maintain Student Office Hours	**X**	**X**	**X**
Respond to student-initiated contact within 24-48 hours *WSU Tech Course Standards*	**X**	**X**	**X**
Maintain a minimum weekly faculty to student communication (Canvas Course messaging, Navigate, etc.)	**X**	**X**	**X**
Maintain regular faculty to program leadership communication	**X**	**X**	**X**
Ensure all written and oral communication meets professional standards	**X**	**X**	**X**

Teaching & Instruction Expectations

Essential Duties & Responsibilities Alignment: 1, 2, 3, 4, 5, 6, 7, 8, 9

Instructional Practices	Faculty	Adjunct Faculty	Director, Chair, or SME
Facilitate each class session (permission from Dean is required to cancel a class session) *Practice: Using the What's New Area* *Policy: 5-17 Substitute Instructors*	X	X	X
Facilitate the assigned course using the assigned modality *Practice: Instructional Modalities* *Policy: 5-32 Online Teaching*	X	X	X
Model MRW Employability skills in the classroom *Practice: Work Ethics*	X	X	X
Utilize effective Teaching strategies *Practice: Learning Theories*	X	X	X
Facilitate active engagement of students *Practice: Creating Engaging Content* *Practice: Faculty Presence*	X	X	X
Practice Faculty Presence strategies *Practice: Faculty Presence*	X	X	X
Instructional Content			
Identify the outcomes/competencies for all assigned courses *Practice: Curriculum Development* *Practice: Learning Outcomes* *WIDS: Learning Outcomes*	X	X	X
Create instructional activities (tests, projects, assignments etc.) *Practice: Learning Module* *Practice: Selecting & Developing Course Content* *Practice: Developing Original Content*	X	X	X
Develop templates/masters *Process: Course development Start Here Module* *Practice: Course Development* *WSU Tech Course Standards*	DBD*	DBD*	DBD*
Utilize: Blueprints *Process: Course Copying* *Teaching with a Blueprint*	X	X	X

Build/select course content to meet WSU Tech course standard requirements *WSU Tech Course Standards*	**X**	**X**	**X**
Build/select course content to meet accessibility standards *Practice: Accessibility Resources*	**X**	**X**	**X**
Start Here Module content items updated and deployed *Practice: Start Here Module*	**X**	**X**	**X**
Document a plan (lesson plan) for each unit or lesson including content and delivery *Practice: Lesson Plan*	**X**	**X**	**X**
Course content created with minimum of the first week available to students by 7 days before start date	**X**	**X**	**X**
Assessment			
Collaborate with program leadership, the Director of Assessment, and faculty team in assessment planning tasks. *Process: Data & Reporting* *Practice: Outcomes*	**X**	**X**	**X**
Ensure designated assessment rubrics/tests are present in the LMS template and master courses. *Process: Data & Reporting*			**X**
Provide regular and timely communications to faculty team regarding all tasks associated with the assessment cycle.			**X**
Ensure all assessments are completed within the LMS. *Process: Data & Reporting*	**X**	**X**	**X**
Review assessment results annually with faculty teams. *Process: Data & Reporting*	**X**	**X**	**X**
Complete all annual assessment documents *Process: Data & Reporting*			**X**
Technology			
Operate and maintain all equipment, software, and hardware associated with your assigned course *WSU Tech Course Standards*	**X**	**X**	**X**
Utilize all vendor materials adopted for the course *Policy: 5-33 WSU Tech Textbook Adoption.pdf*	**X**	**X**	**X**
Obtain and maintain proficiency with the instructional technologies integrated into the course *Practice: Instructional Technology*	**X**	**X**	**X**

Obtain and maintain proficiency with instructional technologies found in WSU Tech physical classrooms/labs *Practice: Instructional Technology*	X	X	X
Obtain and maintain proficiency in navigating our Curriculum Management System (WIDS)	X	X	X
Complete Introductory Learning Management Training with ITAS	X	X	X
Participate in professional development annually to maintain relevancy and currency in instructional and industry technologies *Practice: Faculty-based training*	X	X	X
Textbooks			
Evaluate, recommend, or adopt student textbooks and learning materials for your courses *Policy: 5-33 Textbook Adoption*			X
Adhere to the timelines and processes established for textbook adoptions. *Policy: 5-33 Textbook Adoption*	X		X
Course Evaluations			
Participate in course evaluation process once notified by ITAS via Etrieve. *Process: Course Evaluations*	X	X	X
Complete faculty review of course evaluation within 7 -14 days of email notification *Process: Course Evaluations*	X	X	X
Create a course revision schedule with your Dean/Director by date determine by Dean	X	X	X

Programmatic & Institutional Engagement Expectations

Essential Duties & Responsibilities Alignment: 5, 7, 8

Program Review			
Participate in regular reflective conversations with the program faculty team. *Practice: Program Review (Semester Snapshot)*	X	X	X
Complete and submit the semiannual Semester Snapshot reports. *Process: Program Review (Semester Snapshot)*			X
Collaborate with program faculty and leadership in the 3-year program review process. *Practice: Program Review*	X	X	X
Complete and submit the 3-year final report with supporting evidence and review with program leadership. *Process: Program Review*			X
Course Evaluations			
Promote student engagement in completing course level evaluations	X	X	X
Review all student evaluations each semester *Process: Course Evaluations*	X	X	X
Utilize student evaluation feedback to improve the course structure, course content, student engagement, and assessment	X	X	X
Utilize student evaluations as a coaching tool for faculty			X
College Evaluations			
Promote student engagement in completing college level evaluations	X	X	X
Review all college evaluations annually	X		X
Utilize evaluation feedback to improve the program/discipline structure, course content, student engagement, and assessment	X	X	X

IAT			
Provide industry contacts *Policy: 5-06 Industry Advocate Teams*	**X**		**X**
Attend IAT meetings as requested	**X**		**X**
Recruit new members *Policy: 5-06 Industry Advocate Teams*	**X**		**X**
Student Recruitment			
Actively participate in Open House Events and other recruitment opportunities	**X**		**X**
Be an ambassador for their program and or disciplines	**X**	**X**	**X**
College Committees			
Serve on one college committee (initiative, project, work group) per academic year	**X**		**X**
Actively engage in the activities associated with the committee, initiative, project, work group	**X**		**X**
Engaging with other departments			
Respond to requests/email from support services within 1 business day	**X**	**X**	**X**
Work with other college departments to ensure the best possible outcomes for students	**X**	**X**	**X**

* DBD – Determined by Department