

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 Standard (Standard 1)	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 Conduct 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 <i>This is part of ITAS training, but it is not a written policy or procedure</i>	X	X	X
Review WIDS Information for accuracy <i>This is part of ITAS training, but it is not a written policy or procedure</i>	X		X
Evaluate student progress - Policy: 5-21 Student Evaluation			
Identify grading window in syllabi WSU Tech Course Standard (Standard 1)	X	X	X
Grades entered into Bb based on grading window in your syllabus WSU Tech Course Standard (Standard 5)	X	X	X
Grade Center maintained to support Retention Reporting	X	X	X
Final Grades entered accurately by the due date <i>This process is defined in the Registrar Office communications.</i>	X	X	X
Provide effective feedback on student work WSU Tech Course Standard (Standard 6)	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 Standard 37A	X	X	X
Maintain a minimum weekly faculty to student communication (Bb 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 templates/masters Process: Course Copying Teaching with a Master or Template	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. Practice: 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 Standard (Standard 2)	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 Process: Blackboard user-guides Bb to Canvas	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 <i>Policy: 5-06 Industry Advocate Teams</i>	X		X
Attend IAT meetings as requested	X		X
Recruit new members <i>Policy: 5-06 Industry Advocate Teams</i>	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