

Faculty Position

Faculty

Beacon College

Position Reports to: Department Chair

Faculty Load: Five courses (15 credit hours) in both the fall term and spring term.

Specific Responsibilities: The *Faculty* member shall be responsible for performing the following functions and activities:

- Coordinating, planning, preparing, presenting, and evaluating classroom instruction;
- Maintaining responsibility for the content, quality, and effectiveness of the curriculum;
- Maintaining a high level of expertise in the subjects taught and stimulating enthusiasm for those subjects;
- Ensuring that each class follows the *Beacon College Student-Centered Learning Model*;
- Teaching all classes according to an approved course syllabus;
- Filing an appropriate course syllabus for each course taught with the Office of Academic Affairs;
- Keeping students informed and updated concerning course content, requirements, evaluation procedures, and attendance requirements;
- Keeping students informed about their progress through the prompt grading of papers and other work;

- Providing students with a mid-term progress report;
- Maintaining accurate and complete records, including attendance records;
- Contacting students' learning specialists if there are problems with attendance or missing assignments;
- Posting class notes in Canvas;
- Conducting *Student Evaluation of Instruction* surveys when requested by the Office of the Registrar;
- Completing end-of-semester Curricular Mapping;
- Ensuring that assigned classes are held as scheduled and that they begin on time;
- Participating in program and curriculum review and development and student learning outcomes initiatives;
- Incorporating instructional technologies in instructional delivery;
- Maximizing the learning opportunities for each student;
- Keeping informed of current trends and new approaches to instruction through professional development activities;
- Demonstrating a genuine concern for each student;
- Assisting in recruitment and retention of students;
- Posting and maintaining office hours for student consultations;
- Submitting required reports to appropriate college personnel;
- Attending all faculty meetings, professional development activities, and other meetings as called by the President, Vice President of Academic Affairs, or Department Chair;
- Becoming familiar with all college policies and procedures and complying with these policies and procedures;

- Serving on college committees as needed;
- Participating in college functions such as orientation, graduation, open houses, fundraising, and community relations;
- All other duties as assigned.