



Policy Name:	NLTCC Faculty Job Description
Policy Number:	1.050
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

NLTCC Faculty Job Description

Faculty Name: _____

Title of Position: Instructor

Check Each Type of Instruction Being Administered:

- | | |
|--|--|
| <input type="checkbox"/> Transferable Gen. Ed. | <input type="checkbox"/> Adult Ed. |
| <input type="checkbox"/> Non-Trans. Gen. Ed. | <input type="checkbox"/> Pre-Allied Health Science/Math |
| <input type="checkbox"/> Career Prep Faculty | <input type="checkbox"/> Pre-Allied Health English/Reading |

Check Status:

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Adjunct | <input type="checkbox"/> Regular (Full Time or 9-Month) |
|----------------------------------|---|

Program/Department: _____

Primary Function: This position is responsible for providing instructional services in the area of

ORGANIZATIONAL RELATIONSHIP

This position reports to the _____ (Department Chair/Head) who reports to the Campus Administrator.

MINIMUM ACCEPTED QUALIFICATIONS as per NLTCC Faculty Job Description Policy:

PROGRAM ACCREDITATION REQUIRED as per NLTCC Faculty Job Description Policy:

INSTRUCTOR CERTIFICATIONS REQUIRED as per NLTCC Faculty Job Description Policy:

PRIMARY DUTIES AND RESPONSIBILITIES

Instructional/Teaching Performance

- Utilize innovative, effective, and equitable teaching techniques.
- Follow course syllabi and outlines.
- Maintain time on task.
- Receive favorable student evaluations of instruction.
- Maintain teaching load practiced by college.
- Meet deadlines related to this function.

Instructional Development

- Develop Curriculum Guides, course syllabi and outlines, and other instructional materials.
- Prepare course offering schedule based on Curriculum Guides.
- Participate in curriculum meetings.
- Meet all deadlines related to this function.

Instructional Management

- Maintain an active advisory committee with required composition of membership and hold a minimum of two meetings annually.
- Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Meet all deadlines related to this function.

School or Classroom Management

- practice appropriate safety precautions.
- Maintain student discipline.
- Meet all deadlines related to this function.

Student Guidance/Advising Activities

- Provide career counseling and academic advising.
- Maintain office hours.
- Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
- Serve special populations.
- Make appropriate referrals to students with special needs.
- Maintain appropriate number of students in class and in program.
- Meet all deadlines related to this function.

College and/or Community Services

- Participate in recruitment activities, i.e. career fairs, etc.
- Maintain program accreditation/certification or program licensure requirements.
- Provide services to the college that may include some of the following activities:
 - Sponsor student organizations
 - Serve on or chair committees.
 - Conduct or coordinate teaching consultant activities.
 - Facilitate workshops.
 - Teaching consultant activities.
 - Teach continuing education or customized industry courses.
 - Provide routine equipment maintenance.
 - Initiate and write new program proposals.

- Serve on LTCC, NLTCC, or Campus Committees
- Provide service to the community that may include:
 - Participate in health fairs
 - Participate in charity or community activities
 - Participate in community organizations, i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
 - Meet all deadlines related to this function

Professional Activities, Leadership, and Service

- Participate in professional development activities that may include:
 - Complete coursework or degrees
 - Membership in professional organizations
 - Serve on a Board or in an Office of a professional association.
 - Present a paper or facilitate a workshop at a professional conference
 - Participate in a Leadership Academy
 - Serve on an external institutional or program accreditation team
 - Participate in industry visits
 - Exemplify Leadership role on NLTCC, LCTCS Committees, Faculty Council, etc.
 - Meet all deadlines related to this function.

Other Related Duties as Assigned and/or Listed as Program Specific Job Position Details

- Attached, if applicable

NLTCC Form IS100.14 Employee Credentialing Acknowledgement must be attached to this job description.

Faculty Member: _____ Date: _____

Department Chair/Head: _____ Date: _____

Campus Administrator: _____ Date: _____

Chancellor: _____ Date: _____

Policy Reference: LTC Policy #1500.50 NWLTC Faculty Job Description
 Louisiana Technical College Policy No. IS100.50
 Bulletin 746-Part B Vocational and Technical Personnel for Postsecondary
 LTC Policy #IS1930.145 Faculty Job Description

Approved:



Dr. Jayda Spillers

Chancellor

