

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Teaching Faculty Duties



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Effective:	__/__/__
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Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Teaching Faculty Duties

Teaching faculty members of CVCC are under the general supervision of one of the Vice Presidents. The primary responsibility of a teaching faculty member is to provide quality instruction for the students. Major emphasis is on good teaching by working with students in classrooms, laboratories, individual conferences, and related activities, thereby assisting the student with development of his/her interests and abilities required to become a better person, worker, and citizen. The faculty members' responsibilities include the following:

1. Planning, implementing, and evaluating positive effective learning experiences for students in the courses to which the teacher has been assigned.
2. Conferring with program head, or coordinator, or department coordinator; the Vice President for Academic Affairs and Student Services; or the President for purposes of evaluation of instruction, curriculum development, and implementation.
3. Participating in such committee and advisory capacities as are appropriate to the teacher's expertise and the needs of the College.
4. Instituting and maintaining positive relationships within both the College community and the community at large.
5. All full-time faculty will attend mandatory College assemblies and meetings.
 - One formal academic procession will be held as part of the formal May graduation each year. Additional academic processions may be scheduled when appropriate for dedications, inaugurations, or other special functions. The dress for formal academic processions will consist of the appropriate cap, gown, and hood as specified by Academic Heraldry of America.
6. Preparing and presenting course syllabi and class outlines, objectives, assignments, and examinations for use in assigned courses.
7. Accepting teaching assignments for which teachers' skills are appropriate.
8. Performing such other job-related functions as may be designated by the Vice President.
9. Faculty members are encouraged to involve themselves in the various professional associations that are available for membership.
10. Faculty teaching loads during the academic year may include such combinations of on- and off-campus, day, evening, distance learning, and weekend classes as the needs of the College require. Twelve-fifteen (12-15) credit hours and fifteen-twenty (15-20) contact hours per semester are required for all full-time faculty. For the purpose of workload calculations, every lecture hour shall equate to one (1) credit hour and one (1) contact hour; and every laboratory hour shall equate to one-half (1/2) credit hour and one (1) contact hour. When the number of credit hours falls below twelve (12) because of the number of laboratory hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours

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(utilizing the standard of two (2) laboratory hours equal one (1) credit hour or to a maximum of twenty-four (24) contact hours.

Faculty teaching loads shall be calculated for the academic year, with a teaching load less than or in excess of normal for the fall semester being compensated for with adjustments in teaching load in the spring semester. A faculty teaching load may also be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching, the use of non-traditional instructional delivery systems, special assignments, and curriculum development. Curriculum development should be primarily for the development of a new program.

Teaching-load adjustments shall be expressed in terms of an equivalent teaching load for the purpose of computing a faculty member's total teaching load.

Notifying Students of Grades*

It is the responsibility of all faculty to keep their students informed of their grades and class standing on a timely basis. This should be done through the college's course management system (at this time, Canvas). At a minimum, faculty must notify students of their current grade (can be estimated if needed) one week before the withdrawal date and one week before the first date of final exams.

*CGC Approval May 2022