DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

All faculty shall:
- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board Policy 5040 titled Student Records and Directory Information.

All full-time faculty shall:
- Participate in committee work, student activities, and shared governance activities as appropriate.
- Attend first-year and second-year staff development workshops during the first and second years of employment at Cerritos College.
- Attend department and division meetings.
- Attend commencement ceremonies.
- Assist the Department Chairperson and Instructional Dean in unit planning, budget preparation, and inventory.
- Develop and implement a "Flex Plan" as required by state regulations.

All full-time faculty who are assigned classes shall:
- Post and maintain at least three scheduled office hours per week on at least three different days, including the final examination period. Office hours may not be scheduled between 11:00 a.m.-12:30 p.m. on Tuesday and Thursday.

All faculty who are assigned classes shall:
- Teach all assigned classes unless excused under provisions of Board Policy.
- Teach all assigned classes for all scheduled minutes.
- In cases of necessary absence from class, notify the Instructional Dean or designee, or if unavailable, the Office of Academic Affairs in advance and have plans prepared so that a substitute, if assigned, can maintain continuity of course content.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Submit a copy of the syllabus for each class to the Division Office.
• Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
• Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
• Submit required information about first-day, no-show students by the published deadlines.
• Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these conditions must be met:
  o Tests and exams must be available to the student without charge.
  o The text and course pack must be available to students with disabilities.
  o The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.
  o The text must be downloadable or printable.
If these four conditions are not met, the electronic textbook cannot be used.
• Meet all classes during the final examination period.
• Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
• Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
• Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
• Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 20, 2007
(Replaces former Cerritos College Policies 3001, 3002, 3003, 3004, 3005, 3007, 3011, 3016, 3017, and 3018 just re-numbered)