BP 7210  PROFESSIONAL RESPONSIBILITY POLICY

1. The appropriate dean, with input from the department chair, will approve the assignment of the advisor mentor.

2. Each semester the appropriate dean will contact the college or university in which the classroom faculty intern is enrolled to verify the intern's academic status and progress toward completion of degree.

3. Classroom faculty interns will be evaluated in accordance with the associate faculty evaluation process.

4. The advisor mentor shall not take the place of the department chair with regard to orientation and evaluation of associate faculty.

5. The duties of the advisor mentor shall include the following: (a) conduct a minimum of four scheduled meetings with the classroom faculty intern each semester, covering such topics as curriculum planning, teaching strategies and methodologies, assessment of student work, and review of course materials; (b) conduct a minimum of three one-hour classroom visitations with a classroom faculty intern each semester; and (c) prepare written documentation to include dates and topics of meetings, dates and summaries of classroom visits, and discussion summaries.

6. The advisor mentor shall not teach a class at the same time as the classroom faculty intern and shall be available on campus.

7. The advisor mentor stipend will be set in accordance with the agreement between the district and the faculty association.

Adopted: 11/2/82
Revised:

(Replaces Board Policy 4800)
APPENDIX A
PROFESSIONAL RESPONSIBILITY POLICY

The primary duty of contract certificated teaching faculty shall be to instruct students in accordance with the philosophy and purposes of the College District as stated in the College’s General Catalog, the established course outlines, and the rules and regulations set by the Allan Hancock College Board of Trustees and the California Community Colleges' Board of Governors. While instruction is of primary concern, instructors are also expected to have an ongoing commitment to the college and to high standards of conduct and ethics appropriate to their professions.

Professional Responsibilities of tenured and probationary instructors:

1. To respect the academic freedom of students to express their opinions on controversial matters germane to the subject matter of courses taught.

2. To attempt to instill in students a respect and desire for excellence.

3. To encourage students to respect differing points of view.

4. To encourage students to fulfill maximum potential in mastering course content.

5. To provide students with course objectives, an explanation of grading standards, and the opportunity to be informed of their progress based upon these objectives and standards.

6. To maintain responsible availability to students, including the maintenance of one publicized hour per day for office consultation unless otherwise approved by the appropriate dean.

7. To counsel students, respond to pertinent students, including the maintenance of one publicized hour per day for office consultation unless otherwise approved by the appropriate dean.

8. To utilize appropriate up-to-date knowledge in the regular teaching field and in instructional methods and materials.

9. To teach courses in conformity with official course outlines using designated texts and materials.

10. To participate in the selection of text, reference and other educational material.

11. To participate in the update and development of departmental curriculum and related policy, including regular review and modification of course content and outlines.
12. To attend faculty meetings and to participate in voluntary committee work.

13. To maintain grade and attendance records and to submit these records by admission office due dates.

14. To submit requests for textbooks, materials, and equipment.

15. To submit budget requests in accordance with established procedures.

16. To take responsible precautions, excluding actual maintenance and repair, against the theft, deterioration or destruction of facilities, equipment and supplies.

17. To promote and publicize safety practices in class, laboratory or shop areas where potential hazards may exist and on field trips or other authorized college activities.

18. To plan adequate class coverage or activity in the event of absence due to approved conference attendance.

19. To be familiar with information in the Allan Hancock College Faculty Handbook.

20. To participate in commencement ceremonies, wearing academic robes, at least once every two years.

21. To make every effort to notify appropriate personnel (deans and department chairs) in a timely fashion if unable to be present for assigned duties.

Appendix Adopted: 8/21/90