

SF DESIGNATED FACULTY POSITION DESCRIPTION

Each designated faculty member reports to a chair or director, and provides service commensurate with the Santa Fe College Basic Salary Contract, satisfies criteria for accreditation, and has the following instructional and institutional responsibilities:

- Designing non-credit courses responsive to workforce needs as assigned, delivering for-credit and non-credit instruction as assigned, delivering learning support, and evaluating student learning.
- Providing service to the department or program and to the College.
- Possessing subject matter expertise and engaging in professional development.

All of the foregoing responsibilities should be performed to support the College's mission and values and will be determined in relation to institutional priorities.

Designing Courses, Delivering Instruction, and Evaluating Student Learning

A designated faculty member:

- May design non-credit courses to serve workforce needs of student populations disproportionately impacted by the COVID-19 pandemic, such as those underemployed or previously working in industries idled or slowed by the pandemic.
- Develops a plan of instruction and learning support that responds to the needs of students, the instructor's teaching style, the goals of the course, and the nature of the subject matter.
- Provides learning support using practices inclusive of student populations disproportionately impacted by the COVID-19 pandemic.
- Selects and organizes materials based on discipline-specific course objectives and general education learning outcomes.
- Establishes high expectations for student achievement and sets clear guidelines for success.
- Provides students with written information about the goals and requirements of the course.
- Develops methods that fairly and accurately assess students' progress in achieving the stated learning objectives.
- Provides students with frequent, timely assessment of and clear feedback about their performance.
- Submits course grades in a timely manner.
- Reexamines course content, methods, and materials and makes necessary enhancements based on student, peer, and supervisor feedback, as well as regular self-evaluation.

Providing Service to the Department or Program and to the College

A designated faculty member:

- Is a highly visible, engaged, and collaborative team member at the assigned campus or center(s).
- Attends discipline area and department or program meetings.
- Maintains effective communication within the College and the department or program.
- Contributes to assessment of the department or program.
- Serves as an academic coach or tutor in accord with the College's Learning Commons model.

Possessing Subject Matter Expertise and Engaging in Professional Development

A designated faculty member:

- Possesses a command of the discipline or field of study.
- Stays current in the discipline and related pedagogy.
- Participates in professional development activities focused on academic coaching, high impact teaching practices, and delivery of instruction using the HyFlex modality.