



# Northern Marianas College Procedure

Procedure No.: 5010.23 Procedure Title: Responsibilities of Instructional Faculty  
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13  
Office of Origin: Human Resources Office  
Procedure Approval Authority: President *[Signature]*  
Board Policy No. Associated with this Procedure: 5010  
This Procedure Supersedes/Replaces: BOR Policies 4425 and 4426

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*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

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**Overview/procedure description** This procedure specifies the duties and responsibilities of instructional faculty.

**Areas of Responsibility** Faculty members are responsible for satisfying the duties and responsibilities set forth in this procedure and other duties and responsibilities as assigned.

**Procedure details** **Full-Time Instructional Faculty**

- A. Full-time instructional faculty members have five major responsibilities: teaching, advising, course material preparation, student evaluation, and institutional committee work. In addition to certain necessary administrative functions required to carry out the program of the College in fulfilling these duties, he/she is expected to:
1. Provide instruction in accordance with the stated philosophy and objectives of Northern Marianas College.
  2. Give instruction in classes assigned and scheduled by the Department Chair, according to established course outlines and in accordance with descriptions set forth in the College catalogue.
  3. Inform students concerning College course requirements, evaluation procedures and attendance.
  4. Assist students with any study problems they may encounter.
  5. Assist in evaluating the students' potentialities for successful

achievement in fields familiar to the instructor, especially those in his/her occupational and vocational areas.

6. As appropriate provide to student information on career goals and opportunities in fields familiar to the instructor, especially those in his/her occupational and vocational areas.
  7. Participate in the College's student advising system as assigned by the Dean or Department Chair.
  8. Maintain accurate student attendance and scholastic records, and submit required reports according to published deadlines.
  9. Post and maintain regular daily office hours for student consultations.
  10. Perform specifically assigned duties during registration.
  11. As assigned by the Dean, act as advisor to college-recognized clubs or groups; this shall include active participation in at least two councils, committees or task forces.
  12. Share in the responsibility for curriculum review development.
  13. Engage in learning, research, and professional development activities necessary to remain relevant and current in his/her field of instruction with a view towards continuous quality improvement.
  14. Perform such other duties and responsibilities as assigned.
- B. Instructors are in an excellent position to help students with their academic and personal adjustments and should exercise every opportunity to do so. This may include advising about career opportunities, follow-up on students known to need additional guidance, or referral to other advisor, counselors, or outside persons who might assist.
- C. As a member of the academic community, the instructor is expected to cooperate with others in the College to carryout instructional procedures agreed upon, to recommend textbooks to the Department Chairperson, and to present to his/her suggestions for improvement of the College.
- D. The instructor is accountable to his/her Chairperson for the use and distribution of his/her time in each of the aforementioned areas. Modification of the normal teaching load will be dependent upon the number of contact hours of instruction, the number of student contact hours, the number of preparations, and the nature of the course being taught.

### **Part-Time Instructional Faculty**

The adjunct instructor is responsible to his/her supervisor. The adjunct instructor is expected to:

1. Provide instruction in accordance with the stated philosophy and objective of Northern Marianas College.
2. Give instruction in classes according to established course outlines and in accordance with the description in the college catalog.
3. Inform students concerning college course requirements, evaluation procedures, and attendance.
4. Evaluate student performance in accordance with course objectives.
5. Assist students with subject area study problems.
6. When possible, assist students assigned to the instructor for instructional purposes with questions pertaining to their subject related field.
7. Maintain accurate attendance and scholastic records of students and submit required reports according to published deadlines.
8. Become familiar with the handbook provided by the supervisor.
9. When appropriate, provide input concerning course content to the supervisor.