

Article 17: Job Descriptions

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17.01 GENERAL JOB DESCRIPTION: ALL FACULTY MEMBERS

- A. **Contract Faculty:** Contract faculty duties are in the areas of District and department service (17.02), professional development (17.03), other required duties (17.04), and student contact-related duties (17.05–17.10). Contract faculty members will be evaluated on performance in these four (4) areas only.
- B. **Adjunct Faculty:** Adjunct faculty duties are in the areas of other required duties (17.04), mandatory professional development (17.03.C), and student contact-related duties (17.05-17.10). [Adjunct faculty](#) members will be evaluated on their performance in these three (3) areas only.
- C. **Other Assignments:** The District may make other assignments to a faculty member with the consent of the faculty member. For these assignments, the faculty member will receive appropriate reassigned time or additional compensation.

17.02 DISTRICT AND DEPARTMENT SERVICE: ALL FACULTY MEMBERS

- A. **Required District and Department Service:** Duties are defined as those required activities that contribute to the department or to the District outside of student contact-related duties. The following job duties are required of all contract faculty members:
 - 1. Attends regularly scheduled department meetings.
 - 2. Serves on evaluation and [tenure review teams](#).
 - 3. Serves on hiring committees.
 - 4. Participates in [departmental activities](#) on District-Designated Activities Day.
 - 5. Serves on program advisory committees.
 - 6. Writes, reviews, and revises curriculum.
 - 7. Participates in the assessment of Student Learning Outcomes (SLOs).
- B. **Self-Selected District and Department Service:** Self-selected District and department service are those activities that a regular faculty member performs in addition to the required District and department service and other required duties to the District. Examples may include, but are not limited to, the following:
 - 1. Serves on departmental committees.

- 17.02.B.**
2. Serves on District-wide committees, such as standing committees and Presidential Advisory Committees.
 3. Participates in Academic Senate or AFA activities.
 4. Participates in community outreach efforts, including such activities as school visitations, recruitment, career fairs, or Day Under the Oaks.
 5. Provides workshops or activities for Professional Development Activity Days or for the flex menu of activities.
 6. Serves as [instructor of record](#) in independent study courses.
 7. Serves as a faculty advisor to student clubs or groups.
 8. Participates in special projects as requested by the District.
 9. Participates in governance activities of the District, including, but not limited to: Petaluma Faculty Forum; District-wide forums; accreditation committees; task forces called by the Academic Senate, AFA, or the District to work on special projects.

C. Adjunct Faculty District and Department Service

1. Adjunct faculty members are not required to perform District and department service unless compensated to do so. However, adjunct faculty members may participate in department activities and may use District resources as established in the California Education Code Section [87482.8](#).
2. The District may assign adjunct faculty members to SLO assessment assignments or SLO lead-coordination assignments. The adjunct faculty member will be compensated pursuant to [Article 32](#): Workload, paragraph 32.02.G.

17.03 PROFESSIONAL DEVELOPMENT: ALL FACULTY MEMBERS: Professional development refers to those activities either initiated by the faculty member or presented by the District that enhance the faculty member's professional expertise or that support and promote the faculty member's [discipline](#) or profession academically or in the community. Faculty members will maintain currency in their disciplines as part of their obligations to students and in order to update materials in response to advances in the field of study or discipline.

- A. **Contract Faculty only:** Contract faculty members will participate in mandatory institutional days and flexible professional development activities as described in [Article 22](#): Professional Development, section 22.03.B. Contract faculty members will participate in District Commencement activities.
- B. **Adjunct Faculty only:** Adjunct faculty members will participate in professional development activities as described in [Article 22](#): Professional Development, section 22.03.C.
- C. **Contract and Adjunct Faculty:** All faculty members are required to successfully complete two (2) hours of sexual harassment and sexual abuse reporting training, either online or at Professional Development Activities (PDA) days, which may count toward the flex obligation or for which a faculty member will receive two (2) hours' pay at the base hourly rate. Contract faculty members will complete this training once every three (3) years; adjunct faculty members will complete the training once every sixth (6th) semester of employment or, for those adjunct faculty members who teach summers only, every third (3rd) summer of employment. Other examples of professional development duties may include, but are not limited to, the following:
 1. Participates in professional development activities designed to help maintain currency in one's discipline, to improve pedagogical skills, or to support the Mission and College Initiatives of the District.

- 17.03.C.**
2. Participates in professional conferences and seminars.
 3. Serves, or is elected to office, in professional organizations.
 4. Organizes or participates in community activities directly related to the discipline or to the District.
 5. Offers conferences, seminars, lectures, or other events including performances and exhibits, for purposes of advancement of one's discipline.
 6. Reads and researches in one's discipline or related disciplines.
 7. Writes or publishes in one's discipline or related disciplines.
 8. Develops creative work in one's discipline.

17.04 OTHER REQUIRED DUTIES: ALL FACULTY MEMBERS

- A. **Definition:** Other required duties are those activities required by other sections of the AFA/District [Contract](#), and local, state, or federal statutes.
- B. **Examples:** These duties are required of both contract and adjunct faculty unless noted otherwise. Examples may include, but are not limited to, the following:
1. Uses and maintains a District email account to receive official communications from the District about terms and conditions of employment ([Article 31](#): Working Conditions, section 31.07).
 2. Checks and responds to student emails on a timely basis.
 3. Notifies District of absences ([Article 29](#): Substitutes & Reporting Faculty Absences, section 29.01).
 4. Submits census rosters, grades, and flex documentation according to contractual or District-published deadlines.
 5. Adheres to the California State Education Code, and state and federal laws with special regard to educational matters.
 6. Respects students' educational rights and privacy.
 7. Treats all employees with civility and respect.
 8. Provides a safe learning environment.
 9. Maintains standards of professional conduct and ethics appropriate to the position.

17.05 INSTRUCTIONAL FACULTY

- A. **Student Contact-Related Duties for Instructional Faculty:** Student contact-related duties for all instructional faculty refer to those activities directly related to scheduled instruction, including: lecture, laboratory, clinical, performance, and head coaching assignments; preparation for instruction; student assessment activities; and [student consultation time](#) and scheduled office sessions. Examples may include, but are not limited to, the following:
1. Starts and ends class meetings at the scheduled times.
 2. Holds final exams during the scheduled times, except as requested by individual students under extraordinary circumstances.
 3. Teaches in compliance with the course outline of record.
 4. Issues a syllabus at the start of each class, including: course description and organization following the approved course outline of record; reading and lecture schedule; assignment structure; written grading policy; and an electronic link or direction to the approved course outline of record.
 5. Maintains student consultation time and scheduled office sessions as posted, and confers with students during established office sessions and by appointment. ([Article 32](#): Workload, section 32.02.D)

- 17.05.A.6.** Instructs or supervises students during all scheduled lecture, laboratory, clinical, performance, and head coaching sessions of their assignment unless unable to attend or engaged in approved departmental or District business of a priority nature.
7. Prepares materials for instructional use including handouts, presentations, exams, quizzes, and classroom and homework assignments. Updates materials as needed to maintain currency.
 8. [Confers](#) with students on academic matters and advises students in matters related to the discipline and to career goals, as appropriate.
 9. Solicits and evaluates student feedback about their experiences in the class.
 10. Refers students to counselors, tutoring, and other District resources as appropriate.
 11. Assists in providing authorized accommodations for students with disabilities.
 12. Assesses student work and provides evaluation of that work to students in a timely manner.
 13. Schedules field trips, as appropriate, and provides alternative assignments or activities to field trips and other group activities that are not identified by date and time in the published class schedule. (Team and performance courses such as those in Kinesiology, Dance, and Athletics; Theatre Arts; Music; and Forensics are excepted from the requirement to provide alternative assignments.)
- B. Other Required Duties for Instructional Faculty:** Examples may include, but are not limited to, the following:
1. Selects textbooks and other course materials subject to approval of department and in accordance with established District deadlines.
 2. Determines grades according to the grading policy published in the course syllabus.
 3. Certifies census rosters, completes midterm reports, and submits final grades to meet established District deadlines.
 4. Maintains positive attendance and grading records as required.

17.06 HEAD COACHING FACULTY

- A. Student Contact-Related Duties for Head Coaching Faculty:** In addition to the duties listed in section 17.02.A, head coaching faculty members have additional student contact-related duties. Examples may include, but are not limited to, the following:
1. Oversees the direction of practice during season of sport and coaches team at scheduled games.
 2. Adheres to all regulations, rules, procedures, and policies for athletic programs as established by the NCAA, the COA, and the Conference.
 3. Assists student-athletes in preparation for transfer to four-year colleges by:
 - a. Advising student-athletes about the athletic transfer process;
 - b. Assisting student-athletes with correspondence to four-year colleges;
 - c. Preparing follow-up correspondence and telephone contact with four-year college coaches;
 - d. Initiating contact with four-year college coaches on behalf of their student-athletes;
 - e. Assisting student-athletes in producing game tapes for four-year colleges;
 - f. Assisting student-athletes with their four-year college visitations;
 - g. Scheduling four-year college coaches to visit the District to recruit student-athletes.

- 17.06.A.4.** Assists student-athletes by referring them to orientation, assessment, counseling, registration, financial aid, and student employment.
- 5. Monitors student-athletes' scholastic progress in coordination with the Counseling and athletic eligibility staff.
- 6. Encourages student-athletes to play as a team with enthusiasm, discipline, ethical behavior, and sportsmanship.
- 7. Teaches student-athletes the practical and theoretical strategies and concepts of their respective sports.
- 8. Provides a safe environment with special respect to the sport and sports injuries.
- B. Other Required Duties for Head Coaching Faculty:** Examples may include, but are not limited to, the following:
 - 1. Organizes, plans, coordinates, and evaluates the intercollegiate program.
 - 2. Determines student eligibility for athletic programs.
 - 3. Determines programs, goals, objectives, and related activities.
 - 4. Oversees the strength and conditioning program for the sport both in-season and out-of-season.
 - 5. Coordinates the identification and recruitment of eligible individuals by:
 - a. Recruiting actively in high schools in the area and contiguous districts. This recruitment process includes: high school visitations, individual contacts with the athlete and parents, and home visits;
 - b. Preparing follow-up correspondence and telephone contact; facilitating District visitation by prospective athletes;
 - c. Assisting student-athletes by referring them to student employment, financial aid, orientation, counseling, assessment, and registration.
 - 6. Stays abreast of current trends and information in the field.
 - 7. Attends coaching clinics, seminars, trainings, and conferences.
 - 8. Maintains membership in and participates in meetings of local, state, and national coaches' associations.
 - 9. Supplies informational assistance in the preparation of media guides, is available to media for interviews, and is responsible for providing timely game results to local media.
 - 10. Attends community events and speaks on behalf of the District as part of fundraising and outreach efforts.
 - 11. Maintains standards of professional conduct and ethics appropriate to the position.

17.07 COUNSELING FACULTY

- A. Student Contact-Related Duties for Counseling Faculty:** Examples may include, but are not limited to, the following:
 - 1. Confers with and counsels students individually in matters related to their academic, career, and personal needs.
 - 2. Updates information related to articulation, career, occupational and transfer curriculum, and programs.
 - 3. Meets with students at established times or by appointment.
 - 4. Provides academic counseling that assists students in assessing, planning, and implementing their immediate and long-range academic goals.
 - 5. Provides career counseling that assists students in assessing their aptitudes, abilities, and interests as well as informs them regarding current and future employment trends.

- 17.07.A.6.** Provides personal counseling that assists students with personal, family, or other social concerns, when that assistance is related to the student's education.
7. Provides crisis intervention as needed either directly or in collaboration with District-based or community resources.
 8. Provides liaison with other District departments and programs.
 9. Develops and/or selects handouts, presentations and other informational materials to facilitate student success.
 10. Develops programs, services, and support related to curriculum, student success and retention.
 11. Provides instruction related to the faculty member's assignment. When serving in an instructional assignment, the faculty member must fulfill all instruction-related duties outlined in section 17.05 relevant to the assignment.
 12. Refers students to District and community resources, as appropriate.
 13. Collaborates with faculty regarding student issues related to student progress, retention, and success.
 14. Conducts outreach to students and community members to encourage utilization of services and programs. This outreach is intended to maximize the transition to college as well as access, persistence, retention, and success in achieving certificates, degrees, and transfer.
- B. Other Required Duties for Counseling Faculty:** Examples may include, but are not limited to, the following:
1. Maintains currency by attending regularly scheduled department meetings covering updates in order to provide competent counseling services to assure student success and retention. Adjunct faculty will maintain currency by reading counseling updates sent out on a regular basis.
 2. Prepares and presents workshops, presentations, and lectures as a part of the regular allied assignment, as scheduled by the department, or as a guest of another department.
 3. Participates in programs as requested by the department.
 4. Maintains records of student contact as required by the department.
 5. Advocates to create an educational environment as beneficial to the intellectual, emotional, and physical development of students as possible.

17.08 DISABILITY RESOURCES FACULTY

- A. Student Contact-Related Duties for Disability Resources Faculty:** Examples may include, but are not limited to, the following:
1. Confers individually with and counsels students to determine the limitations of their verified disabilities and the resulting educational impacts.
 2. Reviews medical and educational records for students with disabilities to determine academic accommodations to be authorized.
 3. Authorizes academic accommodations for students with a verified disability for each course in which s/he is enrolled, and produces authorization letters for instructors.
 4. Develops annual individual Student Education Contract with students as required by Title 5.
 5. Counsels students in matters related to academic, vocational, personal, and disability management needs.

- 17.08.A.6.** Instructs students in the procedures for use of specific academic accommodations such as note-takers, test-taking facilitation, assistive technology, sign-language interpreters, and in-class mobility assistants.
7. Advises students in assessing, planning, and implementing immediate and long-range academic goals in relation to the limitations of their disabilities.
 8. Advises students in assessing career-related aptitudes, skills, and interests with respect to the functional limitations of their disabilities.
 9. Provides student assessment to determine eligibility for services under the California Community Colleges Chancellor's Office Learning Disabilities Eligibility Model.
 10. Develops behavior-intervention plans or access plans for students as needed.
 11. Provides crisis intervention, either directly or through cooperative arrangements with other resources on campus or in the community.
 12. Provides liaison with, and disability awareness training to, other District programs.
 13. Develops programs, services, and support related to curriculum, student success, and retention of students with disabilities.
 14. Provides instruction related to the Disability Resources Department faculty member's assignment. When providing instruction, the faculty member must perform all relevant duties of section 17.05 of this article.
 15. Refers students to campus and community resources, as appropriate.
 16. Collaborates with District faculty members on matters related to the student's disability, including accommodations, communication, and behaviors.
 17. Conducts outreach to students and community members with disabilities that encourages utilization of services and programs. This outreach is intended to facilitate the transition to the District and maximize student success through improved access, persistence, and retention, which allows for achievement of basic skills, job skills, certificates, degrees, and transfer.
 18. Solicits and evaluates student feedback to ensure student access, persistence, retention, and success in achieving basic skills, job skills, certificates, degrees, and transfer in relation to the limitations of his/her disability.
- B. Other Required Duties for Disability Resources Faculty:** Examples may include, but are not limited to, the following:
1. Maintains currency by attending department meetings. Adjunct faculty will maintain currency by reading department meeting minutes, which will be sent out electronically.
 2. Prepares and presents lectures and trainings as a part of the regular allied assignment, as scheduled by the department, or as a guest of another department.
 3. Participates in programs as requested by the department.
 4. Coordinates specific programs within the Disability Resources Department such as Deaf/Hard of Hearing Services or Petaluma Campus Disability Resources Services.
 5. Coordinates specific projects within the Disability Resources Department such as High School Transition Club and Scholarship Awards.
 6. Assists in maintaining student disability data as required by the Chancellor's Office per Title 5.
 7. Maintains records of student contact as required by the department.

- 17.08.B.8.** Participates in the college governance process and advocates for an environment as beneficial as possible to the intellectual, emotional, and physical development of students with disabilities.

17.09 LIBRARY & INFORMATION RESOURCES FACULTY

A. Student Contact-Related Duties for Library & Information Resources

Faculty: A librarian engages in a core set of activities. In addition, there are specific types of library services that require specialized skills. Examples may include, but are not limited to, the following:

1. Maintains currency in an environment driven by rapidly changing information technologies and research tools that are critical for librarians.
2. Provides instruction through a variety of modalities including face-to-face, reference desk, digitally through online reference service orientations, research appointments, workshops and/or Library and Information Resources (LIR) courses. When teaching classes, librarians must perform all relevant duties of section 17.05 of this article.
3. Prepares and arranges student contact activities including consultation with instructional faculty, development of workshops and course-integrated instruction sessions, updating of subject and vocational discipline knowledge, creation of instructional materials and guides, and targeted collection development. Student-contact preparation requires a librarian to maintain familiarity with District coursework and instructional materials in a wide range of disciplines, to collaborate with instructional faculty, and to work in new subject areas on an ongoing basis.
4. Identifies, selects, and de-selects resources in a wide array of formats that contribute to the development of the libraries' collections. Materials are mapped to the District's curriculum and mission. A librarian selects resources for various subject areas and the responsibility for subject areas rotates among librarians. This activity requires regular ongoing review of professional literature and web resources, as well as regular consultation with instructional faculty.
5. Participates in community public relations activities such as cultural events, tours, development and implementation of displays, announcements regarding library services and resources, etc.
6. Directs the day-to-day work of classified staff and student employees, including consultation and meetings to plan the work of employees, providing detailed input for personnel evaluations, and preparing data required for Personnel Action Forms (PAFs). A librarian directs the day-to-day work of classified staff members in Circulation, Reserves, and the Periodicals Service Desk, as assigned by the supervising administrator.
7. Facilitates institutional support for each District site including initiating service requests, monitoring budgets, requesting updates to Information Technology hardware and software, and initiating PAFs.

B. Other Required Duties for Library & Information Resources Faculty:

In addition to student contact-related duties, each librarian also fulfills services in one (1) of the following categories and performs in-depth functions that are related to one (1) of these specific positions as assigned by the supervising administrator. Examples may include, but are not limited to, the following:

1. **Instructional Services Librarian:** Provides up to 15 hours per week of student contact through reference service, research appointments, and/or Library and Information Literacy credit courses, and offers course-integrated instruction sessions and workshops.

- 17.09.B.2.** Technical Services Librarian: Assumes responsibility for maintenance and quality control in the library online catalog, serves as liaison with the library system vendor, directs the work of Technical Services support staff, manages archives, administers the library materials budgets, and directs the work of classified staff in Cataloging, Acquisitions, Periodicals, and Interlibrary Loan.
3. Systems Librarian: Assumes responsibility for activities related to the function and maintenance of the library's Integrated Library System (ILS); serves as ILS vendor liaison; maintains currency on ILS functionality, implements custom changes, and provides training in ILS modules to staff at all sites; provides system administration, backup, and maintenance, and administers software upgrades and installations; generates reports and provides statistics.
 4. Electronic Services Librarian: Provides leadership in the integration of electronic resources including the library's Web presence and implements and troubleshoots electronic resources.

17.10 WORK EXPERIENCE FACULTY

- A. **Student Contact-Related Duties for Work Experience Faculty:** Examples may include, but are not limited to, the following:
1. Facilitates application of the department's 21st century Work Experience and Internship curriculum to student work sites.
 2. Refines, affirms, and evaluates work-based student learning objectives in consultation with employers.
 3. Prepares, arranges, and conducts timely student work site visits with assigned students and employers.
 4. Facilitates dialogue between students and employers to reinforce and evaluate work-based learning.
 5. Links classroom learning to student work sites in the community by offering structured experiences that enable students to earn academic credit.
 6. Confers individually with and advises students in matters related to their academic, career, and personal needs.
 7. Develops and presents orientations, handbooks, seminars, and other instructional materials to facilitate student, employer, and faculty success.
 8. Confers with students on individual job skills assessment and career opportunities relevant to the workplace.
 9. Develops and offers instructional programs that advise students of current and future employment trends.
 10. Identifies and promotes to students the job skills necessary to succeed with local, regional, state, national, and global employers.
 11. Updates information related to seminars, websites, and online activities as course curriculum and Title 5 regulations change.
 12. Meets with students at established times and by appointment.
 13. Provides liaison and outreach with other departments, employers, and community resources to establish relationships and promote student success.
 14. Ensures student work-site safety and legitimacy within the reasonable expertise of instructors and/or coordinators per Title 5.
 15. Refers students to District and community resources, as appropriate.
 16. Maintains currency with regional and state codes of regulations that directly affect all Work Experience courses and updates District curriculum to reflect those changes.

- 17.10.A.17. Solicits and evaluates student feedback to ensure student access, persistence, retention, and success in achieving certificates, degrees, and transfer, as well as the development of job skills assessment and career opportunities in a changing workplace.
 - 18. Analyzes student feedback data and implements course improvements through faculty consensus.
 - 19. Maintains and submits records of student contact as required by the department, District guidelines, and Title 5 regulations.
 - 20. Develops and disseminates marketing materials to expand student and employer awareness and credibility for Work Experience courses and services.
- B. **Other Required Duties for Work Experience Faculty:** No other required duties are required beyond those identified in section 17.04.

17.11 REASSIGNED TIME AND SPECIAL ASSIGNMENTS

- A. **Right of Assignment:** Other than chair duties ([Article 13](#): Department Chairs and Coordinators, section 13.03.A), the District retains the right of assignment for any job duties for which reassigned time is designated. These assignments will be made only with the consent of the faculty member being assigned, except for [coordinator](#) duties ([Article 13](#): Department Chairs and Coordinators, section 13.04). The District will maintain a list of current assignments compensated with reassigned time, and make this list available to AFA.
- B. **Special Expertise and Commitment:** The District retains the right of assignment for instructional assignments that require special expertise and commitment, including, but not limited to: Director of Forensics, Art Gallery Director, Multicultural Museum Director, Summer Repertory Theater Artistic Director, and Oak Leaf Newspaper Advisor. For these special assignments, in consultation with the faculty member, the department chair will recommend and the District will approve the assignment.