

**Idaho State University  
College of Technology  
Faculty Professional Duties and Responsibilities**

The professional duties listed are those for which faculty are compensated and assessed. Department assignments may be more specific. These professional duties will be performed under the supervision of the department chair and in conjunction with the program coordinator.

- A. Instructional Duties - All faculty shall perform their duties in a professional manner, in compliance with published college/university policies and procedures, and in a manner that does not discriminate as to race, creed, religion, color, national origin, disability, age, gender, sexual preference, or marital status including the following:
1. Instruct students using course outlines and outcome measures developed by program faculty in compliance with all policies, procedures and/or accreditation guidelines or national standards.
  2. Evaluate student progress and keep accurate records. Maintain student records following applicable guidelines (e.g. FERPA/HIPAA) and enter grades in compliance with required timelines.
  3. Guide assigned students in meeting their respective educational goals and program outcomes. Exercise professional judgment when working with students based upon adequate professional knowledge of the subject matter, needs of the individual student, teaching strategies, interpersonal relationships, and teaching theory.
  4. Prepare comprehensive course syllabi and a schedule of activities for the course. Distribute syllabi and the schedule of activities to students at the beginning of each term. If applicable, distribute the program student handbook or provide the online link. Provide links to the ISU student handbook.
  5. Use appropriate strategies/techniques to effectively deal with student disruptions and misconduct based on the ISU student code of conduct and applicable College of Technology policies.
  6. Maintain college safety standards in work areas; ensure students are trained in good safety practices; and make reasonable efforts to ensure students follow good safety practices. Keep files for maintenance records for all equipment in the program including MSDS manuals.

7. Develop, evaluate and revise the program, courses, and curriculum on an ongoing basis or for a major textbook revision. Use feedback from students, the advisory committee, and other evaluative data to improve teaching and learning.
  8. Advise students regarding requirements for program completion. Provide accurate information about resources that are available through the College and the University and make referrals to Student Services as needed to promote student success.
- B. Other Compensated Duties - In addition to their work related to the course(s) that they teach (i.e. preparation, teaching, assessing, advising, reporting), instructors are expected to do the following as part of their compensated duties:
1. Participate in professional development activities to remain current in one's field of expertise. Obtain and maintain certification and licensure required by the profession, industry, and/or the State of Idaho.
  2. Respond to student questions/concerns/issues in a timely manner and resolve problems related to the course through time spent before or after class, through electronic means, or posted office hours (as defined by the workload policy) when facilities and schedules permit.
  3. Participate in staff meetings, program team meetings, and advisory board meetings as directed by the College, and/or the Department Chair. Participate in activities as required by general and special accreditation standards, i.e. self-studies, evaluator visitations, and follow-up requirements.
  4. Serve on Department, College and University committees/boards and/or participate in other professional service activities including co-curricular activities such as student organizations. Engage in research/scholarship/creative activity or program development activities as appropriate to one's assigned workload.
  5. Assist in the student recruitment by participating in scheduled events, program tours, visiting area schools or developing recruitment activities specific to one's program such as camps, short-term training programs, etc.