

# Full-Time Faculty Responsibilities

Course Creation and Presentation	Department Service		College Service		Professional Practice
Syllabi and project assignment explanation creation	Maintain scheduled office hours each week	Assist in preparing budget submittals	Participate in Faculty Assembly	Serve on at least one committee	Publish (if applicable)
Sponsored project coordination (if applicable)	Participate in department meetings	Assist in department exhibitions	Participate in recruitment activities	Participate in SEO installation	Exhibit (if applicable)
Facilities coordination (if applicable)	Participate in curriculum planning	Submit monthly report information	Participate in pedagogy workshops	Participate in College-wide assessment efforts	Consult (if applicable)
Blackboard site design/upload	Mentor responsibilities	Facilitate student groups	Attend commencements	Participate in Strategic Planning activities	Community engagement
Texts/Materials ordered from Bookstore	Assist in reviews	Maintain studio equipment and facilities (if applicable)	Participate in Self Study/ Reaccreditation		Offer programs, workshops, new courses, etc.
Course presentation					Otherwise demonstrate continual professional activity and growth
Grading/grade dissemination					