

Academic Affairs

1 AP 4005 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

2 Reference:

3 Education Code, Section 70902

4 All faculty shall:

- 5 • Maintain currency with current information, concepts, laws and ideas in their
6 disciplines and with best practices in teaching and learning.
- 7 • Check mailbox, voicemail, and e-mail regularly.
- 8 • Complete the checkout form before leaving campus at the end of the academic
9 term.
- 10 • Maintain student confidentiality as required by regulation and Board Policy 5040
11 titled Student Records and Directory Information.

12 All full-time faculty shall:

- 13 • Participate in committee work, student activities, and shared governance activities
14 as appropriate.
 - 15 • Attend first-year and second-year staff development workshops during the first and
16 second years of employment at Cerritos College.
 - 17 • Attend department and division meetings.
 - 18 • Attend commencement ceremonies.
 - 19 • Assist the Department Chairperson and Instructional Dean in unit planning, budget
20 preparation, and inventory.
 - 21 • Develop and implement a “Flex Plan” as required by state regulations.
- 22 All full-time faculty who are assigned classes shall:
- 23 • Post and maintain at least three scheduled office hours per week on at least three
24 different days, including the final examination period. Office hours may not be
25 scheduled between 11:00 a.m.-12:30 p.m. on Tuesday and Thursday.

26 All faculty who are assigned classes shall:

- 27 • Teach all assigned classes unless excused under provisions of Board Policy.
- 28 • Teach all assigned classes for all scheduled minutes.
- 29 • In cases of necessary absence from class, notify the Instructional Dean or
30 designee, or if unavailable, the Office of Academic Affairs in advance and have
31 plans prepared so that a substitute, if assigned, can maintain continuity of course
32 content.
- 33 • Teach courses in accordance with the course outlines of record.
- 34 • Provide opportunities for students to be aware of their progress.
- 35 • Submit a copy of the syllabus for each class to the Division Office.

- 36 • Keep accurate records of student enrollment, attendance, and academic progress
37 and submit them to appropriate offices by the published deadlines.
38 • Submit end-of-session grades, including supporting documentation, and
39 attendance reports by the published deadlines.
40 • Submit required information about first-day, no-show students by the published
41 deadlines.
42 • Submit textbook order information by the published deadlines. If the textbook is
43 electronic or includes an electronic course pack, these conditions must be met:
44 ○ Tests and exams must be available to the student without charge.
45 ○ The text and course pack must be available to students with disabilities.
46 ○ The publisher must grant read-only access to designated college staff for
47 purposes of evaluation of course materials.
48 ○ The text must be downloadable or printable.
49 If these four conditions are not met, the electronic textbook cannot be used.
50 • Meet all classes during the final examination period.
51 • Give final examinations at the scheduled time unless approval to do otherwise is
52 granted by the Office of Academic Affairs or its designee.
53 • Keep all corrected final examination papers for at least one year following the close
54 of the semester or summer term.
55 • Maintain a safe learning environment in classrooms, laboratories, and other
56 instructional spaces.
57 • Allow the instructional manager and/or Instructional Dean, upon request, to review
58 any assignments given during the semester.

59 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 20, 2007

Date Reviewed: January 16, 2019

(Replaces former Cerritos College Policies 3001, 3002, 3003, 3004, 3005, 3007, 3011, 3016, 3017, and 3018 just re-numbered)