

Academic Affairs**AP 4005 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS****References:**

Education Code, 70902

All faculty shall:

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Maintain student confidentiality as required by regulation and Board Policy 5040 titled Student Records and Directory Information.

All full-time faculty shall:

- Participate in committee work, student activities, and shared governance activities as appropriate.
- Attend first-year and second-year staff development workshops during the first and second years of employment at Cerritos College.
- Attend department and division meetings.
- Attend commencement ceremonies.
- Assist the Department Chairperson and Instructional Dean in unit planning, budget preparation, and inventory.
- Develop and implement a "Flex Plan" as required by state regulations.
- All full-time faculty who are assigned classes shall: maintain at least three scheduled office hours per week on at least three different days. Office hours may not be scheduled between 11:00 a.m.-12:30 p.m. on Tuesday and Thursday.

All faculty who are assigned classes shall:

- Teach all assigned classes unless excused under the provisions of the Collective Bargaining Agreement (CBA).
- Teach all assigned classes for all scheduled minutes.
- In cases of necessary absence from class, notify the Instructional Dean or designee, or if unavailable, the Office of Academic Affairs in advance and have plans prepared so that a substitute, if assigned, can maintain continuity of course content.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Publish to the district assigned platform a copy of the syllabus for each class.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.

- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Drop first-day, no-show students before the deadline.
- Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these conditions must be met:
 - Tests and exams must be available to the student without charge.
 - The text and course pack must be available to students with disabilities.
 - The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.
 - The text must be downloadable or printable.
 - If these four conditions are not met, the electronic textbook cannot be used.
- Keep all graded assignments for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to view any assignments given during the semester in alignment with the current Collective Bargaining Agreement (CBA).

Office of Primary Responsibility: Vice President, Academic Affairs

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