A West Virginia University at Parkersburg faculty member is a citizen, a member of a learned profession, and an officer of an educational institution supported by the State of West Virginia. When the faculty speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but the faculty’s special position in the community imposes special responsibilities. As a person of learning and an educational officer, the faculty should remember that the public may judge the profession and the institution by his or her words and actions.

**General Duties**

- Commits to and supports the vision, mission and goals of West Virginia University Parkersburg.
- Prepares for and teaches courses as assigned by the division chair.
- Posts and maintains a minimum of five office hours per week as approved by division chair.
- Maintains currency in practices, trends, and research related to area of specialization or assignment.
- Assumes responsibility for laboratory and classroom resources.
- Participates in continuous improvement by engaging in professional development.
- Participates in the development and implementation of applicable policies and procedures.
- Attends and participates in faculty meetings and other College, campus, department, discipline/program, service activities or committee meetings as appropriate.
- Participates in all College, campus, departmental, programmatic and faculty self-evaluation processes.
- Demonstrates and protects efficient and proper use of College resources.
- Assists with appropriate extra and co-curricular activities as requested or assigned.
- Complies with official reports, requirements and deadlines established by the College.
  - Maintains accurate records of student attendance and performance in classes.
  - Turns in rosters and grades by published deadlines.
  - Completes program and curriculum reports.
- Establishes and maintains appropriate working relationships with members of the College community.
- Participates in activities that promote student success such as:
  - Advising;
  - Registration;
  - Tutoring;
  - Mentoring;
  - Career guidance;
  - Commencement and Convocation;
  - Other college sponsored activities.
- Develops, maintains and updates syllabi for all courses included in the teaching assignments.
- Contributes to college-wide and discipline specific accreditation processes.
- Contributes to the processes of the division through:
  - Strategic planning;
  - Budgeting;
  - Course scheduling;
  - Curriculum and program development;
  - Curriculum and program review;
  - Student recruitment and retention activities;
  - Division projects/activities;
  - Mentoring new and adjunct members of the faculty as needed.
- Completion of Annual Report as required for all full time faculty.

**Additional Duties**

Additional responsibilities required by the discipline or assigned by college or division administrators.