

Title: #IV-13D. Faculty Duties and Responsibilities

Date: February 6, 2024 (Replaces version dated January 26, 2011)

A West Virginia University 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 dean.
- Posts and maintains a minimum of five office hours per week as approved by division dean.
- 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;
 - 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;
 - Outcomes assessment;
 - 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.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242