Title: Faculty Job Description
Effective Date: May 15, 2007
Date of Last Revision: May 15, 2007
Review Date:
Cancellation: BESE Bulletin 746 Part B-Instruction Personnel
Office: Instructional Services (IS 100)

Faculty Job Description

Northshore Technical College (NTC) has established an NTC-wide faculty job description.

This policy replaces the qualifications listed for instructional personnel in Bulletin 746-Part B Vocational and Technical Personnel for Postsecondary.

NTC Form #IS100.14 Employee Credentialing Acknowledgment

Review Process:

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Hard Copy Distribution to the Student Affairs Officers
Faculty Job Description

Procedures and Specific Information

145.1 SCOPE

All instructors are carefully selected, and must possess the education, occupational experience, and/or specialized certifications based on the courses they teach.

145.2 JOB DESCRIPTION

NTC utilizes a standard job description (Form IS100.50) which identifies, at a minimum the following:

- Name of the faculty member
- Title of position
- Type of instruction being administered by the faculty member
- Status of faculty member
- Program/department in which the faculty member is assigned
- Primary function of the faculty member
- Organizational Relationship
- Minimum Accepted Qualifications
- Program Accreditation Required
- Instructor Certification Required
- Primary Duties and Responsibilities
- Other Related Duties as Assigned and/or Program Specific Job Position Details
- Signatures as specified on the NTC Form

145.3 MINIMUM ACCEPTED QUALIFICATIONS:

145.3.1 Transferable General Education Faculty

Masters Degree from a regionally accredited college or university in the teaching discipline, OR Masters Degree that includes 18 graduate credit hours in the teaching discipline.

145.3.2 Non-Transferable General Education Faculty

Bachelors Degree, from a regionally accredited college or university, that includes 15 credit hours in the teaching discipline.

145.3.3 Career Preparation Faculty

145.3.3.1 High School Diploma or GED

AND
145.3.3.2 Associate Degree from a nationally or regionally accredited college or university. (In exceptional cases, documented experience may be used for initial employment. Faculty must develop and pursue a professional development plan to include an Associates Degree.) Bachelors Degree is preferred.

**AND**

145.3.3.3 Four years or the equivalent of four years full-time work experience in the field

**AND**

145.3.3.4 Qualifications required for mandatory program accreditation.

**AND**

145.3.3.5 Licensure or Certification for the program area. If no licensure or certification exists for a program, the successful completion of the National Occupational Competency Testing Institute (NOCTI) examination will be substituted for the requirement. A bachelors degree or higher may be substituted for the NOCTI.

The chart below identifies required Program Accreditation and Certifications and/or Licensures.

<table>
<thead>
<tr>
<th>Course/Program Listing</th>
<th>Program Accreditation</th>
<th>Instructor Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning and Refrigeration</td>
<td>HVAC Excellence</td>
<td>Louisiana Certified HVACR Educator</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF</td>
<td>ASE</td>
</tr>
<tr>
<td>Aviation Maintenance Technology</td>
<td></td>
<td>Airframe &amp; Power Plant Mechanic certification (Minimum)</td>
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<tr>
<td></td>
<td></td>
<td>Others: Inspection Authorization / IA Designated Mechanic Examiner / DME</td>
</tr>
<tr>
<td>Barber Styling</td>
<td></td>
<td>Louisiana State Barber Board Instructor License</td>
</tr>
<tr>
<td>Biomedical Equipment Technology (AD)</td>
<td>NAIT</td>
<td></td>
</tr>
<tr>
<td>Civil, Surveying and Mapping Technology</td>
<td>ABET or NAIT</td>
<td></td>
</tr>
<tr>
<td>Clinical Laboratory Technician (AD)</td>
<td>NAACLS</td>
<td></td>
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<tr>
<td>Collision Repair Technology</td>
<td>NATEF</td>
<td>ASE / I-CAR</td>
</tr>
<tr>
<td>Commercial Diving</td>
<td></td>
<td>ADC</td>
</tr>
<tr>
<td>Commercial Vehicle Operation</td>
<td></td>
<td>Commercial Drivers License A with T, P, X endorsements</td>
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<tr>
<td></td>
<td></td>
<td>CDL Third Party Tester</td>
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<tr>
<td>Communications Electronics</td>
<td>NAIT</td>
<td></td>
</tr>
<tr>
<td>ICT – Computer Network Specialist</td>
<td></td>
<td>MCSA or MCSE or A+ or NET+ or iNET+</td>
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<tr>
<td>ICT – Computer Programmer</td>
<td></td>
<td></td>
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<tr>
<td>ICT – Computer/Networking Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Specialist (Applications)</td>
<td></td>
<td>MCSA or MCSE or A+ or NET+ or iNET+</td>
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<tr>
<td>Cosmetology</td>
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<td>State Board of Cosmetology Instructor License</td>
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<tr>
<td>Culinary Arts and Occupations</td>
<td>ACF</td>
<td>CCE</td>
</tr>
<tr>
<td>Diesel Powered Equipment Technology</td>
<td>NATEF</td>
<td>ASE</td>
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<tr>
<td>Drafting &amp; Design Technology (AD)</td>
<td>NAIT</td>
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</table>
145.3.4 Developmental Education Faculty

Bachelors Degree from a regionally accredited college or university in the discipline or a bachelor’s degree in a related field or a bachelor’s degree that includes 15 credit hours in the teaching discipline (English and/or math, as appropriate).

(Faculty hired prior to July 1, 2003 who does not meet the above qualifications will develop a professional development plan with established deadlines in order to meet the stated minimum acceptable qualifications.)

145.3.5 Pre-Allied Health Faculty

Allied Health Science (AHSC): Bachelors Degree or Associate Degree in Nursing from a regionally accredited college or university or a bachelor’s degree in a related field or a bachelor’s degree that includes 15 credit hours in the teaching discipline.

Allied Health Math (AHMA): Bachelors Degree or Associate Degree in Nursing from a regionally accredited college or university or a bachelor’s degree in a related field or a bachelor’s degree that includes 15 credit hours in the teaching discipline.

Allied Health English (AHEN): Bachelors Degree from a regionally accredited college or university in the discipline or a bachelor’s degree in a related field or a bachelor’s degree that includes 15 credit hours in the teaching discipline.

Allied Health Reading (AHRE): Bachelors Degree from a regionally accredited college or university in the discipline or a bachelor’s degree in a related field or a bachelor’s degree that includes 15 credit hours in the teaching discipline.
145.3.6  **Adjunct Faculty- Career Preparation Technical Diploma Programs**

Minimum of a high school diploma/GED, four years or the equivalent of four years full-time work experience in the field related to the occupational program, and any certifications required by a regulatory agency or licensing board.

145.4  **PRIMARY DUTIES AND RESPONSIBILITIES**

145.4.1  **Instructional/Teaching Performance**
- Utilize innovative, effective, and equitable teaching techniques
- Follow course syllabi and outlines
- Maintain time on task
- Receive favorable student evaluations of instruction
- Maintain teaching load practiced by college
- Meet deadlines related to this function

145.4.2  **Instructional Development**
- Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
- Prepare course offering schedule based on Curriculum Guides
- Participate in curriculum meetings
- Meet all deadlines related to this function

145.4.3  **Instructional Management**
- Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
- Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Meet all deadlines related to this function.

145.4.4  **School or Classroom Management**
- Practice appropriate safety precautions
- Maintain student discipline
- Meet all deadlines related to this function

145.4.5  **Student Guidance/Advising Activities**
- Provide career counseling and academic advising
- Follow Curriculum Guides in scheduling to insure timely completion of a program of studies
- Serve special populations
- Make appropriate referrals to students with special needs
- Maintain appropriate number of students in class and in program
- Meet all deadlines related to this function

145.4.6  **College and/or Community Services**
- Participate in recruitment activities, i.e. career fairs, etc.
- Maintain program accreditation/certification or program licensure requirements

145.4.6.1  Provide service to the college that may include some of the following activities:
- Sponsor student organizations
- Serve on or chair committees
… Conduct or coordinate teaching consultant activities
… Facilitate workshops
… Teaching consultant activities
… Teach continuing education or customized industry courses
… Provide routine equipment maintenance
… Initiate and write new program proposals
… Serve on NTC or Campus Committees

145.4.6.2 Provide service to the community that may include:
… Participate in health fairs
… Participate in charity or community activities
… Participate in community organizations, i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
… Meet all deadlines related to this function

145.4.7 Professional Activities, Leadership, and Service

Participate in professional development activities that may include:
… Complete coursework or degrees
… Membership in professional organizations
… Serve on a Board or in an Office of a professional association
… Present a paper or facilitate a workshop at a professional conference
… Participate in a Leadership Academy
… Serve on an external institutional or program accreditation team
… Participate in industry visits
… Exemplify Leadership role on NTC or LCTCS Committees, Faculty Council, etc.
… Meet all deadlines related to this function.

145.4.8 Other Related Duties as Assigned and/or Listed as Program Specific Job Position Details

145.4.9 Employee Credentialing Acknowledgement

Employee Credentialing Acknowledge (Form IS 100.14) must be completed and attached to the signed Job Description (Form IS 100.50).

145.4.10 Faculty Selection & Credentialing

145.4.10.1 Wording used in Advertisements. In some areas of the state, a pool of fully-qualified candidates for faculty positions in several program areas does not exist. Therefore, the following wording may be used on position advertisements in order to attract candidates for job openings only in those program areas that does not have qualification requirements by an outside agency.

Applicant Requirements: A minimum of a high school diploma/GED and four years full-time work experience in the field of employment/instructional area.

Preferred: A minimum of an associate degree or commitment to obtain associate degree and any industry certifications required within the prescribed deadline.
145.10.2 Notification to Candidates of Faculty Qualifications and Professional Development

Expectations: During the interview process, candidates are to be informed of the NTC faculty position qualifications, and the college’s expectations toward earning all credentials as per the NTC Faculty Job Description policy. Therefore, the following procedures should be followed:

145.10.2.1 Candidates are to be issued a copy of the NTC Faculty Job Description Policy.

145.10.2.2 Candidates are to be notified of the expectations for credentialing; i.e., pre-employment skills evaluations, NOCTI assessment, industry-based certification requirements and degree requirements, as well as time limits for earning these credentials.

Skills Evaluation: As a part of the interview process, candidates may be required to take a skills evaluation.

NOCTI Assessment: It is preferred that national occupational competency be demonstrated prior to employment. It is required that the initial NOCTI exam must be administered to new faculty within 60 days from the date of hire. Faculty not meeting the minimum score requirement of the initial NOCTI exam, will be given one re-test opportunity (not sooner than 30 days nor more than 60 days from the initial NOCTI exam date). The NOCTI exam requirement is exempt if faculty already possesses licensure, complete industry-based certification, or a Bachelor’s degree in the field of employment.

Contingency: Language must be included in the employment contract, stating that employment after the first semester in a 9-month contract is contingent on the ability of the instructor to pass the NOCTI exam.

Initial Industry-Based Certifications: New faculty must successfully complete all required certifications within 2 years from the date of hire.

Re-Certification: Faculty is notified and should re-certify before certification expires. Faculty who do not recertify within 12 months from the expiration date of certification(s) will be recommended for termination.

Degrees: Faculty should satisfy degree requirements within 5 years from the date of hire and must demonstrate steady progress to be considered for continued employment. Steady Progress towards the degree requirement is defined as, “The successful completion of at least one college course per semester, including the summer semester, towards the degree requirements or 9 credit hours per academic year.”

145.10.3 Notification to Candidates of Consequences due to Lack of Progress with Faculty Credentials.

In order that candidates can make an appropriate decision to accept employment with NTC, the following should be specified during the interview process.

145.10.3.1 Candidates are to be notified that the consequence of not making progress towards faculty credentialing is the non renewal of an employment contract.

145.10.3.2 Candidates are to be notified that the consequence of resignation prior to three years’ service is the return by the employee of any funds invested by NTC for college courses and/or industry certification attempted by faculty. The amount invested by NTC will be withheld from the employee’s last paycheck.
NTC Form #IS100.14 Employee Credentialing Acknowledgment

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Faculty Name

Title of Position: Instructor

Check Each Type of Instruction Being Administered:

☐ Developmental Ed.  ☐ Pre Allied Health Science/Math  ☐ Pre Allied Health English/Reading

Check Status:  ☐ Adjunct  ☐ Regular (Full Time or 9-Month)

Program/Department: ______________________________________________________

Primary Function: This position is responsible for providing instructional services in the area of

____________________________________________________________________________

ORGANIZATIONAL RELATIONSHIP

This position reports to the ______________________________________________ (Department Chair/Head)
who reports to the Campus Administrator.

MINIMUM ACCEPTED QUALIFICATIONS as per NTC Faculty Job Description Policy:

____________________________________________________________________________

PROGRAM ACCREDITATION REQUIRED as per NTC Faculty Job Description Policy

____________________________________________________________________________

INSTRUCTOR CERTIFICATIONS REQUIRED as per NTC Faculty Job Description Policy

____________________________________________________________________________

PRIMARY DUTIES AND RESPONSIBILITIES

Instructional/Teaching Performance
  • Utilize innovative, effective, and equitable teaching techniques
  • Follow course syllabi and outlines
  • Maintain time on task
• Receive favorable student evaluations of instruction
• Maintain teaching load practiced by college
• Meet deadlines related to this function

**Instructional Development**
• Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
• Prepare course offering schedule based on Curriculum Guides
• Participate in curriculum meetings
• Meet all deadlines related to this function

**Instructional Management**
• Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
• Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
• Meet all deadlines related to this function.

**School or Classroom Management**
• Practice appropriate safety precautions
• Maintain student discipline
• Meet all deadlines related to this function

**Student Guidance/Advising Activities**
• Provide career counseling and academic advising
• Follow Curriculum Guides in scheduling to insure timely completion of a program of studies
• Serve special populations
• Make appropriate referrals to students with special needs
• Maintain appropriate number of students in class and in program
• Meet all deadlines related to this function

**College and/or Community Services**
• Participate in recruitment activities, i.e. career fairs, etc.
• Maintain program accreditation/certification or program licensure requirements

Provide service to the college that may include some of the following activities:
  … Sponsor student organizations
  … Serve on or chair committees
  … Conduct or coordinate teaching consultant activities
  … Facilitate workshops
  … Teaching consultant activities
  … Teach continuing education or customized industry courses
  … Provide routine equipment maintenance
  … Initiate and write new program proposals
  … Serve on NTC or Campus Committees

Provide service to the community that may include:
  … Participate in health fairs
  … Participate in charity or community activities
  … Participate in community organizations, i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
  … Meet all deadlines related to this function
Professional Activities, Leadership, and Service

Participate in professional development activities that may include:

...Complete coursework or degrees
...Membership in professional organizations
...Serve on a Board or in an Office of a professional association
...Present a paper or facilitate a workshop at a professional conference
...Participate in a Leadership Academy
...Serve on an external institutional or program accreditation team
...Participate in industry visits
...Exemplify Leadership role on NTC or LCTCS Committees, Faculty Council, etc.
...Meet all deadlines related to this function.

Other Related Duties as Assigned and/or Listed as Program Specific Job Position Details

- Attached, if applicable

NTC Form IS100.14 Employee Credentialing Acknowledgement must be attached to this job description.

Faculty Member: _______________________________ Date: ____________

Department Chair/Head: _______________________________ Date: ____________

Campus Administrator: _______________________________ Date: ____________

Regional Director: _______________________________ Date: ____________

NTC Policy #IS145 Faculty Job Description

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The Professional Development expectations, time limits, and possible consequences related to lack of progress in credentialing must be identified and becomes a part of the Job Description that is signed by the candidate selected for employment.

**Employee Acknowledgment**

**Instructions:** Fill in all blanks, marking “N/A” for any areas that are Not Applicable

I understand that my progress toward achieving the following expectations will impact consideration of my continued employment each semester/year with NTC, ______________________________ (Region/Campus).

1. By ____________ (Date), I am expected to pass the NOCTI assessment for my position.

2. I am expected to complete all industry-based certifications, license requirements, and/or program accreditations for my position as identified below:

<table>
<thead>
<tr>
<th>Industry-Based Certification, Licensure, or Program Accreditation</th>
<th>Expected Completion Date</th>
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<tbody>
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3. By ______________ (Date), I am expected to earn a/an ____________________________ Degree, with successful completion of at least one course towards the degree requirement each semester or a total of 9 credit hours earned per academic year (Summer, Fall, Spring).

4. Within 6 months of the expiration date of any required industry-based certification, I am expected to have completed Re-Certification.

I understand that if I resign from employment with NTC prior to three years’ service I will be required to return all funds invested in me by NTC for college courses and/or industry certification attempted. The amount invested by NTC will be withheld from my last paycheck.

________________________________________  ____________________________
Signature of Employee                      Date
NTC Policy #IS145 Faculty Job Description

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