

JOB DESCRIPTION

JOB TITLE: Faculty	FLSA: Exempt
Department: Teaching Field	Date Revised 8/8/2023
Reports To: Program Coordinator or Program Director	

Job Summary

Galveston College is an innovative public post-secondary institution, which is dedicated to student success and teaching and learning. Faculty are expected to demonstrate a commitment to academic excellence and are primarily responsible for instruction, curriculum design, development, and evaluation of academic programs. Faculty are also responsible for the identification and assessment of appropriate student learning outcomes. Faculty members are expected to demonstrate and maintain competence in their subject area and fulfill each of the following functions throughout their employment at the College.

Essential Functions

- Demonstrates and applies a thorough and accurate knowledge of teaching field and discipline
- Maintains currency in subject matter through professional development
- Meets all classes on time as scheduled
- Effectively employs teaching and learning strategies, including instructional technology when appropriate, to maximize student learning and to meet diverse students' needs;
- Regularly evaluates teaching methods and uses data to continually improve instructional effectiveness;
- Encourages the development of communication skills and higher order thinking skills through appropriate assignments;
- Contributes to the selection and development of instructional materials
- Develops and uses evaluation methods, which fairly measures student progress toward course and program learning outcomes
- Communicates effectively with and provide feedback to students in a timely manner.
- Maintains accurate records of student progress
- Submits final grade rosters and supporting documents according to established deadlines
- Maintains familiarity with and adheres to College Policies and Procedures
- Maintains regular office hours to ensure accessibility to students and colleagues;
- Prepares, distributes, and submits syllabi and approved course outlines for all assigned sections in

- Fosters and maintains effective working relationships with students, colleagues, and supervisors
- Maintains familiarity with College goals, mission, and long-range plans
- Contributes to planning and development processes through appropriate channels;
- Participates in planning