SECTION III: FACULTY RESPONSIBILITIES

A. RESPONSIBILITIES OF ALL FACULTY MEMBERS
   The responsibilities of the Faculty are to teach, advise, remain current in their fields, grow professionally and engage in service activities.

B. ACADEMIC WORK YEAR
   The majority of full-time Faculty members are normally obligated to Columbia College for the nine-month academic year with the exception of approved class breaks and holidays. Nurse faculty are contracted for twelve months. Department Chairs may be contracted to work an eleven-month academic year. Any duties in place of or in addition to those stipulated in the Notice of Employment or outside normal Faculty responsibilities are specified and agreed to in writing through a Payroll form, which serve as addenda to the Notice of Employment.

C. TEACHING ASSIGNMENT
   Full-time Faculty members are contracted to teach 24 academic hours (or an average of 12 academic hours per semester) or their equivalent. All or a portion of a full-time Faculty member’s responsibilities may be fulfilled through assignment to day, evening and/or AHE duties.

D. CONSULTING ACTIVITIES
   Faculty members may work as consultants outside the College during the academic year and may receive compensation. Such activities must be reported in advance to the EVP/DAA.

E. OUTSIDE EMPLOYMENT
   Full-time Faculty may undertake lawful part-time employment or business dealings outside the College so long as such activities do not interfere with faculty duties or create a conflict of interest. Outside employment must be reported in advance to the EVP/DAA.

F. ACADEMIC ADVISING
   The EVP/DAA supervises assignment of advisees. Day students are assigned to appropriate full-time Faculty or to the Director of Advising for academic advising; Graduate students are assigned to full-time Faculty. Normally, a Faculty member in a student’s major is the academic advisor. Either the student or Faculty member may initiate a change of advisor.

G. OFFICE HOUR POLICY
   All full-time Faculty members shall schedule a minimum of five hours per week as student conference time, distributed, if possible, daily and arranged at times convenient to students.

H. REHABILITATION ACT OF 1973/AMERICANS WITH DISABILITIES ACT COMPLIANCE
   All Faculty at Columbia College are required to comply with federal regulations regarding reasonable accommodations for students with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended (ADAAA, 2008). Specifically, Faculty must comply with requests for accommodations reviewed and approved by the Coordinator for Disability Services. The Faculty member will receive a copy of the Letter of Accommodation from the Coordinator of Disability Services however; accommodations do not go into effect until the student takes the Letter of Accommodation to the Faculty member. The student and the Faculty member should the implementation of the accommodations. A signature is not required however if any important points regarding details of the accommodation should be added to the Letter of Accommodation it benefits both the Faculty and the Student to sign and date the Letter of Accommodation with the added information. Faculty with questions or concerns about the details of
an accommodation should contact the Coordinator of Disability Services. Faculty must treat information regarding a student’s disability and/or requests for accommodation as confidential.

To ensure consistency in following federal guidelines, all requests for accommodations from students with documented disabilities must be reviewed and approved by the Coordinator for Disability Services. Faculty should include the following statement on each course syllabus: *Students with documented disabilities who may need academic adjustments or auxiliary aids or services for this course are required to register with the Coordinator of Disability Services. The Coordinator can be reached at (573) 875-7626 or by email at disabilityservices@ccis.edu.*

Faculty are also required to comply with federal laws prohibiting discrimination on the basis of a student’s disability. Questions regarding types of remarks or behavior that may be considered discriminatory should be directed to the Coordinator of Disability Services or to the EVP/DAA.