WHAT FACULTY DO AT MOLLOY

The following describes how faculty help make Molloy “work.” Some of these (e.g. checking email) may seem no more than common sense, but they are sometimes overlooked. Other (e.g. attendance at social events) may seem gratuitous but they contribute to the spirit.

*=part of promotion/tenure review.

1. Familiarity with the *Faculty Handbook*.

2. Teaching Responsibilities.
   - Providing *syllabi and outlines*, according to the Handbook specifications (Appendix III) to Chairs and the Dean and to students each semester.
   - Updating (annually) the *Professional Data Sheet*.
   - Defining (in statements offered to students) and maintain academic integrity.
   - Meeting classes according to contract (*Handbook*, 11)
   - Observing college procedure regarding testing.
     - Final exam or defined criteria for grades that do not include final.
     - Make-up exams prepared, arranged and directed by faculty member.
     - Exam copy submitted to Registrar at least two days prior to exam week.
     - Maintenance of exam questions and graded exams for one year after their administration.
     - Proctoring exams.
     - Submission of grade reports to Registrar in a timely manner.
   - Posting and honoring at least two hours weekly for consultation with students.
   - Notifying VPAA and Chair by voicemail if unavoidable absence.
   - Keeping records of and reporting attendance of students.
   - *Obtaining departmental, Chair/colleague and student evaluations of courses taught every spring and fall.*
   - *Attending and participating in departmental meetings.*
   - *Serving on committees of the department as needed.*
   - *Advising students as assigned.*
   - Reporting on student progress to the Associate Dean at mid-semester.

   - Maintaining regular contact with all constituencies: reading and replying to emails, voicemails and other communications from the college and its associates.
   - *Participating in the collegial process of self-examination and decision-making.*
Teaching Faculty meetings; college-wide committee meetings (including the effort to be elected to same and maintenance of active, participatory membership once elected;) subcommittees of Council and Governance committees; taskforces and similar bodies composed for the fulfillment of the college mission. (This includes responding to surveys for reaccreditation and long range planning.)

- Establishing lines of communication with campus agencies that help fulfill faculty responsibilities (e.g. STEEP, Writing Lab, tutorial services, counseling.)

4. Professional Responsibilities.

- Defined largely by department but especially *actively engaging in one’s profession/field.*

5. College-Wide Responsibilities.

- Attending President’s and Dean’s meetings, colloquia and comparable forums at which the college’s enterprise is considered.
- Participating in at least some activities sponsored by administration, faculty or students to promote the spirit of the college or express its identity (e.g. social events, pinning’s, award ceremonies, sports events.)
- Contribute to college outreach efforts such as MILL or Continuing Educations.
- *Contributing to college outreach in recruitment, including Open House, Registration.*