



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

Faculty Job Description

Louisiana Technical College (LTC) has established an LTC-wide faculty job description.

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

Policy Reference: Bulletin 746-Part B Vocational and Technical Personnel for Postsecondary
 LTC Form #IS100.14 Employee Credentialing Acknowledgment

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution: Distributed Electronically via College’s Intranet
 Hard Copy Distribution to LTC Regional Directors

James R. Sawtelle III
 Vice President for Career and Technical Education



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

LTC 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 LTC 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.

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

EMT/Paramedic	CAAHEP/JRC-EMT DHH/Bureau of EMS	EMS
Graphic Communications & Desktop Publishing (AD)	NAIT	
Industrial Electronics Technology (AD)	NAIT	
Industrial Instrumentation Technology (AD)	NAIT	
Marine Operations		US Coast Guard, American Petroleum Institute, SafeGulf
Nurse Assistant	DHH (Health Standards Division)	LPN, DHH Train the Trainer
Outdoor Power Equipment	EETC	EETC
Patient Care Technician	DHH (Health Standards Division)	LPN, DHH Train the Trainer
Practical Nursing	LSBPNE	RN
Pulp & Paper Technology (AD)	NAIT	
Respiratory Therapist (AD)	CAAHEP/JRC-RTE	
Surgical Technology	CAAHEP	
Welding (AD)	NAIT	AWS / CWE (Acquired after employment)

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 LTC 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 LTC 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 LTC faculty position qualifications, and the college's expectations toward earning all credentials as per the LTC Faculty Job Description policy. Therefore, the following procedures should be followed:

145.10.2.1 Candidates are to be issued a copy of the LTC 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 LTC, 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 LTC for college courses and/or industry certification attempted by faculty. The amount invested by LTC will be withheld from the employee's last paycheck.

Policy Reference: Bulletin 746-Part B Vocational and Technical Personnel for Postsecondary
LTC Form #IS100.14 Employee Credentialing Acknowledgment

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

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James R. Sawtelle III
Vice President for Career and Technical Education



Faculty Name _____

Title of Position: Instructor

Check Each Type of Instruction Being Administered:

- Transferable Gen. Ed. Non Trans. Gen. Ed. Career Prep Faculty
- 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 LTC Faculty Job Description Policy:

PROGRAM ACCREDITATION REQUIRED as per LTC Faculty Job Description Policy

INSTRUCTOR CERTIFICATIONS REQUIRED as per LTC 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
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Instructional Development

- Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
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- 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
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College and/or Community Services

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- ... Serve on LTC or Campus Committees

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- ...Participate in health fairs
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- ...Participate in community organizations, i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
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Professional Activities, Leadership, and Service

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- ...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 LTC 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

LTC 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:** _____

Policy Reference: Bulletin 746-Part B Vocational and Technical Personnel for Postsecondary
LTC Policy #IS1930.145 Faculty Job Description

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Vice President for Career and Technical Education



EMPLOYEE CREDENTIALING
ACKNOWLEDGMENT

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 LTC, _____(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:

Industry-Based Certification, Licensure, or Program Accreditation	Expected Completion Date

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

Signature of Employee

Date

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