

**SANTA BARBARA CITY COLLEGE
FACULTY RESPONSIBILITIES CHECKLIST**

Evaluatee _____ Department _____ Semester/Year _____

Area Dean _____ Department Chairperson _____ Date _____

1. Responsibilities to Students or Clients:	
a. Meets class or appointments as scheduled	
b. Keeps posted office hours (credit instructional faculty)	
c. Distributes a syllabus during the first week of classes that includes the department-approved Course Student Learning Outcomes (instructional faculty)	
d. Provides students with effective services and resources that assist them in the learning process (educational support faculty)	
e. Provides effective counseling/advising services to students and support to faculty (educational support faculty)	
f. Maintains accurate records for tracking and follow-up purposes (educational support faculty)	
2. Responsibilities to Department:	
a. Participates in recruitment, selection, and orientation of new faculty and staff (full-time faculty)	
b. Participates in the evaluation of faculty and/or staff by serving on evaluation committees (full-time faculty)	
c. Analyzes Student Learning Outcomes data in order to identify and implement improvement strategies with department faculty (full-time faculty)	
d. Participates in departmental program review (full-time faculty)	
e. Attends department/division meetings (full-time faculty)	
f. Participates in usual and reasonable department duties (full-time faculty)	
g. Provides work direction and supervision to short-term employees and student workers (educational support faculty)	
3. Responsibilities to District (based on data provided by area dean):	
a. Returns textbook orders on time (instructional faculty)	
b. Assesses and reports Student Learning Outcomes (SLOs)	
c. Reports personal absences and makes reasonable efforts to find a qualified substitute	
d. Fulfills college service requirements (e.g., serves on college committees, club sponsorship, department chairing, etc.) (full-time faculty)	
e. Fulfills professional development hours (credit faculty)	
f. Complies with district policies and procedures	
g. Submits drop and census rosters on time	
h. Gives final exams as scheduled (credit faculty)	
i. Submits final grades and/or positive attendance records on time	

* If needed improvement or substandard performance is indicated, all information substantiating any needs improvement or substandard assessment shall be attached to this form.

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