



POLICY TITLE

Responsibility and Authority of Faculty in Academic and Governance Matters

POLICY NUMBER

1-7040

Responsible Office: <i>Academics and Workforce</i>	Effective Date: <i>12/18/2023</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>11/15/2023</i>
Policy Classification: <i>Academics, Workforce, and Student Development</i>	Origination Date: <i>02/22/2018</i>

I. POLICY STATEMENT

At Baton Rouge Community College (BRCC), faculty are responsible for ensuring the quality and integrity of educational programs through the development of curricula and assessment of student learning outcomes. Faculty have opportunities to contribute to decision-making at the program, department, division, and college levels that determine the trajectory of the College. Faculty participation in academic matters is expected, and in appropriate governance matters is encouraged. Faculty participation in academic and governance matters is critical for accomplishing the Mission of the College, maintaining institutional accreditation, and cultivating a vibrant and collegiate environment at all instructional sites.

II. POLICY RATIONALE AND SCOPE

This policy is intended to ensure that the responsibilities of faculty, and faculty opportunities to contribute to decision-making processes, are clear to faculty and all BRCC stakeholders. Faculty are responsible for contributing to the development of courses and programs and for the assessment of student learning outcomes. Curriculum development is critical for preparing students for direct entry into the workforce and seamless transfer to baccalaureate programs. Assessment of student learning outcomes informs instruction, facilitates achievement of the intended outcomes for educational programs, and supports programmatic and institutional accreditation. Opportunities for faculty to contribute to decision-making at the department and division levels are available via attending and participating in department and/or division meetings. Faculty have opportunities to contribute to decision-making at the College-level by serving on the Faculty Senate, the Faculty Senate Executive Council, the Faculty Senate committees, and a variety of standing and ad hoc committees, including those established by the Chancellor.

III. POLICY AUDIENCE

This policy applies to all full- and part-time Faculty. Supervisors of faculty – Program Managers, Department Chairs, Deans, the Assistant Vice Chancellor for Academic and Workforce Development, and the Provost/Vice Chancellor for Workforce and Student Development – uphold and facilitate the implementation of the policy.

IV. POLICY COMPLIANCE

Faculty form the foundation on which many of the principles of institutional accreditation are based, and thus are charged with upholding those principles. Abdication of responsibilities and failure to participate in decision-making opportunities challenges accomplishment of the Mission of BRCC and jeopardizes programmatic and institutional accreditation.

V. POLICY DEFINITIONS

Academic matters: include but are not limited to curriculum development, assessment of student learning outcomes (course-level, General Education, and program-level), and contributing to program, department, and/or Division needs and initiatives.

Governance matters: include, but are not limited to, department- and/or division-level initiatives; development of the strategic plan for the College; initiatives to support campus safety, develop policies, review/revise student recruitment and advising practices; improve retention and graduation rates; and active participation in maintenance of institutional accreditation.

VI. POLICY IMPLEMENTATION PROCEDURES

Curriculum Development: In accordance with Academic Policy 1.024 of the Louisiana Community and Technical College System (LCTCS), “Curriculum Development Process and Requests” and BRCC’s Academic Affairs Policy 1.4110, “Academic Program Development”, development of the College curriculum is the responsibility of faculty. The Faculty Senate Committee for Courses and Curricula, the voting members of which are all faculty, review and approve proposed changes to the College curriculum. Recommendations of the Committee are forwarded to BRCC’s Chief Academic Officer/Provost, who has final approval authority. Detailed procedures are outlined in the *Manual for Courses and Curricula*, which is updated annually and published on the BRCC website.

Assessment of Student Learning Outcomes: In accordance with LCTCS Academic Policy 1.014, “Assessment” and BRCC Academic Affairs Policy 1.4100, “Academic Program Assessment”, assessment of elective, major, and General Education courses that support academic programs is critical for ensuring the quality of BRCC’s academic programs. Faculty are responsible for the development of student learning outcomes, for selecting assessment measures appropriate for determining student achievement of the outcomes, for the assessment of the outcomes, and for seeking improvement to students’ performance based on analysis of the assessment results. The *Manual for Courses and Curricula* includes guidelines for composing student learning outcomes and for selecting assessment measures; the Faculty Senate committees

for Academic Program Assessment and for General Education establish the procedures for reporting student achievement of learning outcomes for courses and programs.

Departments and Divisions: Faculty have the opportunity, and are expected, to contribute to decisions made within their respective Departments and Divisions. This is accomplished by attending scheduled Department and Division meetings and through verbal and written communication between Faculty, Department Chair, and Dean.

Faculty Senate: In accordance with LCTCS Academic Policy 1.039, “Rank, Promotion, Duties and Responsibilities of Faculty and Staff”, with BRCC Academic Affairs Policy 1.4200, “Faculty Senate”, and with the Faculty Senate Constitution, the Faculty Council and Faculty Senate provide avenues for faculty to contribute to academic and governance matters. Faculty Senate academic matters include the development of personnel policies, curriculum, and assessment processes; participation in the grievance process; development of recommendations for student learning resources; and recommendations to the membership of all Faculty Senate committees. Governance matters include membership in the Faculty Senate and Faculty Senate Executive Council. BRCC’s Faculty Senate President is also encouraged to join the Association of [Louisiana Faculty Senates](#).

College-wide Committees: Faculty members are asked, selected, or appointed, with voting privileges as appropriate, to serve on College-wide standing committees (*e.g.*, Commencement) as well as *ad hoc* committees (*e.g.*, hiring committees, task forces).

Institutional Policy: In accordance with LCTCS Academic Policy 1.039, “Rank, Promotion, Duties and Responsibilities of Faculty and Staff”, faculty are charged to determine the educational policy through deliberative action in their respective departments and/or divisions. BRCC’s *Policy on Policies (5-001)* outlines the procedures for development of new policies and review of existing policies.

Institutional Accreditation: Faculty make significant contributions to the preparation of documentation in support of the compliance with the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for maintaining institutional accreditation. Participation in the process of Reaffirmation, the development and implementation of the College’s Quality Enhancement Plan, and preparation of the Fifth-Year Interim Report are critical to student learning and the continued accreditation of the College.

VII. POLICY RELATED INFORMATION

Southern Association of Colleges and Schools Commission on Colleges, 2018 Principles of Accreditation, standard 10.4, Academic governance

[LCTCS policies](#)

LCTCS Academic Policy 1.014, Assessment

LCTCS Academic Policy 1.024, Curriculum Development Process and Requests

[LCTCS Academic Policy 1.039, Rank, Promotion, Duties and Responsibilities of Faculty and Staff](#)

[BRCC Academic Affairs policies](#)

BRCC Academic Affairs Policy 1.4100, Academic Program Assessment

BRCC Academic Affairs Policy 1.4110, Academic Program Development

VIII. POLICY EXCEPTION

Part-time or adjunct faculty are required to assess student learning outcomes. Part-time faculty may avail themselves of some of the other opportunities described herein but are not required to do so.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a revision of the original policy approved in 2018. The effective date of this policy is determined by the approval date of the College’s Chancellor. This policy is subject to the College’s standard three-year policy review cycle, which commences after the effective date of the policy.

X. POLICY URL

This policy may be accessed on the [BRCC Website](#)

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Ed.D.
Chancellor

12/18/2023

Date
Effective Date of Policy