



POLICY TITLE

Responsibility and Authority of Faculty in Academic and Governance Matters

POLICY NUMBER

1-7040

Responsible Office: <i>Office of Academic and Student Affairs</i>	Effective Date: <i>02/22/2018</i>
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>2/22/2018</i>

I. POLICY STATEMENT

The “Responsibility and Authority of Faculty in Academic and Governance Matters” 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 stakeholders of Baton Rouge Community College (BRCC).

II. POLICY RATIONALE AND SCOPE

The faculty of BRCC possess responsibility and authority in academic and governance matters. Faculty are responsible for ensuring the quality and integrity of academic programs through the development of curricula and assessment of student learning outcomes. Faculty have ample opportunities to contribute to decision-making at the department and division levels, and are expected to do so. Faculty may serve on the Faculty Senate, on Faculty Senate committees, on Faculty Senate Executive Council, and on a variety of College-wide committees that determine the trajectory of the College. Faculty have a voice, through the Faculty Council and Faculty Senate, in the development of College policy with the Chancellor’s Executive Team.

III. POLICY AUDIENCE

The “Responsibility and Authority of Faculty in Academic and Governance Matters” policy applies to all full time Faculty; thus the supervisors of Faculty – Department Chairs, Deans, and the Vice Chancellor for Academic and Student Affairs – must be aware of, 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. Failure to uphold the responsibilities outlined in this policy and abdication of opportunities to contribute to decision



making jeopardizes institutional accreditation and is recognized here as failure to serve the students and all stakeholders.

V. POLICY DEFINITIONS

Full-time faculty are responsible for teaching courses as assigned, student advisement and involvement in student related activities, college and community service, professional development and promotion of a collegial atmosphere. Full-time faculty report directly to the department chair within their respective departments and divisions. Full-time faculty are required to teach during traditional weekday hours, evenings, and/or weekends. Additionally, they are required to deliver instruction in the traditional face to face setting, on-line, hybrid, and/or dual enrollment at other BRCC sites.

Part-time (Adjunct) faculty are responsible for teaching courses as assigned. Adjunct faculty may teach in the evening, weekends, online and dual enrollment courses as needed. Adjunct faculty are expected to support the institution's mission and vision and abide by the Faculty Handbook and college-wide policies. Adjunct faculty report directly to the academic program manager and/or department chair within their respective departments and divisions.

Academic matters include but are not limited to Curriculum Development, Assessment of Student Learning Outcomes, and contributing to Department needs and initiatives.

Governance matters include but are not limited to contributing to Department and Division-level decisions and supporting Department and Division-level initiatives; serving on the Faculty Senate as a Senator or on the Executive Council; responding to requests for input on College-wide policies; and volunteering to contribute to the maintenance of institutional accreditation.

VI. POLICY IMPLEMENTATION PROCEDURES

The following procedures are also covered in the Faculty Handbook, revised and published annually.

Curriculum Development: In accordance with Academic Policy 1.034 of the Louisiana Community and Technical College System (LCTCS), "Participatory Curriculum Development Policy" 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. Detailed procedures are outlined in the *Manual for Courses and Curricula*, which is updated annually and posted in the Faculty Senate section of the College's Learning Management System.

Assessment of Student Learning Outcomes: In accordance with LCTCS Academic Policy 1.010, "Program Assessment" and BRCC Academic Affairs Policy 1.4100, "Academic Program Assessment", assessment of elective, and 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, and for the assessment of the outcomes. 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 1.038, “Rights, Duties and Responsibilities of Academic 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 membership of the Faculty Senate President on the Chancellor’s Executive Team, the primary planning and management body for BRCC. BRCC’s Faculty Senate President is also encouraged to join the Association of Louisiana Faculty Senates (<http://web.lsu.edu/alfs/>).

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 1.038, “Rights, Duties, and Responsibilities of Academic Staff”, faculty are charged to determine the educational policy through deliberative action in their respective departments and divisions. BRCC’s *Policy on Policies (6-001)* 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 status of the College submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for maintaining institutional accreditation. Participation in the process of Reaffirmation and/or the development of the College’s Quality Enhancement Plan are critical to student learning and the continued accreditation of the College.

VII. POLICY RELATED INFORMATION

LCTCS policies: <https://www.lctcs.edu/policies/>

LCTCS Academic Policy 1.010, Program Assessment

LCTCS Academic Policy 1.034, Participatory Curriculum Development

LCTCS Academic Policy 1.038, Rights, Duties and Responsibilities of Academic Staff;

<https://www.lctcs.edu/policies/>



BRCC Academic Affairs policies:

http://www.mybrcc.edu/about_brcc/policy_index/academic_affairs_policy/index.php

BRCC Academic Affairs Policy 1.4100, Academic Program Assessment

BRCC Academic Affairs Policy 1.4110, Academic Program Development

BRCC Academic Affairs Policy 1.4200, Faculty Senate

VIII. POLICY EXCEPTION

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

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. 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 at www.mybrcc.edu.

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

Larissa Littleton-Steib, Ph.D.
Chancellor

2/22/13
Date

Effective Date of Policy