

ARTICLE VII: INSTRUCTOR'S RIGHTS, DUTIES AND RESPONSIBILITIES

- 7.1 Instructors shall have responsibility for and jurisdiction over the classroom and classes assigned as follows:
- a. Assignment of grades;
 - b. Responsibility for the maintenance of record copies associated with class attendance and grading for a period of no less than one academic year and student progress reports and early alerts;
 - c. Prompt submission of census documents, final grade reports, and attendance reports;
 - d. Assignment of the work activities of aides and student workers;
 - e. Exercise of control over the classroom with respect to student conduct in accordance with Board policy and State law;
 - f. Selection of teaching techniques and materials appropriate to areas of instruction and suitable to personal styles.
- 7.2 Instructors will have access to the use and services of reprographics and other duplicating equipment subject to financial limitations and reasonable use regulations. Legal restrictions must be considered with regard to the above services and equipment. While the District is ultimately responsible for all instructional equipment and materials, the instructor shall be responsible for instruction in the use of such instructional equipment and materials as well as the safe use thereof.
- 7.3 Maintenance work requests required to keep the work environment safe and instructionally proper should be initiated by the instructor and processed through the Division Chair and the appropriate Dean.
- 7.4 The Vice President of Academic Affairs with input from the Division Chair shall assign classified employees and student aides to the instructional program in sufficient numbers to meet the instructional goals of the college. The appropriate academic administrator shall determine the need for such classified and student instructional support based upon academic considerations and budgetary limitations.
- 7.5 No later than the second week of each class, each instructor shall furnish a syllabus to students in each class for each course the instructor is assigned to teach. In addition, an electronic copy of the syllabus shall be submitted to the Dean and the Office of Academic Affairs.
- a. The following information shall be included in the District syllabus:
 - i. Objectives of the course
 - ii. Course student learning outcomes
 - iii. Course content
 - iv. Major topics, concepts and skills to be taught
 - v. Anticipated dates for the presentation of each content area
 - vi. Method and frequency of evaluating student performance in the course (grading policies)
 - vii. Required and recommended texts.
 - viii. Class attendance policy
 - ix. As appropriate to the discipline and course, the syllabus must include current topics and information in addition to historical information.
 - b. The following Other information may be included in the District syllabus:
 - i. State/federal law compliance notifications as mandated by law