

McNeese State University
POSITION DESCRIPTION – JOB DUTIES
Full-time Faculty
(Title of College)
(Title of Department)
(Title of Position)
(Position #)

I. Teaching

The primary duty of all faculty members is effective classroom teaching. Faculty members holding the terminal degree teach 12 hours per semester; faculty members holding the master's level degree teach 15 hours per semester. Full-time faculty members are expected to schedule at least ten office hours each week of a regular semester and at least eight office hours each week of a summer session, at various times during the day, including afternoons. (Hours should be scheduled throughout the week in order to best meet students' needs.) Duties may also include teaching general education courses, writing-enriched courses, Freshman Foundations, and delivering university-directed assessment to support program and institutional improvement.

II. Research and Productive Scholarship

- A. Publication or presentation in an appropriate professional setting
- B. Professional recognition and involvement in one's discipline outside of the college
- C. Participation or attendance at professional development activities
- D. Scholarly activity appropriate to the discipline
- E. Professional activity which enhances teaching or other aspects of the educational/teaching mission of the college and contributes to the discipline

III. University and Community Services

- A. Academic advising and providing student assistance with degree/curricula/career options
- B. Committee work (department, college and university)
- C. Assigned duties

IV. Academic Affairs

- A. Participate in commencement ceremonies each semester
- B. Submit/verify information for Workload Schedule as requested
- C. Foster collegial relationships and respect for faculty, staff, and students
- D. Observe and comply with state and institutional policies and procedures

The University Policy Page serves as one guideline for policies and procedures. Faculty are expected to support institutional commitment to academics, student success, fiscal responsibility and community partnerships.