

5.1.6.2. OFTC Faculty Responsibilities for Academic and Governance Matters Procedure

Oconee Fall Line Technical College (OFTC) faculty will give input into the academic and governance matters of the college through a variety of ways. The primary role of the faculty in governance of the college is to develop, revise, and implement educational goals and objectives including curriculum, academic standards, and courses of study. Additionally, faculty members participate in decision-making activities such as program requirements, curriculum, instructional equipment needs, and budgeting. They also have the major role in identifying, evaluating, and improving student learning outcomes including planning for expected outcomes. Faculty members are involved in budgeting through their participating in the college's annual budgeting process.

The faculty member's academic responsibilities are listed in the Technical College System of Georgia (TCSG) Technical Instructor Job Description. This job description outlines the duties and charges expected of faculty teaching at the technical colleges statewide. Additionally, individual faculty responsibilities are detailed in each faculty member's Performance Management Form (PMF) developed by both the faculty member and their respective Dean for Academic Affairs.

Faculty members participate in governance matters through their membership on college committees

- Academic Affairs and Curriculum Committee approves academic affairs procedures. The committee helps to ensure compliance with state standards and accreditation requirements.
- Student Affairs Committee approves student affairs procedures. The committee helps to ensure compliance with state standards and accreditation requirements
- Calendar Committee – The calendar committee meets as needed to develop annual calendars for the College.
- Occupational Advisory Committees advise and assist in program planning, development, and evaluation. Faculty members serve as ex-officio members.
- Information Technology Committee meets once a semester to act as a cross-functional team to work with IT and help support the IT functions of the college.

All faculty members are involved in the strategic planning process and the annual review and revision of the OFTC strategic plan. Division chairs and academic deans work with the IE office and other stakeholders to draft revisions and then those revisions are presented to all OFTC faculty and staff.

OFTC offers additional methods for communication and feedback through Academic and Student Affairs meetings each term on the North and South campuses, division chair meetings each term, and departmental faculty meetings. Additionally, faculty members are represented on the Behavioral Intervention Team and the Leadership Team as well as at division meetings.

Additionally, all full-time faculty members are responsible for the content of the curriculum and are members of the Instructional Faculty Consortium Committee (IFCC) through TCSG. Each IFCC is formally organized and makes recommendations to the Executive Board of the IFCC. The IFCC Executive Boards organize, set meeting dates, call for Statewide Faculty meetings, publish minutes and make recommendations to the TCSG Office for Academic Affairs. Agenda items of the IFCC focus on items relevant to the operations of the credit program such as the Standards and Program Guides – development, implementation and revision.

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