

VIII B2c. REPRESENTATIVE DUTIES ASSIGNMENT

Department: _____ Unit Member: _____

- Required to be performed each year by each faculty
- Assigned not to exceed three (3) during any one semester
- Assigned to ensure the needs of the students, department, program and college are being met
- Each department/program must ensure that the duties in **bold** are covered each year

Unit Member will participate in:

SECTION	DESCRIPTION	FA 2018	SPR 2019	COMMENTS
VIII B2c1	Develop, implement, evaluate instructional program (PLOs)			
VIII B2c2	Develop and assess CLO/SLOs			
VIII B2c3	Development PR, RAPs, CAPPs			
VIII B2c4	Analysis & completion of CIPs			
VIII B2c5	Curriculum development & revisions			
VIII B2c6	Development/revision of catalog program page			
VIII B2c7	Articulate courses w/ educational partners			
VIII B2c8	Budget development			
VIII B2c9	Institutional planning process			
VIII B2c10	Accreditation process			
VIII B2c11	Institutional hiring committees			
VIII B2c12	Evaluation of Full-Time Faculty			
VIII B2c13	Evaluation of Associate Faculty			

The following duties are not required of all Unit Members, but may be assigned when considered appropriate

VIII B2c14	Advisory Committees			
VIII B2c15	Consult students in course achievement, academic planning, career planning			
VIII B2c16	Active recruitment of students			
VIII B2c17	College-related services in and/or for the community			
VIII B2c18	Leadership role in co-curricular			