



Faculty Expectations

Classroom Management	Faculty	Adjunct Faculty	Program Lead/Director
Maintain accurate and complete Scholastic Record			
Syllabi Development	X	X	X
Syllabi posted 5 -7 days before course start date	X	X	X
Complete census day roster by due date set by Registrar	X	X	X
Complete attendance every class session	X	X	X
Complete faculty initiated withdraw processes	X	X	X
Complete grade change forms	X	X	X
Complete incomplete grade contracts	X	X	X
Request for Reinstatement Process	X	X	X
Review WIDS Information for accuracy	X		X
Evaluate students' progress			
Identify grading window in syllabi	X	X	X
Grades entered into Bb based on grading window in your syllabus	X	X	X
Final Grades entered accurately by the due date	X	X	X
Provide effective feedback on student work	X	X	X
Manage/supervise all classrooms (virtual or face to face) & lab			
Adhere to all safety procedures	X	X	X
Ensure all equipment is present and in good working order prior to start of class	X	X	X
Ensure instructional spaces are clean and organized	X	X	X
Model professional behaviors	X	X	X
Apply MRW Employability Skills in the classroom	X	X	X
Communication			
Communicate Student Office Hours	X	X	X
Maintain Student Office Hours	X	X	X
Respond to student-initiated contact within 24-48 hours	X	X	X
Maintain a minimum weekly faculty to student communication (Bb Course messaging, Navigate etc.)	X	X	X
Maintain regular faculty to program leadership communication	X	X	X
Ensure all written and oral communication meets professional standards	X	X	X

Teaching and Instruction			
Instructional Practices			
Facilitate each class session (permission from Dean is required to cancel a class session)	X	X	X
Facilitate the assigned course using the assigned modality	X	X	X
Model MRW Employability skills in the classroom	X	X	X
Utilize effective Teaching strategies	X	X	X
Facilitate active engagement of students	X	X	X
Instructional Content			
Identify the outcomes/competencies for all assigned courses	X	X	X
Create instructional activities (tests, projects, assignments etc.)	X	X	X
Develop templates/masters	DBD*	DBD*	DBD*
Utilize templates/masters	X	X	X
Build/select course content to meet WSUTech course standard requirements	X	X	X
Build/select course content to meet accessibility standards	X	X	X
Start Here Module content items updated and deployed	X	X	X
Document a plan (lesson plan) for each unit or lesson including content and delivery	X	X	X
Course content created with minimum of the first week available to students by 5 to 7 days before start date	X	X	X
Assessment			
Working with Lead/Program Director or Director of Assessment Identify if this course is associated with institutional assessment strategy: Skills and/or Knowledge, Student Learning Outcomes based assessments	X	X	X
Ensure all assessment rubrics/testing are loaded into the appropriate courses/masters and or templates			X
Communicate Assessment strategy in the program/discipline with adjuncts			X
Ensure rubrics and or testing is completed in Bb for each student enrolled in the course	X	X	X
Participate in the planning and analysis of program/discipline assessment and review results annually with faculty teams	X	X	X
Complete all annual assessment documents			X
Technology			
Operate and maintain all equipment, software, and hardware associated with your assigned course	X	X	X
Utilize all vendor materials adopted for the course	X	X	X
Obtain and maintain proficiency with the instructional technologies integrated into the course	X	X	X
Obtain and maintain proficiency with instructional technologies found in WSUTech physical classrooms/labs	X	X	X

Obtain and maintain proficiency in navigating our Curriculum Management System (WIDS)	X	X	X
Complete Introductory Bb Training with ITAS	X	X	X
Participate in professional development annually to maintain relevancy and currency in instructional and industry technologies	X	X	X
Textbooks			
Evaluate, recommend, or adopt student textbooks and learning materials for your courses			X
Adhere to the timelines and processes establish by academic coordinators for textbook adoptions	X		X
Course Evaluations			
Participate in course evaluation process once notified by Instructional Technologist (ITAS) and etrieve	X	X	X
Complete faculty review of course evaluation within 7 -14 days of email notification	X	X	X
Create a course revision schedule with your Dean/Director by date determine by Dean	X	X	X
Programmatic & Institutional Engagement			
Assessment - see above			
Program Review			
Actively participate, write, and review program on the college three - year cycle	X		X
Course Evaluation			
Promote student engagement in completing course level evaluations	X	X	X
Review all student evaluations each semester	X	X	X
Utilize student evaluation feedback to improve the course structure, course content, student engagement, and assessment	X	X	X
Utilize student evaluations as a coaching tool for faculty			X
College Evaluation			
Promote student engagement in completing college level evaluations	X	X	X
Review all college evaluations annually	X		X
Utilize evaluation feedback to improve the program/discipline structure, course content, student engagement, and assessment	X	X	X
IAT			
Provide industry contacts	X		X
Attend IAT meetings as requested	X		X
Recruit new members	X		X
Student Recruitment			
Actively participate in Open House Events and other recruitment opportunities	X		X

Be an Ambassador for their program and or disciplines	X	X	X
College Committees			
Serve on one college committee (initiative, project, work group) per academic year	X		X
Actively engage in the activities associated with the committee, initiative, project, work group	X		X
Engaging with other departments			
Respond to requests/email from support services within 1 business day	X	X	X
Work with other college departments to ensure the best possible outcomes for students	X	X	X

*DBD – Determined by Department