

FACULTY INPUT FOR STUDENT SUPPORT SERVICES

Policy Number: 4.1.111

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Reviewed: 3/14, 10/27/2023, 2/2025

Revised: 2003, 8/07, 3/1/12, 7/12, 9/2023, 10/17/2023, 12/11/2023, 2/13/2025 Pending BOT approval

Those areas that are considered to be Student Support Service areas and involve faculty responsibilities are generally the following:

- Advising in academic and/or clinical areas
- Maintaining student grades for timely submission to the Registrar for records and distribution to students
- Providing the Registrar with a list of required textbooks prior to each semester so a list can be distributed to students
- Preparing the course syllabi using the template provided by the Registrar's Office, with details of course objectives and expectations, grading system, and availability for consultation
- Upload course syllabi to Learning Management System by 6:00 pm the Thursday before each semester start date
- Meeting each class session for the full time period scheduled
- Acting as a professional in all associations with other faculty and students
- Overseeing the Student Support Services is one of the functions of the Executive Vice President