

Each faculty member will complete the Faculty Self-Assessment Faculty Accomplishments Form (Appendix G). This form must be completed and submitted to the Supervising Dean by October 1, as set forth in the Appendix.

9.2 – Non-Tenured Faculty

- A. Upon hire, a new faculty member must attend ten (10) hours of College Pre-Employment orientation. When possible, this will be offered prior to the first in-service day of the academic term.
- B. Each year, faculty members on an annual contract must compete approximately forty-five (45) contact hours of faculty development in the following manner:
 - 1. Taking and completing the following graduate courses (or modular units of them): “*The Community College in American Higher Education*” and “*Seminar in College Teaching*” or, if the course names are changed, courses with a similar concept. Each completed course credit hour is equivalent to 15 faculty development hours.
Tuition and books will be paid for by the College.
 - 2. If the above graduate courses have been completed, the Director of Parallel Programs can approve substitute offerings of other graduate-level education course work.
 - 3. In addition to taking the required courses, participating in the College Faculty Development Program for a minimum of 10 hours each year for a total minimum of 120 development hours during the first three years of employment.
- C. Supervising deans and the faculty member will determine, by joint effort, the annual goals of non-tenured faculty.

9.3 – Tenured Faculty

- A. Goals for the following academic year will be discussed and established by the Supervising Dean and the faculty member.
- B. Faculty will participate in a minimum of ten (10) contact hours of faculty development activities each year, over and above in-service, except for those parts of in-service specifically designated as faculty development by the Administration.