



Position Title: Faculty
Reports To: Department & Division Head
Classification: Exempt
WC Code: 8869
Position Type: Fourth Level Administrator

Major Responsibilities: It is the major responsibility of a faculty member at Florida National University to provide quality instruction and career advisement to all students. The faculty also is responsible for maintaining grades and for the development of course objectives, outline, syllabi, and course competencies. Follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time (“FERPA”), Florida Information Protection Act of 2014, as amended from time to time (“FIPA”), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations

Specific Duties and Responsibilities:

1. Reads, understands and complies with the University’s mission, the catalog, the University’s policies and procedures, the Faculty Handbook, and the institutional effectiveness process.
2. Responds to communications (e-mail/voice-mail) on a daily basis.
3. Provides appropriate level of instruction.
4. Provides quality instruction for the students.
5. Ensures the assessment of students learning outcomes per course.
6. Submits, annually, to the Department Head or Division Head, the results of research done into a study of the local careers and industry regarding appropriateness of course/program content.
7. Reports to the Registrar’s office all grades and submits reports on a timely fashion.
8. Attends all faculty meetings, professional development functions and University committees to which they have been assigned.
9. Ensures that all electronic library resources are used for University work only.
10. Maintains the posted hours for the purpose of student advisement and tutoring.
11. Performs those duties designated by the Department Chairperson.
12. Works with the librarians in the establishment and weeding of the library program and course collection development.
13. Oversee compliance with licensing and accrediting organizations.
14. Continuously oversee actions for improvements at campus level sited in the Faculty’s Planning, Assessment, and Implementation For
15. Participates in the self studies and committees conducted by the University.
16. Participate in the new students’ orientation.

17. Support and participate in University Commencement Ceremonies.
18. Performs other duties as assigned.
19. Ensure they are in compliance with Title IX of Education Amendments Act of 1972.

Note: The use of computers and University resources is limited to school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

Name: _____

Signature: _____

Date: _____