



Reviewed by Dean's Council and Cabinet: June 2014
Approved by President Glenn: July 2, 2014
Revised: April 19, 2018
Revised: May 7, 2019
Reviewed: August 17, 2021
Reviewed: February 27, 2024
Revised: February 10, 2025
Revised: August 11, 2025
SACSCOC Standard: 6.1

Faculty (Tenure Track and Tenured) – Job Description

Job Summary:

Faculty at Athens State University support the University's mission of providing student-centered, quality education and are committed to the success of our students, and the university. This involves teaching effectiveness, research and scholarly/creative activities, institutional service, professional and community service, student advising and involvement (teaching faculty only), and professional effectiveness (library faculty only). During the 9-month contract (12-month for library faculty) of employment, faculty members are expected to be available to assist and work with students and respond to departmental, college, and institutional needs. The teaching load for full-time faculty during the academic year is 12 undergraduate semester hours per semester OR 9 graduate semester hours per semester, OR a combination of undergraduate and graduate courses equivalent to 12 undergraduate semester hours per semester.

Qualifications (Undergraduate Faculty):

To be credentialed to teach baccalaureate courses at Athens State University, faculty should possess a doctorate or master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Qualifications (Graduate Faculty)

To be credentialed to teach graduate courses at Athens State University, faculty should possess an earned doctorate or terminal degree in the teaching discipline or related discipline.

Duties:

I. Teaching and Student Engagement

1. Teach assigned courses in accordance with the course syllabi and a schedule of classes that may include day, evening, weekend, and distance classes offered at any approved instructional site.
2. Engage in development of new and creative instructional materials, including new courses and programs of studies.
3. Assist in keeping the curriculum of the program(s) current.
4. Advise students and ensure the successful completion of their degree program.
5. Post and hold office hours in a physical and electronic format (to include virtual office hours) as appropriate.



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6. Assist with the departmental assessment efforts and plan.
7. Assist with student recruitment, particularly when low student enrollment is an issue in the program.

II. Research/Scholarship/Professional Development

1. Maintain a current knowledge of advances and innovations in the academic discipline.
2. Engage in scholarly activity related to the discipline, e.g., presentation of papers, serving on panel discussions, publication of articles and books, grant writing, art exhibits, participation in seminars, book reviewing, and abstracting.

III. Service

1. Assist with committee work and administrative tasks related to the faculty member's Department.
2. Assist with committee work and tasks related to the College.
3. Assist with committee work and tasks related to the University.
4. Assist with accreditation and state approval processes.
5. Engage in shared governance of the University.
6. Engage in service to the community, including advising and working with students.
7. Engage in service to the faculty member's academic discipline.
8. Assist with student organizations.
9. Attend Department, College, and University meetings along with professional development workshops, honors and awards ceremonies, and commencement.

Reporting:

Individual faculty members report to and are responsible to their Division Head, Assistant College Dean/Library Director, the Dean of Colleges, the Provost/Vice President for Academic Affairs and Student Services, and the University President in ascending order.