

## FACULTY PERFORMANCE STANDARDS AND EXPECTATIONS

The instructor is the most important representative of the Institute to the student. How the student perceives you, your professionalism, attitude, and preparation, is how the student perceives the Institute and the value of their education. You are the single most important factor in the student's ultimate success or failure at the Institute.

Each instructor should strive to perform in a manner consistent with our goal of providing each student with the best chance for success.

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| <p><b>CLASSROOM MANAGEMENT</b><br/><i>Instill disciplined work practices</i></p> | <ol style="list-style-type: none"> <li>1. Classes always begin on time.</li> <li>2. Each class session is conducted for the total allotted time.</li> <li>3. A disciplined environment is maintained within the classroom.</li> <li>4. Classrooms are kept neat and clean</li> </ol>   |
| <p><b>EDUCATIONAL RECORDS</b><br/><i>Do it right!</i></p>                        | <ol style="list-style-type: none"> <li>1. Attendance is accurately recorded each class session.</li> <li>2. Grades are accurately recorded when earned by the student.</li> <li>3. Records are maintained neatly and in accordance with applicable regulations.</li> </ol>   |
| <p><b>PROFESSIONALISM</b><br/><i>Lead by personal example</i></p>                | <ol style="list-style-type: none"> <li>1. Always dress, speak and comport yourself in a professional manner in the presence of students.</li> </ol>  |
| <p><b>LOYALTY</b><br/><i>Provide a healthy atmosphere for success</i></p>        | <ol style="list-style-type: none"> <li>1. Always speak well of the school, fellow instructors and staff in the presence of students.</li> <li>2. Always support school policy decisions to the students.</li> <li>3. Never speak ill of a student, fellow employee, or of the Institute to a student or class.</li> </ol>  |
| <p><b>STUDENT RELATIONS</b><br/><i>Teach the value of respect</i></p>            | <ol style="list-style-type: none"> <li>1. Maintain a helpful and professional relationship with the student.</li> <li>2. Treat all students equally and equitably.</li> <li>3. Never show favoritism.</li> <li>4. Keep personal life and problems private.</li> <li>5. Do not socialize in a possibly compromising situation or setting.</li> </ol>  |
| <p><b>INSTRUCTION</b><br/><i>Consistent Quality Performance</i></p>              | <ol style="list-style-type: none"> <li>1. Be technically competent in the subject matter of your course.</li> <li>2. Read, understand, and follow the course syllabus and related administrative instructions.</li> <li>3. Provide fair and comprehensive testing in accordance with school policy and procedures.</li> <li>4. Grade and return student tests and homework promptly.</li> <li>5. Provide challenging and interesting material to the student.</li> </ol> |
| <p><b>CARING ABOUT THE STUDENT</b><br/><i>Success-Oriented Training!</i></p>     | <ol style="list-style-type: none"> <li>1. Know the name of each student.</li> <li>2. Keep students focused on graduation and completion.</li> <li>3. Require students to produce quality work ON TIME.</li> <li>4. Never "cut corners".</li> <li>5. Teach the student to set goals and help them to get there.</li> <li>6. Build student pride and self-esteem through task accomplishment and a "can-do" attitude.</li> </ol>   |

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Faculty Member's Signature

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