Learning Resource Center
Faculty Liaison Responsibilities
(Updated: Spring 2017)

To provide optimal academic support services for students, the Learning Resource Center (LRC) works closely with various academic departments in a collaborative effort to provide tutorial and supplemental instruction services outside the classroom. Every academic year we ask departmental chairpersons to provide us with at least two faculty liaisons to assist in Tutor/SI Leader recruitment, certification and in some cases training. Below is a brief description of the responsibilities we ask faculty liaisons to fulfil.

1. **Tutor Recruitment** – Upon request and in a timely fashion, faculty liaisons provide the LRC and other academic support service programs with the names of students who have taken the course(s), received an A, and has an overall GPA of 3.0 or higher. As tutors are hired and resign with little notice, this responsibility is essential in providing uninterrupted tutorial services for students.

2. **Tutor/Supplemental Instruction Leader Certification** – Validate that the applicant is knowledgeable in course related content. Certify tutors and supplemental instruction leaders to assist students in understanding course-content by signing a “Tutor Certification Form”.

3. **Learning Assistance Committee Member** - This committee contributes to and influences the establishment and implementation of academic support services and administrative polices that affect the retention and graduation prospects of BMCC students. The committee is composed of faculty liaisons from each academic department, the Writing Center Director, the Director of the Office of Accessibility, and academic support program supervisors and coordinators. Co-chairing the committee is the Assistant Dean of Academic Support Services along with the Director of the Learning Resource Center. Meetings are generally held once a month (mostly the first Friday of every month, 10am–12PM) during the fall and spring semesters. **Attendance/participation at these meetings are mandatory for faculty liaisons.**

4. **Promote and advertise tutorial Services** – To increase awareness of academic support services and upcoming events, faculty liaison should encourage their students to participate in tutoring sessions and inform other faculty at departmental meetings to encourage their students’ participation as well.

5. **Tutor/SI Leader Trainings** – The Learning Assistance Committee also provide training sessions for tutors and SI Leaders during the fall and spring semesters. The trainings consist of one 3-hour “experienced training” for veteran tutors and two 3-4 hour trainings for new tutors/SI leaders. **Faculty liaisons are sometimes needed to facilitate one or more of the trainings each semester.**

6. **Textbooks and Syllabi** - When necessary, provide textbooks and syllabi for tutors.