

## **Faculty**

1. **Teaching Load.** Members of the faculty with no administrative responsibility except their own teaching and class work, as well as committee assignments, are expected to teach 12 semester hours. Related instructional activities (supervision, research, graduate teaching, etc.,) shall be taken into consideration in computing the teaching load for faculty as designated by the university. Teaching load may be reduced to permit individual staff members to carry on research or institutional studies which are approved by the administration. He/she shall maintain course syllabi, outlines and list of textbooks used in his/her course, and see that grades, reports, outlines or syllabi, other duties and activities are carried out in keeping with institutional policy. Faculty teaching graduate courses shall have their teaching load adjusted according to the policy for teaching graduate course work. Faculty teaching Distant Learning/On Line Courses shall have their teaching loads adjusted according to departmental/university policy.
2. The faculty shall spend some time in the following specific areas.
  - a. Office hours (these shall be posted – at least 10 hours/week)\*
  - b. Student advisory service
  - c. Public meetings, contact with public schools and university programs
  - d. Faculty publications and studies
  - e. Research
  - f. Committee assignment

3. Faculty members are requested and expected to comply with all general and specific policies and regulations of the institution and with those of all auxiliary units such as the library, dining hall and dormitory.
4. For information relative to tenure, promotion, termination and/or reappointment, please refer to Board Policy 405.1 which is included in this document.

\*Unless a reduction is permitted by the department chairperson.

5. Faculty members are expected to attend called meetings of the department, School of Education and university-wide meetings.
6. Prompt and regular class attendance is expected of all members of the faculty.
7. Participation in extra-class activities pertaining to the department in which one is working and attendance at university functions, as well as full participation in Founder's Day and Commencement activities, is expected of each faculty member.
8. All faculty members are required to observe academic regulations (e.g., giving examinations, returning examinations promptly, grading, submitting reports, taking attendance, returning papers, etc.).