

CHAPTER FOUR: FACULTY RESPONSIBILITIES AND OPPORTUNITIES

Faculty are expected to use pedagogies that engage and support students in rigorous learning experiences. Faculty are encouraged to explore innovative techniques and participate in a process of continuous improvement illustrated by such things as professional development activities, infusion of currency from research in the discipline, and development of new courses and materials. Results from student evaluations should stimulate reflection about a faculty member's effectiveness in promoting learning. Data generated from assessment processes should be used to inform decisions that will improve the curriculum and its delivery.

Faculty should be available to students on a regular basis, and office hours (including virtual office hours) must be clearly communicated to students. Faculty must adhere to all university policies and distribute course syllabi that follow requirements posted on the Academic Affairs website (<http://uca.edu/academicaffairs/academic-information/>).

Other attributes considered essential for effective teaching include:

- Clearly articulated course outcomes
- Alignment of materials, assignments, and assessments to the course objectives
- Class sessions and assignments designed to enhance learning of stated course outcomes
- Timely, regular, and relevant feedback to students on assignments/assessments

I. Faculty Annual Self Evaluation and Planning Report(s)

At the beginning of each calendar year, every faculty member will submit to the department chair a report summarizing professional accomplishments for the past calendar year. In addition, each faculty member will submit to the department chair a report that details his or her goals for the coming year. Following review of the goals by the department chair, a copy of the report will be forwarded to the dean. These goals should be directly related to the stated goals and mission of the department, college, and university.

The department chair will meet individually with all faculty members to discuss progress toward projected goals. Conferences of this type will be an integral part of the process to determine retention, promotions, and salary adjustments and must occur at least annually during the spring semester.

The department chair will integrate the plans of individual faculty members into the plans for the department and will use the faculty annual reports to assess the department's achievements.

II. Teaching Assignments

A standard undergraduate teaching load for a full-time faculty member without administrative duties is twelve credit hours per semester or its equivalent. Where departments or programs find it appropriate, and with approval by the provost, the undergraduate teaching load for a full-time, non-tenure-track faculty member without administrative duties may be increased to a maximum of 27 credit hours or its equivalent per academic year. Six credit hours or its equivalent is a standard teaching assignment during a five-week summer term.

Adjustments in load may be made on the basis of the following factors:

- A. Reassigned time for administrative duties
- B. Reassigned time for research, creative activity, and professional growth or special assigned duties

C. Graduate teaching assignment

A report of reassigned time is required from each department chair during the fall and spring semesters for Institutional Research reporting.

III. Faculty Office Hours

Faculty members should establish and observe regular and appropriate office hours (including virtual office hours) and should post a schedule of such hours in appropriate venues. What constitutes regular and appropriate office hours should be determined by faculty in consultation with the department chair.

In the event a faculty member cannot keep established office hours because of illness, meetings, or off-campus professional activities, courtesy would suggest that notice be given so that students may determine the earliest available time for consultation.

Faculty should be alert to the academic calendar and be especially available to students at critical time periods.

IV. Student Attendance Records

All faculty are required to assist university offices in the management of accurate student records. At the beginning of semesters, it is necessary to verify class rosters, noting students who do not appear and those who attend but are not listed. At the end of each term faculty are also required to verify attendance for all students earning a grade of F. Failure to validate attendance has serious financial consequences for the university. When students drop and add classes, or withdraw, faculty members are expected to complete and forward appropriate forms.

V. Evaluation of Students

Formal evaluation is an integral part of the assessment of a student's progress. Faculty are expected to include in the course syllabus a thorough explanation of evaluation policies. These policies should also be announced at the beginning of the term.

The frequency and design of assignments and examinations are determined by the faculty member. However, certain best practices should be followed:

- A. Faculty should provide students with a number of opportunities to be evaluated during the term.
- B. Evaluation materials should be modified and updated as appropriate.
- C. Students should be given an opportunity to review assignments and examinations after grading.
- D. Make-up examinations and assignments are required only for valid absences as determined by the faculty member. Students who miss examinations and assignments without valid excuses may receive a failing grade for that evaluation. Faculty should work to mitigate absences of those students who miss class while officially representing the university.

Every effort should be made to ensure that for those receiving mid-term grades, such reports reflect a student's standing and progress in the course.

The final examination period is a part of the regular semester or term. The registrar publishes a schedule for final examinations; final examinations for summer terms are administered during the

last class meeting. Any deviations made by faculty to the published schedule must have approval of the department chair, and a record of the change will be reported to the college dean.

A student who misses a final examination and has a valid excuse may be given a grade of "X" (incomplete).

At the end of the semester, faculty will submit final course grades to the registrar. After a final grade has been reported to the registrar's office, it may be changed only by: (1) a written request by the instructor that has the approval of the department chair and college dean; or (2) a successful grade appeal that has followed procedures established in the *Student Handbook*, which may be found online at <http://uca.edu/student/student-handbook/>.

Faculty members are expected to keep complete and accurate records of student performance. These records remain the property of the university and are to be turned over to the appropriate department chair at the time of a faculty member's separation from the university. Records will be retained consistent with the university's records retention policy ([Board Policy 425](#)).

VI. Academic Dishonesty and Classroom Misconduct

Faculty should inform students of the penalties for academic dishonesty and classroom misconduct at the beginning of each term. The university regards all acts of academic dishonesty as deserving severe punishment. Punishment for such acts may include receiving a failing grade for the work or course and/or being dismissed from the university. The student has a right of appeal pursuant to the procedure set out in the *Student Handbook*. Note: Faculty should refer to the Academic Affairs website for minimum syllabus requirements that include academic dishonesty and classroom misconduct statements <http://uca.edu/academicaffairs/academic-information/>. The Academic Integrity Policy (Board Policy 709) is available online at <http://uca.edu/go/bot709>.

VII. Student Course Evaluations

All courses are subject to evaluation by students. Faculty should encourage students to participate and provide constructive feedback. Copies of all student evaluations should be retained by the faculty member and included in all applications for tenure, promotion, or advancement.

VIII. Protection of Student Information

The Family Education Rights and Privacy Act (FERPA) requires educational agencies or institutions to provide eligible students access to their educational records. It also requires that no personally identifiable information be revealed from a student's educational records to unauthorized third parties.

When returning any graded material to students, faculty members should be careful not to allow the grades to be seen by anyone other than the students receiving them.

Faculty members shall not post grades in a public manner.

Additional information concerning FERPA is available from the university's general counsel or at the following link <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

IX. Academic Advising

UCA is committed to the belief that students need personal guidance and counsel from faculty members on matters of academic and professional concern. Faculty members are expected to meet with their advisees as frequently as necessary.

The department chair is responsible for assigning student advisees to faculty members. The student may request a change of advisor. Most first-year students and undeclared majors are assigned to advisors by the Academic Advising Center.

Advisors are provided information about their advisees through myUCA. Each advisor should keep an up-to-date program checksheet to assist in course selection. Advising notes should be entered into the online system each time an advisor consults with an advisee.

Students whose academic work is below a 2.0 for the term or cumulative are notified by the Registrar's Office that their work is probationary in quality and are instructed to see their advisor.

Advice is not binding on the student. In no way does advising represent a legal arrangement. Faculty should provide accurate information and should be knowledgeable of university requirements. However, it is the obligation of the student to monitor progress toward a degree.

Faculty members should familiarize themselves with the services provided by the Counseling Center and the Career Services Center and refer students to those offices if such services seem appropriate.

X. Research, Scholarship and Creative Activity

Faculty have an inherent responsibility to engage in those scholarly, creative, and professional growth activities that result in more effective and higher quality service to the university and contribute to the faculty member's professional discipline. Such activities may include formal study toward a terminal degree, research, scholarship, creative activities, or significant involvement in professional associations.

All members of the university community share responsibility for valuing the breadth of these activities and ensuring that they are conducted in a climate of trust among scholars, researchers, and students, and between the academic community and the public. When professional misconduct is suspected in the context of these activities, it will be investigated through procedures specified in the university's *Policy for Responding to Allegations of Research Misconduct* (<http://uca.edu/sponsoredprograms/policiesandprocedures/>). A copy of this policy may be obtained from the Office of Sponsored Programs.

XI. Service to the University and Community

The university is at once a community within itself and is part of a larger society. To function as a community, every faculty member must be willing to make contributions beyond teaching and scholarship. University academic policies and procedures should reflect the advice and counsel of faculty. Therefore, faculty service on advisory bodies, councils and committees at every level of decision making is essential. The university requires and values this service of the faculty.

Departments, colleges, and the university have committees to attend to critical and ongoing concerns. Every faculty member is encouraged to serve on these committees and to make preferences for service known to department chairs, deans, and the Faculty Senate.

The university has a commitment to provide a comprehensive student learning environment. Many departments have developed student activities or sponsor cultural and professional events. All university faculty members are encouraged to support those activities and events.

As a primarily residential institution, the university has yet another commitment to provide a supportive environment for student development in non-classroom related activities, such as special interest clubs, organizations, and student government. Faculty members have an inherent obligation to support these efforts by serving as advisors, sponsors, and chaperones. Additional

information about these activities is available from the Division of Student Services (<http://uca.edu/student/>).

Other specific occasions require faculty involvement. Recruitment, academic advising, advanced registration, and registration require the efforts of everyone. Further, commencement is the time when degrees are awarded upon the recommendation of the faculty, and thus warrants the participation of all faculty.

Each faculty member is expected to attend all general faculty meetings as well as faculty meetings of the appropriate college and department.

The university, as part of a larger community, expects faculty to extend knowledge and expertise beyond the walls of the formal classroom. Such service should involve intellectual, academic, or professional abilities appropriate to and characteristic of a professional academician. Faculty members are encouraged to consult with Outreach and Community Engagement to facilitate planning and administrative details.

Activities that are compensated are not considered service. Faculty members considering compensated activities should consult the outside employment policy and concurrent employment policy (*see Chapter 5 of this handbook*).

XII. Opportunities for Faculty

A. Professional Travel

Academic departments and the library have annual budgets for professional travel. At the beginning of each academic year, decisions at the departmental level will determine how this money may best be used to support the professional activities of faculty.

B. Faculty Research Funding

Each year the university budgets funds to support faculty research, scholarship, and creative activities. These funds are awarded in accordance with University Research Council guidelines (<http://uca.edu/urc/>).

C. Reassigned Time

Full-time, continuing faculty members are eligible to apply for reassigned time from teaching duties to conduct research or to engage in other professional growth activities.

- Requests will be submitted to the department chair. The request should include a summary of the activities to be pursued during the period of reassigned time.
- Requests recommended by the chair will be forwarded to the college dean along with a precise summary of the arrangements for reassigned time.
- Requests recommended by the college dean will be forwarded to the provost.
- Faculty approved for reassigned time will be notified by the Office of the Provost. A progress report will be submitted by the faculty member to the associate provost for instructional support at the expiration of the term during which reassigned time occurred. Copies will be provided to the chair and the dean.

D. Sabbatical Leave Program

The university supports a sabbatical leave program for tenured faculty members who have at least six years of service with the university. Sabbatical leaves will be for one semester at full stipend, or one academic year at half stipend. In the case of faculty members on twelve-month appointments, a summer leave may be granted at full stipend. The number

of sabbaticals available will be limited by the funds available. Additional leaves may be applied for after each six-year period of service.

A faculty member on sabbatical leave may participate in university affairs and retains the right to vote, except in those cases where the faculty member would be participating or voting in a representative capacity. A faculty member on leave may vote *in absentia*. Absentee votes must be received in writing by the appropriate official prior to the day of the scheduled vote. It is not the responsibility of the university to inform faculty on leave of pending university business.

Applications for sabbatical leave awards are available on the Academic Affairs website (<http://uca.edu/academicaffairs/academic-information/>). Completed applications are reviewed by the university sabbatical leave review committee, and recommendations are made to the provost. The provost will review the recommendations of the committee and make recommendations to the president. The president will submit those to be recommended to the Board of Trustees. Each applicant approved will be given written notification by the president indicating the action of the board.

A faculty member going on leave with pay must sign an agreement to return to the university for one academic year or repay the stipend and cost of ~~employee fringe~~ benefits received while on sabbatical leave.

E. Leave Without Pay

A leave of absence without pay may be granted to a faculty member to pursue advanced study or to participate in a growth and development activity that is determined to be mutually beneficial. Not more than one year may be granted at a time. Requests to extend the leave will be considered.

Requests for leave should be directed to the department chair. The request, with recommendations from the chair and the dean, will be to the provost. All recommendations are then forwarded to the president for action by the Board of Trustees.

F. Resignation and Retirement

If a faculty member plans to resign or retire, a letter of resignation or retirement should be addressed and submitted to the department chair, who will forward the letter to the college dean and the provost. The provost will then forward the letter to the president with approval of the conditions of resignation or retirement. The faculty member should give notice of resignation or retirement at the earliest possible time.