

VI. Faculty Responsibilities

A. Faculty are expected to be familiar with and follow the policies, procedures, and responsibilities listed in the *Faculty Manual*, the *Faculty Handbook*, the *College Catalog*, the student handbook, and the class and lab schedule.

B. Class Meetings

1. Faculty are expected to meet their classes in adherence to the college schedule. If a faculty member must be absent from classes, notice shall, if at all possible, be given in advance to the department chair.
2. Each faculty member's policy on class attendance should be clearly stated at the beginning of the course.
3. Faculty are expected to post office hours on office doors or bulletin boards and include them on copies of course syllabi. Faculty are expected to schedule their office hours at such times that they can be readily available to their students and advisees.

C. Standard Teaching Load

The standard teaching load for faculty members in tenured, tenure-track, Special Appointment and Teaching Specialist positions is five one-credit courses per year or their equivalent. Any amount less than five course equivalents for those in tenured, tenure-track and Special Appointment and Teaching Specialist positions is calculated in fractions of this amount. The standard teaching load for faculty members in other term positions is six one-credit courses per year or their equivalent. Any amount less than six course equivalents for faculty members in other term positions is calculated in fractions of this amount. Course equivalencies will be assigned for responsibilities such as activity courses in physical education, studio courses in art, lessons and ensembles in music, laboratory supervision in the sciences, and supervision of student teachers in education. Course unit equivalencies will also be assigned for some administrative and non-teaching duties. The Dean of the College will be responsible for determining these equivalencies.

D. Course Feedback

Every year, all teaching faculty will distribute either pre-designed or self-designed end-of-course feedback surveys to at least two classes of students or the equivalent and will make the completed feedback available to the faculty member's department chair(s). The minimum number of courses in which a faculty member should solicit feedback is based upon a full-time load and can be prorated for partial teaching loads.

E. Advising

Academic advising is viewed by the college as an integral part of the responsibilities of tenured, tenure-track, Special Appointment and Teaching Specialist faculty members. Based on the need for advisors and the interests and expertise of the faculty member, term faculty may elect to serve as academic advisors as part of a compensated overload. Faculty members who serve as academic advisors are expected to remain up-to-date on advising practices and