

E. Responsibilities and Workload for Teaching Faculty

Updated March 2017

Members of the teaching faculty fulfill their contracts by devoting full-time or, in the case of pro-rata, an agreed upon proportion of time, to achieving an excellent level of teaching, pursuing scholarship and serving students as well as the academic community of the University. They also assume responsibility for a number of collective aspects of the intellectual and the day-to-day life of the University. They determine the Liberal Arts and Science curriculum of the University, as well as the curricular framework within their own academic departments, and are responsible for curricular quality, effectiveness and outcomes. They establish and maintain standards so as to assure the value of the education offered by the University. Moreover, teaching faculty advise students, contribute to the life of their academic departments and participate in the work of faculty committees and task forces.

Because these responsibilities demand an investment of time beyond that spent in the classroom, the University establishes norms for full-time status by restricting class loads. A full-time load consists of 24 credit hours per academic year. Teaching a course outside the regular academic year, but as part of one's ordinary load, requires the concurrence of the department chair and the Provost.

An overload may not exceed the ordinary load by more than four credit hours in a given semester. Additional compensation of approved overload will be made at the established rate. The load for all school deans will be decreased by a percentage agreed upon with the Provost. For compelling reasons, the Provost may also reduce the loads of other faculty including department chairpersons and program directors.

Approved courses and seminars assigned by the department are counted toward the faculty member's class load. Seminars, tutorials and independent studies that are voluntarily assumed by the faculty member are not included in the computation of the class load.

If enrollment in a class falls below eight, or another number approved by the Provost for a particular class, the class may be cancelled by the Office of the Provost, in consultation with the school dean. When such action is necessary, the full class load of the faculty member will be fulfilled with other duties or in a different time frame.

Academic advising is an essential extension of the faculty member's role as teacher. The department chairperson will assign the majors among the faculty members of the department, endeavoring to achieve a balance in the number of advisees. In order to provide students with adequate opportunity to confer and consult with their advisors, each faculty member will post at the door of his or her office a class schedule along with office hours.

A faculty member needs to be familiar with the various services offered by the University for the welfare of students and to make referrals to these services when a student's need for them is recognized. A faculty member's concern for individual students is central to their success and is the basis for the personal attention that the University offers to its students.

Employee Handbook

1. Duration of the Academic Year

The contracted academic year begins for all full-time and pro-rata faculty one week prior to the first day of traditional classes in August. It ends on the Friday following commencement. Fulfillment of the 24-hour teaching load may extend some contracts into the summer.

2. Faculty Schedules

At the beginning of every semester, each faculty member is to submit a copy of his or her course schedule and office hours (minimum of six hours/week for full time faculty) to the Provost. A schedule of office hours must also be posted at the start of each semester at the faculty member's office door. Maintaining office hours is a portion of a faculty member's responsibility and strict adherence is critical.

3. Course Syllabi

At the beginning of every term, each faculty member is to submit to the department chairperson three copies of the syllabus for each course he or she teaches. One copy will be kept in the department, one sent to the Office of the Provost, and the third sent to the Library for reference purposes. For any course taught in an accelerated term, a preassignment must be submitted one month prior to the beginning of the term.

The syllabus should outline the objectives for the course, requirements such as major assignments and scheduled tests, the attendance policy, a reference to the University's academic honesty policy, and the method of evaluation to be used by the instructor.

4. Attendance At Graduation

Faculty are expected to attend three of the four graduation events as follows: Baccalaureate Mass, May traditional student commencement, May adult student commencement, December commencement.

5. Employment Outside the University

A full-time faculty member may engage in some collateral employment, provided that it does not interfere with his or her full-time obligations to the University or create a conflict of interest. Such employment includes consulting and teaching at another University or university.

Outside employment is considered to interfere with one's obligation to the University when, in the opinion of the department chairperson, school dean and/or the Provost, such employment makes the faculty member unavailable for the effective performance of duties at the University. In addition, a conflict of interest can put the faculty member in a position of benefiting the outside employer to the detriment of the University.

Teaching outside the University shall not exceed six to eight semester hours during the academic year. Consulting is limited to an average of two days per month during the academic year. Approval for either must be sought at least a month in advance from the school dean, department chairperson and the Provost.