

Responsibilities of Teaching Faculty

A. Functions of the Teaching Faculty

Elon University is primarily a teaching institution. Accordingly, in the employment, retention, and advancement of faculty members, primary emphasis is placed upon the capacity for effective teaching. This implies the following functions:

1. Well-organized preparation for and conducting of classrooms, laboratory, field and seminar work
2. Acceptable and scrupulously fair procedures in administering tests and examinations
3. Conformity to university policy and established professional norms in regard to grading
4. Willingness to give students individual attention when needed and to participate effectively in the advising program of the university
5. Punctuality and regularity in personally conducting all assigned classes
6. Writing and research essential for creating the atmosphere for learning which effective university teaching presupposes
7. Active participation in the affairs of learned and professional societies, and keeping abreast of research and development in his/her area of teaching
8. Contribution to curriculum review and innovation
9. Maintenance of a complete and accurate record of the grades students earned (including tests, papers, field work, and final grade) in each course, and submission of these records to the chair, dean or provost/vice president for academic affairs if requested
10. Assistance in maintaining the physical order of the classroom, including the prohibition of smoking, eating, or drinking
11. Ability to cooperate with faculty colleagues and administrative officers
12. Willingness to accept and fulfill committee assignments and a reasonable amount of other extracurricular activities as circumstances require

B. Assignments

1. **Workload.** The dean is responsible for distribution of faculty assignments. In addition to regular instructional work, assignments for a full-time faculty member will include: assisting in department/university committee work; moderating student activities; preparing course syllabi; and observing office hours. In addition to the regular instructional work, part-time faculty members are expected to prepare course syllabi, provide conferences for students, and participate in university/department meetings as appropriate.
2. **Availability to Students.** Full time faculty are responsible to serve as an academic advisor for specified student, and to be available for registration duties as needed.
3. **Re-assignment of Duties.** The university reserves the right to cancel any course for which there is insufficient enrollment and to reassign appointee to other courses or duties related to the appointee's training.

C. Attendance

1. **Start of School.** Full-time members of the faculty are required to report to campus 1 week before the opening of each term, and remain until 1 week after commencement. They are expected to use the time in professional improvement and preparation, or assisting with registration and student orientation and counseling.
2. **Faculty Meetings.** General faculty meetings are held on the first Friday afternoon of each month, unless otherwise announced. All faculty members with faculty rank are required to attend these meetings unless, because of an emergency, they are excused by the provost/vice president for academic affairs before the hour of the meeting. (For clarification of voting and non-voting members of the faculty, refer to the faculty bylaws, I-5, Article III.)
3. **University Functions.** All full-time teaching faculty members are required to be present at departmental meetings and special meetings which may be called by the administration. Full-time teaching faculty members are required to be present at traditional and special university functions. Traditional functions are the opening assembly of fall semester, convocation and graduation exercises.
4. **Committee Meetings.** All faculty members are expected to attend all meetings of committees of which they are members.
5. **Classes.** If for some reason a faculty member must be absent from a class, he/she should inform the department chair and the dean of the absence and of provisions made for the class. Whenever a change in the time or place or the emergency

cancellation of the class (on a particular day) is necessary, the office of the provost/vice president for academic affairs should also be notified.

D. Teaching Faculty Offices/Furniture

Office assignments are made at the beginning of the year by the teaching faculty member's dean in consultation with the provost/vice president for academic affairs. Faculty members may obtain keys to their offices from their dean. Requests for minor repairs should be made to the building coordinator. Requests for additional office furniture or major renovations should be directed to the department chair who will work in consultation with the dean.

E. Teaching Faculty Office Hours

Each full-time teaching faculty member is expected to maintain a schedule of office hours on at least 3 days per week distributed so that students may be able to make convenient appointments. As soon as the semester schedule is arranged, faculty members are expected to file a copy of their daily schedule with the secretary assigned to their department. Office hours should be indicated, as well as regularly scheduled extra-curricular activities. Faculty members should also post a copy of their schedule on their office door.

F. Academic Processions

Academic processions are held at spring semester commencement exercises, fall semester new student convocation, and other occasions during the school year. The order of the procession, or "line of march," is as follows:

- Faculty Marshal
- Retired Faculty and Staff
- Full Professors and Senior Administrative Staff
- Associate Professors
- Assistant Professors
- Senior Lecturers
- Lecturers
- Instructors and Administrative Staff
- Part-time Faculty
- Platform Party

All administrators and full-time teaching faculty are required to participate in academic processions in appropriate academic regalia. Part-time faculty are invited to participate. The Campus Shop handles the arrangements for rental of academic regalia.

G. Load for Teaching Faculty

1. **Teaching Load.** On the 4-1-4 calendar the standard teaching load will be 24 semester hours. For lecturer and senior lecturer appointments, the teaching load will be 26-28 semester hours.
2. **Reduced Load.** At times it is possible for the administration to arrange a reduced teaching load for a faculty member for one or more terms. Faculty members who wish a reduction in order to permit them to engage in research projects should make the request as early as possible and submit an outline of the proposed work to their chair and dean. In the event that less than a standard load develops for the year for a regular full-time teacher, it is agreed that the university may ask the faculty member to assist with assignments outside his/her field. Refer to II-3 for information on faculty workload and reassigned-time plan.
3. **Chair Overloads.** Except under unusual circumstances, department chairs will not be allowed to carry an overload. Approval to do so must be obtained from the dean prior to the start of the semester in which the overload is to occur.

H. Research Compliance

All members of the university community, including students, who conduct research involving human participants must be aware of and conform to the current guidelines set forth in the document "Ethical principles and review procedures for human participants in research" available from the office of the provost/vice president for academic affairs.

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