

V. FACULTY RESPONSIBILITIES

A. Introduction

The primary duty of the faculty member is to teach and to prepare for the classroom experience. Faculty responsibilities, therefore, cannot be reduced to the formalities of teaching, advising, and committee assignments. Every faculty member is responsible for effective instruction and judicious evaluation of student work. Courses should be designed so that a student of average collegiate ability will need to do two hours of work a week, in addition to class time, for each semester hour of credit. Faculty members are also expected to support an educational environment which stimulates inquiry and a shared sense of responsibility for the College's mission. The College expects this concern to be evident in personal relationships with colleagues, students, administrators, and staff.

The Bylaws of the College specify that "all teaching personnel are expected to be present for duty throughout the academic year, the academic year to include the week preceding the formal opening of the College and the three days following commencement day. Requests for leave of absence of not more than one week shall be made to the President; of more than one week and less than one year, to the Executive Committee of the Trustees; of one year or over, to the Trustees."

For purposes of compensation and workload calculation, the full-time academic work year shall consist of 38 weeks.

B. Teaching Work Loads and Assignments

1. Normal Work Load for Tenured and Tenure-Track Faculty Members:

The duties of faculty members are many and varied. Teaching is the foremost responsibility of a faculty member: teaching and its related activities are expected to represent the largest investment of faculty time and effort. Scholarly, scientific, artistic, and other professional development activities, and service to the campus and wider communities also require significant portions of faculty time. Individual work assignments should assure that faculty members meet their professional and community obligations while keeping teaching primary. The teaching load for tenured and tenure-track faculty members is based upon a three-year cycle. Each year, the normal faculty teaching load is 18 contact hours, with an additional three contact hours required every three years. For a faculty member teaching only three-contact hour courses, this typically works out to two of every three years teaching six courses, and one out of every three years teaching seven courses. All teaching loads over 18 contact hours per year must be approved by the department chair in advance, and any paid overloads must be approved by the Dean. Whenever possible, the number of individual course preparations will not exceed three per semester.

An 18 contact hour teaching assignment recognizes the intense engagement of all faculty members in their classes, scholarly, scientific, and artistic activity, and service obligations. 18 contact hour teaching assignments may not be possible in departments in which upper-level classes have very small enrollments, or where there are only a small number of students majoring in the subject. In such cases, the Dean of the Faculty may make 19 to 21 contact hour teaching assignments to

maintain a balance in the work loads of faculty members in all departments. Section B.3.b. below outlines other instances in which faculty members may be assigned 21 contact hour teaching responsibilities.

2. Duties Related to Teaching:

- a. Course Preparation: Faculty members spend significant time upon course preparation, including the marking of papers and tests; moreover, faculty members typically are expected to devote six or more hours a week to office hours, conferences, and tutorials with students. The amount of course preparation varies with the experience of the instructor and whether the course is a new or a repeated offering.
- b. Responsibilities Beyond the Classroom: In addition to classroom teaching, faculty members are expected to carry out a variety of duties, including many of the following: advising students; advising student organizations; accompanying students on field trips and other excursions of an educational nature, including attendance at professional meetings; directing independent study and research projects; supervising honors theses; supervising academic year and summer research projects; otherwise engaging in a significant amount of teaching that takes place outside the usual boundaries of the classroom; taking part in tutorials as well as conferences with students, and occasionally meeting with students' parents; writing letters of recommendation; and performing other duties appropriate to the professional demands occasioned by the career of teacher-scholar.
- c. Professional Life: Because of the need to remain current in one's field, a faculty member's engagement in scholarly, scientific, or artistic activity is next in importance to teaching. As the Faculty Handbook states in section III.I.2.b., all faculty members are expected to maintain their professional competence, contribute to the general intellectual vitality of the campus, and keep in touch with the range of liberal learning. In order to meet these goals, each faculty member is expected to have a personal program of study leading to appropriate research projects, some of which may lead to publication, as well as the development of new intellectual interests; also expected are participation in department seminars, contribution to faculty forums, participation in professional meetings, and other such activities as contribute to the professional development of faculty members within the goals of the College. Preferably, such professional activity is judged competent by peer evaluation; also highly desirable are activities that engage students in research of the kind that may be presented at professional conferences,

or occasionally in scholarly publications.

- d. Service: In the normal course of events, every faculty member is expected to serve on departmental and College committees, as well as to chair such committees from time to time. Indeed nearly all faculty members are expected to fill a term as department chair on a rotating basis. Such obligations are annual in nature, although the precise departmental or College duties could vary from year to year.

3. Assigning Teaching Responsibilities:

- a. Teaching assignments are made by the Dean of the Faculty within the guidelines of the Faculty Handbook and previous College practice. Deviations from the standard teaching assignment for administrative, scholarly, and other purposes must be approved by the Dean of the Faculty. The Dean, with the active assistance of department chairs, will maintain a record of all teaching assignments, including all deviations from the standard.
- b. At least once a year, the Dean of the Faculty will review the individual work assignments of faculty members to assure that their non-teaching responsibilities do not adversely affect the quality of their teaching. In some cases, the Dean of the Faculty and the appropriate department chair may take appropriate measures to reduce the faculty member's non-teaching responsibilities, or to create a more suitable balance in the faculty member's commitment to teaching, professional activity, and service.

After a six-year cycle of annual reviews of faculty work, the Dean of the Faculty may assign a schedule of up to 21 contact hours to faculty members if their performance in the activities described in section 2.a, b, c, and d above do not qualify them for continuation of the 18 contact hour schedule. In all such cases, the Dean of the Faculty will act after seeking the advice and recommendation of the department Chair and the Faculty Affairs Committee.

4. Reductions in Teaching Assignments:

The Dean of the Faculty will consider reducing a faculty member's teaching assignment in cases in which the weight of non-teaching responsibilities is excessive and unavoidable. Factors to be considered in such reductions are the nature and complexity of the non-teaching or administrative assignments, the demands of a leadership role, and the importance of the task. For instance, Associate Deans are given reduced teaching assignments, as are the Directors of the Honors and Rhetoric Programs. Normally, committee service alone will not qualify faculty members for reduced teaching assignments.

C. Miscellaneous

1. Classroom Policies: At the beginning of a course, faculty members are expected to inform students about format, attendance policies, and basis of evaluation. Modification of format and/or

basis of evaluation should only be for specific reasons and with the concurrence of the students involved. Major full-period tests should not ordinarily be scheduled during the final 5 days of classes. Except when they constitute the majority of the grade, research papers ordinarily should be due before the final 5 days of classes. Final examinations may be given only during the regularly scheduled examination period. In view of the Honor Code's prohibition of giving or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, the professor should make clear when help may and may not be given or received

2. **Absence from Work:** All faculty members are expected to meet their classes regularly and promptly. In case of illness or absence from the campus for professional reasons, the Dean of the Faculty should be notified. It is the responsibility of the professor to arrange for someone to conduct the class, or for some other substitute function or meeting which will be equivalent to the class missed, when possible.
3. **Inclement Weather:** The College rarely closes academically because of inclement weather. In the event of dangerous weather conditions, if safety concerns warrant closure, the President may declare the College closed academically. All classes and other academic activities scheduled during this period will be cancelled. Notice will be given through designated radio and television stations and the College's ENS, Emergency Notification System. During periods of less severe conditions or when the College is closed only administratively, any professor prevented from meeting their scheduled classes should get word to the Dean's office or the President's office or the College switchboard and then may reschedule missed classes.
4. **Academic Convocations:** All faculty members and librarians with faculty status are expected to participate in formal convocations, wearing academic regalia when appropriate. Faculty members and librarians must provide their own gowns, hoods, and caps. They may rent them through the Office of the Dean of the Faculty. Librarians with faculty status will march at formal convocations (including but not limited to Commencement, Fall Convocation, and Spring Convocation) according to rank and length of service—the Library Director marching with professors, librarians who hold continuing appointment with associate professors, and librarians without continuing appointment with assistant professors.
5. **Attendance at Meetings:** All faculty members are expected to participate in all the meetings of committees, departments, and divisions to which they belong, and of the whole faculty. A faculty member who anticipates absence from one of these meetings should inform the individual who will chair the meeting.
6. **Deficiency Reports:** Deficiency reports—notices of unsatisfactory work—are requested from professors once each semester. Grades below C should be reported. Collated reports are sent to the students, their advisers, and to the parents of freshmen and first-semester sophomores.
7. **Grade Reports:** Semester grades are due in the Office of the Registrar promptly after the final examination, normally within 24 hours but in no case more than 48 hours after the end of the last scheduled examination period. (The deadline for submission of spring

semester grades for seniors may be set at an earlier time to allow for certification of potential graduates.)

8. Office Hours: All faculty members are expected to establish office hours, distributed across the week, and post them on office doors. The offices of the Dean of the Faculty and the Office of the Registrar should be informed of the hours selected and other times when the faculty member is available for consultation.
9. Copyrights and Patents: All members of the faculty are free to publish papers, pamphlets, and books, and to enter into contracts to secure copyrights and patents. If a discovery or invention results from investigations which make use of normal facilities provided by the College, the College reserves the right to ten percent of the net profits which the discovery or invention may earn. If, in addition, the College provides specific support for work leading to a publication, discovery or invention—such as released time, summer stipends, or equipment exceeding \$500 in value—the College's share of any net profits may be greater, as specified in writing at the time such support is authorized.
10. Subvention of Publication: On recommendation by the Committee on Professional Development, the College may grant to a faculty member, in subvention of publication, ninety percent of the author's contribution. The criterion will be whether the proposed publication, as a contribution to knowledge, is likely to reflect credit on the College; on this point the committee may seek the advice of an outside referee not previously associated either with the College or with the author. Conditions on such grants are as follows:
 - a. The name of the College is to appear in the publication.
 - b. The College is to be repaid the amount of the grant without interest from the first royalties or other proceeds that may result; and, to this end, the author's contract, if any, with the publisher shall provide for such payment to be made directly to the College.
11. Consulting and Other Extramural Activities: During the 38-week contract period, consulting and other extramural work by full-time teaching faculty may not exceed an average of one day per week, and must not interfere with the effectiveness of teaching and on-campus service. Before undertaking any substantial outside work, a brief written description of what will be entailed and the approximate time involved must be provided to the Dean of the Faculty and the appropriate department or program Chair.