CHAPTER VI

FACULTY/INSTRUCTION

PROPOSED CHANGES FROM FACULTY EVALUATION COMMITTEE

**B6.1 Academic Freedom/Responsibility/Propriety:** The concept of academic freedom must be accompanied by an equally demanding concept of responsibility and propriety. (Move to B6.2)

**B6.1.1 Freedom:** Faculty must be free from fear that others, inside or outside the College community, may threaten their professional careers or the material benefits accruing from them. The right to protection on the basis of academic freedom will be honored especially while any faculty member is the subject of termination or nonrenewal proceedings. (Move to B6.2.1)

* B6.1.1.1 Faculty must be free to pursue scholarly inquiry without undue restrictions and to voice and to publish their findings. (Move to B6.2.1.1)

* B6.1.1.2 Faculty are entitled to full freedom in the classroom in discussing the subject that they teach. (Move to B6.2.1.2)

* B6.1.1.3 Faculty, when they act as citizens of the nation, the State, and the community, must be free from institutional censorship or discipline. (Move to B6.2.1.3)

**B6.1.2 Fundamental Responsibilities:** The fundamental responsibilities of faculty are professional practice, educational growth, professional accomplishment, and institutional and community service. (Move to B6.3)

**B6.1.3 Professional Propriety:** Exercise of professional propriety by faculty members includes recognition that the public will judge their profession and their institution by their statements. (Move to B6.2.2)

* B6.1.3.1 They should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that they speak or act for their College when they speak or act as private persons. (Move to B6.2.2.1)

* B6.1.3.2 They should be judicious in the use of controversial material and should introduce such material only as it has a clear relationship to their field and to the topic being taught. (Move to B6.2.2.2)
**B6.2 Faculty:** The term "faculty" means personnel with specialized training in their respective fields: teachers, counselors, and librarians. Move to B6.1

**B6.2.1 Ranked Faculty:** Ranked faculty are tenure-track, full-time, regular teachers, counselors, or librarians who hold continuing budgeted positions within a department as Instructors, Assistant Professors, Associate Professors, and Professors. They are eligible for tenure and promotion upon fulfillment of the requirements set forth in the following policies. Move to B6.1.1

**B6.2.2 Unranked faculty** are non-tenure-track term faculty, adjunct faculty, Teaching Fellows, and Assistant Instructors who are not eligible for tenure and promotion in rank as set forth in the following policies. (Move to B6.1.2)

**B6.1**

**B6.2 Faculty:** The term "faculty" means personnel with specialized training in their respective fields: teachers, counselors, and librarians. **B6.19 Professional Service:** Each member of the faculty is assigned to provide professional service in the area of the faculty member's specialization, that is, teaching, counseling, or librarianship.

**B6.1.1**

**B6.2.1 Ranked Faculty:** Ranked faculty are tenure-track, full-time, regular teachers, counselors, or librarians who hold continuing budgeted positions within a department as Instructors, Assistant Professors, Associate Professors, and Professors. They are eligible for tenure and promotion upon fulfillment of the requirements set forth in the following policies.

**B6.1.2**

**B6.2.2 Unranked faculty** are non-tenure-track term faculty, adjunct faculty, Teaching Fellows, and Assistant Instructors who are not eligible for tenure and promotion in rank as set forth in the following policies.

**B6.2**

**B6.4 Academic Freedom/Responsibility/ and Propriety:** The concept of academic freedom must be accompanied by an equally demanding concept of responsibility and propriety.

**B6.2.1**

**B6.4.1 Freedom:** Faculty must be free from fear that others, inside or outside the College community, may threaten their professional careers or the material benefits accruing from them. The right to protection on the basis of academic freedom will be honored especially while any faculty member is the subject of termination or nonrenewal proceedings.

**B6.2.1.1**

**B6.4.1.1** Faculty must be free to pursue scholarly inquiry without undue restrictions and to voice and to publish their findings.
B6.2.1.2
Faculty are entitled to full freedom in the classroom in discussing the subject that they teach.

B6.2.1.3
Faculty, when they act as citizens of the nation, the State, and the community, must be free from institutional censorship or discipline.

B6.1.2. Fundamental Responsibilities: The fundamental responsibilities of faculty are professional practice, educational growth, professional accomplishment, and institutional and community service.  (Move to B6.3)

B6.2.2
B6.4.3 Professional Propriety: Exercise of professional propriety by faculty members includes recognition that the public will judge their profession and their institution by their statements.

B6.2.2.1
B6.4.3.1 They should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that they speak or act for their College when they speak or act as private persons.

B6.2.2.2
B6.4.3.2 They should be judicious in the use of controversial material and should introduce such material only as it has a clear relationship to their field and to the topic being taught.

B6.3
B6.1.2 Fundamental Responsibilities of Faculty: The fundamental responsibilities of faculty are professional practice, educational growth, professional accomplishment, and institutional and community service.  (Professional accomplishment incorporated into A3.2.3)

B6.3.1 Professional Practice
B6.19. Professional Service: Each member of the teaching faculty is assigned to provide expected to demonstrate professional service practice, in the area of the faculty member's specialization, that is, teaching, counseling, or librarianship.  The faculty member shall:  (Areas of italics here and below are new language)

A6.3.1.1 Demonstrate skill, knowledge, and abilities in the teaching discipline.

A6.3.1.2 Maintain a classroom environment that promotes teaching and learning.

A6.3.1.3 Make continuous efforts to advance the quality of instruction.
A6.3.1.4 Develop and use a variety of teaching methods and materials to assist students who have differing educational and experiential backgrounds in meeting the course outcomes.

A6.3.1.5 Teach assigned courses in a variety of times and locations in response to institutional need. (Area of italics is new concept)

A6.3.1.6 Meet professional assignments in accordance with the College calendar.

A6.3.1.7 Teach assigned classes and laboratories according to the schedule.

A6.3.1.8 Provide students with a written and accessible course syllabus that follows the Course Syllabus Guidelines and facilitates a clear understanding between student and instructor of the content, goals, requirements, expectations, evaluation methods and schedule of work.

A6.3.1.9 Hold scheduled, posted virtual or physical office hours of at least one (1) hour daily and be available for and encourage conferences with students so there is a clearer understanding of the students’ work and the possibility of improvement.

A6.3.1.10 Evaluate students to measure their progress toward achievement of stated course outcomes within the College grade and grade appeals procedures.

A6.3.1.11 Review, evaluate, recommend, and effectively use student learning materials.

A6.3.1.12 Maintain appropriate professional relationships with students, colleagues and the community.

A6.3.1.13 Review, evaluate, and revise program curricula and practices to bring about systematic improvement in programs and assure compliance with professional standards, state-mandated guidelines, and requirements of business/industry, and higher education.

B6.3.2 Educational Growth: Each member of the faculty is expected to demonstrate educational growth. The faculty member shall: (Area of italics here and below are new language)

A6.3.2.1 Participate in the self-evaluation process.

A6.3.2.2 Establish goals and objectives which may include personal and professional development plans in consultation with the department chair.

A6.3.2.3. Maintain professional standards of competence in the discipline and teaching methodology through professional development/engagement activities.
**B6.3.3 Institutional and Community Service:** Each member of the faculty is expected to demonstrate institutional and community service. The faculty member shall: (Area of italics here and below are new language)

**B6.3.3.1**
B6.19.7 (S1) Assist in academic advising of declared majors.

**B6.3.3.2**
B6.19.7 (S1) Assist with marketing their programs and recruiting students.

**B6.3.3.3**
B6.19.7 (S1) Serve on committees.

**B6.3.3.4**
B6.19.7 (S1) Accept special assignments occasionally.

**B6.3.3.5**
B6.19.7 (S1) Participate in scheduled institutional activities which include convocation and graduation ceremonies.

**B6.3.3.6**
B6.19.7 (S1) Participate in department, divisional, and College meetings.

**A6.3.3.7** Participate in College-related activities such as registration and selection of faculty.

**A6.3.3.8** Participate in activities required to maintain program and College accreditation standards.

**A6.3.3.9** Participate in the College planning process by assisting in the formulation of goals and objectives and budget priorities.

**A6.3.3.10** Participate in business and/or student activities and/or community activities that promote the mission of the College.

**B6.4**

**B6.19.1 Standards:** Faculty should be interested in teaching students to master both the subject matter and the attitudes appropriate to each course taught.

**B6.4.1**
**B6.19.2 Methods:** Faculty will develop their own most effective techniques and should vary them to the extent necessary to reach the objectives of students who have varied backgrounds and interests.

**B6.4.2**

**B6.49.3 Emphasis:** Teachers should be available for, and encourage, conferences with students so that there is greater and clearer understanding of the students' work and possibility for improvement.

**B6.4.3**

**B6.49.4 Text Selection:** Under the leadership of the Department Chair, faculty are responsible for selection of texts, and all members of the department are expected to use effectively the texts chosen.

**B6.5**

B6.3 Evaluation of Faculty

**B6.6**

B6.4 Faculty Promotion in Rank

**B6.7**

B6.5 Tenure

**B6.8**

B6.6 Reduction in Force

**B6.9**

B6.7 Procedure for Dismissal for Cause of Faculty

**B6.10**

B6.8 Temporary Change of Assignment

**B6.11**

B6.9 Instructional Program Review

**B6.12**

B6.49 Tenure Track Faculty Salary Structure

**B6.13**

B6.44 Teaching Fellows Adjunct Faculty

**B6.14**

B6.42 Additions of New Programs

**B6.15**
B6.13 Leaves of Absence

B6.16
B6.14 Absences for Service

B6.17
B6.15 Faculty Sabbatical Leave

B6.18
B6.16 Recruitment

B6.19
B6.17 Summer Employment

B6.20
B6.18 Faculty Personnel Records

B6.19 Professional Service: Each member of the faculty is assigned to provide professional service in the area of the faculty member's specialization, that is, teaching, counseling, or librarianship. (Move to B6.1)

B6.19.1 Standards: Faculty should be interested in teaching students to master both the subject matter and the attitudes appropriate to each course taught. (Move to B6.4)

B6.19.2 Methods: Faculty will develop their own most effective techniques and should vary them to the extent necessary to reach the objectives of students who have varied backgrounds and interests. (Move to B6.4.1)

B6.19.3 Emphasis: Teachers should be available for, and encourage, conferences with students so that there is greater and clearer understanding of the students' work and possibility for improvement. (Move to B6.4.2)

B6.19.4 Text Selection: Under the leadership of the Department Chair, faculty are responsible for selection of texts, and all members of the department are expected to use effectively the texts chosen. Move to B6.3

B6.21
B6.19.5 Obligations: Faculty Year: The official Faculty Return Day for each fall and spring semester is defined as the Monday of the week prior to the first day of classes for the semester. When classes begin, faculty are expected to teach all classes and laboratories according to the schedules, and all counselors and librarians are expected to work their scheduled hours. (Moved to B6.22)
Particular attention is called to this rule immediately preceding or following holidays.

Faculty work through the date of commencement or the date that grades are due in the Office of Admissions and Registrar, whichever is later, as posted in the College’s Academic Master Calendar. (Area of italics has new language repeated from A5.13.1)

Faculty should handle their own laboratories and remain with the laboratory groups until the end of the laboratory periods; no exception will be made without prior approval of the appropriate Dean, to the policy of allowing students to work in the laboratory unless the teacher is present to supervise the work. (Move to B6.22.2)

Classes should begin promptly and continue in session until the final bell. (Move to B6.22.1)

Syllabus: A course syllabus facilitates a clear understanding between student and instructor of the content, goals, requirements, expectations, evaluation methods, and schedule of work for all courses at the College. Therefore, at the beginning of each course, faculty members at the College develop and distribute to students, on paper or online, syllabi that describe these elements for every course. A copy of the syllabus for every class section is submitted at the beginning of the course to the department chair and forwarded to the appropriate instructional dean’s office. Guidelines for developing effective syllabi are available from departmental chairs, the Teaching and Learning Center, the adjunct handbook, and online at this link. These guidelines are not point-by-point requirements. (Move to A6.24)

Discipline: The Dean of Student Development is responsible for student discipline on the campus outside the classrooms; faculty may contact the Department Chair, the appropriate instructional Dean, and/or the Dean of Student Development if they need help in maintaining order in or near their classrooms. (Move to B6.26)

Additional Duties: In addition to primary responsibilities to which Faculty are assigned (teaching, counseling, and librarianship), they are expected to hold scheduled, posted virtual or physical office hours of at least one (1) hour daily. Move to B6.23 to assist in academic advising of declared majors, to assist with marketing their programs and recruiting students, to take an active part in extra-curricular activities, to serve on committees, and to accept special assignments occasionally. (Move to B6.3.3) Virtual office hours would be proportional to the percentage of the faculty member’s course load taught via distance learning with a minimum of one (1) office hour per week spent physically on campus. (Move to B6.23.1) Virtual office hours will allow scheduled electronic contact with students by phone, fax, internet phone, e-mail, video conferencing over IP, instant messaging, or other means of electronic contact as stated in the course syllabus. (Move to B6.23.2) In addition, normal duties for full-time faculty include, but are not limited to, attendance and participation at
convocation, divisional/departmental meetings, graduation ceremonies, and registration. (Move to B6.3.3)

B6.22

B6.19.5 S2 Faculty Schedules: When classes begin, Faculty are expected to teach all classes and laboratories according to the schedules, and all Counselors and librarians are expected to work their scheduled hours. (“Faculty Schedules” is new heading and language)

B6.22.1

B19.5.3 Classes should begin promptly and continue until the end of the session until the final bell according to the class schedule. (Area of italics is new language)

B6.22.2

B19.5.2 Faculty should handle their own laboratories and remain with the laboratory groups until the end of the laboratory periods; no exception will be made without prior approval of the appropriate Dean, to the policy of allowing students to work in the laboratory unless the teacher is present to supervise the work.

B6.23 Office Hours

B6.19.7 Additional Duties: In addition to primary responsibilities to which Faculty are assigned (teaching, counseling, and librarianship), they are expected to hold scheduled, posted virtual or physical office hours of at least one (1) hour daily, to assist in academic advising of declared majors, to assist with marketing their programs and recruiting students, to take an active part in extra-curricular activities, to serve on committees, and to accept special assignments occasionally. (Move to B6.3.3)

B6.23.1

B6.19.7 S2 Virtual office hours would be proportional to the percentage of the faculty member’s course load taught via distance learning with a minimum of one (1) office hour per week spent physically on campus.

B6.23.2

B6.19.7 S3 Virtual office hours will allow scheduled electronic contact with students by phone, fax, internet phone, e-mail, video conferencing over IP, instant messaging, or other means of electronic contact as stated in the course syllabus.

A6.24

A6.19.5.4 Syllabus: A course syllabus facilitates a clear understanding between student and instructor of the content, goals, requirements, expectations, evaluation methods, and schedule of work for all courses at the College.
A6.24.1

Therefore, at the beginning of each course, faculty members at the College develop and distribute to students, on paper or online, syllabi that describe these elements for every course.

A6.24.2

A6.19.5.4 (S3) A copy of the syllabus for every class section is submitted at the beginning of the course to the department chair and forwarded to the appropriate instructional dean's office.

A6.24.3

A6.19.5.4 (S4) Guidelines for developing effective syllabi are available from departmental chairs, the Teaching and Learning Center, the adjunct handbook, and online at this link. These guidelines are not point-by-point requirements.

B6.25

B6.19.6 Discipline: The Dean of Student Development is responsible for student discipline on the campus outside the classrooms; faculty may contact the Department Chair, the appropriate instructional Dean, and/or the Dean of Student Development if they need help in maintaining order in or near their classrooms. Recommend the Vice President of Student Development move this to section to another chapter.

B6.26

B.6.49 Professional Service

B6.27

B.6.20 Off Campus Employment

B6.28

B.6.24 Research Publications

B6.29

B.6.22 Library Mission and Services

A6.30

A.6.23 Class Size

A6.31

A.6.24 Adjunct Faculty Assignment

A6.32

A6.25 Grades

B6.33

B6.26 Elements of the College Academic Master Plan
B6.34
B6.2 Legal Counsel

B6.35
A6.28 Honors Program

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A6.29 Program of Spoken English Assessment and Assistance to Faculty Members

B6.37
A6.30 Faculty Loads

A6.38
A6.34 Faculty Course Evaluation by Students

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A6.32 Faculty Reemployment After Retirement Program