Drafted by Faculty Expectations Committee in conjunction with Department Chairs, August, 2012
Revised by Dean's Council, March, 2014
Reviewed and Supported by Cabinet, March 26, 2014
Approved by President and Provost, March 26, 2014
Revised and Approved by the Cabinet and President, June 23, 2014
Revised: September 6, 2016
Revised: February 19, 2018
Reviewed: February 19, 2019
Reviewed: April 1, 2020
Reviewed: August 17, 2021
Revised: November 7, 2023
SACSCOC Standard: 6.1

Guidelines - Faculty Expectations

All faculty at Athens State University support the University's mission of providing student-centered, quality education and are committed to the success of our students, and the university. This involves quality teaching, advising, and communication. In addition, full-time tenure-track/tenured faculty provide service to the university and engage in research, scholarship, and professional development activities. During the 9-month contract of employment, faculty members are expected to be available to assist and work with students and respond to departmental, college, and institutional needs.

Tenure-Track/Tenured Faculty, Non-Tenure Track Faculty (Instructor), and Part-Time/Adjunct Faculty are expected to provide:

Quality Teaching: The primary responsibility of the faculty is quality teaching in their respective content areas, regardless of delivery format. This entails thorough preparation for courses, effective course design and instruction, and fair and timely evaluation/feedback of student progress. To ensure quality teaching, faculty must be committed to the success of our students. Specifically, faculty should:

- Keep current in their field.
- Organize courses to facilitate quality student engagement.
- Meet all scheduled classes. If a scheduled class session must be canceled, faculty should make every effort to notify students of the cancellation as well as notify their supervisors.
- Schedule personal days for times other than when scheduled classes are in session (unless personal emergency or circumstance).
- Comply with departmental, college, and university standards concerning the academic quality and integrity of their classes.
- Comply with the university Distance Learning policy.

- Keep current in their use of technology by attending university training sessions and other professional development opportunities.
- Be available to meet students outside the classroom by being available before or after classes and by scheduling office hours (both in a physical and electronic format to include virtual office hours). Faculty accessibility must be clearly communicated in all course syllabi.
- Assist with department and college assessment and be receptive to modifications in teaching based on assessment feedback.

Communication: Faculty should communicate effectively and in a timely manner with colleagues at all levels of the institution. This implies an understanding of the communication hierarchy within departments, colleges, and administrative levels. In addition, effective communication with students is expected. Timely communication with students supports other faculty responsibilities (teaching, advising). To ensure this, faculty should:

- Provide multiple means of contact for students (i.e. faculty email, message through The Learning Management System, phone number, etc.).
- Respond to student phone calls and messages in a timely manner. Best practice is within 24 hours. Excluding weekends and holidays, students should receive responses within 48 hours.
- Notify appropriate individuals within the department as soon as possible in the event of faculty absence.

Also, Tenure-track/Tenured and Non-Tenure Track Faculty (Instructor) are expected to adhere to:

Advising: A primary responsibility of faculty is the proper, timely, competent and professional advising of students. In order to assist and fulfill this duty, faculty should:

- Be accessible to all students and advisees for consultation in times and modality that are reasonable and appropriate.
- Be knowledgeable of the requirements of their discipline (as stated in the appropriate catalog).
- Meet/advise students on academic and non-academic matters (e.g. graduate school and career preparation).
- Provide leadership and/or promote excellence in student organizations.
- Write letters of recommendation for employment/graduate studies, etc.

On-Campus Hours: The faculty of Athens State University should establish and maintain on-campus hours, normally 10 hours per week over two days. These hours may be used for collaboration, planning, research, advisement, and teaching.

Service: Faculty should provide service to the institution, community, and profession by:

- Attending meetings (department/college/university).
- Engaging in appropriate professional development (e.g. workshops, certifications, CEUs).
- Engaging in committee work that will advance the institution.
- Assisting with student recruitment.
- Participating in graduation and honors exercises.
- Participating in other university activities.

In addition, Tenure-track/Tenured Faculty are expected to stay current in their field of expertise through:

Research/Scholarship/Creative Works: The strength of a university rests on the knowledge and skills of its faculty. In light of this, faculty must stay current in their field of expertise/teaching area. This includes:

- Engaging in research/creative works as defined by the faculty's academic discipline. See Promotion and Tenure rubric for additional information.
- Presentation of work at local/state/regional/national conferences.
- Active membership and office holding in professional organizations at the local/state/regional/national level.

Secondary Employment: Faculty may accept outside/secondary employment provided:

- The outside/secondary employment does not interfere with the performance of his/her job duties at the University;
- The outside/secondary employment does not violate the Alabama Code of Ethics for public employees as set forth in the *Code of Alabama 1975;*
- The outside/secondary employment does not violate university policies; and
- The outside/secondary employment does not bring discredit to the University.

Faculty must complete the *Notification of Secondary Employment* form and submit it to the appropriate supervisor.