



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.14: Faculty Responsibilities and Duties**

**DATE:** December 15, 2014

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach in the handling of faculty responsibilities and duties.

**REVIEW:** This OP will be reviewed in April every three years, or as needed, by the Office of the Provost and the Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by May 15 of the same year.

**POLICY/PROCEDURE**

Angelo State University is a publicly supported institution that is obligated to provide instruction in higher education, to advance knowledge through scholarship and research, and to provide related services to external constituencies. As a center for learning, the university has the obligation to maintain conditions that are conducive to freedom of inquiry and expression in the maximum degree compatible with the orderly conduct of its functions.

The mission of the university dictates, to a major extent, the responsibilities of the individual faculty member. The faculty member is properly concerned with the whole process of education and is aware of the responsibilities of the university in a free society. Responsibility is assumed for performing several essential functions: teaching, scholarly activity/creative endeavor, and service. Faculty members are also expected to comply with all Angelo State University, Texas Tech University System, and State of Texas mandates related to responsibilities and performance of duties.

**1. Teaching**

- a. As a teacher, the faculty member has responsibilities to students, to a discipline, to a profession, to the university and to society at large. These responsibilities entail facilitating the intellectual and emotional growth of students, encouraging free inquiry in the classroom, and striving to create and maintain a climate of mutual respect that will enhance the free interplay of ideas. A faculty member has a responsibility to make every effort to assure that evaluation of a student's work reflects the student's level of achievement. The faculty member as a teacher also has the responsibility to uphold the highest scholarly standards and encourage student respect for such standards.
- b. Teaching responsibility includes regular conduct of classes at scheduled periods; faculty who occasionally cannot meet classes at scheduled periods because of professional responsibilities or illness should arrange for alternative academic experiences. There is also the responsibility to engage in a continual and critical study of the subject matter of one's discipline to ensure that class presentations contain the most current and useful

knowledge and that the course being taught is consistent with the course of study outlined by a department or college.

- c. The faculty member should recognize the responsibilities of a teacher as a mentor and devote a reasonable portion of time to aiding, guiding, and counseling students in addition to instructional settings. Availability of the faculty member, which must be approved by the department chair, will be provided on the course syllabus.
- d. Under no circumstances should a faculty member charge a fee for tutoring students enrolled in the faculty member's classes.
- e. The faculty member has a responsibility to strive to maintain those skills and values that ensure the continuation of free and open inquiry. Specifically, within the first week of the semester, faculty members must provide access to a course syllabus that includes:
  - (1) The course outline, including each major assignment and examination;
  - (2) Any required or recommended reading;
  - (3) The expected learning outcomes from the course;
  - (4) The methods of assessing those outcomes;
  - (5) The criteria for grade determination;
  - (6) The date and time of the final examination; and
  - (7) Office hours and/or hours of outside-of-class contact.
- f. Additionally, the faculty member should:
  - (1) Include in the course syllabus statements on university policy concerning academic honesty (University Honor Code), reasonable accommodations for students with disabilities (OP 10.15), and student absence for observance of a religious holy day (OP 10.19);
  - (2) Provide regular feedback to students on their progress especially before the last day to withdraw from class;
  - (3) Verify attendance for the first two weeks of class for fifteen-week courses and the first week for eight-week courses so that students not listed on the roll may complete their registration; and
  - (4) Submit grades to the registrar on or before the due date.

## **2. Scholarly Activity/Creative Endeavor**

- a. Through scholarly activity/creative endeavor, a faculty member grows intellectually/artistically, stimulates student learning, and adds to the accumulated knowledge of a discipline. A faculty member should strive constantly to contribute to the

growth and understanding in one's particular field through research, scholarship, and/or creative activity.

- b. The faculty member has a responsibility to share the results of study by disseminating it, as appropriate.

### **3. Service**

In the case of both professional and community service, the faculty member should exercise discretion in distinguishing between acts carried out or statements made as an individual or a professional and those carried out or made as a representative of the university.

- a. University

- (1) A faculty member has a responsibility to participate in the various activities, programs, and functions related to the enhancement of the department, college, and university such as serving on committees and taking part in other assignments and meetings as required.

- (2) All full-time permanent faculty must attend Convocation and Commencement unless specifically excused by the PVPAA.

- b. Professional

Within one's discipline, and as time and resources permit, the faculty member has a responsibility to respond to requests for advice and aid and to participate in the activities of one's profession. The faculty member should exercise care to avoid infringement upon obligations and responsibilities to the university.

- c. Community

As a member of a community, the faculty member has the same obligations and responsibilities as those incumbent upon other members of the community. Such service should be consistent with regulations of the university and the state.