

*Proposed revisions to Faculty Handbook Part III “Faculty Policies and Procedures,” Section C “Faculty Rights and Responsibilities,” Subsections 5-7 “Research, Service, Teaching.” ~~Approved by the Senate in December 2006.~~*

*The “Research, Service, and Teaching” subsections of the current Handbook are those approved in 1999. The Senate approved revisions to these subsections as part of a larger set of revisions on December 12, 2006. The Provost made a number of suggestions and raised some questions. The Governance and Steering Committees reviewed these subsections again in light of the Provost’s comments, and approved further revisions. This document compares the revised text approved by the Steering Committee on March 13, 2008 with the text approved by the Senate in December 2006.*

## **5. Research**

Members of the tenure-line faculty have a right and a responsibility to engage in research, construed broadly as creative activity that contributes to their field. Research is ~~generally scholarly~~ subject to review by qualified professionals, but takes different forms in different fields. In most, it is scholarly or scientific inquiry that is designed to advance knowledge and is published. ~~It includes work in the humanities as well as the sciences or otherwise disseminated.~~ In some fields, the creative activity is artistic or professional.

Faculty members have a responsibility to comply with all regulations governing research imposed by law or University policy, such as the policies and procedures of the Institutional Review Board, the Conflict of Interest Policy, the Radiation Safety Committee, and the Animal Care and Use Committee.

## **6. Service**

Members of the tenure-line faculty have a responsibility to perform a reasonable amount of service to the University. Service to the University comprises activities designed to support faculty teaching and research or guide student development in and out of the classroom. Such service typically involves administrative or committee work, and may be fulfilled at **any level of the University** (department, program, school, campus, or university level). ~~Through~~ **In any** service to the University, faculty members **have a responsibility to bring to bear** their ~~first-hand knowledge~~ **best judgment** of what constitutes good teaching and research, and the conditions that promote them, **to bear** on matters of academic policy, institutional priorities, faculty appointment and promotion, and selection of administrators.-

*Service done well involves using time and talent resourcefully to advance the good of the whole University. The most important service of any kind involves leadership, thereby playing a creative and motivational role in shaping the future of the institution. For this reason, service in leadership positions, including committee chair, department chair, program director, and governance body officer, is especially important.*

Faculty are also encouraged to provide service to their profession and the public. With the approval of the Chair and Dean, such service may substitute for service to the University. Service to the profession promotes teaching and research by facilitating the exchange of scholarship, the placement of graduate students, the setting of disciplinary standards, and so on. Through service to the public, faculty use their academic expertise to promote the public welfare.

Nontenure-line faculty may have service responsibilities specified in their appointment letters and applicable campus policies.

In the evaluation of faculty, service at all levels of the University, as well as service to the profession or public, will be counted appropriately and equitably.

## 7. Teaching

Members of the faculty have the following responsibilities in connection with their teaching:

- a. To remain current in their subjects and keep their courses current.
- b. To instruct assigned courses on the assigned subject and at the assigned level.
- c. To instruct assigned courses at the scheduled time, promptly beginning and ending each class.
- d. To make arrangements to cover or reschedule any class missed. Whenever possible, the teacher should notify the students and appropriate administrative offices in advance.
- e. To set out clear and appropriate expectations for students in writing at the beginning of the course.
- f. To foster free discussion, inquiry, and expression in the classroom while maintaining the course's academic standards and avoiding material unrelated to the subject.
- g. To take appropriate steps to ensure that required books and other course materials are available accessible when needed.
- h. To hold regular office hours adequate for advising and counseling students, including during the registration and pre-registration periods.
- i. To complete in a professional and timely manner all other teaching duties and academic assignments which the faculty member has accepted or been assigned, including mentoring or reading of dissertations or theses, administering or grading of comprehensive or qualifying exams, writing letters of recommendation, and conducting tutorials.
- j. To refrain from promoting any viewpoint by coercion, intimidation, or manipulation.
- k. To avoid using their academic authority inappropriately. Faculty members should not explicitly or implicitly require a student to perform personal, non-academic service for them as part for of the student's class work or base their evaluation of a student's academic performance on performance or non-performance of such service. Faculty members are

cautioned against asking or allowing a student to perform any service for them outside the scope of class work, for fear of unfairly exploiting the power of their position, or appearing to do so, and of creating an intimidating, hostile, or offensive environment. If a student does perform extracurricular service, faculty members should ensure that the arrangement is voluntary and beneficial to the student, and that it does not interfere with the student's education or work, or influence their evaluation of the student. For similar reasons, faculty members are cautioned against accepting more than token gifts from students. (See also the ~~“Sexual Harassment and Consensual Relations Policy,”~~ Section IVG ~~“Policy on Consensual Sexual Relationships Between Senior and Junior Members of the University Community,”~~ Section IVG.)

1. To follow the policies and procedures of the Institutional Review Board whenever students are used as subjects in research.