

FACULTY CONDUCT

Faculty Attendance and Class Times

Classes are to meet for the full class time. Please make your lesson plans accordingly and make sure that you are in the room during the time your class is scheduled to meet. Classes meeting for 3 or more hours in a single meeting have a 15-minute “break time” computed into the schedule. This may be taken at any time the instructor sees fit.

Some instructors give a few minutes for students to begin homework assignments at the end of the period. During that time, many students tend to drift out. There is no problem with that, as long as it fits the needs of your course—but the instructor should not leave until the end of the scheduled time. Students have paid for instruction during the published hours—not a self paced class where they work on their own.

AUTHORITY: College Policy 6Hx28:5-05, 6Hx28:8-17. Faculty are expected to meet all assigned classes in the rooms and at the times listed in the college schedule. No changes can be made in these assignments without approval of the dean or provost.

Faculty Evaluation

At the end of term 1 and 2, every teacher will be evaluated by the students. Teachers will leave the room during the evaluation and a selected student will be asked to collect the evaluations and return them to the department office or to the lab assistant in the Business Services lab. Please make sure that the evaluations are completed at least one week prior to the start of final exams.

Privacy Rights of Students

Generally, the college, including faculty, may not release information relating to the education of students to persons other than the staff without the student’s written consent. To obtain consent forms or to get additional information on student privacy rights, please contact the registrar’s office. Student grades shall not be publicly posted at any time.

Professional Relationships with Students

INFORMATION: All professors face the challenge of creating the rapport with students necessary for effective learning, while at the same time maintaining professional relationships with the students as individuals. Consequently, professors must exercise judgment in their personal relationships with students by not only avoiding unprofessional or illegal (e.g. discrimination or harassing) behavior, but avoiding its appearance as well. When students have complained about unfair treatment by professors in the past, such situations could usually have been avoided had the professor exercised some restraint in areas such as cultivating close personal friendships with students enrolled in the professor’s class, dating students, entertaining students at home, and drinking with select students after class.

Substitutes:

Should it be necessary for faculty to miss a class, the dean must be notified as soon as possible. If time allows, the dean will arrange for a substitute for the class. Faculty are welcome to assist the dean in arranging for a substitute, but any substitute must be approved by the dean and must meet professional requirements. If a substitute professor is going to meet the class, faculty are requested to assist in planning for the class to ensure a positive learning experience for students.

The substitute will be paid by the college, and the absent adjunct professor's salary will be adjusted accordingly. The department staff assistant will provide the paperwork for this process. On return to duty, the professor must submit the proper absence form to the immediate supervisor. The appropriate form is available through the department office.

Classes should be canceled only as a last resort. If there is no time to arrange for a substitute, the class will be canceled by the dean. If the dean cannot be reached, the department should be called to leave the message. Someone on duty will then inform the affected class of the cancellation. The dean will assist in rescheduling this canceled class.

Tutoring

AUTHORITY: College Policy 6Hx28:8-09. A professor may not receive compensation for tutoring students enrolled in his/her class. Tutoring is available by arrangement through the Tutoring Center.