

## **PART III**

## **FACULTY RESPONSIBILITIES**

### **OVERVIEW**

This section deals with your responsibilities as a faculty member. These obligations derive as so much else in the CSU from legislative enactments, administrative regulations, collective bargaining and expectations set forth in campus policies. This section provides a general discussion of those responsibilities but is not meant to be all inclusive.

### **GENERAL OBLIGATIONS**

Each faculty member is expected to observe the stated policies, procedures and regulations of the CSU and the university, and to fulfill all contractual and legal obligations.

Each faculty member is expected to maintain and improve their instructional / professional and scholarly competence by remaining current in their discipline including participating in appropriate professional development activities.

Each faculty member is expected to maintain a high standard of professional conduct in their interactions with all members of the university community and in their pursuit of knowledge.

### **WORKLOAD**

*Primary Information Resource: CBA [Article 20](#)*

#### ***Instructional Faculty Responsibilities***

The primary professional responsibilities of instructional faculty members are teaching, research, scholarship or creative activity, and service to the university, profession, and community.

Faculty members have additional professional responsibilities such as advising students, participating in department meetings and activities, campus and system-wide committees, maintaining office hours, working collaboratively and reproductively with colleagues, and participating in traditional academic functions.

The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as preparation for class, evaluation of students' performance, syllabus preparation and revision, and review of current literature and research, including instructional methodology in the subject areas. Research, scholarship, and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform.

The professional responsibilities of faculty members include research, scholarship and creative activities that contribute to their currency and allow them to make contributions within the classroom and to their professions. The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities. It is understood that instructional faculty members may not normally participate in all activities identified above during each academic term or year.

The composition of professional duties and responsibilities for individual faculty cannot be restricted to a fixed amount of time and will be determined by the appropriate administrator after consultation with the department and/or the individual faculty member.

The normal full-time faculty workload per semester is fifteen (15) weighted-teaching units (WTU) – twelve (12) for instruction and three (3) for instructionally related responsibilities.

The exact workload is determined in consultation with the department chair and is based on a variety of factors, including department and student needs, class size, advising obligations, course units, graduate teaching, as well as past practices in the department, released and assigned time.

### ***Assignment of Classes***

The assignments of classroom, laboratory, or studio schedules will be determined by the department chair. The department or other appropriate unit's overall instructional or course assignments will be consistent with department and student needs.

Faculty members are expected to meet with their students at the assigned time and place listed in the *Schedule of Classes*.

### ***Obligation to meet Class***

As a faculty member, you are responsible for meeting with your assigned classes and being present for your office hours both during the semester and the final examination period. It is very important that you notify your department chair whenever you have to be absent from class. If you have to miss office hours, notify your department administrative assistant and ask to have a notice posted on your door.

From time to time you may decide that particular classes should be adjourned to enable students to participate in appropriate guest lectures, academic convocations, or special seminars. Be certain that such activity furthers the academic goals of the students in that particular class. Check with your department chair before adjourning a class.

If you need to be absent for class due to professional travel or other anticipated event, please try and schedule either a guest lecturer or a library assignment or other learning exercise for the students. If you need to be absent due to an emergency or illness, please contact the department chair or administrative assistant as soon as possible.

### ***Office Hours: Availability to students***

Part of an instructional faculty member's responsibility is to be available to students outside the classroom environment for individual consultation. All full-time instructional faculty are expected to schedule and maintain at least five office hours per week in their assigned offices. Ideally, this should be a minimum amount of time. Office hours are to be posted and should be available in the syllabus so that students know when the faculty member is available. The posted office hours should ensure that they are reasonably accommodating to student needs within the context of the faculty member's schedule. . The five-hour per week minimum requirement for office hours cannot be met, entirely or in part, by stipulating "by appointment only."

### ***Academic Advising***

Some faculty are assigned formal advising. Please consult with the department chair. If assigned academic advising responsibilities, it is the responsibility of the faculty member to be prepared to provide students with accurate and consistent advice.

### ***Consultation Days***

Two days are set aside between the end of instruction and the commencement of final exams. These days are academic work days and faculty are expected to be on campus to meet with students during this period.

### ***Final Exams***

Final examination periods are officially part of the academic year and, as such, a component of required faculty obligations. Final examinations or final class meetings are required in all courses and shall be held at the time and place identified in the *Schedule of Courses*. No final examination may be scheduled prior to the time specified in the *Schedule of Courses*. Any exceptions must receive written approval of the department chair and dean.

The general nature of the examination or final class meeting should be described in the course syllabus. Illness, accident, or other contingencies may prevent a student from taking the final examination at the scheduled time. In such cases, the instructor should assign a make-up examination or, if appropriate, a grade of incomplete.

### ***Grade Reporting***

Final grades are due to the Registrar's Office at the time specified in the academic calendar. Faculty members are expected to post grades electronically on or before the due date. Students depend on prompt reporting of their grades for grants, scholarships and other forms of financial, employment, and other needs.

### ***Library Faculty Responsibilities***

The assignment of a library faculty members may include, but shall not be limited to, library services, reference services, circulation services, technical services, on-line reference services, providing instruction in library subject matter, service on systemwide and campus committees and task forces, and activities that foster professional growth, including creative activity and research. The nature of such assignments shall correlate closely with activities expected of library faculty to qualify for retention, tenure, and promotion and, following tenure, activities expected of library faculty in order to maintain their role as contributing members of the university community.

Library faculty members work an average of forty (40) hours per week and, unless assigned otherwise, perform their assignments on campus. Such assignments shall be made by the appropriate administrator after consultation with the library faculty members.

### ***Counselor Faculty Responsibilities***

The assignment of a counselor faculty member may include but shall not be limited to individual counseling, group counseling, consultation and referral, intern training and supervision, teaching, service on systemwide and campus committees and task forces, and activities that foster professional growth including creative activity and research. The nature of such assignments shall correlate closely with activities expected of counselor faculty in order to qualify for retention, tenure/ permanency, and promotion, and after tenure/ permanency, activities expected of counselor employees in order to maintain their roles as contributing members of the campus community. Such assignments shall be made by the appropriate administrator after consultation with the counselor faculty member.

## ***Collegial Working Relationships***

As members of the university community, all faculty members are expected to

- a. accept their share of responsibilities for the governance of the institution through service on department, college/school and university committees, boards, or the Academic Senate
- b. maintain the right to criticize policies and procedures as well as other regulations and seek their revision through recognized consultative processes
- c. show respect for and due consideration of the role and contributions that each member of the university community, whether faculty, staff, student or administrator, makes toward the mission of the university.

## ***Commencement***

Commencement is the concluding event of the academic year. Held in May, it recognizes graduating students' academic achievement. In addition to the general commencement, each college/school holds its own convocation on the day prior to the general commencement. Wearing their academic regalia symbolic of their role as teachers and mentors of the graduating students, all full-time instructional faculty members are expected to attend one of the two ceremonies. Library faculty and SSP-AR faculty are expected to attend the general commencement. Faculty may rent or purchase academic regalia from The Kennel Bookstore as needed.

**CAUTION:** It can be quite warm in Fresno in May and while the General Commencement is held inside the Save Mart Center, some of the convocations are held outdoors or in crowded facilities. Lightweight clothing is recommended for both occasions.

## **INCOMPATIBLE ACTIVITIES**

### ***Conflicts of Interest***

*Primary Information Resource* Policy on Incompatible Activities and Conflicts of Interest ([APM 345](#))

Acceptance of a full-time faculty position with California State University, Fresno implies the faculty member accepts the responsibilities of such a position as both a faculty member and as an employee of the State of California. As both a faculty member and state employee, you may not engage in any outside employment or activity that is in conflict with your responsibilities as a university employee or use state resources including equipment, stationary, offices or other university resources for personal business.

While you may engage in political activity, you must do it on your own time, not on state time or state expense. When you speak or act in your capacity as private citizen or enter into private business arrangements, you must distinguish these activities from your university obligations and make clear that you are acting outside your university employment.

If you have a question about whether your research may conflict with the mission and goals of the university discuss the matter with the Office of Research and Sponsored Programs Ext. 8-0840 or Academic Personnel Services at Ext. 8-3027

## ***Faculty-Student Consensual Relationships***

*Primary Information Resource: Policy on Faculty-Student Consensual Relationships ([APM 346](#))*

The university normally has no interest in private romantic or sexual relationships between individuals. However, the university does have a responsibility to protect the integrity of the learning environment and evaluation processes.

It constitutes unprofessional conduct for a faculty member to engage in romantic or sexual relationships with a student when the faculty member either currently has or foreseeably will be given responsibility for the evaluation (including recommendations for jobs, advancements, etc.) or supervision of the student. In the event the romantic or sexual relationship existed prior to the beginning of the faculty-student relationship, the faculty member shall immediately discuss the relationship with the dean with a view towards seeking alternative classes, advisors, etc., for the student. If no alternative classes, advisors, etc. can be identified the romantic or sexual relationship must be terminated. University response will vary as appropriate to the facts of each case.

## ***Misconduct in Research***

*Primary Information Resource: Policy on Investigating Scientific Misconduct ([APM 510](#))*

California State University, Fresno endorses the belief that honesty and integrity in the pursuit and dissemination of knowledge are two of the most important values of the academy. As scholars and researchers, all faculty members are expected to practice and foster honest academic conduct appropriate to the highest standards of academe and their discipline. Faculty members are expected to acknowledge the contributions of others, including their students, to their academic work.

Accordingly, faculty, staff, students and research managers shall maintain high standards of ethical behavior in the conduct of scientific research. Accuracy, validity and reliability should be the hallmarks of research results generated in the scientific enterprise. To this end, the university requires that all researchers be aware of and abide by the code of ethics established by their professions or disciplines.

Misconduct in research is defined as fabrication, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting research and creative activity. Misconduct does not include honest error or honest differences in interpretation of data.

For more information, contact the Office of Research and Sponsored Programs at Ext. 8-0840.

## **Tips**

- Understand your obligations appropriate to your faculty appointment
- Make sure you are prepared and on time for class lectures, office hours or other scheduled events
- Be collegial in your relationships with colleagues, other faculty, administrators, staff and students
- Act professionally, and be conscious of the appearance of a conflict of interest as well as an actual conflict
- Conduct yourself around students as their role-model
- Maintain the highest professional standards in conducting and publishing research