

## FACULTY RESPONSIBILITIES AND RELATIONSHIPS

### Academic Structure of the University

Each person receiving a faculty appointment becomes a member of an academic division. A division is an administrative grouping of disciplines served by a Division Chair. A faculty member may be a member of more than one division simultaneously, but such appointments will designate one division as “Primary”. There are six academic divisions at Mayville State University:

1. **Business**
2. **Education**
3. **Health, Physical Education and Recreation**
4. **Liberal Arts**
5. **Nursing**
6. **Science and Mathematics**

#### A. Syllabi

1. For full-term courses assigned each semester (term), faculty will have the course syllabus and the first week of course content posted and open in the LMS and available to students no later than 12 pm (noon) on the first day of the semester, identified on the campus calendar.
  - a. For courses less than full-term (example: 8wk & 5wk) each semester (term), the faculty will have the course syllabus and the first week of course content posted and open in the LMS and available to students on the first day of instruction prior to the first class time period or no later than 12 pm (noon).
2. For each course assigned, faculty members will review all contents of the syllabus on the first day of instruction with the students enrolled.
3. Faculty will submit an electronic copy of course syllabi for each course taught, every semester, to the Division Administrative Assistant by Friday of the first week of the semester. Course syllabi must contain all the elements required in the syllabus template. All course syllabi are placed in an Academic Affairs SharePoint file.
4. Academic Division Chairs are responsible to ensure that course syllabi include all required elements identified in the most current syllabus template for any courses taught within their academic division.

The campus approved course syllabus template is available to faculty as a guide for writing course syllabi. As an extension of the syllabus template, the Important Student Information (ISI) document ensures that student learning outcomes (SLO) for each major and/or essential learning outcomes (ELO) for essential studies course are available and presented students. Each spring semester, the syllabus template and the Important Student Information (ISI) document will be reviewed and updated by the Academic Affairs office and/or faculty/institutional committee to support best practices in college teaching and accreditation requirements.

The approved syllabus template for an upcoming academic year will be provided by the Office of

Academic Affairs to faculty by May 1 to allow faculty to use available contracted time to begin preparation for fall courses assigned by Division Chairs. Faculty that teach summer semester courses will not be required to use the syllabus template for the upcoming year but will be required to use the syllabus template for the current academic year that includes (in order) Fall, Spring, and Summer semesters.

### **B. Standards of Instruction**

Faculty are responsible for stating the objectives of each course they teach in the course syllabus. It is expected that each of the faculty will direct his or her instruction toward the fulfillment of these objectives. Faculty are also responsible for orienting the content of the courses they are assigned to the course descriptions approved by the faculty of the University.

It is expected that graded examinations and papers will be provided to the student for inspection and discussion in a timely manner. Final examinations should be retained for three class weeks to provide the opportunity for review, should the student so request. Examinations should be graded and used as a part of the student's learning experience.

Faculty recognize the need for student feedback to be conducted in a timely manner. The best feedback is specific, constructive, and immediate. Faculty should make this clear on the syllabus and to students on the first day of class and at other appropriate times throughout the semester.

The time necessary for the evaluation of assignments and activities will vary depending on the nature of the course, the type of assignments or activities and number of students in the course. As a general guideline, evaluation of assignments and activities in a 'timely manner' is defined as a minimum of 2 days and a maximum of 2 weeks. All faculty are highly encouraged to use the LMS gradebook to provide students with a timely assignment completion report and course grade status.

Faculty of all courses--distance, hybrid, and on-campus--will provide students with timelines for feedback on all graded materials (i.e. assignments, projects, quizzes, tests, exercises and activities), and will strive to meet those timelines, communicating with students any reason for not meeting expected timelines.

Faculty are evaluated by students on their timeliness and appropriateness of feedback, and may be evaluated by division chairs using the same standards.

Faculty members are expected to schedule a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both students and faculty, with the additional option of prearranged appointments. The office hours should be posted at faculty offices and in the campus LMS.

### **C. The Credit Unit**

The credit unit is defined in policy M441 The Credit Unit.

### **D. Teaching Load and Definition of Full-Time Teaching**

1. Full-time teaching duties normally include:
  - a. An average teaching load is 12 semester hours per semester. Instructional assignments may include on-campus, off-campus, hybrid and online classes. Adjustments may be made according to the number of contact hours, class size, class preparation, etc. A division chairs average teaching load is 9 semester hours,

- b. Up to three semester hours of arranged study responsibility, if there is the demand,
  - c. Student advising each semester,
  - d. Service on one or more committees of the university,
  - e. Research or writing, consultative services, or administrative duties,
  - f. A regular schedule that includes availability to students and others during the academic year,
  - g. Attendance at spring Commencement and other academic functions as requested by the President
  - h. Faculty load is determined by the Division Chair in consultation with the Vice President for Academic Affairs,
2. A faculty member, on his or her own volition, may request permission of the Vice President for Academic Affairs to teach beyond 12 hours without compensation or compensatory load reduction in subsequent semesters. This condition may result from a faculty member's preference to split a larger section into two classes or occur when regular enrollment in the faculty member's other sections are unusually low.
  3. Part-time teaching is defined as an academic load less than the full-time load determined by the University. Part-time faculty are required to hold reasonable office hours or published times for students to contact the instructor. Part-time faculty must follow all MSU policies.
  4. The academic year, except for the purpose of determining retirement age, is defined as comprising the term of service falling within the inclusive dates stated on the faculty contracts. The Summer Session is defined by the inclusive contract dates offered each individual faculty member.
  5. Arranged study, correspondence courses, independent study, and experiential learning credits shall be offered at the option of the faculty member with approval by the Division Chair and Vice President for Academic Affairs.

### **E. Class Attendance Regulations**

The institution expects students to attend each class. Faculty shall determine attendance policies for their classes and present them to students at the start of the semester. It is the ultimate responsibility of the student to satisfactorily complete work missed.

Every student has the right to expect that classes will meet according to the college class schedule unless acceptable alternative arrangements are made by the instructor and class members. Responsibility for this rests with the individual faculty member.

### **F. Faculty Responsibility for Conducting Classes**

Faculty members who are unexpectedly prevented from meeting a class are to notify the Division Chair of that fact as soon as possible. Faculty members who expect to be absent from the campus are to inform the Division Chair of their absence and acquaint them with the arrangements that have been made to provide for making up missed classes prior to or immediately following this absence. A Request for Leave of Absence form is provided for this purpose.

### **G. Method of Teaching**

The University emphasizes effective teaching. It encourages and supports innovative teaching methods and will display toleration toward experimental methods. Faculty are expected to monitor student

progress toward course objectives and learning outcomes.

#### **H. Textbooks**

Choice of the textbook and related teaching materials for any course rests with the individual instructor. Faculty are encouraged to explore methods to reduce the textbook cost to students, such as; open textbooks, e-textbooks and textbook rental if appropriate for their course(s). Cooperation with the Bookstore in the identification and ordering of textbooks is the responsibility of the individual faculty member.

#### **I. Final Examinations/Assessments**

Final Examinations should be scheduled and faculty should adhere to the following regulations adopted in M492 Final Examinations/Assessments.

#### **J. Student Growth and Development**

1. Orientation Program

An orientation program for in-coming freshman and transfer students is conducted by the Office of Student Services each term. Faculty will be asked to assist with such programs by providing academic advising. The Student Handbook is available to all faculty on the University Website.

2. Guidance and Counseling Activities

Academic: All degree seeking students are assigned advisers at the time of their initial enrollment by staff within the Student Services Division. Advisors for students who have been accepted into their major are assigned by the Division Chair working with the discipline faculty, usually at the conclusion of the sophomore year.

Personal and Career Counseling: Students may consult faculty relative to personal and career problems or questions. A personal and career counselor is available in the Office of Student Services should faculty wish to make referrals.

#### **K. Expectations as a Teacher**

Every faculty member has the right to certain basic expectations from the University. While other rights may exist, the following are particularly noteworthy.

1. Conduct their courses in the way which they believe to be most effective; they are free to use the materials of instruction, which they believe most desirable. Freedom of instruction does not mean the freedom to teach in a careless or inefficient manner or to teach, that which is not relevant to their field of teaching.
2. Cordiality and honesty in all dealings with the administration.
3. Best possible accommodations as far as equipment and plant are concerned, within the limitations of the budget. The University must recognize the role of environment in fostering the teaching-learning process.
4. Seek enrollment limits on classes where excessive student numbers would damage the nature of the course and student progress. Seek removal of students who are damaging to course progress.
5. Solve student-faculty academic problems prior to the involvement of the administration. The administration should not involve itself in any problem prior to faculty-student discussion on the issues.
6. Full administrative support concerning student cheating and other unethical problems in classes.

Provided that cruel and unusual punishments are not involved, the administration shall support any faculty decision.

#### **L. General Information**

1. Each teacher should see that classrooms are left ready for the next class.
2. MSU is a tobacco-free campus. Smoking or tobacco is not allowed on campus.
3. All changes in classrooms must be approved by the Office of Academic Records.
4. All persons who use a classroom during the last scheduled hour of the day shall cooperate in implementing night energy savings procedures. Specifically:
  - a. All windows and doors shall be closed;
  - b. Draw window shades and/or close curtains;
  - c. Shut off all lights.

#### **M. Reports needed by administrative offices are to be turned in promptly.**

Among the reports faculty submit are:

1. Faculty Office Hours -- beginning of each semester -- posted by their office and in the learning management system (LMS);
2. Starfish, the student early warning system, is required to be used by faculty as follows:
  - 2.1. Attendance/Enrollment Verification
  - 2.2. Early Alert to Students – i.e.: missing assignment, poor attendance, etc.
  - 2.3. Course Midterm report
  - 2.4. Late alert (prior to the last day to withdraw from the course)
  - 2.5. Faculty are encouraged to use Starfish throughout the semester as a tool to keep students informed about course concerns which should aid in the retention of students.
  - 2.6. The exact dates of associated Starfish reporting for the above requirements will be provided by Student Affairs at the start of each academic year, and associated email notices will be sent to faculty when specific reports are due.
3. Grade(s) due in ConnectND at the end of each respective session;
4. Failures and incompletes -- shortly before or immediately at close of semester;
5. Inventories, as requested;
6. Tax exempt certificates;
7. Application for hospital and group insurance – (new faculty);
8. Application for TIAA – (new faculty); and
9. Supplementary Data Report by the last Thursday of March, annually to the Office of Academic Affairs.

#### **N. State Vehicle Usage**

State vehicles may be used for official business only and not for travel where the individual is reimbursed

by an outside agency. Arrangements for their use may be made with the Facilities Services Office. A schedule for commitments for the use of state vehicles is available with the Facilities Services Office. State vehicles checked out for a specific event should be returned directly to the University, with keys, promptly at the conclusion of travel and not parked at a faculty/staff member's residence.

#### **O. University Activity Calendar**

A calendar of major events and activities is maintained on the university website. Faculty and staff may schedule events and meeting rooms by utilizing the online reservation system. Meetings, which appear on the calendar, have priority over unscheduled meetings. In case committee hearings or faculty meetings conflict with regularly scheduled classes, the class shall have the priority.

#### **P. Use of Faculty and Staff Status**

Faculty and staff are expected to be conscious of their unavoidable role -- as individual citizens and as representatives of Mayville State University -- in their activities both within and outside the University Community. Faculty and staff should not use the University name or his or her connection with the University without the approval of the President, in any opinion or certificate concerning the merit or credit of any business undertaking, or of the value of any scientific or practical invention, or in the sponsorship of an organization or the espousal of any cause.

#### **Q. Contractual Relationships**

Individuals become members of the University on the basis of a contract, which is normally detailed in writing and signed by appropriate University officers, and the faculty or staff member. Such contracts are considered bilateral, i.e., they are interpreted as containing explicit promises on the part of the employee to perform his or her assigned duties satisfactorily in consideration of the University promise to grant faculty or staff status, with all its benefits, and a stated salary, etc. Contracts may not be terminated by either party unilaterally except on grounds of breach going to the essence of the agreement. Termination or dismissal on these grounds, however, must be effected with due process as is set forth by North Dakota State Board of Higher Education and Mayville State University Policy.

Contracts between the University and tenure-track faculty are considered permanent or continuing in the sense that they are renewed annually unless (1) the faculty member gives timely notice of termination or fails to return the contract offer within the specified time limit; or (2) the University gives timely notice of non-reappointment of non-tenured faculty or of its intent to terminate tenured positions for cause. Procedures governing termination or dismissal for cause are also set forth by North Dakota State Board of Higher Education and Mayville State University Policy.

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**Sponsor: Vice President for Academic Affairs**