

# FACULTY DUTIES AND RESPONSIBILITIES

## 1. Teaching and Advising Students

The primary mission of Bay Path University is the education of its students, and the faculty must reflect that commitment. Excellent faculty are skilled in the art of teaching and work to continuously improve and enliven their teaching. Their preparation should include an understanding of the best and most current work in a specialty area, as well as an understanding of the broader parameters of their discipline and its connection with other disciplines. Faculty must be able to convey knowledge effectively, to link theory with practice, to stimulate students' interest in the discipline, and to facilitate learning. Effective teaching includes periodic review of programs and syllabi, the development of new programs and courses, the development of new teaching strategies, the learning of and incorporation into courses of evolving technologies, and the assessment of student learning outcomes. Faculty are required to participate in Faculty & Academic Directors Assembly and School Meetings and are also strongly encouraged to attend Forum meetings, where their primary responsibility for curriculum can be jointly reviewed and explored.

Excellent faculty are concerned about and understand pedagogical issues. They prepare courses and materials conscientiously and in accord with established program objectives and college or departmental requirements, set high standards, and encourage students to ask questions, to engage in active learning, to apply what they learn, and to take responsibility for their own development of knowledge, skills, and applications. They evaluate student work fairly and promptly and relate all assignments and assessments to stated learning objectives.

The University's expectation for full-time faculty is that they are fully engaged at the University, completing their full workload teaching assignment, providing sufficient virtual contact with students (e.g. E-mail, phone, Zoom, and/or other types of electronic communication) and meeting all other expectations in terms of regularly posting weekly office hours and participating in department/school/committee meetings, etc..

Faculty professional duties extend beyond the classroom. All faculty have responsibility for advising students and meeting with students during established office hours. The ability to relate effectively to students both in and outside the classroom is an important part of faculty professional responsibilities

In general, all faculty shall, among other things:

- Be well organized, prepared, and able to communicate effectively to students.
- Provide challenging, fair, varied, and timely assessments of student learning.
- Be tolerant and respectful of students' differing points of view while encouraging critical thinking and debate.
- Treat all students fairly and with respect.
- Strive to motivate students and instill enthusiasm for the subject matter.
- Provide reasonable accommodations to students with diverse learning styles and disabilities.

All faculty shall adhere to the following standards for teaching, advising, and relating to students:

- Provide a well-written and organized syllabus that includes course and student learning objectives related to the established content and applications for the particular course, that reflects an appropriate level of rigor and which clearly states grading policies, including scheduled assignments and assessments and that follows the University-approved format for syllabi (see Syllabus Templates ([https://one.baypath.edu/pages/citl\\_syllabus-templates/](https://one.baypath.edu/pages/citl_syllabus-templates/))).
- Post regular weekly office hours. In addition, provide sufficient virtual contact with students (e.g. E-mail, phone, Zoom, and/or other types of electronic communication) to meet their reasonable needs for support and advising. It is anticipated that responses to questions and/or concerns will be provided within 24 business hours of a student's initial contact especially during advising periods.
- Keep classes in attendance for the scheduled class period throughout the semester, including the scheduled final exam period.
- Make arrangements for collegial coverage, alternative assignments or activities, or make-up sessions for classes that are canceled.
- Adhere to course objectives, student learning objectives and actively assist students in achieving all objectives for the course.
- Conduct student learning outcomes assessment on a regular basis according to the departmental assessment plan.
- Provide accurate and reliable advice to advisees on program requirements, course schedules, and career objectives.
- Develop strategies to help students and advisees who may be experiencing academic difficulties.
- Guide advisees in long-term planning and encourage the use of academic support services available throughout the college.
- Participate in University and School meetings and activities.

## 2. Ethics

The faculty of Bay Path University take pride in their dedication to the profession of which they are members. They recognize that if they are to best serve the University, their students and their colleagues in the profession, they must constantly examine their objectives and their progress toward the attainment of these objectives. The following points are offered as suggestions for self-evaluation (developed and endorsed by the faculty):

- The professor has a prime responsibility to their students – to impart knowledge in an understandable and engaging fashion, to stimulate intellectual curiosity and to assist in the development of individual abilities.
- The good professor seeks always to improve himself/herself to better teach others, and is conscientious in preparation, enthusiastic in presentation, and scrupulously fair in evaluation of students.
- The good professor is available to students outside the regularly prescribed classes to give academic assistance and encouragement when needed, and they refer the student to trained counselors when such need is demonstrated.
- The dedicated professor recognizes that loyalty to the profession requires that they respect the personal and intellectual integrity of their colleagues, cooperates with them to present a well-integrated curriculum and strives at all times to share the advantages of their experience and training.

- The responsible professor accepts the announced objectives of the University and strives to increase its effectiveness, further its growth, and enhance its reputation. A faculty member is expected to support the rules, regulations, and policies of the University. If they are not in agreement, they are to express their disagreement officially through proper channels. Under no circumstances are they to communicate their lack of sympathy or support to students.

Note: Faculty teaching in accredited programs (e.g., OT, PA, Legal Studies, Genetic Counseling, etc.) must adhere to standards of ethical behavior as defined by their professional organizations.

### 3. Academic Freedom

Bay Path University has adopted the following statements on academic freedom in its statement of goals: The University's intellectual climate is innovative and liberal, entrusting their students with much responsibility for their own academic growth; and believes that tolerance and respect for diverse convictions are essential to the survival of freedom in a democracy and that these characteristics can best be taught by example in an atmosphere of free inquiry. Academic freedom does not permit one to depart from the established course descriptions, mission, policies, and values of Bay Path University.

### 4. Course Load

Full-time faculty members not serving as chairs of departments, directors of programs (excluding those holding rank as Professor of Practice) usually shall be required to teach 24 credit hours or their equivalent per academic year. Each full-time faculty member will complete and submit a Faculty Workload Sheet to their respective Supervisor/Dean each academic year.

Full-time faculty in the undergraduate division must submit their completed Faculty Workload Sheet to their Department Chair/Dean no later than September 1. The Dean, upon approval, then submits it to the Academic Affairs Office no later than October 1.

Full-time faculty in the graduate division must submit their completed Faculty Workload Sheet to their Program Director/Dean no later than October 15. The Dean, upon approval, then submits it to the Academic Affairs Office no later than November 15.

During this process, overloads must be approved by the Vice President of Academic Affairs. The University recognizes that workloads may change throughout the year (e.g. courses may be canceled or converted to directed studies), therefore, final Faculty Workload Sheets are due June 1. Any activities for which the faculty member expects compensation must be included on their worksheet including overloads and administrative assignments. The Dean of each School shall consult the faculty in arranging their teaching schedules but may not be able to accommodate all requests for special schedules or courses. Being mindful of the needs of students and enrollments in special formats and/or programs, including accelerated, weekend, evening, and online programs all individual schedule requests may not be accommodated. The University maintains its discretion to schedule faculty for teaching assignments and for scheduling classes.

### 5. Other Teaching Assignments at Bay Path University

The reputation of the University is based primarily on the past and present performance of the faculty. Consequently, faculty whose expertise prepares them to teach in new academic programs will be invited to teach in them.

### 6. Course Syllabi

The faculty will develop a course teaching plan and student syllabus for each course taught; following the standard syllabus format

(see Syllabus Templates ([https://one.baypath.edu/pages/citl\\_syllabus-templates/](https://one.baypath.edu/pages/citl_syllabus-templates/))). The syllabus will be developed from the approved departmental course plan and will meet the approved student learning outcomes for both the course and the program. Note that learning outcomes assessment occurs in specified courses according to the University-wide learning outcomes assessment plan. The Dean, Department Chair/Program Director/Coordinator and the Dean of Institutional Effectiveness and Accreditation will provide guidance in this process.

Faculty shall post and publish their complete course syllabus at least two weeks prior to the start of each term (fall, spring, evening, summer, graduate, online, etc.), faculty shall post a copy of their complete course syllabus in the Canvas learning management system. In addition, an electronic copy should be sent to the Department Chair or Program Director and Dean. The Department Chairs/Program Directors/ Coordinators must submit their faculty's teaching syllabi and any new and revised departmental syllabi to the Academic Affairs Office on a semester/ term basis.

### 7. Office Hours

Full-time faculty shall be visible and accessible members of the University community, present and available to students. One way faculty provide this accessibility is by scheduling and observing stated office hours throughout the week to provide students an opportunity for individual attention and to be available for needed conferences. All full-time faculty will post and advise students and department chairs/program directors/coordinators of office hours and submit a schedule of class and office hours to the appropriate dean at the beginning of each term. If a faculty member needs to cancel office hours, the Department Chair/Program Director/ Coordinator and Dean, should be informed directly. In addition, full-time and part-time faculty teaching in the traditional undergraduate and/or graduate programs will provide sufficient virtual contact with students (e.g. E-mail, phone, Zoom, and/or other types of electronic communication) to meet their reasonable needs for support and advising. It is anticipated that responses to questions and/or concerns will be provided within 24 business hours of a student's initial contact.

### 8. Meeting Attendance

Full-time faculty, with the exception of Professors of Practice, are required to participate in scheduled activities, including Academic Affairs Committee Meetings, School Meetings, Faculty Professional Development Sessions and the Faculty Assembly Meeting. To accommodate participation in these events, no classes will be scheduled between 3:30 PM and 5:00 PM on each Wednesday. *Full-time faculty should not accept teaching or other assignments that conflict with this timeframe.*