

UNIVERSITY, SCHOOL AND COMMUNITY SERVICE

Faculty are expected to actively participate in the life of the University community as part of their professional responsibilities. Likewise, involvement with civic organizations and the community at large is encouraged if it supports the mission and goals of the University.

Active involvement in the University includes, but is not limited to, student activities, efforts for recruitment and retention of students, events, conferences, workshops, and speaker series sponsored by the University, and service to the campus community. Opportunities to display campus and community service may include the following activities, which may be included and documented on the annual report and plan:

1. Serving on University and/or University committees or task forces, or chairing committees or task forces.
2. Supporting admissions activities as developed by Admissions.
3. Speaking to or involving oneself in a community group or activity which benefits the University.
4. Representing the University at an outside function.
5. Serving as an advisor to a student organization.
6. Planning and/or participating in special student programs.
7. Supporting Bay Path students through attendance at athletic, social, and cultural events.
8. Making on-campus presentations for faculty or students.
9. Planning and holding a conference or workshop; attending University- and/or University-sponsored events.
10. Participating in University- and/or University-sponsored workshops, events, speaker series, both on- and off-campus.
11. Conducting special campus projects.

Meetings and University Activities Full-time Faculty are Required to Attend

Note: Faculty are expected to participate in activities including Academic Affairs standing committee meetings, school meetings, professional development sessions and the Faculty & Academic Directors Assembly.

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.

Full-time Faculty are expected to attend:

- Commencement¹
- Convocation (*Undergraduate Faculty & Directors*)
- Selected new student orientation events
- Department meetings
- Faculty & Academic Director Assemblies
- School meetings
- Faculty professional development sessions
- Academic Affairs standing committee meetings
- Events, institutes, workshops, trainings and other programming scheduled during "institute weeks" (the week prior to the start of the traditional fall term and the week following commencement.)

Faculty are encouraged to attend other events and functions as scheduled, especially those involving students. Departments must be represented and participate in admissions open houses and new student orientations as scheduled; faculty are expected to share these responsibilities with each other and with department chairs, directors, and deans.

¹ Absences are to be requested in advance of these events by notifying the Academic Affairs Office. The Vice President of Academic Affairs is the only academic administrator who can approve absences for these events.