

V.

FACULTY OBLIGATIONS

As citizens, members of a learned profession, and officers of the college, faculty are expected to fulfill professional duties maintaining constructive and collegial relationships with faculty, students, and staff.

TEACHING AND ADVISING

TEACHING, INDEPENDENT/GUIDED STUDY AND STUDENT MENTORING

The normal teaching load for an academic year is 21 contact hours per school year, or the equivalent of seven 3-semester-hour courses. For teachers of natural science, laboratory contact hours are equated with class lecture hours. Due to the shifting needs of a growing institution, inevitably the loads of given teachers will vary from this norm, and loads over 21 hours will be compensated. Independent research/guided study supervision during the academic session is currently treated as part of one's load, without additional compensation, but faculty members are encouraged to limit themselves to two or three such projects per semester. The Winter Session is a three-week program offered during January of each year that enables students to enroll in one course (or two courses for a maximum of four credits) and concentrate on that academic experience. Students and faculty members are not required to participate in the Winter Session, but faculty members who teach during the session could reduce their teaching loads during either the spring or fall semester of that school year. The teaching semester extends through exam period. Faculty are expected to treat the exam period as a week of class, whether or not an exam is given. It is unfair to students and to other instructors to schedule exams before the exam period.

FACULTY AND STUDENTS OUTSIDE OF CLASS

To support student engagement, each faculty member must foster good relationships with the students both in and out of class. This does not mean that faculty members are always on call, but it does mean that they create an atmosphere of openness, that they are regularly available, and that they are knowledgeable about the college's academic program.

OFFICE HOURS

Faculty are expected to be available (i.e., either on campus, by phone, or where appropriate by email), for advising, consultation, committee work, etc., on the days when college classes normally meet. They are expected to keep regular office hours, which are announced in their syllabi and posted near office doors. Colleagues are encouraged to add "and by appointment," because a given student's class schedule may conflict with a faculty member's regular office hours. Faculty also should indicate under what circumstances students may contact them by phone at home and via email.

ACADEMIC ADVISING

Each full-time faculty member will be assigned academic advisees after one year of teaching at Virginia Wesleyan. Each faculty member is expected to become thoroughly familiar with the academic policies included in the catalog, with the General

Studies and other graduation requirements, and with departmental requirements. Through MARSIS, each adviser has access to grades, progress reports, general studies audits, academic standing, and other academic records.

Upon entering college, the student is assigned an adviser. A student desiring to change advisers secures the consent of a new adviser and notifies the Registrar's office. When a student is reassigned, both the previous and the new advisers are notified; the previous adviser should then give to the new one the academic files of the student involved. When students declare a major, they select a faculty adviser in the area of their major. Again, both advisers are notified and the files should be sent to the new adviser.

NON-ACADEMIC COUNSELING

There are occasions when as an adviser you will need to refer students to one of the college's professional counselors. Students should feel free to consult with college counselors. However, these counseling services do not replace the student-faculty adviser relationship; rather, the counseling service supplements this relationship and adds a further dimension of assistance to students. Matters discussed in counseling sessions are held in confidence. Only with the student's permission are these issues shared with other people on campus. Students interested in services offered through external providers may contact the counseling office in the Batten Center. The chaplain of the college also is available for regular counseling with students.

COURSES, PROGRESS REPORTS, AND SUBMISSION OF GRADING

COURSE SYLLABI

On the first meeting day of each course, faculty members are expected to provide a syllabus in either hard copy or electronic form. Syllabi must include:

1. an explanation of course requirements
2. a schedule for covering material
3. goals of the course, including those which address any general studies components
4. an accommodation/accessibility statement
5. an attendance policy
6. a grading assessment scale
7. a schedule of office hours.

PROGRESS REPORTS

Early in each semester the Registrar will notify faculty members of the process and deadline for submitting progress reports so that progress information will be available to students and advisers via MARSIS beginning on the date published in the college calendar. The information also can be helpful to the Academic Standing Committee during its deliberations each semester.

FINAL EXAMS AND FINAL GRADES

Final exams are to be given on the date and during the time scheduled by the Registrar. Faculty are not to schedule exams during the final week of classes or before the exam period. A period of 2 ½ hours is scheduled for each exam. A copy of the final exam

schedule is available on the Registrar's home page. Faculty have agreed to submit final grades within 48 hours of the scheduled final exam. It is important that the deadline for submission of grades be met in order to allow time for necessary processing required to meet such subsequent deadlines as certification for graduation. Senior grades may be submitted first, to be followed by grades for the remainder of the students on the class roster. Grades should be submitted electronically using MARSIS:<http://www.vwc.edu/marsis>.

C-REPORTS

For students earning a final grade of C- or below, faculty must complete and submit a "C-Report." C- reports will be available to students on Marsis, and may also be used by the Academic Standing Committee during its deliberations each semester.

PROFESSIONAL RECORDS

SUBMISSION OF EVALUATION RECORDS INCLUDING PROFESSIONAL ACTIVITIES FORM

For purposes of annual evaluation, faculty are required to submit to the Dean of the College a professional activities form. This form is due in early January and records the preceding calendar year. The materials to be submitted with this form are described in section V of this document under the heading "ANNUAL EVALUATIONS FOR ALL FACULTY MEMBERS."

USE OF THE STUDENT COURSE AND INSTRUCTOR EVALUATION FORM

All instructors are required to administer course and instructor evaluation forms in all of their courses at the conclusion of each semester. The forms serve a faculty development purpose by generating information, both quantifiable and narrative, which the students share with faculty members regarding instructional methods, reading materials, course pacing, and the professionalism of the instructor. Division chairs also have access to the forms as they prepare annual evaluations of faculty members.

It is suggested that at least a part of one class period during the last week of classes be devoted to the completion of these surveys (hard copy or Blackboard version). Students should understand that the process is intended to provide information which will be valuable to a faculty member as he or she seeks to improve teaching effectiveness. In administering the form, faculty should assure students that faculty members cannot review their responses until after final grades have been turned in to the Registrar. After explaining the use of the form, the faculty member should ask a reliable student to collect the completed surveys, place them in a sealed envelope, and take them to a designated drop-off place in each classroom building. The dean's office will make summaries of the results of the evaluations for each class. Faculty are urged to review the results of the surveys after final grades have been submitted to the registrar.

OVERLOAD/ADJUNCT REPORTING

Faculty must ensure that before classes begin for any semester, the dean's office gets a written record of overload hours. These, as well as adjunct hours, are to be submitted through departmental coordinators.

FACULTY ABSENCES FROM CAMPUS

Faculty members who plan to be absent from their regular duties for professional reasons should inform the dean's administrative assistant. The purpose of this is not to check on the faculty member or in any way cause him/her to seek permission, but to provide information in case of emergency or in case of calls for the particular professor. It is assumed that personal absences will be held to a minimum and that, in such cases, the same procedure will be followed. In cases of illness, the faculty member should have someone notify the dean's administrative assistant so that the affected classes may be informed.

EXTRA-CONTRACTUAL EMPLOYMENT

Faculty must negotiate with the dean terms for engaging in compensated employment outside what is specified in his or her contract with Virginia Wesleyan College and should update the dean annually on the state of any such arrangements.

INSTITUTIONAL SERVICE

PARTICIPATION IN FACULTY GOVERNANCE

Faculty members are expected to attend Faculty Assembly, Community Council, and divisional meetings, and to attend meetings and perform duties associated with faculty commission assignments. Faculty members are also expected to participate in departmental decision making and to share in departmental tasks and responsibilities.

ATTENDANCE AT SPECIAL OCCASIONS

Classes are scheduled to meet Monday through Friday. Occasionally, academic events take place on weekends. Special events such as Freshman Orientation, pre-session faculty workshops, Parents and Family Weekends, VWC Days, and commencement will be announced well in advance. Attendance by faculty (or in some instances by department representatives) is expected for these events.

IDENTIFICATION WITH THE COLLEGE

Individuals employed by Virginia Wesleyan College should avoid at all times the use of college stationery or other official identification with the college in their personal correspondence and possible commercial contracts. When VWC faculty members speak publicly, either as official representatives of the college or on their own, they should openly differentiate between their personal views and the views of the college.

FORWARDING ADDRESSES

Forwarding addresses for the summer months, for leaves of absence, and for other reasons of departure from the campus should be left with the office of the Dean of the College.

(Section V. revised 05/07)