



Handbook of Operating Procedures

Section: 6.5.4
Originally Approved: 10/05/1990
Last Amended: 03/23/2012
Last Reviewed: 06/14/2010
Page: 1 of 5

FACULTY DUTIES AND RESPONSIBILITIES

A. Purpose

The purpose of this policy is to set forth the duties and responsibilities of the faculty members at The University of Texas-Pan American as provided for by The University of Texas System Board of Regents' *Rules and Regulation* [Series 31004](#).

B. Persons Affected

This policy applies to faculty.

C. Policy

1. Clarification of Role

Faculty members are citizens, members of learned professions, and officers of an educational institution supported by the State of Texas. When the faculty member speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but should make it clear that the faculty member is not an institutional spokesman.

2. Primary Duties

The primary duties of the faculty are:

- a. Teaching. Teach or supervise in the classroom, laboratory, seminar, educational or clinical setting.
- b. Research. Study, investigate, discover, create, and develop professionally.
- c. Administration. Perform curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, attending to administrative and disciplinary tasks, fostering intellectual curiosity and integrity in the student body.
- d. Contribution to Society. Use their professional expertise to benefit society.



Handbook of Operating Procedures

Section: 6.5.4
Originally Approved: 10/05/1990
Last Amended: 03/23/2012
Last Reviewed: 06/14/2010
Page: 2 of 5

FACULTY DUTIES AND RESPONSIBILITIES

D. Definitions

Not applicable.

E. Responsibilities

1. Committee Assignments

Faculty members are expected to accept and participate when elected or appointed to institutional committees or councils. Participation by faculty on a committee or council constitutes department, college or University service. The University of Texas-Pan American recognizes three committee and council categories: academic, administrative and non-academic, and campus life (see [HOP 3.3.4, Administrative and Non-Academic Committees and Councils](#); [3.4.4, Academic Committees and Councils](#); and [3.6.4, Campus Life Committees in General](#); for membership requirements and duties). A faculty member can be assigned only to one university-level standing academic committee at a time.

2. Community Activities

Faculty members are encouraged to take part in community activities. Such activities should not interfere with any faculty member's primary duties. Community activities that are discipline-related constitute a type of Professional Service for the purpose of tenure, promotion and annual evaluation.

3. Faculty Meetings

There will be at least one general university-wide convocation faculty meeting each academic year. Departmental meetings shall be scheduled by department chairs, to handle such matters as curriculum, budget, recruitment, etc. Faculty are requested to keep the announced time of all faculty meetings free from other engagements in order that they may attend and participate in all faculty meetings.

4. Faculty Classroom Responsibilities

a. Syllabus



Handbook of Operating Procedures

Section: 6.5.4
Originally Approved: 10/05/1990
Last Amended: 03/23/2012
Last Reviewed: 06/14/2010
Page: 3 of 5

FACULTY DUTIES AND RESPONSIBILITIES

- (1) the faculty member shall issue a syllabus to students within the first two weeks of the semester. The syllabus shall contain:
 - (2) faculty member's office number and office hours, email, etc. and other contact information
 - (3) a complete list of required texts
 - (4) tentative course subject outline in chronological order
 - (5) grading system in course
 - (6) faculty member's policy in regard to absences
 - (7) faculty member's policy in regard to make-up work
 - (8) Student Learning Objectives (SLOs)
- b. Exam
 - (1) the faculty member shall notify each class, at least one week in advance, of each major exam. The type of exam (essay, objective, etc.) and the subject matter tested shall be specified at that time.
 - (2) examination and essay grades shall be returned to students before the next exam or essay assignment is due, or within a time limit specified by the faculty member.
- c. Major Assignments
 - (1) the faculty member shall inform the class of any major essay assignment at least one week in advance. The assignment shall include the following: sample topic, length, methodology, style (analytical, descriptive, etc.), form and due date.
 - (2) the faculty member shall notify the class of any required research projects in the first month of the semester. The assignment shall include the following: sample subject, length, methodology, style, form, and due date.



Handbook of Operating Procedures

Section: 6.5.4
Originally Approved: 10/05/1990
Last Amended: 03/23/2012
Last Reviewed: 06/14/2010
Page: 4 of 5

FACULTY DUTIES AND RESPONSIBILITIES

- (3) no more than twenty (20) percent of the course grade beyond requirements established in the syllabus shall be assigned during the last two weeks of the semester; that requirement does not preclude assigning a value to a paper/project earlier in the semester.
- (4) The faculty member shall notify the Library so that sufficient copies of any reserve reading shall be available to students. Recommended readings shall be made reasonably accessible.
- (5) The student is responsible for raising any questions concerning the policies indicated in the course syllabus or the course assignments. The student is responsible for completing all assignments within the time period designated by the instructor; acceptance of late work is at the instructor's discretion.

5. Final Examinations

Faculty members and students are expected to adhere to the published examination schedules. Permission to change the scheduled time of an examination must be secured from the appropriate Dean. A faculty member is permitted to exempt from final examination in his/her class any student who has an "A" average in the class. Final examinations will be filed for at least one semester. Students will be permitted to examine their own work.

6. Office Hours/Times Accessible to Students

In accordance with departmental/college policy and procedures, faculty are expected to be accessible to their students outside the classroom via email, telephone and office hours.

The teaching schedule and office hours shall be posted outside each faculty office and be available in the department office. Faculty members are to be available to students during the posted office hours. Faculty shall also be available for student advising at other times by appointment exceptions to the provisions stated above must be approved in writing by the department chair.

7. Advisement Duties



Handbook of Operating Procedures

Section: 6.5.4
Originally Approved: 10/05/1990
Last Amended: 03/23/2012
Last Reviewed: 06/14/2010
Page: 5 of 5

FACULTY DUTIES AND RESPONSIBILITIES

Faculty members are required to be available for advisement. Each department will devise a system for distributing advising responsibilities among faculty.

8. Commencement
 - a. Commencement ceremonies will be held each academic year, usually one at the end of the fall semester, at the end of the spring semester and at the end of the summer.
 - b. Faculty members are expected to participate in commencement ceremonies each academic year.
 - c. Each college shall establish appropriate procedures to ensure adequate faculty representation at commencement ceremonies.

F. Procedures

Not applicable.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Academic Affairs Executive Team
3. Faculty Senate Chair