12.01.99.C0.03 Responsibilities of Faculty Members

Revised: November 2, 2026
Next Scheduled Review: May 4, 2031
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) is committed to excellence in teaching, librarianship, research, scholarship, and creative activity (RSCA), service, a concern for students, and the integrity of the institution. As such, all faculty are expected to meet certain expectations, as appropriate to their appointment. While these responsibilities provide the foundation of good teaching, librarianship, RSCA, service, and professionalism, they do not alone qualify faculty for tenure, promotion, and/or renewal of an employment contract. This list of faculty expectations is not comprehensive, and other responsibilities may be assigned by a supervisor/department chair or other member of the supervisory chain of command. As university employees, faculty must abide by all expectations of general employment.

Procedure

1. GENERAL EXPECTATIONS

1.1. All faculty members at TAMU-CC are expected to:

(a) Engage in academic unit (e.g., college, school, library) and university activities with professional conduct; that is, they must work cooperatively and collaboratively with colleagues and share in the responsibility of group endeavors that further the mission of the department, academic unit, and university.

(b) Maintain high ethical standards in all professional activities and practice intellectual honesty; they will not exploit, harass, or engage in discriminatory treatment of students or colleagues.

(c) Avoid creating the impression that they are speaking on behalf of the department, academic unit, or university when speaking or acting as a private person.

(d) Engage in professional development as teachers, librarians, scholars, and public servants.

(e) Complete all training required by the university and the Texas A&M University System by the due dates. Required employee training will be assigned during the faculty member's appointment period.

1.2. Each academic unit will require its faculty to attend either the fall or spring commencement ceremony annually. Any faculty member who wishes to be excused from a given commencement ceremony must get approval from their academic unit dean/director prior to the ceremony. All faculty who teach during the second summer session and a representative group of faculty librarians must attend the summer commencement ceremony. Faculty are required to wear regalia to all commencement ceremonies.

1.3. TAMU-CC faculty who are found to be noncompliant with this procedure are subject to appropriate disciplinary action up to and including dismissal in accordance with university procedure *12.01.99.C0.05, Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments*.

2. TEACHING EXPECTATIONS

Faculty members with teaching responsibilities at TAMU-CC are expected to:

(a) Engage in teaching activities as required by university and academic unit guidelines and in accordance with their appointment and discipline.

(b) Develop student learning outcomes and course content in accordance with university catalog course descriptions and in alignment with program learning outcomes.

(c) Ensure course content, lectures, and discussions are not used to profess personal beliefs or focus on material unrelated to the course content. Per university procedure *12.01.99.C0.02, Academic Freedom*, faculty members are entitled to freedom in the classroom and/or when acting in their official role as a faculty member in discussing controversial matters related to the course subject or area of expertise, respectively.

(d) Make known to students, in writing for each course, the course goals and requirements, nature of the course content, student learning outcomes and their relationship to the program learning outcomes, and methods of timely evaluation to be used.

(e) Meet classes as scheduled, in accordance with the official university schedule and the official course instructional method designation.

(f) Report changes to the format/mode of delivery of course(s) or course session(s) that deviate from information in the syllabus as prescribed by the academic unit at least two (2) business days in advance. These changes to

format/mode of delivery should be rare. Emergency situations that warrant campus-wide changes in course modality, such as those determined by Code Blue, do not need to be reported. Other emergency situations that do not allow for two (2) days' notice and are not initiated by the campus should be reported immediately to the department chair/supervisor.

(g) For each course taught, utilize the university's approved learning management system to post syllabi, instructor contact information, course grades (via the gradebook), and other requirements as stated in the academic unit's handbook. Ensure course materials and content, including calendars and schedules, posted in the learning management system are accurate, up to date, accessible, and organized.

(h) Be prepared to continue teaching and conducting learning activities in the event of a natural disaster or emergency in accordance with the academic unit's academic continuity plan.

(i) Meet standards for classroom management by ordering textbooks on time, returning grades to students in a manner and timeframe that supports student success, posting mid-term and final grades as required, and reporting attendance as required.

(j) Meet requirements for program assessment and Texas A&M University System Common Learning Outcomes.

(k) Teach to meet course objectives, student learning outcomes, and program requirements.

(l) Inform students about their ability to participate in the university wide end-of-term student evaluation of courses.

(m) Maintain competence in teaching field(s).

(n) Be professional in conduct and show respect for students, student confidentiality (in compliance with FERPA guidelines), and a variety of opinions.

(o) Be available to students for consultation on course work during office hours based on the modality of the course in accordance with university and academic unit guidelines.

(p) Serve as an academic advisor and mentor according to university and academic unit guidelines.

(q) Maintain a current electronic Curriculum Vitae in the approved university system.

(r) Adhere to department and academic unit policies regarding course syllabi, outcomes, and content, including filing electronic course syllabi as required by the university.

(s) Maintain current reports and documentation as required (e.g., external employment, conflict of interest).

3. LIBRARIANSHIP EXPECTATIONS

Faculty members with librarianship responsibilities at TAMU-CC are expected to:

(a) Carry out job responsibilities as defined by the position profile and demonstrate mastery in the relevant field of librarianship.

(b) Incorporate current library/information technologies and concepts into library materials and services.

(c) Instruct students, faculty, and staff in the use of the library and its resources, as well as concepts related more broadly to digital and information literacy.

(d) Be prepared to continue relevant job responsibilities in the event of a natural disaster or emergency in accordance with the library's business continuity plan.

(e) Maintain competence in the relevant field(s) of librarianship.

(f) Be professional in conduct and show respect for students, student confidentiality (in compliance with FERPA guidelines), and a variety of opinions.

(g) Communicate effectively and work productively with fellow faculty librarians and library staff, as well as university students, faculty, and staff.

(h) Maintain a current electronic Curriculum Vitae through the approved university system.

(i) Adhere to library policies and university rules and procedures.

(j) Maintain current reports and documentation as required (e.g., external employment, conflict of interest).

4. RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITY EXPECTATIONS

Faculty members with RSCA responsibilities at TAMU-CC are expected to:

(a) Maintain RSCA as required by university and academic unit guidelines and in accordance with their appointment and discipline.

(b) Demonstrate sound and ethical oversight in the use of funds.

(c) Maintain awareness of and adhere to all university, system, and federal requirements related to ethics and compliance in RSCA.

5. SERVICE EXPECTATIONS

5.1. Faculty members with service responsibilities at TAMU-CC are expected to:

(a) Engage in service in alignment with their rank.

(b) Actively participate in service activities as required by university and academic unit guidelines, including but not limited to:

a. department, academic unit, and university committees,

b. department, academic unit, and university meetings,

c. accreditation/assessment activities, and

d. department and academic unit recognition ceremonies.

5.2. Part-time faculty members may be exempt from service expectations.

Related Statutes, Policies, or Requirements

System Policy *08.01, Civil Rights Protections and Compliance*
System Policy *12.01, Academic Freedom, Responsibility and Tenure*
University Rule *15.99.03.C1, Ethics in Research, Scholarship, and Creative Activity*
University Procedure *12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty*
University Procedure *12.01.99.C0.02, Academic Freedom*
University Procedure *12.01.99.C0.05, Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments*
University Procedure *12.01.99.C0.06, Performance Review of Full-Time Faculty Members*
University Procedure *12.07.99.C0.01, Fixed-Term Faculty Members*
University Procedure *33.05.02.C0.01, Required Trainings for Employees and Affiliates*
University Procedure *34.07.01.C0.02, Academic Continuity*

This procedure supersedes:

- *12.01.99.C1.03, Responsibilities of Full-Time Tenured and Tenure-Track Faculty Members*
- *12.01.99.C0.03, Responsibilities of Full-Time Tenured and Tenure-Track Faculty*

Members

- *12.99.99.C0.02, Responsibilities of Part-Time Faculty Members*
- *12.99.99.C0.02, Faculty Attendance at University Commencement*

Contact Office

Contact for interpretation and clarification:	Provost and Vice President for Academic Affairs 361.825.2722