

## **F. Faculty**

The College is committed to excellence in teaching and learning, scholarly pursuits, student support, and institutional integrity. Therefore, all faculty are expected to adhere to the guidelines outlined in **University Handbook of Rules and Procedures 12.01.99.C0.03, Responsibilities of Faculty Members**, which generally include the following responsibilities:

- **Teaching and Curriculum Development:** Conduct classes, develop curriculum, and mentor students as assigned and according to College and departmental guidelines.
- **Scholarly Engagement:** Engage in scholarly activity and communication as relevant to their appointments.
- **Service and Leadership:** Participate in service activities and leadership in alignment with their appointments.
- **Professional Conduct:** Maintain high ethical standards, practice intellectual honesty, and avoid exploitation, harassment, or discriminatory treatment of students, staff, or colleagues.
- **Collegiality and Cooperation:** Work collaboratively with colleagues, sharing responsibility for group efforts that further the mission of the department, College, and University.
- **Compliance and Training:** Complete all required training and comply with University rules, regulations, and guidelines.

These responsibilities form the foundation of good teaching and professionalism, though they alone do not qualify one for tenure or promotion.

### **New Faculty Orientation**

New full-time faculty are expected to attend University and Department orientation programs at the start of each fall semester. These programs introduce new faculty to University programs, personnel, policies, and procedures, as well as to effective teaching methods. A similar orientation is also held at the beginning of each semester for part-time/adjunct faculty.

### **Outside Employment Policy**

The College follows **Texas A&M University System Policy 07.01 (Ethics)**, which mandates that all full-time, budgeted employees seeking additional employment must receive prior approval from their executive officer or designee unless exempt. The policy requires that outside work:

- Be reasonable in amount
- Avoid unfair competition with private enterprise
- Be conducted without cost to the A&M System
- Not interfere with the employee's assigned duties.

Faculty considering outside employment must complete an **External Employment and Consulting Application form** [available online](#) and obtain explicit permission from the Dean to teach at any other institution.

### **Student Access**

Faculty are expected to be available to students through established office hours and other reasonable times. Office hours should be set at the start of each term.

- **Full-time faculty:** A minimum of five office hours weekly, scheduled across multiple days. Syllabi and office door postings should state that additional times are available by appointment.
- **Part-time/adjunct faculty:** Must also provide student access outside of class hours, with office hours proportional to credit hours taught (e.g., 1 hour per week for one 3-credit class). Contact information and office hours must be included on the syllabus. Rooms are provided by the College for meetings with students.

For lab classes, departments should set guidelines for student access to laboratory instructors/assistants outside scheduled lab hours.

### **Attendance at University Commencement**

The College adheres to **University Handbook of Rules and Procedures 12.01.99.C0.03, Responsibilities of Full-Time Faculty Members**, regarding faculty attendance at commencement ceremonies to support graduates and their families.

- Faculty are required to attend either the Fall or Spring Commencement, and those teaching in the second summer session must attend the Summer Commencement.
- At the start of the fall semester, the Dean's Office requests a list of faculty attending each ceremony, with additional ceremony details provided closer to each Commencement. Any absences must be pre-approved by the respective Chair and Dean.

### **Faculty Absences**

Faculty are expected to attend all scheduled class meetings, whether online or face-to-face, unless noted otherwise in the course syllabus. When absences are necessary, faculty should make arrangements to minimize disruption, which may include proctors, recorded lectures, online assignments, or guest lecturers.

- **Planned absences:** faculty must submit a document listing missed classes, class coverage plans, and contact information during the absence to the department chair, who forwards it to the Dean's office. Absence plans should be filed concurrently with travel requests when applicable.
- **Unplanned absences:** the department chair will arrange for class coverage or cancellation and notify students on the faculty member's behalf.
- **Extended leave:** (more than three consecutive lecture hours per course), substitute instructors are required, with their workload approved by the department chair and Dean, and compensation provided as needed.

- **Sick leave:** Faculty should apply following **University Procedures 31.03.02.C0.01, Faculty Sick** for absences due to bereavement, illness, or unavoidable medical appointments.

### ***Posting Grades***

Per **University Procedure 13.99.99.C0.04, Midterm Grades**, faculty must submit midterm grades on time and maintain accurate, current grade records, including final grades, within online systems like Blackboard.