

## Faculty Responsibilities

Unless specially assigned or given released time, all members of the faculty are required to teach a normal class load and carry some service load, such as advising students, serving on committees, or sponsoring student organizations. The first responsibility of the faculty member is to prepare for, meet, and conduct classes.

### Faculty Academic Calendar

The official university calendar is published every two years in the university catalog and is supplemented each term by a term calendar printed with the course schedule. Usually, faculty members employed for nine months are expected to report on either the second or third Monday in August and will have completed work on or about the corresponding date in May.

#### Course Load

In each department, the chair makes teaching assignments so that the average teaching load for a full-time faculty member is 12 hours per semester, and assignments will not exceed 15 hours or an equivalent load.

#### Class and Classroom Assignments

Assignment of classes, classrooms, and office space is the duty of the department head in consultation with the division director. Changes in assignments must be requested and approved in advance **by the department chairperson**. Under no circumstances should a faculty member reschedule or move classes without proper clearance **from the building coordinator**.

#### Faculty Class Attendance

Classes are **scheduled** five days per week, normally beginning at 8:00 a.m. and occasionally on weekends. Teachers are required to meet all assigned, scheduled classes promptly and to make full use of the time allotted. Classes should both begin and end on time so that students are not late for subsequent classes. Faculty absences should be reported on the "Faculty Absence Report" (Attachment I).

#### Record Keeping

Roll books are provided for keeping records of student class attendance and students' work. Records should be kept in ink. At the end of a grading period (semester, summer session, or academic year) these roll books are turned in to the department head. Although the roll books are kept on file, teachers may find it useful to keep photocopies for their own reference.

#### Student Class Attendance

Attendance at all classes and other activities (lecture periods, laboratory sessions, tests, examinations, or other scheduled meetings) is required of every student at Winston-Salem State University. The attendance record begins with the first meeting of the class, and anyone who registers late is responsible for class work missed. See the University Catalog for the entire policy.

### Course Outlines

Teachers are required to prepare comprehensive outlines of their courses and distribute them to students on the first day of class. Outlines should include course objectives, a schedule of examinations, due dates for assignments and other requirements, methods of evaluation to be employed, and an accurate reflection of course content. Copies of outlines must be filed with the department head during the first week of class.

### Examinations

All courses should be graded on the basis of several course requirements including examinations or other forms of evaluation, which should be corrected promptly and reviewed with students. A period for giving mid-semester examinations is contained in the class schedule. Final examinations must be administered only during designated periods at the end of the semester. Please refer to the class schedule of the current semester to identify the appropriate times.

### Grade Reports

Grade reports are issued at mid-term for only those students who are failing (earning a grade of "F") or doing unsatisfactory work (earning a grade of "D"). Mid-term grades do not go into a student's university record.

Final course grades are turned into the department head at the end of the term, within 48 hours following the scheduled final examination. Grades in courses whose exam is on the last day of examinations are due within 24 hours. All grades are final, except in case of errors or the assignment of an "I" ("Incomplete"). Grades given in error can be changed by completing a Change of Grade Notice, which may be obtained from the department head. Grades of "I" are assigned when a student has not completed a substantial portion of the class work because of illness or some other acceptable reason, and with each incomplete grade the teacher must file in the department office an "Incomplete Grade Report Form" specifying the work still to be done, the way the grade is to be computed, and the grade to be awarded if the work is not completed. When course work is completed, grades are reported on the "Change of Grade Form."

Full information about grades that are awarded, grade points for each, and time limits for completion of an "I" are found in the current issue of the University Catalog.

### Posting Grades

Instructors **will not** post grades. Official notification of grades will come from the university.

### Office Hours

Office hours, at least two per week for each section of a three-semester-hour course taught, are posted along with class hours on each faculty member's office door. A schedule showing class hours, office hours, and certain other data will be filed with the department head and the division director early in each semester.

### Early Registration

Early registration is held during spring semester for the summer and fall sessions and during fall semester for the spring session. Incoming freshmen may register during the summer orientation sessions. During early registration, students meet with advisors in the Academic Advising Center or in departmental offices to make course selections for the upcoming term(s). Subsequently, the student is billed. This bill must be satisfied before the student is officially enrolled; otherwise the schedule will be "purged" or deleted. Students who have paid their bills or made appropriate arrangements, and who have obtained all requested courses need only purchase books and report to class. Students who have partial schedules may complete their schedules prior to or during "walk-in" registration.

### Commencement and Convocation

All faculty members are expected to attend all formal academic assemblies. Formal assemblies with full academic regalia are normally held twice each year, during the fall semester at Founder's Day and at the end of the spring semester at Commencement.

### Faculty and Department Meetings

Faculty members are expected to be present at all regularly scheduled department and university faculty meetings.

### Recruitment

Recruitment of qualified students is basic to all of the university's programs, and faculty members are expected to assist in this area even though the Admissions Office has primary responsibility for recruitment. Faculty members are often asked to help with specific recruitment activities, and all are expected to assist with departmental recruitment plans and encourage prospective students to consider the offerings of Winston-Salem State University. Any effort to contact prospective students, especially through high schools or high school counselors, should be coordinated with the Office of Admissions.

### Advising

All faculty members are expected to serve as academic advisors. Since effective advising is crucial to students' success at the university, all faculty members should be familiar with academic regulations, requirements, and procedures set out in the University Catalog.

### Committee Assignments

Assignments to university committees are listed in a booklet published each fall by the Office of the Chancellor. The same booklet gives a list of standing and ad hoc university committees, with a brief description of the duties of each. In addition, special committees are appointed to prepare for accreditation site visits and perform other tasks, and much of the general work of departments is carried on through committees. Although committees are advisory in nature, they are relied on for recommendations and provide an important way for faculty, as well as staff and students, to participate in the governance of Winston-Salem State University. All faculty members are expected to participate actively in the work of the committees to which they are assigned. Only the chairperson or secretary of a faculty committee is authorized to make announcements of committee actions. Committee members should be careful to respect the confidentiality of committee deliberations and information.

**Sponsorship of Student Organizations** Each student organization must have at least one faculty or staff advisor. Organizations nominate three possible advisors in order of preference from among faculty and staff members who have been at the university for at least one school year, and the assignment of advisors is subject to approval by the chancellor. Proposed programs and activities of the organization must be submitted to the advisor, and the advisor or a designated representative must be present at all the organization's meetings and social affairs. Further information about the rules governing student organizations will be found in the Student Handbook.

### University Policy Concerning Student-Produced Publications

A faculty or staff member serves as advisor to student publications. The following policy governs student-produced publications:

The right of WSSU students to express their thoughts and opinions via print, broadcast and electronic media is generally accepted and protected by the United States Constitution. As a state-supported institution, Winston-Salem State University supports this right. However, there are certain attendant limitations related to this right. The advisor of any student-produced publication may recommend that all published items be free from obscene, libelous, and substantively disruptive content. Students are expected to be responsible when they use the printed word as part of their college education experiences.

The university supports and encourages the production of quality media materials among students. There is great educational wealth in experiences which motivate students to develop and share their ideas via print, audio, and video with peers in the university.