

## VI. FACULTY POLICIES AND RESPONSIBILITIES

### VI-A INSTITUTIONAL RESPONSIBILITIES

#### VI-A-1 Chapel Attendance

General chapel services are held regularly on two days each week. Convocations and special services may be scheduled in addition. Faculty members are expected to attend.

#### VI-A-2 Faculty Meetings

General faculty meetings are normally scheduled for the first Thursday of each month during the school year. Full-time faculty is expected to attend. Associate faculty members are invited to attend.

#### VI-A-3 Committee Assignments

Faculty members are expected to serve on committees and/or councils to which they may have been elected or appointed. Variations in committee/council assignments are processed by the Office of Academic Affairs.

#### VI-A-4 Administrative Office Hours

In order for the administrative program of the University to function smoothly, each administrative officer will post a schedule of office hours and will follow this schedule as closely as duties permit. When deviations are anticipated, notice to this effect should be posted unless there is an assistant present to meet callers.

#### VI-A-5 Student Contact Hours

Faculty should reserve regular time daily, insofar as possible, for student contact. Each faculty member will post a schedule of office hours on the office door (or in an area of the office suite that is accessible to students) and will follow this schedule as closely as duties permit. Office hours and electronic contact information will also be noted in course syllabi and on electronic course sites. When deviations from the posted schedule are anticipated, notice to this effect should be posted unless there is an assistant present to field calls and visitors. Regularly kept contact hours of one or two hours a day will be more beneficial than longer periods at irregular intervals. (approved May 2005; revision approved May 2009)

#### VI-A-6 Communications

Faculty members are expected to be aware of new or revised information as it affects their responsibilities. Interoffice and other intra-school communications are made by e-mail, mail, the *e-Forecast* and the *Echo*. Official class printouts, notices of change of registration, and the like are usually sent by way of email. Schedules of examinations and other announcements are printed in the *e-Forecast*.

#### VI-A-7 Supplies and Equipment

Supplies and equipment are secured only upon requisition by the chair or supervisor of the department and approval of the appropriate administrator. If proper approvals are secured, a purchase order may be prepared by the Office of Financial and Business Affairs. The University is not obligated to pay for supplies purchased without a purchase order. Expenditure for supplies must be kept within budget allocations. If requisitions are to be presented after purchases are made, the University is not obligated to reimburse for expenses unless prior authorization has been noted in writing by the manager of the budget from which the expense is being paid.

#### VI-A-8 Student Assistants

The University endeavors to provide such administrative and laboratory assistants as are necessary for the most efficient work of the instructional staff. The amount of assistance provided to an individual instructor is based on the

amount and nature of the teaching load and on the recommendation of the department/school chair and appropriate dean. Information regarding the use of work-study students may be obtained through the Office of Financial Assistance and Career Services Center. Expenditures for student assistance must remain within established departmental/school budgets.

## **VI-B CLASS POLICIES: GENERAL**

### **VI-B-1 Opening Classes**

It is appropriate and recommended to open class sessions with prayer or other short devotional activity.

### **VI-B-2 Academic Integrity**

Faculty members are responsible to model for and demand from students integrity and ethics in academic work. Faculty members are required to report in writing (see appropriate form in G:\Faculty\Forms) to the [Office of Academic Affairs](#) any academic integrity incident as defined by the SNU Academic Integrity Policy, and have the freedom to handle consequences within the context of each course. Administratively, action taken when a student is found violating academic integrity standards will lead to placement on academic integrity probation and may lead to dismissal following multiple violation reports.

### **VI-B-3 Student Learning Outcomes**

Faculty members are expected to assess student learning outcomes in at least one course annually and are encouraged to note how course learning outcomes relate to disciplinary outcomes in their academic area.

## **VI-C CLASS POLICIES: ATTENDANCE**

### **VI-C-1 Meeting Classes**

- A. Instructors are expected to meet with their classes regularly. If a faculty absence is necessary, a substitute instructor should be provided or extra class assignments should be given to compensate for the class time lost. Regardless of arrangements made, the instructor is obligated to notify the department chair and/or the appropriate dean prior to or as soon as possible following any unforeseen absence.
- B. Faculty members should not make off-campus or on-campus commitments which will require missing classes routinely. Arrangements to resolve any on-going schedule conflicts should be approved by department/school chair and/or with the department/school chair or appropriate dean prior to implementation.

### **VI-C-2 Tardiness**

- A. Classes should begin on time. If a faculty member finds that tardiness for a class session is unavoidable, information should be relayed to the class in order for the students to know that the class is going to meet. Any faculty member who anticipates being detained frequently by administrative duties or for other causes should explain the situation to the class early in the semester and ask that the class always wait.
- B. Unless some other understanding has previously been established between the instructor and the class, students are free to leave when they have waited ten minutes beyond the time that the class should have begun and there has been no word from the instructor.

### **VI-C-3 Class Records and Grades**

Faculty will keep a full record of attendance and of grades through the semester with official reports made to the Office of the Registrar when midterm and final term grades are submitted. Additionally, quarterly reports are to be submitted for all student athletes using the designated link at my.snu.edu and according to the dates specified on the official Academic Calendar.

## VI-D CLASS POLICIES: EXAMINATIONS

### VI-D-1 Late Tests and Examinations

Faculty may use discretion in permitting students to make up routine tests, quizzes and the like. Students wishing to take a final exam at an alternate time than what has been officially scheduled by the Office of Academic Affairs must be granted permission by the appropriate dean.

### VI-D-2 Class and Examination Schedules

The Office of Academic Affairs has the responsibility for establishing meeting times and locations for classes. Instructors wishing to deviate from their regularly announced schedules of hours and rooms must receive prior approval from the Office of Academic Affairs. Should approval be sought and granted to modify a meeting time or location of a class, the Office of Academic Affairs will notify all parties concerned (e.g., registrar, building manager, etc). This process will likely ensure that student and faculty directories are as complete and accurate as possible and scheduling conflicts are minimized.

### VI-D-3 Retaining Examination Papers

- A. Faculty may use discretion in returning exams and assignments to students to keep. Regardless of the final disposition of these documents, however, it is the student's prerogative to thoroughly review all graded papers and exams, and to counsel with the instructor about issues relative to the student's performance on those various assignments.
- B. The procedure for review of graded work is to be established by the instructor and clearly and unambiguously communicated to the students enrolled in the class (preferably in the syllabus).
- C. All graded work (e.g., exams, routine assignments, major papers, etc.) should be kept on file for a reasonable length of time so that any student will have ample opportunity to view those materials.

## VI-E CLASS POLICIES: GRADING/CREDIT OPTIONS

### VI-E-1 Assigning Grades

An outline of the current grading systems for traditional and non-traditional academic programs may be found in the academic catalog at [www.snu.edu/catalog](http://www.snu.edu/catalog) (Current Catalog link).

- A. Plus (+) and minus (-) grades can be used but are not required.
- B. The grade "W" is to be assigned only after an official withdrawal notice has been sent by the student's advisor and processed by the Office of the Registrar. Withdrawals processed before the end of the fourth week of a regular term have no transcript record; those processed by the end of the 12<sup>th</sup> week of a regular term appear as a "W" on the transcript.
- C. An incomplete grade, reflected with an "I" on the transcript, is given when a student lacks some limited, but essential, requirement of the course. An "I" is allowed only in special cases where students experience illness or an unavoidable crisis toward the end of the semester. In such circumstances, it is the student's responsibility to request an incomplete grade by completing the appropriate paperwork through the Office of Academic Affairs, and receive approval from the course instructor, department chair, and appropriate dean. An "I" is not to be given simply to allow late submission of course requirements for which ample time for completion was given during the term. Should an "I" be granted, all outstanding assignments must be submitted prior to the beginning of the final examination period of the subsequent semester. Extension of the standard completion period requires approval from the appropriate dean.

### VI-E-2 Posting Grades

- A. Regular posting of students' grade progress throughout the semester is essential to establish good instructor-student relationships and a supportive learning environment. Although the method for grade posting is not

mandated, whatever process established by the instructor should be clearly communicated to students as early in the semester as possible (preferably in the syllabus), and should be followed consistently throughout the semester.

- B. Student privacy must be carefully protected in whatever format is established; therefore, names and/or Social Security numbers cannot be used to post grades.
- C. Official, final grades are to be submitted via the electronic link at my.snu.edu upon completion of the term by the dates specified on the official Academic Calendar.
- D. Transcript postings and official grade reports cannot be prepared until all grades have been submitted and received from faculty, so timely attention to this record-keeping function is critical.

#### VI-E-3 Mid-term Grades

All students are to receive an accurate, official report of their midterm grades by the date designated on the official Academic Calendar. As with final grades, midterms are also submitted via the electronic link at my.snu.edu.

#### VI-E-4 Procedures for Change of Grade

- A. *Clerical Error or Miscalculation* – Final course grades are to reflect the work completed during the semester in which the student is enrolled for the course. Routine grade changes, therefore, should arise only when a clerical error or miscalculation has occurred. Should a clerical or miscalculation occur, the instructor can submit a Change of Grade form to the Office of the Registrar to correct the error.
- B. *Student Dispute* – If a student believes the grade reported by the instructor is unfair, or if there is a dispute between the student and instructor over the assessment of work completed in a course, the student has the right to appeal the grade assigned.
  1. The student should first meet directly with the instructor to review the student's performance in the course. In this setting, the student and instructor should make sure that the grade accurately reflects the work submitted, grades received for elements that comprise the final course grade.
  2. Although the student may request that the instructor reconsider a grade assigned for a particular assignment, such consideration is at the instructor's discretion and will normally occur only if there is a compelling reason to believe the original grade was a seriously inaccurate assessment of the level of performance on a given assignment.
  3. If the instructor agrees to reconsider previously submitted work, and the re-evaluation changes the grade for the course, the instructor may submit a Change of Grade form at that time.
  4. Grade changes are not allowed for work submitted after a term is completed for the purpose of raising a grade unless the student has an approved incomplete grade request on file for the course.
  5. If the dispute remains unresolved after consultation with the course instructor, the student may appeal to the appropriate department/school chair.
  6. If, after initial review with the course instructor and the department/school chair, no grade change is deemed appropriate, the student may submit a formal grade appeal in writing to the appropriate dean. Included should be documentation the student deems appropriate to support the appeal.
  7. Once a letter of appeal is received from the student, information is requested from the course instructor to explain and document the basis used for determining the student's course grade.
  8. All written materials are then reviewed by an appeals board and a recommendation is made to either grant the appeal or leave the grade as originally recorded.
  9. Final determination rests with the appropriate dean.
  10. Any questions concerning the grade appeal process should be referred to the Office of Academic Affairs.

### VI-F INTELLECTUAL PROPERTY (Approved May 2009)

#### VI-F-1 Purpose

The Southern Nazarene University policy on intellectual property is intended to meet the needs of both the creative community of faculty and students and the University by:

- A. Encouraging the creation of intellectual property for the advancement of the academic enterprise.
- B. Creating a least restrictive environment that promotes academic freedom while guaranteeing academic integrity.
- C. Promoting clarity and guidance in current and future issues of intellectual property ownership and use.
- D. Protecting intellectual property rights acquired or created from impermissible use.
- E. Providing fairness and equity in the distribution of proceeds from and control of intellectual property created within and through the University.

#### VI-F-2 Guiding Principles

This policy outlines conditions of ownership by the University and/or by the creator/employee. The policy statement is available in full on the SNU Web at [www.snu.edu/faculty-resources](http://www.snu.edu/faculty-resources)). This policy is guided by the following principles:

- A. There is no joint ownership of intellectual property; such property belongs either to the creator(s) or to the University.
- B. When the creator(s) of intellectual property own the property, income and rights of control lie with the creator(s) and not the University.
- C. When the University owns intellectual property, rights of control and income from such property will be negotiated and reduced to contractual terms between the University and creator(s).
- D. New types of intellectual property such as on-line courses and digital courseware will be treated the same as traditional intellectual property.

To facilitate the implementation of this policy, the University provost, acting with and through the Faculty Professional Development Council, and in collaboration with the general legal counsel of the University, will prepare and distribute relevant model legal documents and recommended procedures for the appropriate implementation of this policy. This policy will be regularly reviewed for appropriate updates.