

30.4 Faculty Performance Obligations

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1. Purpose. The Eastern New Mexico University-Roswell (ENMU-Roswell) faculty have performance obligations both in and outside the classroom. This section defines these obligations so that there is a clear understanding of the framework in which faculty work. The ENMU-Roswell Faculty Handbook outlines the contractual obligations for faculty. The following are additional obligations.

2. Workload. The workload for full-time faculty is forty hours a week. The workload is divided in classroom contact hours, office hours, classroom related activities, and time spent in professional obligations such as serving on committees.

3. Office Hours. ENMU-Roswell full-time faculty maintain posted office hours of a minimum of ten hours per week. The faculty are to post their office hours on their office door and print them in their course syllabi. Normally, faculty are to be accessible to students each day of the workweek.

4. Teaching Load. The normal teaching load for regular full-time faculty consists of 15 semester hours or its equivalent per semester. Ordinarily, full-time faculty teach no more than one course as an overload per semester. The Vice President for Academic Affairs may approve exceptions to this general guideline. An overload is any instructional responsibility of ENMU-Roswell and its affiliated programs assigned to a full-time faculty member in addition to the normal load of 15 semester credit hours or its equivalent. Stipends are not calculated as part of the teaching load.

A full teaching load for a regular faculty member teaching summer session classes is six credit hours. Teaching related activities during the summer are negotiated between the unit assistant vice president and the faculty member and must be approved by the Vice President for Academic Affairs.

Adjunct faculty normally teach up to a maximum of nine credit hours or its equivalent for the fall and spring semesters and six hours for the summer semester. Full-time ENMU-Roswell staff are limited to teaching one course per semester. The Vice President for Academic Affairs must approve exceptions to this workload.

5. Teaching Load Adjustments for Labs and PE Activity Courses. A full load for faculty who teach full-time in the fall or spring semesters is 15 credit hours or the equivalent in lab/PE hours. To determine the equivalent credit hour load for an instructor who teaches lab or PE courses in which the contact hours exceed the credit hours, conduct the following calculation:

A. Separate the credit hours for lecture from the lab/PE credit hours;

B. Calculate the total number of lecture hours;

C. Typically, convert the credit hour(s) associated with the lab/PE portion to the total number of weekly contact hours and multiply this result by a factor of .75 to arrive at a credit hour equivalent. Some departments calculate the lab portion differently to accommodate the student to instructor ratio necessary to fulfill requirements.

D. Add the credit hour equivalent to the credit hour total of lecture classes (if any) to arrive at the instructor's teaching load.

6. Team Teaching. For faculty involved in team teaching, the unit assistant vice president apportions the teaching load among the faculty according to their teaching responsibilities. The Vice President for Academic Affairs and the faculty members involved shall approve these arrangements in advance.

7. Combined Classes. Courses of similar content that are combined are treated as a single course for load purposes.

8. Vocational Program Teaching Load. Faculty in certain vocational programs teach according to program demands of approximately thirty hours per week. This workload is not subject to conversion formula.

9. Syllabus. ENMU-Roswell has a standardized process for the development of a course syllabus. Through computer software, each standardized syllabus defines the course objectives and links testing and grading to those objectives. In cases where more than one section of a course is offered, all faculty teaching the course follow the same common syllabus. All faculty are expected to develop their syllabi in accordance with these standardized procedures.

10. Grading. The General Catalog lists and explains the grading symbols used at ENMU- Roswell. Students' grade (both mid-term and final) should accurately reflect their demonstrated achievement and performance in the course according to the course syllabus. The Admissions Office contacts each faculty member with procedures for reporting grades. Faculty have both the right and the responsibility to request withdrawal by any student from their class for non-attendance, if they are convinced that the student will not be able to complete the minimum objectives of the course. The deadline for course withdrawal is published in the calendar of the General Catalog.

11. Directed Study. A directed study is a voluntary agreement between a member of the faculty and a student that the faculty member will teach a course to the student. The educational value of regular classroom attendance and interaction is the cornerstone of the instructional program. Therefore, directed studies are offered on a very limited and selective basis. The student registers for the course and, if successful in the course, receives credit. A directed study is not counted against the faculty workload nor does the faculty member receive compensation for the directed study. The unit assistant vice president must ensure that the quality of instruction of a directed study matches or exceeds that of a regular classroom experience. The unit assistant vice president maintains a file of directed studies conducted within the division including course syllabi.

12. Teaching-Related Activities. The administration may approve additional activities for faculty as the programs and activities of the college change. The unit assistant vice president and the faculty member negotiate teaching-related activities and submit the decision to the Vice President for Academic Affairs for approval. In addition, specific projects with measurable objectives for a specified

period of time may be approved for load hour credit. Such specific projects are subject to recommendation by the Vice President for Academic Affairs and approved by the ENMU-Roswell President upon receipt of proposals from faculty members.

13. Additional Assignments. If a faculty member's adjusted load hours during the academic year total less than thirty, the unit assistant vice president or the Vice President for Academic Affairs may ask him/her to perform additional assignments for the balance of his/her load. These assignments should be mutually acceptable to the faculty member and the Vice President for Academic Affairs and should be of a professional nature in line with the instructor's education and training. In addition, the assignment should be for a specific period of time.

14. Advising. The General Catalog is a legal document governing the relationship between the institution and the student. Every faculty member should become thoroughly familiar with the contents of the current catalog and be prepared to answer student questions accurately and assist the student in developing class schedules and degree programs in conjunction with Student Affairs.

While academic advising of students is a responsibility of Student Affairs, faculty members are expected to assist in this effort and should become thoroughly familiar with all aspects of this activity including, but not limited to, transfer guides to regional four-year institutions. Vocational faculty are responsible for advising students enrolled in their programs.

15. Faculty Absences. Faculty may be absent from work for medical reasons, bereavement, attending approved professional meetings, leave without pay, or for personal reasons. Each unit assistant vice president has the responsibility of developing protocol to cover faculty absences that the ENMU-Roswell Faculty Handbook does not address. In general, when instructors are to be absent, they should arrange for their classes to be held and notify the appropriate unit assistant vice president. In cases of an emergency, the appropriate unit assistant vice president will arrange for the class to be covered. Faculty are to cancel classes only as a last resort. Faculty are to clear with the appropriate unit assistant vice president at least one week in advance of any anticipated absence. Typically, the faculty should ask only qualified individuals, such as other faculty, to fill in for them. Full-time faculty must file a Faculty Absence Report with the unit assistant vice president upon returning to work. Personal leave will be limited to five work days during the regular academic year and two work days during the summer semester. Personal leave will not accumulate from academic year to academic year.

16. Administrative Class Cancellation. Classes may be canceled for a variety of reasons including less than minimum enrollment, faculty unavailability, or financial reasons. The Vice President for Academic Affairs, through input from the unit assistant vice president, authorizes the cancellation of classes.

17. Work Experience Programs. Work Experience Programs are designed to establish a bridge between the learning of theory that occurs in the classroom and the application of theory in the work environment.

Types of work experiences are internship, co-op, and practicum. Through an **internship**, the instructor assigns a student to an employer who supervises the student and provides work experience for the student. Internships do not provide compensation for the student. The assumption is that the employer is making an investment of time and energy in the student so the student can better learn a skill. A **co-op** does provide compensation for the student. A **practicum** does not provide compensation and is a work experience under the close supervision of an instructor. It is the practical application of theory from the classroom.

The following are regulations that provide the framework for Work Experience Programs:

A. A course syllabus clearly defines 1) instructional objectives, 2) responsibilities of instructor, student, and work-site supervisor, 3) expectations of student performance, and 4) how a student is evaluated.

B. The instructor develops an Educational Plan with input from the student and work-site supervisor. The plan should detail 1) specific instructional objectives, 2) activities the student is to perform, 3) reports to be filed by student, 4) responsibilities of each party, 5) time frame for activities and reports, and 6) how the student is evaluated. The Educational Plan should have a place for all three parties to sign and date.

C. The instructor awards grades with input provided by the work-site supervisor.

D. A Work Experience Program should be part of the degree requirements of each vocational program. Typically, but not necessarily, the Work Experience Program is designed as a "capstone" experience just prior to graduation.

E. The Curriculum Committee can approve alternative guidelines. Alternative guidelines must meet the intent of the guidelines stated above.

18. Compensation for Work Experience. Faculty who supervise internships and co-ops are the "instructor of record" and receive compensation for the work involved in supervising the student(s) enrolled in the course. ENMU-Roswell pays faculty a stipend equal to 20% of a three credit hour overload for each student enrolled in the course. Faculty receive a stipend equal to a full overload for internships and co-ops of five or more students. Internships and co-ops are not counted against the total faculty workload. Unit assistant vice presidents should normally cap internships and co-ops at a maximum enrollment of ten students per section.

19. Degree Requirements. Individuals employed for full-time faculty positions in the trades programs must have a minimum of a bachelor's degree. Faculty teaching full-time in all other instructional programs must have a minimum of a master's degree in the teaching area or a related field. Current full-time faculty who do not meet the above requirements must submit to their unit assistant vice presidents professional development plans indicating how they intend to meet these requirements. A degree plan must be submitted as part of the professional development plan.

20. Instructional Guidelines. The following are instructional guidelines for faculty:

A. At the beginning of each semester, all instructors are expected to distribute to their students a course syllabus that clearly communicates course objectives, instructor expectations of student performance, and procedures and methods for student evaluation in the course. The syllabus is distributed and discussed with the students on the first day of class.

B. Final examinations are comprehensive in nature and test the student against course objectives.

C. All instructors are expected to conduct a full instructional period at each class meeting beginning with the first day of class. Faculty are not to dismiss or cancel classes except as provided by the ENMU-Roswell calendar.

D. All faculty (adjunct and full-time) follow the final examination schedule unless receiving prior approval from the Vice President for Academic Affairs otherwise.

E. Instructors should keep attendance records.

F. Instructors are to make assignments that call for student use of the LRC and written reports (writing-across-the curriculum) in all appropriate classes.

21. Professional Development. All faculty members should recognize the necessity for continued professional development. To reach this goal, faculty members are to take appropriate and aggressive actions to insure their continued development. These actions can take many directions, but the following concepts should be included:

A. Each faculty member should develop an annual professional development plan to encompass at least:

1. Measures that keep the faculty member current in their teaching discipline.
2. Activities that keep the faculty member abreast of the latest research in their disciplines as well as incorporating current methodologies in their approach to teaching.
3. Actions that incorporate self-improvement goals as suggested by their previous evaluations.

B. Faculty should continually participate in college sponsored staff development activities designed to enhance their personal impact upon events and activities in the community college atmosphere. These activities may include, but are not limited to, public-relations abilities, faculty-student relations, appreciation of the community college concept, or interpersonal relations as that subject pertains to participation in a community college faculty.

C. In an institution whose primary objective is excellence in teaching, members of the faculty should show vital interest in the teaching profession. One method of showing such interest is to actively participate in professional organizations.