

**PURPOSE: TO OUTLINE INSTRUCTIONAL COMMITMENTS FOR FACULTY.**

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**A. GENERAL**

1. A normal teaching load for Brenau University faculty consists of twelve credit hours per semester or a total of twenty-four credit hours for the nine month contract period. Under ordinary circumstances, faculty will not be asked to exceed this limit without additional compensation. All faculty members employed on the above teaching load basis will be considered full-time employees of the University and as such are expected to concentrate their energies in the pursuit of their teaching, service and/or research duties.
2. All teaching assignments are made by the Department Chair with approval of the School Dean. Faculty having preferences should make their wishes known prior to the compilation of the schedule for the particular academic term in which the course(s) will be offered. All instructional assignments will be limited to areas of the faculty members' educational preparation or experience.
3. Regular nine-month faculty members will begin their period of employment in mid-August of the current year and will end that employment period in mid-May of the following year. The regular instructional period includes the fall and spring semesters. In some cases, certain academic personnel may be employed on a ten, eleven or twelve-month basis. Their period of employment will begin and end in mid-August, with administration vacation allowances applying, unless otherwise specified in the contract.
4. It is the responsibility of the faculty to:
  - a. Be current and knowledgeable in the subject matter being taught.
  - b. Be academically prepared for each class.
  - c. Prepare and abide by the course syllabus stating outcome expectations in behavioral terms whenever possible.
  - d. Serve as a resource person and facilitator in the learning process.
  - e. Provide evaluations that are appropriate, equitable, professional and provide constructive feedback to the student.
  - f. Exhibit objectivity in all dealings with students and in all aspects of the learning process.
  - g. Continually adapt teaching strategies in the implementation of the course to meet the needs of all students.
  - h. Develop and encourage an atmosphere of openness in the classroom.
  - i. Maintain posted office hours for the specific purpose of assisting students in their academic endeavors.
  - j. Be familiar with the services provided by the various institutional offices such as Financial Aid, Learning Center, Student Records, Business and Finance, and Student Development so as to be able to assist and direct students when necessary.
  - k. Support student activities on a professional level.
  - l. Adhere to the Brenau Code of Ethics

**B. FACULTY RESPONSIBILITIES**

1. All faculty members are expected to carry out their assigned duties with punctuality and professional competence. Except in cases of emergency, they shall not be absent from their assigned teaching or other assignments without first informing the Department Chair or the appropriate administrator.

2. All absences of full-time faculty members from assignments shall be reported by the Department Chair to the Provost.
3. All full-time faculty are expected to post on their office doors a copy of their office hours and conference periods. A copy of this schedule shall also be provided to the Provost. Minimum weekly office hours should number two hours per three-hour course taught during a semester. All faculty should consider office hours as part of their assigned duties and should be available for consultation during these times. Responsibility for the enforcement of this provision shall reside with the appropriate Department Chair or Dean when the faculty member is the Department Chair.
4. All faculty and administrative staff holding academic rank are expected to conform to all rules and regulations the University may adopt or enact concerning their position and assigned responsibilities. All faculty shall be furnished a copy of such rules and regulations when they are appointed.

#### C. PREPARATION OF WRITTEN ASSIGNMENTS

Faculty are expected to adopt guidelines and a style and usage manual for students to follow in preparing written assignments. It is the responsibility of all faculty to require usage of correct grammar, style, footnoting and bibliography in student work. Many faculty adopt the American Psychological Association or the Modern Language Association manuals. In addition, copies of "The Write Stuff," are also available in the Brenau Barnes and Noble Bookstore.

One of the main concerns in the preparation of written work has been the problem of plagiarism. "Plagiarism is the presentation of another's writing as one's own. Legally, socially and academically it is considered a form of theft, and is usually punished by automatic failure in the course or by expulsion." (McCrimmon: Writing with a Purpose, page 239, 3rd Ed.) Students tend to copy material from printed sources without proper recognition of sources.

#### D. REGISTRATION

Registration is the direct responsibility of the Director of Student Records/Registrar and the Sr. VP for Enrollment Management and Student Services. All faculty members are required to participate in the registration process, and teaching assignments will be the responsibility of the appropriate dean and department chair.

#### E. SCHOLARSHIP AND RESEARCH

There is a clear expectation for all Brenau University faculty to pursue scholarly activities which support their teaching and advising, as stated in Guideline 2-03, based upon the AAUP statements of ethics. Specifically, "The faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to state the truth. To this end, they devote their energies to developing and improving their scholarly competence." And, "It is the responsibility of the faculty to: be current and knowledgeable in the subject matter being taught, be academically prepared for each class...

Consistent with its mission to "offer diverse educational opportunities founded in the liberal arts which lead to intellectual and professional development, foster personal growth, encourage community responsibility and global understanding," Brenau University will continue to focus on excellent teaching in a student-centered environment. The opportunity for research and other scholarly activities is extended to all faculty through faculty development grants,

adjustments in teaching assignments, academic leave and the L.E.A.P. program.

1. Definition of scholarship: Recognizing the teaching mission of Brenau University, and based on a recommendation by academic departments and the Graduate Council, Brenau recognizes the four types of scholarship referred to in Ernest Boyer's Scholarship Reconsidered - Priorities of the Professoriate:

- Discovery – original, empirical research
- Integration – the capacity to make connections and interpretations
- Application – the engagement of the scholar and her/his work in a particular field
- Teaching – the intellectual process

2. Faculty members are entitled to full freedom in research investigation and in publication of research results, subject to the following:

- a. The adequate performance of other faculty academic duties or civic services. (See Guideline 2-03 G).
- b. The guidelines of the IRB pertaining to the use of human subjects. (See Guideline 5-08 C).

3. Expectations of Graduate Faculty

At the graduate level in particular, scholarship implies mastery of a field, maintenance of that mastery through continuing education activities to keep abreast of current issues, new theories, developments, tools and techniques appropriate to the field of expertise. Also, it is expected that the faculty member be engaged in creative academic projects, investigations and discovery of new knowledge leading to recognition and peer validation. Such endeavors should serve to enhance the quality and uniqueness of graduate level teaching.

Faculty teaching at the graduate level must demonstrate academic credentials commensurate with SACCS criteria and maintain activity in one or more of the following areas: (1) research – in progress or completed within the last 3-5 years; (2) published works (or works accepted for publication); (3) presentations at scholarly conferences or meetings; (4) professional practice which contributes to the profession and its body of knowledge; and (5) active involvement in professional organizations.

4. Institutional Support and External Funding

- a. Institutional Support – See Faculty Development Resources (Guideline 4-06).
- b. Brenau University actively encourages faculty and staff to pursue alternative funding sources to support their research and scholarly activities. Faculty should refer to Guideline 2-08, Grant Proposal Submission Policies, concerning application for external funding.
- c. Salary supplements, adjustments in teaching load or absences from regular duties must be included in the grant proposal and approved by the Provost.

## F. SCIENTIFIC MISCONDUCT POLICY

It is the policy of Brenau University that research is conducted with the utmost integrity and honesty in order to protect human subjects, the reputation of the institution, and the overall quality of academic research conducted under the auspices of Brenau University.

## Inquiry

1. Allegations regarding scientific misconduct will be communicated to the dean of the appropriate school who shall be responsible for their appropriate disposition.
2. "Misconduct in Research" means fabrication, falsification, plagiarism or other practices that deviate seriously from those that are commonly accepted and normally observed within the academic research community for proposing, conducting, ethical treatment and protection of the privacy of research subjects, and in the reporting of research findings. All research must have prior clearance from the IRB committee. It does not include honest error or differences of opinion in interpretation of data.
3. Upon receipt of allegations of scientific misconduct, the dean of the school shall order an immediate inquiry into the matter to be conducted by the Faculty Support and Development Committee.
4. Such inquiry will be completed within 60 calendar days (from the day the dean was informed) in the form of a written report to the dean of the school.
5. The privacy of the person or persons who make an allegation will be protected to the maximum possible extent, and a copy of the report of the inquiry will be made available to the person or persons against whom the allegation is made. The person or persons against whom misconduct has been alleged will have the opportunity to respond to the report and those persons shall be afforded confidential treatment to the maximum possible extent.
6. The office of the dean of the school shall maintain documentation of any inquiries for at least three years, which must, upon request, be provided to authorized federal agency personnel.

## Investigation

If the findings from an inquiry provide sufficient basis, the Provost shall initiate a formal investigation within 30 calendar days of the completion of the inquiry.

1. The investigative committee shall consist of three senior members of the faculty who will be appointed by the Provost, and the Faculty Support and Development Committee shall recommend at least five persons to the investigative committee based upon considerations of impartiality, scholarly achievement and avoidance of real or apparent conflicts of interest.
2. If the allegation involves federally funded research, the cognizant agency shall be informed at the outset that an investigation will be conducted. Should a reasonable indication of possible criminal violations be discovered, the cognizant agency shall be informed with 24 hours.
3. The investigation shall be prompt and thorough. Written, confidential records of all deliberations and of the findings will be kept. The person(s) under investigation shall be accorded confidential treatment to the maximum possible extent and accorded an opportunity to appear before the investigative committee and to comment in writing on allegations and findings of the investigation.
4. The formal investigation shall be completed within 120 calendar days and will be submitted

as a written document to the Provost and to the cognizant agency. Documentation to substantiate an investigation's findings shall be maintained by the Office of Academic Affairs for at least three years after the agency's acceptance of the final report.

## Outcomes

1. Where federal funds are involved, the Provost shall promptly inform the cognizant agency of any developments during the course of an investigation which may affect current or potential federal funding for the individual(s) under investigation or which the agency should know to ensure appropriate use of federal funds. The Provost may freeze all federal funds supporting a project that is the subject of the investigation.
2. Brenau University, through the Provost, will make every effort to protect to the maximum possible extent the positions and reputations of those persons who, in good faith, make allegations of scientific misconduct.
3. Brenau University, through the Provost, will make every effort to the maximum possible extent to protect the positions and restore the reputations of persons alleged to have engaged in scientific misconduct when allegations are not confirmed.
4. The Provost shall notify the cognizant agency of the final outcome of an investigation with a written report that thoroughly documents the investigative process and findings.
5. When an investigation confirms allegations of scientific misconduct, the Provost shall recommend appropriate sanction on the individual(s) involved to the president. Any sanction imposed by the President shall be consistent with the provisions of the Faculty and Staff Handbook.

## G. SYLLABI

All faculty members are required to distribute a syllabus for each course taught. Each adjunct faculty member will be provided an approved syllabus by the Dean or Department Chair. Based on the availability of teaching materials and library resources at off campus locations, it may be necessary for the instructor to modify the syllabus accordingly. Nevertheless, the approved syllabus should be followed as closely as possible to ensure that all off campus courses meet the same academic requirements as on campus courses. A copy of the syllabus should be distributed to each student during the first class meeting.

Syllabi are standard for the university and can be found on each school's BlackBoard site.

5. Specific questions concerning the syllabus may be referred to the Dean or Department Chair.
6. Instructors should distribute a syllabus to each student during the first class and adhere to the requirements throughout the course. One copy must be on file with the departmental office.

## H. OFFICE HOURS

All faculty members are expected to post on their office doors a copy of their office hours and conference periods. A copy of this schedule should also be provided to the Department Chair and the Provost each semester. Such office hours should be at least 2 hours per week for each course taught. All faculty should consider such posted office hours a part of their assigned responsibility as a faculty member and should be available for consultation with students during that time and other times by special arrangement.

## I. ACADEMIC DISHONESTY

Brenau University Honor Code: "I promise to uphold the Brenau University honor code by refraining from every form of dishonesty and cheating in University life, and will strive to create a spirit of honesty and honor. Failure to do so is considered a breach of trust toward the faculty and student body. I accept this commitment as a personal responsibility to refrain from and to report all forms of dishonesty and cheating."

- Plagiarism. Plagiarism is the act of taking the words or ideas of another and representing them as one's own.
- Cheating. Examples of cheating include, but are not limited to, giving or receiving unauthorized assistance, before, during, or after an examination or assignment, falsification or misrepresentation of information in an academic exercise or assignment, unauthorized use of someone else's password or account number, and submitting work more than once without the consent of the instructor.
- Stealing in any form, as it relates to the academic program. Illustrative of this violation would be the stealing of exams or course material or the unauthorized removal of books, periodicals, reference, or audio-visual materials from the library.
- Turning in a class paper or theme already submitted in another class for credit, unless otherwise approved by the instructors concerned.
- Fabricating an excuse for a missed exam, missed oral report, or any other academic responsibility or assignment.
- Defacing or destroying materials relating to the academic program.

### Disciplinary Action:

1. If a faculty member suspects academic dishonesty, she/he first contacts the student in question to determine student understanding and awareness of the issue. The student and faculty member should meet to discuss the issue, preferably face-to-face, but, in the case of a distance student, web conference is a possible alternative.
2. If, after the conversation, the student demonstrates an understanding of the issue, the faculty member may allow the student a "do-over," but that option is solely at the discretion of the faculty member.
3. If, after the conversation, the student does not demonstrate an awareness of the problem and/or denies the charge, the faculty member will submit an **Academic Dishonesty Incident Report Form** (form located on Registrar's website under FORMS) detailing the violation and action taken to the Office of the Provost and Vice President for Academic Affairs where it will be kept on file.
4. The student will be given the opportunity to discuss the incident with the Provost and Vice President for Academic Affairs. If the student admits guilt, the Provost will administer the appropriate action according to the sanctions on academic dishonesty. If the student denies guilt, the Provost, in consultation with the Dean of the College and the instructor involved, will evaluate the evidence and determine appropriate action. In cases where the incident occurred in a class section taught by the Provost, the dean of the respective college will handle the matter.

### Sanctions of Academic Dishonesty:

This includes plagiarism, cheating and dishonesty, in classroom or in class-related activities. The following sanctions represent the minimum action that will be taken. It is the prerogative of the Provost and Vice President for Academic Affairs to impose stronger sanctions if deemed appropriate.

1st offense: "0" on the assignment; which may result in a "F" in the course, depending on the assignment. Students will be required to enroll in AS 120, Academic Honesty in Context, a zero-credit P/F course, and complete the course with a P

during the next semester of enrollment. The cost for this five week course is \$125.00.

2nd offense: An automatic "F" in the course in which the offense took place.

3rd offense: Expulsion from the University.

Should the student disagree with the action taken by the Provost & VPAA, an appeal process may be initiated by the student. This appeal must be submitted in writing within seven days of the Provost & VPAA's action. The case will be immediately referred to the Hearing Board. The Hearing Board will consist of three faculty members appointed by the Provost & VPAA and the dean of the college from which the Incident Report Form was submitted. The student may request a faculty member or student services administrator to attend the hearing on her/his behalf.

**Appeal Process:**

1. Student meets with the instructor to appeal the incident and/or grade for the assignment.
2. Student may request meeting with the Provost with the understanding that the instructor's decision on the incident may not be changed.
3. In cases where the incident occurred in a class section taught by the Provost, the dean of the respective college will handle the matter.