

PART TWO: FACULTY AND UNIVERSITY POLICIES

(changes made 4/17/2014)

I. GENERAL

A. FACULTY AND UNIVERSITY POLICIES

It is the responsibility of every faculty member to know the policies of the University as set forth in this *Handbook* and in other recognized sources of University policy. Additional policies will be adopted periodically that also require faculty participation or compliance, such as those concerning students, including the grade appeal and sexual harassment policies. It is the responsibility of the division that generates a new policy to notify all individuals to whom it applies. A complete set of all University policies that apply to faculty must be available in each department and college.

B. LEGAL DEFENSE AND INDEMNIFICATION/NOTICE REQUIREMENT

Article IV of the By Laws of the Northern Kentucky University Board of Regents provides in the proper case that a faculty member “be afforded a legal defense and indemnification for any acts or actions taken in good faith and within the scope of his/her official duties while on the official business of the University.” (See Article IV, By Laws of the Board of Regents of Northern Kentucky University, in Appendix B of this *Handbook*. Article IV also includes requirements for timely notification by the faculty member; see Appendix B.) However, faculty are cautioned that conduct that is determined to be not within the scope of employment is not within the protection of that By Law.

II. PROFESSIONAL ETHICS AND RESPONSIBILITIES

The primary professional obligation of faculty is to be effective teachers. Faculty in their teaching, scholarly, creative, and service activities are expected to adhere to the following ethical standards.

- A. As teachers, faculty encourage in students the free pursuit of learning. They hold before students the best scholarly standards of the particular discipline. Faculty demonstrate respect for the student as an individual and adhere to the proper role as an intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct, and assure that the evaluation of students reflects their true merit. Faculty members respect the confidential nature of the relationship between teacher and student. They avoid any exploitation of students for private advantage, acknowledge significant assistance from students, and protect the right of students to hold and support dissenting viewpoints in matters of opinion.
- B. As scholars, faculty are guided by a deep conviction of the worth and dignity of the advancement of knowledge and recognize the special responsibilities placed upon them. Their primary responsibility

to their discipline is to seek and to state the truth as they see it. All faculty accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge as well as to practice intellectual honesty. Subsidiary interests of either the University or the faculty member must never seriously hamper or compromise faculty members' freedom of inquiry.

- C. As colleagues, faculty have obligations deriving from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, faculty show due respect for the opinions of others. They acknowledge academic debts and strive to be objective in professional judgment of colleagues. Tenured and tenure-track faculty also accept their share of responsibilities for the governance of the University.
- D. Although faculty observe the stated regulations, provided these do not contravene academic freedom, they also maintain a right to criticize and seek revision to these regulations. Faculty determine the amount and character of the work they do outside the University with due regard to their paramount responsibilities within it and in accordance with the requirements set forth in Section IV, Policies and Expectations for Outside Activities. When considering the interruption or termination of their service, faculty recognize the effect of that decision upon the program of the University and give due written notice of these intentions.
- E. As members of the community, faculty have the rights and obligations of any people under the laws of the United States and the Commonwealth of Kentucky. Faculty measure the urgency of these obligations in the light of their responsibilities to their discipline, students, profession, and the University. When faculty speak or act as private individuals, they avoid creating the impression of speaking or acting for the University. As people engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
- F. To abide by professional standards, specific obligations of faculty members include, but are not limited to, the following:
 - 1. **Obligations to students**
Faculty are expected to:
 - a. provide a syllabus for each course ;
 - b. meet classes as scheduled in the syllabus;
 - c. adhere to posted office hours as prescribed by departmental policies;
 - d. be available to advise, counsel, and/or assist students;
 - e. meet the final examination schedule as listed in the syllabus;
 - f. refrain from coercing students into enrolling for courses.
 - 2. **Obligations to colleagues and the University**
Faculty are expected to:
 - a. defend academic freedom and respect the opinions of others;
 - b. keep abreast of published policies and procedures, especially as they apply to professional obligations.

Tenured and tenure-track faculty exercise responsibility for the governance of the University, including, when appropriate, service on departmental and University committees and attendance at departmental and University-wide meetings;

3. Obligations to the community

Faculty are expected to promote conditions of free inquiry and further public understanding of academic freedom.

Tenured and tenure-track faculty also assist the University in meeting its community-service mission.

Violation of professional ethics will subject a faculty member to disciplinary action. Alleged violations that are unresolved by informal means will be referred to the University peer review committees. Upon completion of an investigation by the peer review committees, the report will be forwarded to the appropriate dean. Disciplinary action may include, but is not limited to, the following: a warning, a reprimand, probation, or dismissal. Probation and dismissal actions shall be in accordance with due process and existing policies and procedures pertinent to such issues as described in this *Handbook*.