

**ARTICLE TEN**  
**FACULTY RESPONSIBILITIES: TEACHING, SCHOLARSHIP & PROFESSIONAL**  
**DEVELOPMENT, ADVISING, AND SERVICE**

10.1 Overall Level of Responsibility

10.1.1 It is recognized that Faculty, as academic professionals, are committed to the provision of excellence in the academic endeavors of teaching, scholarship and professional development; advising; service; and, other academically related activities that support students.

10.1.2 Full-time Faculty members recognize that the University is their primary employer and that they are expected to be available on a regular basis during normal instructional, meeting and advising hours. If a Faculty member is unable to meet this responsibility, he or she shall submit to their Dean a written request to have these expectations modified or excused. The request shall explain why the responsibility cannot be met, including an identification of any external commitments or other factors that the Faculty member wishes their Dean to consider. The Dean shall make reasonable efforts to accommodate such requests to excuse or modify these responsibilities as long as the requested modification or exception does not unduly interfere with the Faculty member's obligations to the University. However, whether a requested accommodation can be provided shall be within the Dean's sole discretion.

10.2 Teaching

10.2.1 The course load of full-time Faculty members shall be twenty-four (24) contact hours per year, normally distributed as twelve (12) contact hours each fall and spring semester. Each full-time Faculty member may be required to prepare up to three (3) courses each semester, teach the equivalent of 12 contact hours each semester (equivalencies are described in Section 2.7 and Section 10.2 and its several sub-sections), and provide academic advisement to students. Each Faculty member shall be formally affiliated with a program, but he/she may teach outside their affiliated program if qualified and with the approval of the appropriate Deans.

10.2.1.1 Faculty teaching in team taught courses where the team members participate in all classes and evaluation will be credited with the contact hours appropriate to that course and will be compensated accordingly based on a minimum student enrollment of twenty-four (24) or approval of the Dean (i.e., two Faculty teaching in a team taught three credit course with full participation will receive three contact hours each toward their teaching load).

10.2.1.2 Faculty may elect to teach in other colleges, whether in the graduate school or in other online delivery courses, to complete course load with the following restrictions:

(a) Faculty must be certified to teach courses by online delivery as required by the University and approved by the University to teach any given course;

(b) Scheduling of all classes which the Faculty member is qualified to teach on the Rindge campus must be fully staffed by Rindge Faculty members before such an assignment can be made;

(c) Faculty who wish to teach overload courses beyond their contract will be remunerated according to the University's Faculty remuneration policies; and,

(d) No Faculty member who does not wish to teach in online delivery to fulfill a load will be required to do so.

10.2.1.3 When a Faculty member's course load requires more than twelve (12) contact hours for a given semester, the Faculty member may choose an additional stipend as defined in Article Twenty or a reduction in a future semester's course load, providing that in the latter case the Faculty member's Dean agrees that there is reasonable likelihood that such a reduction can be effected without harm to the program in the Faculty member's area(s) of expertise.

10.2.1.4 When a Faculty member's course load requires fewer than twelve (12) contact hours for a given semester, their Dean may make an additional assignment for that academic year after consultation with the Faculty member and an RFF representative, or may agree to an increase in a future semester's course load if such an increase is consistent with the program in the Faculty member's area(s) of expertise.

10.2.1.5 When provision is made for a reduction or an increase in a future semester's course load, such adjustments will normally be accomplished within three consecutive semester's time unless the Faculty member and their Dean agree that extenuating circumstances warrant further extension.

10.2.1.5.1 The Instructional Laboratory Technician will hold the academic rank of Instructor, but will not be eligible for promotion or rolling contracts.

10.2.2 Contact hours may be awarded for non-teaching activities as determined jointly by the Faculty member, their Dean, and approved

by the Provost. A representative of the Federation shall attend the discussions between the Faculty member and their Dean. Such equivalences may include, but not be limited to, the following:

- a. Academic or other institutional service.
- b. Research or special projects.

10.2.3 The following shall also pertain to contact hours:

10.2.3.1 A total of six (6) contact hours will be reserved for and shared among full-time Faculty members conducting Music ensembles in which 5-8 students enroll. Ensembles with 9 or more students will receive the regular 3 contact hours for such a course; ensembles of four or fewer students will be subject to the Dean's approval.

10.2.3.2 For full-time Faculty in Music, each group of six (6) students in Private Instruction will equal three (3) contact hours. All additional Private Instruction by full-time Faculty will be on a per student basis.

10.2.3.3 Each Faculty member is expected to adhere to the official semester course schedule regarding days, times and places of class and final exam meetings, and to the full academic calendar. Exceptions must receive prior written authorization by their Dean.

10.2.4 In the event a Faculty member is unable to meet any of the responsibilities set forth in this Article because of absence from campus due to documented circumstances such as jury duty, illness, inclement weather, personal emergency, or professional development activities, s/he must notify the appropriate Dean in a timely fashion, satisfy those responsibilities as soon as practicable, and keep the appropriate Dean apprised of efforts in this regard.

10.2.5 The number of course preparations for an individual Faculty member should not exceed three (3) in any semester. However, for purposes of maintaining program integrity or when Article 20.6 applies, four (4) preparations may be necessary in any given semester. Such arrangements should be worked out cooperatively by the Faculty member and the Faculty member's Dean. A representative of the Federation shall be involved in such arrangements.

10.2.6 The University will assign Faculty members to teach in areas in which they have at least some preparation and/or qualification when they are involuntarily assigned. Regarding this article section, all full-time Faculty are presumed to be qualified to teach the first-year general education course.

10.2.7 The foregoing provisions are not intended to affect existing duties of members of the Library faculty or such other positions as may be jointly determined by the parties from time to time.

### 10.3 Scholarship & Professional Development

10.3.1 Scholarship. The University endorses a broad view of scholarship and recognizes that professional activities may include the multiple forms of scholarship.

10.3.1.1 Faculty members are expected to demonstrate effectiveness in scholarship, as outlined in the Faculty Affairs Committee's Policies and Procedures.

10.3.2 Professional Development. The term "Professional Development" refers to those activities and processes that foster the growth of individuals in their respective roles in and contributions to an ever-changing field. Professional Development enables Faculty to be engaged in multiple aspects of learning within the professional academic community external to the University.

10.3.2.1 Activities that contribute to professional development include, but are not limited to, continuing education and training – through coursework, individual workshops, training sessions, or other formal pedagogical method – and more informal learning through attending conferences, lectures, webinars, etc.; reading professional publications; and communicating with colleagues in one's discipline. Professional growth is both reflected and furthered through service and by sharing one's knowledge in a professional environment external to the University.

### 10.4 Advising

10.4.1 All Faculty members are responsible for giving out-of-class assistance of a general nature to students on matters such as academic program planning, career issues, and other developmental concerns. Such assistance will be provided by individualized student advising or serving as an advisor to an organized student group, such as a club, Student Government Association or a student cohort (i.e. Class of '20; Class of '21, etc.).

10.4.2 Each full-time Faculty member will serve as academic advisor for a reasonable number of majors. Exceptions to this requirement may be granted by the Faculty member's Dean. An advisor is expected to have periodic, personal contact with his or her advisees during the course of an academic year and provide accurate, relevant advice on academic planning, career issues and other appropriate concerns. All advisors must publish their advising hours outside of their doors and submit them to the appropriate Dean. Faculty members are expected to

provide timely responses to students, either through office hours or digital communication.

10.4.2.1 Faculty who have an advising load which exceeds thirty (30) majors have the option of refusing additional advisees without prejudice.

10.4.2.2 Some Faculty members shall be assigned advisees who have declared majors in their respective disciplines.

10.4.2.3 Some Faculty members shall be assigned advisees who have not formally declared majors. In such cases, students will be assigned to Faculty members by their Dean. The sum total of advisees, both declared and undeclared, shall not exceed 30. The Faculty member will be expected to give assistance to a student's efforts to identify an academic program compatible with his/her interests, abilities and goals.

10.4.2.4 Advisors are responsible for assisting in the maintenance of a complete and accurate set of records for each advisee.

10.4.3 The University shall hold the Faculty harmless related to any liability resulting from implementation of this Article.

## 10.5 Service

10.5.1 It is expected that Faculty members will be present on the campus an adequate and reasonable amount of time over and above classroom contact hours so as to afford meaningful participation in the various responsibilities set forth in this Article. It is important for full-time Faculty members to be on campus to interact with students and colleagues. In no case should fewer than five (5) formal office hours per week be held, however, Faculty members may hold up to one (1) of the required five (5) office hours digitally.

10.5.2 It is expected that full-time Faculty will commit time and individual expertise, above and beyond teaching and academic advising, to other activities appropriate to the advancement of the University. Each full-time Faculty member shall provide service by working annually on committees or other groups created by the Administration of the University whose purposes are to support the effective functioning of the University and its programs.

10.5.2.1 Service activities include, but are not limited to:

- a. Contribution associated with service on departmental, school or university committees, task forces and advisory groups.
- b. Contributions associated with service on University governance such as the Academic Senate and/or the RFF.

- c. Participation in student recruiting activities such as Open Houses
- d. Receiving awards, grants, honors or other service recognitions
- e. Leadership and service to student organizations.
- f. Participation in fundraising, alumni and community relations events.
- g. Participation in program assessment activities and ensuing activities designed to refine and improve program quality.
- h. Participation in activities designed to improve course instruction as a result of course assessment.
- i. Development and delivery of new courses or program-related activities.
- j. Development of new programs or minors.
- k. Service as a judge of artistic or scholarly works.
- l. Organizing professional workshops and training sessions.
- m. Leadership roles in professional associations such as AACSB or AAC&U.
- n. Consulting work and other professional activities to benefit the discipline, the profession, the academy, or the wider community.
- o. Development and/or implementation of community-based learning (or service-learning) opportunities.
- p. Volunteer service to the local community that demonstrably enhances the relationship between the University and the community and demonstrates the faculty member's commitment to the FPU core value of service.

10.5.2.2 Service on the Rindge Faculty Federation Executive Committee shall be considered equivalent to the non-teaching responsibilities of Article 10.5 listed above.

10.5.3 The University recognizes the need for Faculty members to have uninterrupted time away from the campus for the purposes of grading, preparing lesson plans and similar instructional related activities. Toward this end, every reasonable attempt will be made to develop Faculty members' schedules of all required activities in a manner which supports this objective.

10.5.4 Because of the importance of Faculty as professional members of the University community, Faculty are strongly encouraged to participate in the variety of recognition and ceremonial events that are a regular part of the University traditions, including Commencement, Baccalaureate, Convocation, Founder's Day, and similar occasions. Nonattendance at such events shall not be considered in any formal evaluation for

contract changes (term of contract, promotion, or renewal) except at the request of the Faculty member.

- 10.5.5 All full-time Faculty members are responsible for participating in plenary Faculty meetings, and College and departmental meetings unless prior approval to miss such a meeting is obtained from the appropriate University Administrator.
- 10.5.6 Because of the critical nature of the University's efforts to recruit and retain students, each Faculty member is responsible for participation each year in at least two Admissions Open House programs or related events (e.g., Step Days, guidance counselor bus tours, etc.), or as program representatives to Convocation or Baccalaureate. The University shall develop a calendar of eligible events. Program Coordinators shall report to their respective Dean how the contractual requirement shall be met. Faculty may voluntarily exceed the minimum required level of participation.
- 10.5.7 Grant proposals initiated by Faculty members must be coordinated with appropriate administrative personnel including the Provost. No proposal can be submitted if it conflicts with other fundraising initiatives being conducted by the University.

## 10.6 Visiting Faculty

- 10.6.1 The normal course load for Visiting Faculty members shall be determined as described for full-time Faculty in this Article.
- 10.6.2 Since it is intended that Visiting Faculty positions shall be used to meet temporary or emergency needs, such appointments are restricted to a maximum of two (2) years, except with the written approval of the Federation. The Federation will make every reasonable effort to accommodate the University in such emergencies. A person initially hired as a Visiting Faculty member may not subsequently be hired to a full-time Faculty position without following the hiring guidelines in the Agreement (see Article 14).
- 10.6.3 Within the first month of a semester, the Deans shall report to the President of the Federation the extent to which Visiting Faculty are being utilized. If the pattern or extent of such usage is significantly different from that of comparable semesters in the three preceding academic years, an explanation for the difference shall be given.

The responsibilities of Visiting Faculty shall be the same as those of full-time Faculty.