

September 2015

Responsibilities of Faculty - Division of Humanities

Because policies are frequently revised and there is turnover in personnel, the Dean and the divisional Department Chairs would like to remind you of the Division's position on some issues that periodically arise.

Communication. E-mail and, for some, voicemail are standard means of communication due to varying schedules. It is expected that faculty will review their messages on a regular basis, and respond as appropriate and necessary.

Absences. Faculty absences for reasons other than illness or personal emergency must be approved by the Department Chair in advance. All leaves of absence must be requested and approved in writing. The Chair has authority for approving leaves for professional meetings of up to 30 calendar days and up to seven calendar days for all other reasons; a leave of longer duration is subject to approval by the Dean.

Class schedules. Faculty members are expected to meet classes at all times advertised in the schedule. It is improper to abbreviate the length of classes or reduce the number of times they meet. It is permissible, on occasion, to delegate the teaching of a class to a faculty colleague or a Teaching Assistant, but any such delegation requires the approval of the Chair. Any rescheduling of classes must be reported to and approved by the Department Chair. Changes that result in a reduction in student contact hours are subject to divisional approval.

Supervision of teaching assistants. Teaching Assistants, Associates In, Teaching Fellows, Remedial Tutors, Tutors, Readers, and all other student academic appointees must be treated with respect and consideration, and assigned only those responsibilities that are appropriate to the position. Faculty are expected to take the mentoring role seriously. In the case of Teaching Assistants teaching sections, this should include occasional observation of the section, together with consultation and coaching on matters of pedagogy. Please note that the faculty member, not the TA, must take responsibility for final preparation, signing, and submitting of narrative evaluations (if any requested). All faculty supervisors should acquaint themselves with the [ASE contract](#) for Teaching Assistants, Associates In, and Teaching Fellows.

Sexual harassment policy. The campus has sexual harassment and assault policies with which all faculty should be familiar, as well as a Senate Faculty Code of Conduct. Inquiries should be addressed to the Title IX Officer and Director of Harassment and Discrimination Prevention & Investigation Unit, Tracy Tsugawa (459-2462); tsugawa@ucsc.edu.

Employment contracts. It is essential that faculty not negotiate "employment contracts" with readers, research assistants, or others without prior consultation with the Department and/or the Divisional Academic Human Resources Office. Informal arrangements can result in students not receiving pay for work and Departments being unaware that funds were committed. Unauthorized employment leaves the person doing the work unprotected and the University legally vulnerable. The Department and the Division will do everything possible to expedite appointments and to find solutions when bureaucratic obstacles arise.

Department administrative service. Department service is an obligation for ladder rank faculty. Faculty members in residence should make themselves available for committee service at any time during the regular working hours when they are not in class or engaged in other scheduled university service. While reasonable efforts will be made to accommodate individual research schedules and personal needs, such as commuting or family responsibilities, it is not always possible to do so without unduly inconveniencing colleagues. Faculty self-governance is one of the founding principles and great strengths of the University, and it is important that everyone participate fully and willingly even if it is at times inconvenient. Absence of participation will be reflected in personnel actions, as will positive contributions.

Senate administrative service. All ladder rank faculty are encouraged to volunteer for service on Senate committees. Active involvement in the affairs of the Senate will be recognized and compensated through the personnel process. Assistant Professors are not expected to contribute service to the particularly heavy Senate Committees, such as CPB, CEP, Graduate Council (though such participation is not barred).

Office hours. Availability to students and to administrative staff in the form of weekly scheduled office hours is expected of all ladder faculty. Three hours a week is considered adequate. Please post your regular office hours and be sure to advise your Department and College and arrange to have a sign on your office door if you cannot be available at posted times.

Outside professional activities. Faculty are expected to contribute to their professions and to the community. The university requires faculty members to submit an annual report to their Department Chair on those outside professional activities that are related to their academic specialty. (Refer to [APM 025 for reporting guidelines](#).) These materials will be fully considered during the personnel review process. The annual report must be submitted in order for leaves to be approved.

Outside employment. Faculty may pursue a variety of endeavors for financial gain that are not directly related to the person's field or discipline. However, such endeavors must not interfere with the faculty member's full-time commitment to the University ([APM 025](#)). Category I activities (as defined in [APM 025](#)) require prior approval. Please consult the Humanities Division AHR Manager for advice and procedures.

Faculty are "...obligated to have a significant presence on campus, to be accessible to students and staff, and to be available to interact with University colleagues throughout every quarter...of active duty" (APM 025).