322 Professional Expectations

322.01 Academic Convocations
The academic year contract includes participation in the May and December commencement exercises as well as the Honors Day program, and faculty are expected to participate in academic regalia. At times, based upon limited seating capacity, the Provost's Office will announce a proportional percentage of faculty for each college and the libraries and will request that units adhere to those limits in determining the line of march.

Approved by Faculty Senate XXX; approved by President XXX; approved by President’s Cabinet XXX.

322.02 Class Meetings and Final Exams
The instructor of record or a qualified substitute will meet all classes promptly at the scheduled time and for the allotted amount of time. Faculty also will give final exams in all courses as scheduled by the Registrar's Office unless a change has been authorized by the appropriate chair or dean. A test on the final day of classes cannot substitute for the final. Seniors are not exempted from finals. Finals are required to be held as scheduled in the bulletin of classes.

Approved by Faculty Senate XXX; approved by President XXX; approved by President’s Cabinet XXX.

322.03 Statement on Course Requirements
According to the Standards of the College Delegate Assembly of the Southern Association of Colleges and Schools, “the process of instruction should be organized so that students and faculty have a clear idea of the aims and requirements of each course and the method of evaluation employed.” In keeping with this philosophy, the Faculty Senate approved (on June 2, 1982) a statement strongly recommending that a written description of course policies be prepared by each instructor and distributed to each class member very early in the semester.

Faculty should provide a written statement of the course requirements to all class members at the beginning of the course. This statement includes:

Faculty are traditionally granted the right to exercise a great deal of freedom in both methods of teaching and course requirements, and in the spirit of fairness to the student as well as the protection of the faculty member, a written statement might contain any or all of the following: an overview of the content to be studied; a listing of expected student learning outcomes; a listing of course assignments that equals two credits worth of outside class work for each course credit hour; an explanation of test procedures; a statement of grading standards, procedures, and relative weights given to the various assignments and tests; a statement of the attendance policy; and an indication of the time frame when assignments are due if specific dates are not given; required technology and technology use; and a clear policy on academic dishonesty that aligns with university policy on academic dishonesty and academic misconduct.

Furthermore, the Faculty should clarify for all class members, at the beginning of the course, the basis on which grades will be determined and provide timely academic feedback as the course progresses. This clarification includes: shall be clarified to the students as follows.

A statement in the syllabus indicating whether the professor intends to have a portion of the cumulative class grade reported to the student prior to the midpoint of the total grading period and reference to how that portion of the grade is determined. Prior to midpoint of the total grading period, faculty will make every effort to grade and make available to students all assigned and “turned in” graded class assignments. The instructor and student should make every effort to be available during the instructor’s office hours for discussion of the student’s academic standing prior to the midpoint of the total grading period.

Approved by Faculty Senate XXX; approved by President XXX; approved by President’s Cabinet XXX.

322.04 Extra Compensation Policy

Pursuant to USP Board of Regents’ policy, Section 8.3.12.5, E, extra compensation (Board of Regents Policy Manual) extra compensation may be paid to USG University System of Georgia faculty when all four of the following conditions exist:

Approved by Faculty Senate XXX; approved by President XXX; approved by President’s Cabinet XXX.
1. the work is carried in addition to a normal full load;
2. no qualified person is available to carry the work as part of his or her normal load;
3. the work meets institutional needs and priorities as determined by the institution's President, or his or her designee; and,
4. the additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of similar duties and in line with pursuit to See Board of Regents Policy Manual,

Section 8.3.12.4, Research, Saturday Classes, and Off-Campus Continuing Education; See Board of Regents Academic & Student Affairs Handbook,
Section 4.10, Faculty Overloads and Instructional Staff Responsibilities; and See Board of Regents Business Procedures Manual,
Section 5.3.2, Supplemental Pay, Including Temporary Assignments.

Approved by Faculty Senate XXX; approved by President XXX; approved by President’s Cabinet XXX.

322.05 Faculty Absence from Professional Responsibilities
Faculty traditionally extend professional courtesies to their colleagues for absences resulting from health-related emergencies, attendance at professional conferences, and the like, up to a week’s duration. Consistent with Georgia Southern policy, all absences are to be reported to the department chair, who shall coordinate accommodations for coverage of faculty responsibilities by colleagues. In instances where the absence exceeds one week, the following procedures for remuneration shall apply.

1. Time responsible for coverage shall be determined and approved by the department chair (e.g., one class meeting for a three-day-a-week course counts as one hour regardless of section size). Laboratories shall typically be calculated at the rate of two laboratory hours equaling one hour. Studio time shall be calculated in accordance with standard practice.
2. Remuneration is determined by prorating the standard overload rate, based on the number of hours taught. A three-credit course shall be assumed to have 45 teaching hours.
3. When the assignment for any individual exceeds one week, remuneration shall be calculated to include the first week’s work.
4. In situations where the faculty member assumes responsibility on an intermittent basis totaling more than one week, the department chair shall work with the faculty to determine appropriate remuneration in accordance with procedures in numbers 1 - 3.

Adopted by Faculty Senate, February 26, 2002; Approved by Faculty Senate XXX; approved by President XXX; approved by President’s Cabinet XXX.

322.06 Outside Consulting Activities
The Board of Regents has adopted the following statement of policy regarding outside activities: “Each University System of Georgia employee shall make every reasonable effort to avoid actual or apparent conflicts of interest and also the appearance of a conflict of interest” (between his or her college or university obligations and his or her outside activities.” Board of Regents Policy Manual, § 8.2.18.2, Conflicts of Interest and Conflicts of Commitment).

All employees are encouraged to participate in professional activities; however, those activities must be consistent with the mission of the University System of Georgia. Each University System of Georgia employee must obtain written approval in advance from the institution’s president, or designee, prior to engaging in compensated outside activities that relate to the employee’s expertise or responsibilities as a University System of Georgia.
employee. Faculty members must also notify their department chair of compensated outside activities. Such activities include consulting, teaching, speaking, and participating in business, professional, or service enterprises. Except as authorized for eligible faculty employees, annual leave must be used by University System of Georgia employees for compensated outside activities during normal work hours consistent with the System’s procedures governing the use of annual leave (Board of Regents Policy Manual, § 8.2.18.3, Compensated Outside Activities: Restrictions & Approval Process).

Occupational
A. An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
B. All full-time faculty, including corps of instruction and administrators, as well as other professional staff members employed by an institution of the University System are expected to give full professional effort to their assignments of teaching, research, and service, administrative, and regularly assigned duties.

C. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.

D. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the department chair, dean, and president (or his/her president’s designee) prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises (Board of Regents Policy Manual, § 8.2.15.1).

Consulting
Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature, and based in the appropriate discipline for which the individual receives compensation during the contract year.

Each University System of Georgia institution shall adopt guidelines governing consulting activities of faculty members which shall include the following:

1. Time that faculty may consult during regular work hours, if any. For nine-month employees, the maximum limit is one day per week. Twelve-month faculty assigned to administrative positions must take annual leave when engaged in consulting during their normal work hours consistent with the University System of Georgia procedures governing use of annual leave.
2. A determination of what institutional resources may be used for consulting work.
3. A plan for reimbursing the institution for use of the institution’s personnel, facilities, equipment, and or materials consistent with rates charged outside groups of persons.
4. A procedure for obtaining prior approval of the president, or his/her designee.
1-5. A procedure for defining and managing conflicts of interest and conflicts of commitment regarding faculty consulting. (Board of Regents Policy Manual, § 8.2.18.42, Faculty Consulting).

Georgia Southern University has adopted the following policy and procedures for implementing these Board of Regents policies.

Policy
University employees may participate in outside professional commitments during the term of their appointment, as long as these commitments do not interfere with the performance of regular employment duties, compete with the mission and services offered by the University or the employee’s unit, or degrade or detract from the University’s mission and reputation.

A. An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
B. All full-time faculty, including corps of instruction and administrators, as well as other staff members employed by the University are expected to give full professional effort to their assignments of teaching, research, service, administrative, and regularly assigned duties.
C. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
D. For all activities, except single-occasion activities, the employee shall report in writing through official
channels the proposed arrangements and secure the approval of the department chair, dean, and president (or the president’s designee) prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Exclusions
The following activities, when they are related to the normal course of work as a faculty or staff member, do not count as outside professional commitments. The activities listed below provide examples of those that do not need to be reported unless these activities will interfere with the performance of regular employment duties or compete with the mission and services offered by the University or the employee's unit.

- Preparing scholarly or artistic works.
- Peer review of articles and grant proposals.
- Attendance and presentations at professional meetings (and other similar gatherings).
- Serving on advisory committees or evaluation panels for governmental agencies, non-profit higher education institutions, or non-profit entities organized solely for educational, religious, philanthropic, or research purposes.
- Giving occasional lectures and speeches; participation in colloquia, symposia, site visits, study sections, and similar gatherings sponsored by governmental agencies, non-profit higher education institutions, or non-profit entities organized solely for educational, religious, philanthropic, or research purposes.
- Ad hoc refereeing of manuscripts.

Procedures
Prior to approval, the dean, or department chair if specified by the dean, shall review for approval all faculty outside professional activities in advance. Review for approval will be carried out annually in alignment with annual review. Such review will permit a determination of whether the proposed activities will constitute a real or apparent conflict of commitment. Examples of situations that, absent prior college or department review and approval, may create an actual or a perceived conflict of commitment are presented below. The examples are not all-inclusive, and are provided only as representations of commonly encountered situations.

- Teaching at another university during the academic year, or otherwise representing yourself as a faculty member of another university, unless done in support of a university-approved consortium.
- Use of one’s professional expertise during the academic year to provide services that compete with services provided by an academic or service entity within the University.
- Participating in private business activities to the detriment of your university education, research, scholarship or service responsibilities.
- Conducting research or novel scientific investigation as a private consultant to outside entities that should more appropriately be conducted as research sponsored through the Office of Research Services and Sponsored Programs (ORSSP).

Each college or unit will develop a method of recording prior annual approval for faculty outside professional activities and other procedures for the full implementation of this policy. These procedures will be submitted to the provost for approval. Questions involving conflicts of commitment in the area of faculty outside professional activities will be resolved by the dean and the provost. The faculty member has the responsibility for submitting a plan for reimbursing the institution for use of the institution’s personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons. Faculty must also adhere to the following restrictions:

- may not use the university name, marks, or logos for advertising purposes.
- may not use the official stationery of the University nor give as a consulting business address any university building or department name when participating in outside commitments.
- may identify their university employee status when rendering service to an organization outside the University, but may not speak, act, or make representations on behalf of the University, nor may they express institutional endorsement in relation to the outside activity.
- must report outside consulting that is relevant to sponsored activities where required to fulfill Financial Conflict of Interest reporting requirement under the Financial Conflict of Interest policy.
322.07 Statement on Faculty Workload
The duties of the faculty are determined by the University. It is recognized that the average faculty member’s duties are complex and entail far more than strictly classroom and laboratory activities. The standard teaching load for full-time, tenured and tenure-track faculty is 12 credit hours per semester. The standard teaching load for full-time lecturers is 15 credit hours per semester. In those teaching assignments in which contact hours differ considerably from credit hours (e.g., clinical supervision and laboratory courses) equivalences between contact hours and semester hour credits will be determined in the workload policies of the appropriate college. For the following faculty categories: clinical professors, clinical associate professors, clinical assistant professors, instructors, and limited-term faculty, the teaching load will be determined by agreement between the chair and the dean responsible and in consultation with the provost. Adjustments to the standard teaching load may be made with the recommendation of the chair and the approval of the dean.

Approved by CIC, September 25, 2017.

322.08 Tutoring by Faculty
Any tutoring assignment for which the faculty member is to receive extra compensation (i.e., overload payment) must have prior approval by the faculty member’s department chair, dean, and the provost. Faculty members who accept private tutoring assignments for pay should not tutor any student who is enrolled in their class.

Approved by CIC, September 25, 2017.