

Emory College of Arts & Sciences FACULTY RESPONSIBILITIES

PREAMBLE

This document outlines the basic expectations for how Emory College Faculty should carry out their research, teaching, and service duties. These expectations are a general reflection of the obligations and responsibilities outlined in the Emory University “Gray Book” (<https://provost.emory.edu/includes/documents/sections/faculty/tenure-and-promotions/Emory-Gray-Book.pdf>).

Faculty members engage in a wide range of activities and, depending on the type of appointment they hold, have responsibilities for conducting research; producing scholarly publications and creative works; teaching; advising and mentoring colleagues, graduate students, and undergraduate students; serving on committees in their departments and schools, and otherwise contributing to the life of Emory College, the University, and their professional disciplines. In addition, faculty are expected to comply with all elements of the University Workplace Conduct Policy, which outlines University’s general rules for ethical and healthy workplace practices:

<https://provost.emory.edu/faculty/handbook/workplace-conduct.html>

RESEARCH RESPONSIBILITIES

Tenure track/tenured/ faculty/professors of pedagogy are expected to

- engage in research, reflection and publication or in other creative efforts according to expectations of rank and divisions.
- be aware of and conduct their research in conformity with University policies and policies of external agencies including those on protections of human study participants or animal subjects, conflict of interest, patents, and copyright.
- be responsible for mentoring research of graduate and undergraduate research assistants on projects under the faculty’s member auspices.

TEACHING RESPONSIBILITIES

Faculty are expected to

- contribute broadly to the curriculum according to the needs of their academic unit(s),

- provide a course syllabus to students during the first week of classes. Syllabi should be a roadmap for the course and include clear statements of course objectives, requirements, and expectations.
- provide timely feedback to students on their coursework and be reasonably available to students outside class time.
- make reasonable accommodations for students with disabilities or students who observe religious holidays.
- submit final grades to the Registrar no later than the official deadline.
- be responsible for the supervision of the work carried out by teaching assistants.
- meet all scheduled classes. In the event of a missed class (e.g., to attend professional meeting, due to illness, or to observe a religious holiday) the faculty member must promptly notify the students and reschedule the class or provide relevant alternatives. An absence for more than one week requires notification of the Department Chair and, if necessary, enlistment of their help to arrange coverage of the missed classes.
- make up teaching obligations in the same or subsequent semesters for classes canceled due to under-enrollment in a way that meets the teaching needs of the academic unit.

SERVICE

Faculty are expected to perform service that is appropriate to their rank and the needs of the academic unit, the College of Arts and Sciences, and the University.

AVAILABILITY

Faculty are expected to

- be available to students and colleagues during the work week by holding office hours and/or being otherwise available for consultation and by responding to correspondence in a timely fashion.
- When on leave, continue supervising their research graduate advisees and make provision for the supervision of their undergraduate research advisees.
- participate, as appropriate, in the shared governance of the department, the College and the University.