

ADMINISTRATIVE MEMORANDUM

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

July 13, 2010

No. 3-2010

(Supersedes No. 9-2005 August 12, 2005)

VISITING FACULTY RESPONSIBILITIES

- I. EXPECTATIONS:** Full-time appointment to a Visiting Faculty position at Purdue University North Central entails the acceptance of responsibility to the University for the variety of learning activities. All Visiting Faculty are accountable for meeting the following responsibilities during the academic year (and, if under contract, in the summer) as authorized by the Board of Trustees, President of the University, Chancellor, Vice Chancellor for Academic Affairs, Dean and their respective Department Chairs. Department Chairpersons, in consultation with the Dean, determine and assign all faculty obligations and responsibilities. These responsibilities include:
- A.** Teaching courses within the range of 14-16 contact hours per week per semester during the academic year, with appropriate adjustment during summer sessions as determined by the Chair in consultation with the Dean. This shall include the following:
1. Meeting all scheduled class and examination periods, including scheduling appropriate make-up time for any class or examination periods that might be missed during the course of a given semester. If absence from class becomes necessary, the faculty member must notify the department chair at the earliest possible opportunity and, unless in extreme emergency, prior to the beginning of the class to be missed. Course assignments must be planned so that no examinations or quizzes are given during the 15th week of classes. The only exceptions are laboratory examinations.
 2. All assigned courses are to be conducted in accordance with the catalogue description, the current course outline, and stipulations of the department chair.
 3. Federal regulations require that faculty maintain accurate attendance records. Faculty *must* report all students who miss more than three successive class sessions to the Student Success Center. Faculty teaching courses that meet only once each week should report absences for each class since each class constitutes one week of academic work.
 4. Participation in the student evaluation process in accordance with established policies and procedures.

5. In consultation with the appropriate department chair, provide to all students in each course taught, and to the appropriate department chair, a syllabus that complies with the guidelines for syllabi issued by the office of the Vice Chancellor for Academic Affairs. All syllabi should include at a minimum the professor's contact information, office hours, course outline, grading policy, absence policy and reading list.
 6. Submission of all grade reports, student absence from class reports or other required documentation within the established timelines. In particular, final grade reports must be submitted on time.
 7. Upon completion of teaching assignment, grading records, grade books, homework, attendance records and other class-related records must be submitted to the department chairperson.
- B.** Availability on campus for interactions with students, which in general assumes at least four days per week of direct campus activities (includes off-campus assignments such as clinical labs and continuing education) during the academic year, with appropriate adjustment during summer sessions.
- C.** Maintaining regularly scheduled office hours each week during the semester, as determined by department needs.
- D.** Participation in department meetings (Visiting faculty have non-voting appointments).
- E.** Attendance at official University functions.
- II. APPOINTMENT:** All Visiting Faculty appointments are for a period of nine months, beginning one week prior to the start of regular classes in the fall and ending following commencement at the end of the spring semester.
- III. TENURE AND/OR SABBATICAL LEAVE:** Visiting Faculty are not eligible for tenure or sabbatical leave.



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