Procedure Summary

Texas A&M University-Corpus Christi is committed to excellence in teaching, scholarship and creative activity, service, a concern for students, and the integrity of the institution. As such, all faculty, as appropriate to the nature of appointment, are expected to meet certain expectations. This procedure outlines expectations for faculty members.

Procedure

1. GENERAL EXPECTATIONS

1.1. Engage in college and university activities in a collegial manner; that is, work cooperatively and professionally with colleagues and share in the responsibility of group endeavors that further the mission of the department, college, and university.

1.2. Maintain high ethical standards in all professional activities by practicing intellectual honesty and avoiding exploitation, harassment, or discriminatory treatment of students or colleagues.

1.3. Avoid creating the impression that they are speaking on behalf of the department, college, or university when speaking or acting as a private person.

1.4. Take initiative in promoting their own professional development as teachers, scholars, and public servants.

1.5. Complete all training required by the university and the Texas A&M University System by the given date.

2. TEACHING EXPECTATIONS

2.1. Engage in teaching activity as required by college guidelines and in accordance with faculty appointment and discipline.
2.2. Develop student learning outcomes and course content in accordance with university catalog course description and in alignment with program learning outcomes.

2.3. Make known to students, in writing, the goals and requirements of each course, nature of the course content, student learning outcomes and their relationship to the program learning outcomes, and methods of timely evaluation to be employed.

2.4. Meet classes as scheduled, in accordance with the official university schedule and the official course designation for instructional method.

2.5. Report changes to the format of courses as prescribed by the college, as related to mode of delivery (i.e., distance learning).

2.6. For each course taught, utilize the university’s approved learning management system to post syllabi, instructor contact information, course grades (via the gradebook), and other requirements as stated in the college’s handbook.

2.7. Be prepared to continue relevant teaching and learning activities in the event of a natural disaster or emergency in accordance with the college’s academic continuity plan.

2.8. Meet standards for classroom management by ordering books on time, reporting grades on time, and reporting attendance as required.

2.9. Meet requirements for program assessment and the Texas A&M University System Common Learning Outcomes.

2.10. Instruct to meet course objectives and the student and program learning outcomes.

2.11. Inform students about the ability to participate in the university wide end-of-term student evaluation of courses.

2.12. Maintain competence in teaching fields.

2.13. Be professional in conduct in the classroom and show respect for students, student confidentiality (in compliance with FERPA guidelines), and diversity of opinions.

2.14. Be available to students for consultation on course work during regular or electronic office hours in accordance with college guidelines and policy.

2.15. Maintain current electronic Curriculum Vita through university approved system.

2.16. Adhere to department and college policies regarding course syllabi, outcomes, and content, including filing electronic course syllabi as required by the university.
2.17. Maintain current reports and documentation as required (e.g. outside employment, conflict of interest).

3. SCHOLARSHIP AND CREATIVE ACTIVITY EXPECTATIONS

3.1. Engage in scholarship and creative activity as required by college guidelines and in accordance with faculty appointment and discipline.

3.2. Demonstrate sound and ethical oversight in the use of funds.

3.3. Maintain awareness of and adhere to all university, system, and federal requirements related to ethics and compliance in scholarship and creative activity.

4. SERVICE EXPECTATIONS

The expectation is that faculty members will engage in service in alignment with their rank. Part-time faculty members may be exempt from service expectations.

4.1. Serve as academic advisor/mentor according to college guidelines and policies.

4.2. Participate in commencement ceremonies according to university guidelines.

4.3. Engage in service activities as required by college guidelines, including but not limited to:

   (a) department, college, and university committees,
   (b) department and college meetings,
   (c) assessment activities, and
   (d) department and college recognition ceremonies.

5. While these responsibilities provide the foundation of good teaching, scholarship and creative activity, service, and professionalism, they do not alone qualify faculty for tenure, promotion, and/or renewal of an employment contract. This list is not comprehensive and other responsibilities may be assigned by a supervisor.

Related Statutes, Policies, or Requirements

System Policy 12.01, Academic Freedom, Responsibility and Tenure
University Rule 15.99.03.C1, Ethics in Research, Scholarship, and Creative Activity
University Procedure 12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty
University Procedure 33.05.02.C0.01, Required Trainings for Employees and Affiliates
University Procedure 33.99.99.C0.02, Performance Review of Full-Time Faculty Members
University Procedure 34.07.01.C0.02, Academic Continuity
This procedure supersedes:
- 12.01.99.C1.03, Responsibilities of Full-Time Tenured and Tenure-Track Faculty Members
- 12.01.99.C0.03, Responsibilities of Full-Time Tenured and Tenure-Track Faculty Members
- 12.99.99.C0.02, Responsibilities of Part-Time Faculty Members

Contact Office

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