

## **College of Natural & Health Sciences**

### **Faculty Expectations**

Faculty of the College of Natural & Health Sciences at Arkansas Tech University support the University's mission of providing student-centered, quality education and are committed to the success of students, and the university. This involves quality teaching, advising, and communication. In addition, faculty provide service to the university and engage in research, scholarship, and professional development activities. During contractual employment, faculty members are expected to be available to assist and work with students and respond to students, departmental, college, and institutional needs. This simplified overview is presented as an outline for the expectations of faculty within our college, specific details and policies are found within the ATU faculty handbook.

**Teaching:** The primary responsibility of the faculty is quality teaching in their respective content areas, regardless of delivery format. This entails adequate preparation for courses, effective course design and instruction, and fair and timely evaluation/feedback of student progress. To ensure quality teaching, faculty must be committed to the success of our students. Specifically, faculty should:

- Keep current in their discipline.
- Organize courses to facilitate quality student engagement and high impact practices.
- Assist department heads with the scheduling of classes that meet the needs of students.
- Meet all scheduled classes unless there is prior approval for absence. In the case of an emergency or sickness, faculty should make every effort to notify students of the cancellation as well as notify their supervisors.
- Schedule personal days for times other than when scheduled classes are in session (unless personal emergency or circumstance).
- Comply with departmental, college, and university standards concerning the academic quality and integrity of their classes.
- Comply with the university Distance Learning policy.
- Keep current in their use of technology by attending university training sessions and other professional development opportunities.
- Be available to meet students outside the classroom by being available before or after classes and by scheduling office hours both in a physical and electronic format to include virtual office hours.
- Assist with department and college assessment and be proactive with modifications in teaching based on assessment feedback.

**Advising:** A primary responsibility of faculty is the proper, timely, competent and professional advising of students. In order to assist and fulfill this duty, faculty should:

- Be knowledgeable of the requirements of their degree programs as stated in the appropriate catalog(s).

- Meet/advise students on academic and non-academic matters (e.g. program mapping, graduate/professional school and career preparation).
- Provide leadership and promote excellence in student organizations.
- Write letters of recommendation for employment/graduate studies, etc.

**Communication:** Faculty should communicate effectively and in a timely manner with students and colleagues at all levels of the institution. This implies an understanding of the communication hierarchy within departments, colleges, and administrative levels. Timely communication with students supports other faculty responsibilities (teaching, advising). To ensure this, faculty should:

- Be responsive and timely. Respond to student phone calls and email messages within university guidelines.
- Provide multiple means of contact for students (i.e. note on door, email through Blackboard, phone number, etc.).
- Notify appropriate individuals within the department as soon as possible in the event of faculty absence.

**Research/Scholarship/Professional Development:** The strength of a university rests on the knowledge and skills of its faculty. Faculty must stay current in their field of expertise/teaching area. This includes:

- Authoring academic writings.
- Presentation of work at local/state/regional/national conferences.
- Active membership and/or office holding in professional organizations at the local/state/regional/national level.
- Appropriate professional development (e.g. workshops, certifications, CEUs).

**Service:** Faculty should provide service to the institution by:

- Attending meetings (department/college/university).
- Engaging in committee work that will advance the department/college/institution.
- Assisting with student recruitment.
- Participating in graduation and convocation ceremonies.
- Participating in other appropriate university activities.