



Policy Title
Faculty Teaching Responsibility Policy

Policy Number
1-037

Responsible Unit: Office of Academic Affairs	Effective Date: July 2, 2021
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: N/A
Policy Classification: Academic Affairs	Last Revised Date: N/A
	Origination Date: July 2, 2021

- I. Policy Purpose**
This policy provides the guidelines to full-time and part-time faculty regarding the minimum expectations of the faculty concerning teaching a course at SULC.

- II. Policy Scope**
This policy applies to full-time and part-time faculty.

- III. Policy Compliance**
Compliance with this policy allows a member of the faculty to meet the institutional expectations regarding the teaching of a course at SULC.

- IV. Policy Definitions**
Not applicable.

- V. Policy Development and Implementation Procedures**
The faculty developed this policy to codify information previously listed in the Faculty Guide regarding certain expectations of members of the faculty when teaching a course at SULC.

VI. Policy

- A. Every faculty member is required to have class as indicated on the course schedule, unless an unavoidable circumstance results in a class cancellation. When a class is cancelled, the faculty member must inform the Vice Chancellor for Academic Affairs about the cancellation and indicate how and when the cancelled class session will be rescheduled.
- B. Faculty members must track the attendance of students in their class using the approved methods of SULC. The Attendance Plus software is currently the approved method for tracking student attendance.
- C. Faculty members may not allow persons who are not listed on the official class roster to attend class.
- D. Faculty members shall develop and distribute to their students a course syllabus, as well as furnish a copy of the syllabus to the Chancellor's Executive Assistant and the Vice Chancellor for Academic Affairs. The course syllabus must contain the following information:
 - 1. Professor Name and Contact Information (at a minimum SULC email address, office number, and phone number, if applicable).
 - 2. Course Name
 - 3. Semester and Year
 - 4. Office Hours (minimum of 10 hours per week)
 - 5. Textbook and other required materials.
 - 6. Student Learning Outcomes
 - 7. Course Requirements
 - a) Attendance Requirement (minimal 80% attendance)
 - b) Class Preparation Requirement
 - c) Class Participation Requirement
 - d) How Grade Will be Calculated
 - e) ADA Accommodation Statement
 - 8. Topics to be Covered in Course and the Order of Coverage
- E. Faculty members shall schedule office hours (minimum of 10 hours per week) that takes into consideration the class schedule of students. Generally, full-time faculty will be expected, absent extraordinary circumstances, to meet with students in their SULC office. Part-time faculty will be able to use general office space, if available, to meet with their students. Faculty members without an office will be permitted to host their office hours remotely via Zoom, Microsoft Teams or other technology. Nothing in this policy would preclude a faculty member from using technology, such as Zoom, to conduct meetings with students.
- F. Faculty members must be sufficiently prepared to cover the course material and respond to student questions regarding the material.
- G. Faculty members teaching a doctrinal course must provide students with at least two writing opportunities during the semester where feedback is provided by the professor to the student in advance of the final examination. The writing opportunities should be designed to provide a student with notice of the professor's expectations of the students on the final examination.

- H. For doctrinal courses, faculty members must develop a written final examination of suitable length (generally three (3) hours) that generally will be administered through SULC's examination software. A copy of the final examination must be provided to the Vice Chancellor for Academic Affairs at least two (2) weeks prior to the start of the final examination schedule. The final examination must be worth, at least, 75 percent of the final grade in the course.
- I. Full-time faculty are required, and part-time faculty are encouraged, to attend faculty meetings which are generally held once a month. While only full-time faculty members may vote on matters in faculty meetings, part-time faculty may benefit from the exchange of information which takes place during the meetings.
- J. Faculty members are required to inform students as to how the student's final grade was calculated (see Grade Review and Appeal policy).
- K. Full-time faculty members have additional responsibilities which are contained in the Faculty Guide.

VIII. Policy History and Review Cycle

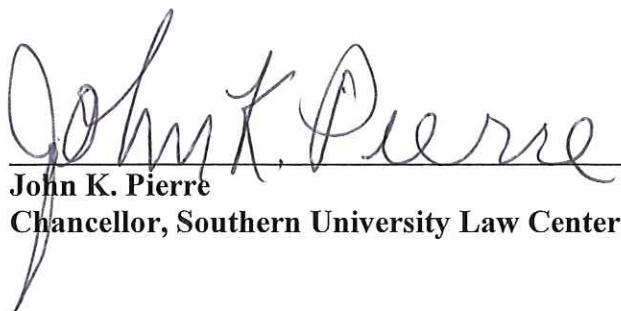
This policy was created on July 2, 2021. The policy shall be reviewed every five years by the Vice Chancellor for Academic Affairs and any changes will be submitted to the faculty for consideration.

IX. Publication of Policy

This policy is published at <https://www.sulc.edu/page/sulc-policies> and in the Faculty Guide.

X. Policy Approval

This policy was approved by the faculty on July 2, 2021.



John K. Pierre
Chancellor, Southern University Law Center

July 2, 2021
Date