

CHAPTER SEVEN

PROFESSIONAL RESPONSIBILITIES OF ORDINARY FACULTY

A. *Support of Institutional Goals*

Each faculty member should support the institutional goals of Loyola University New Orleans. The way of supporting these goals will vary according to each one's faith and conscience. Each faculty member has the right to hold and express personal religious beliefs though these may differ from Catholic doctrine. However, it would be a violation of one's professional dignity and integrity to join the Loyola faculty and then in the classroom or while engaged in other University activities deride the beliefs of any faith and especially the Catholic Church. This does not inhibit the scholarly and relevant criticism of Catholic organizations, leaders, activities, and particular theological opinions.

B. *Protection of Rights*

Each faculty member is enjoined to protect the rights to which every other member of the University community is justly entitled.

All members of the University community have the right to expect University action prohibiting on-campus activities of students, faculty and/or administrators which would interfere with the exercise of their civil rights and/or the performance of their duties and responsibilities.

Membership in the academic community imposes on faculty members, students, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals or damage University facilities or disrupt the classes of one's colleagues.

Students are entitled to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. No student should be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

C. Specific Professional Responsibilities

The specific professional responsibilities of a faculty member fall into three categories: teaching, research and publication, and community service.

1. Teaching Responsibilities

Each faculty member shall pursue excellence in the preparation for and performance of teaching duties. It is subject mastery and personal scholarship which entitle a faculty member to freedom in classroom presentation of professional subject matter. Thus, it is improper for an instructor persistently to intrude material which has no relation to a subject, or to fail to present subject matter of a course as announced to students and as approved by the faculty in their collective responsibility for the curriculum.

Each faculty member shall observe duly promulgated regulations concerning such matters as the cancellation of scheduled classes, examinations, grades, current syllabi, teaching assignments, contact hours, full-time employment, and assessment and development of the curriculum.

Each faculty member shall be responsible for the timely preparation and grading of student examinations, as well as directing and carefully evaluating student assignments within a reasonable time.

2. Publication and Research Responsibilities

Each faculty member shall engage in research and develop personal scholarship.¹ These activities should, however, reinforce and vitalize teaching; they should not supercede or exclude it.

Each faculty member shall maintain an active scholarly interest in his or her professional field in order to stimulate and challenge students in the classroom. This scholarly interest may be evidenced by such activities as attendance at professional conferences, reviews of professional literature and other professionally related activities.

3. Community Service Responsibilities

Each faculty member shall be expected to contribute to the general welfare of the community as well as the University through such activities as working on committees, serving as advisor for student organizations, active involvement in civic and cultural life, cooperation in student recruitment, and active participation in professional societies.

Each faculty member shall be responsible for regular academic advising and guidance of students, shall maintain scheduled office hours, and shall be familiar with academic regulations and the curriculum of his or her College. Each faculty member should refer students when appropriate to University service agencies (e.g., University Ministry, Student Health Service, Counseling and Career Services, Academic Resource Center, etc.)

¹ Examples of scholarship are listed in Chapter 4, Section A3b.

D. Faculty Teaching Assignments

Faculty teaching assignments are the responsibility of the Dean. Normally, the Dean will accept the recommendation of the faculty members in the concerned area.² In those colleges in which there are departmental or area chairpersons, they shall make teaching assignments with the approval of the Dean. Faculty teaching assignments may include classes in another College of the University.

E. Faculty Teaching Load

Twelve credit hours per semester is the maximum teaching load for the Ordinary Faculty.³ For a faculty member who is involved in laboratory classes, the load is limited to a maximum of fifteen contact hours per week. A twelve credit hour teaching load will involve no more than three lecture course preparations.

The twelve credit hour teaching load is reduced for departmental and area chairpersons in consideration for the added administrative duties attached to these positions, and also for faculty members who teach graduate courses or who have new course preparations. The twelve credit hour load is similarly reduced for those faculty members who can adequately document to the departmental chairperson and the Dean their regular involvement in the specific faculty responsibilities identified in Chapter 7, Sections C-2 and C-3, in accordance with the specific College criteria and procedures for reductions in teaching load.

Experience indicates the impossibility of formulation of a mathematical norm for comparison of the service to the University expected of each faculty member. The individual faculty member may have several quite different duties, some of which may vary strikingly at different times during the year. It is important, therefore, that individual workloads be determined by, or in consultation with, the department or other academic unit most familiar with the demands involved. Those responsible should be allowed a measure of latitude in making individual assignments, but care should be taken that all of the individual's services to the University are considered.

² The term "teaching assignment" as used in this Handbook refers to the number of contact hours, specific course offerings, and the scheduling of classes, including the location and the time of class offerings. This term does not include determination of course content which is the right and responsibility of the Ordinary Faculty.

³ In the ~~School~~ College of Law, it is the policy that the faculty member will normally teach two courses each semester. Occasionally, one course is to be repeated; when this occurs, the faculty member shall teach not more than eight scheduled class hours per week except at the faculty member's request.

The following common sources of inequity in the distribution of faculty workloads should be considered by the Dean, administrators, and faculty in determining individual faculty workloads:

1. The number of different course preparations should be considered as well as the total class hours per week.
2. Special adjustments may be appropriate for the faculty member introducing a new course or substantially revising an older course. This is a matter of institutional self-interest as well as equity; if the new course has been approved as likely to strengthen the University's program, all appropriate measures should be taken to ensure its success.
3. Extreme differences in scope and difficulty between some courses is obvious. Imbalances may occur not only between courses in different disciplines but also within the same discipline. In some subjects the advanced course is the more demanding; in others, the introductory course. One course may entail constant student consultation; another may entail a heavy burden of paperwork. At least the more obvious discrepancies should be corrected.
4. The size of the classes taught should also be considered. The larger class is not always more demanding than the smaller class, but it does not follow that the question of class size can safely be ignored. There will be many generally comparable courses and for these the difficulty will probably be directly proportional to the number of students involved.
5. A certain level of scholarship is required of all faculty members; however, a distinction must be made between research in direct support of classroom teaching and original, exploratory work in some special field of interest. It is expected that some but not all faculty members will engage in formal research and scholarship. Research efforts for general course preparation do not warrant workload reduction; however, it is University policy to adjust workloads to permit faculty members to pursue formal research. It is doubtful that a continuing effort in original inquiry can be maintained by a faculty member carrying a teaching load of more than nine hours.
6. Although faculty members expect to advise students, serve on committees, participate in professional societies, and fulfill certain administrative duties, a heavy commitment in any one of these areas, or service in many of these areas at once, will impair the effectiveness of the faculty member as a teacher and scholar. A reduction in workload is manifestly in order when the University wishes to draw heavily on the services of an individual in this way, or when with its approval he or she is engaged in community or government service. The faculty unit responsible for individual assignments should take all such additional services into full consideration.

F. Responsibilities of Faculty Status

Faculty members should not lend the name of the University to any advertising material designed to further the sale or commercial use of any product without the express approval of the President. An exception is a scholarly work such as a book, manuscript, publication or other academically related item.⁴

The University faculty member is a citizen and a member of a learned profession. When speaking or writing as a private citizen, each faculty member is free from institutional censorship, and will not be disciplined for public utterances. However, each faculty member should remember that the public may judge the University and his or her profession by these public utterances. Hence, faculty members should attempt to be consistently accurate, should exercise appropriate restraint, and should show respect for the opinions and rights of others. When expressing a personal belief or opinion, a faculty member or administrative officer may identify himself as such, but he should at all times make it clear, whenever circumstances might indicate otherwise, that he is speaking in his own name and not in the name of the University.

None of the above should be interpreted to mean that there is any prohibition on political activity. On the contrary, faculty members have every right to fulfill their roles as citizens, including campaigning for and holding of public office. However, if in the judgment of the President these activities interfere with the performance of full-time duties, the faculty member may be required to take a leave of absence without pay.

⁴ The University Copyright and Patent Policy is Appendix B.