F1.6 Ethics, Duties, and Responsibilities

F1.6.1 Professional Ethics

As members of their separate learned societies and of the teaching profession, faculty members are considered to be professionals. As professionals, faculty members exhibit considerable autonomy in their activities and are guided in these activities by codes of ethical conduct.

F1.6.1.1 Ethics in Teaching

Faculty members should be guided by the "Statement on Professional Ethics" of the AAUP.

F1.6.1.2 Ethics in Research

When conducting and reporting research, faculty members should adhere to accepted ethical procedures. Persons performing research on human subjects should abide by the Policy and Procedures for the Protection of Human Subjects in Research Activities, which is on file with the Research and Professional Development Committee.

For further information on Faculty Research and/or Grants, see the Office of Sponsored Programs and Research Handbook. To access the OSPR handbook, login to MyECU then use the following link to go directly to the OSPR handbook:

https://myecu.ecok.edu/ICS/ECU_INFORMATION/Academic_Affairs/Sponsored_Programs_and_Research/Documents_Page.jnz

F1.6.2 Faculty Authority

No faculty member, administrator, or other representative of the university shall make any representations to, or enter into any agreements with, or act toward any student or other person in any manner which is not in conformity with established university policies, practices, and procedures expressed in the Faculty Handbook, the University Catalog, or other published university documents.

F1.6.3 Teaching Responsibilities

The determination of an equitable time and amount of work for university faculty is a complex process. University professors are not required to adhere to a rigid time schedule, yet, they are not self-employed and completely free to set their own work schedules. University professors are expected to have the integrity to devote to their job the amount of time necessary to complete the tasks assigned. This often entails working nights and weekends grading papers, preparing lectures, researching in the library, etc. They are also expected to be available for a fixed amount of time to teach classes, advising and assisting students, meeting with committees, etc. By recognizing both the flexibility and responsibilities of their unique professional status, faculty members can derive much self-esteem from having the freedom to select when they can best prepare for their professional responsibilities as university professors. On the other hand, there is potential for abuse. If faculty were on campus only to teach classes, the students would suffer from the inability to confer with faculty. Faculty members are employed to engage in teaching, research, and public service for an academic year. (Refer to F2.1.5 for Office Hours Policy)

F1.6.4 Definition and Philosophy of Advising

Advising is an integral and necessary part of the higher educational process. Although much faculty advising of students does occur spontaneously, it is vital to the overall quality of life and education at East Central University that there be some clear and conscious channels of advising open to students. Evidence suggests that the most effective form of advising in the college setting is a two-way interaction between student and advisor. An expanding literature of research into college advising repeatedly points to faculty members as the most influential and most significant source of advising to students.

Through the advising role, a faculty member can find opportunities to enhance the educational program and individual development of their students. This has special significance in an educational institution like East Central University, since direct experience and contact with faculty members strengthen the relationship between academic preparation and the worlds of work and career. Helping others to develop their potential by acting as coordinator, inspiration, catalyst, partner, or architect of their educational experiences provides not only intrinsic satisfaction, but also enriches a teacher's knowledge of human nature and development, often contributing to a reappraisal of their own intellectual pursuits and growth. It is no accident, therefore, that advising is considered as a vital part of faculty service to the university.

To be most effective, advising must be personal rather than mechanical. Scheduling and honoring mutually convenient office hours is one way to assure at least minimum availability. That faculty members are knowledgeable about their own fields of study is unquestioned; however, students look to faculty members as a source of all knowledge. Providing additional information about some basic institutional and college requirements and sources of information is vital. No person is or can be expected to have all the answers to all the questions they are likely to be asked. What is most important to students, and is likely to influence their attitudes toward East Central University and its educational programs, is evidence of genuine concern.

F1.6.4.1 University Policy on Advising

The academic advisor has the responsibility of helping students plan their academic program in light of their educational and vocational objectives, their special interests and abilities, and the goals and procedures of the university. The primary responsibility for academic advising at East Central University rests with the faculty. Personnel in other offices in Student Development and the Academic Success Center provide academic assistance. The organization and administration of the academic advisement program is the responsibility of the Provost/VPAA. The student is responsible for identifying and completing the degree program requirements.

F1.6.5 Service to Institution

East Central University recognizes its responsibility for educational leadership and service, and for intellectual alertness among its faculty. These concerns are reflected in the criteria for the granting of promotion and tenure. It is the responsibility of every faculty member to contribute to the educational and service interests of the university, and to continue to develop mastery of their professional discipline. Educational leadership within the institution is achieved through faculty excellence in teaching. It is expected that faculty members will be thoroughly prepared for their classes, will meet their classes promptly, and will evaluate their students fairly. Faculty participation in group deliberations on the departmental, college/school, and/or university level is necessary for the improvement of the academic program and smooth operation of the university community. Such participation facilitates the university's attainment of educational leadership and is the responsibility of every faculty member.

Faculty members also have an obligation to the institution in the area of service. This obligation is fulfilled through contributions to professional organizations and community work. Some faculty members may be called upon to serve as advisors to student organizations or to otherwise facilitate the social and scholarly development of the student outside the classroom setting.

The faculty member has an obligation to grow professionally. Unless each faculty member keeps up with recent developments in their field and strengthens their grasp on older materials, they will soon dwindle into ineffectiveness as a scholar and a teacher. Continued development in their professional discipline is expected of every faculty person. Such development may be in the form of formal course work towards a terminal degree, or by attendance at continuing education programs. Continuing mastery of the discipline also is evidenced by research, or creative or scholarly work.

F1.6.6 Faculty Workload

The academic work year is determined by the contract between the university and the individual faculty member. The beginning and ending of each semester and intervening holidays are determined by the approved academic calendar.

The following, and such other days as the board or the university President, on authority of the board, may designate, shall be holidays for employees:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas

If any such holiday falls on Sunday, the succeeding Monday shall be a holiday.

F1.6.7 Teaching Load and Compensation

The following is a definition of the faculty teaching load and the factors used to compute the load. The teaching load is defined in terms of Faculty Load Hours (FLH).

F1.6.7.1 Definition of Faculty Load Hour

A faculty load hour is defined as teaching a lecture class that meets one 50-minute period each week for a 16-week semester, i.e., a one-semester credit hour lecture course equals one FLH. Since there is a well-defined statement regarding the equivalence of a semester credit hour lecture course (1 hour = 800 minutes class time), the number of semester credit hours is equivalent to the faculty load hour for lecture courses regardless of the length of class periods or the number of weeks.

F1.6.7.2 Conversion of "non-lecture" instructional assignments to FLHs

1. Class contact hours spent in laboratory courses will be converted as though one 50-minute period equals 3/4 FLH. For purposes of this definition, laboratory courses are defined as those in which lecture instruction is enriched by laboratory experiences; i.e., the course must have distinct lecture and laboratory periods assigned. This includes courses in biology, chemistry, physics, and nursing, for example.
2. Classes that are held entirely in a laboratory setting, generally those in which students are required to meet two 50-minute periods per week for one semester hour credit, shall be converted as follows: one 50-minute period equals 2/3 FLH. This includes courses in art and family and consumer sciences, for example.
3. Private music lessons shall be converted as though three 30-minute lessons per week, for the semester, equals one FLH.
4. The FLHs for 5000 level courses are to be converted by multiplying 5/4 times the FLH that the course is assigned. (Not applicable to the summer term.)
5. The faculty load hours given for supervision of students in internships or practicums, provided they are off-campus, will be one FLH for three half-semester internships, practicums. If the duration of the internship varies from half semester, the faculty workload is pro-rated accordingly, provided the number of trips to supervise the student is extended accordingly. The faculty load hours given for supervision of student teachers will be one FLH for two twelve-week student teachers. It is assumed that during a half-semester internship, practicum or twelve weeks of student teaching, the supervisor will visit the student a minimum of three times.
6. Since individual studies or courses taught by directed readings (to be arranged) are at the discretion of the faculty member, generally no FLHs will be given for this instruction. However, if the number of credit hours being taught in this type of course is nine or more and is being taught in at least three different courses, then the faculty member will receive one FLH. No faculty member may receive more than one FLH per semester for such courses.
7. Residence Year Supervision will not be included in load. Faculty will contract for out-of-load reimbursement.

8. Faculty teaching courses at an off-campus site that requires the faculty member to be at the site will receive compensation in the amount to equal 1 hour of overload pay for 16 trips during the semester. For courses requiring fewer than 16 trips, the amount of compensation will be prorated (number of trips divided by 16 times the amount of payment for one hour of overload pay). Compensation requires the faculty member to live outside the service area of the off-campus site. Compensation requires prior approval by Dean and Chair.
9. The faculty load hours given for supervision of students working on Honors Program projects and theses will be .5 FLH for completing each of two semesters of independent study for the Honors thesis, and .17 FLH for each completed semester of work with a student on an Honors Project. With the approval of the Honors Director and Provost/VPAA, compensation will come in the form of a stipend that will be awarded in June for work done in the previous spring and fall semesters.

F1.6.7.3 Normal Load

1. Academic Year. A full teaching load, including conversions and/or assignments, for the academic year for a regular faculty member is defined as 24 FLHs. Each faculty member shall be assigned the equivalent of at least 10 FLHs each semester during the academic year. In order to pursue the goal of increased productivity in all areas of responsibilities (instruction, research, public service), the recognized teaching load for full-time faculty members is 24 (FLH) per academic year. Although 24 hours is the recognized load, there may be years where a person might be assigned as many as 27 hours in a year. This flexibility is necessary because it is not always possible to assign exactly 24 hours to every faculty member. The faculty load hour (FLH) is defined in Section 1.6.7 Teaching Load.
2. The full instructional load for the summer term for regular faculty is defined as 9 FLHs. For summer school salary calculations and determination of other responsibilities, reduced loads will be prorated.

F1.6.7.4 Overload

The university is committed to the goal of not overloading the faculty. The faculty can be more productive in the areas of research, public service, advisement, and curriculum development if teaching loads are within defined limits. However, it is not always possible to meet class needs without assigning additional courses. Since overload is a possibility, the following policies shall be used:

1. Overload pay shall be given for FLHs taught during the academic year that are in excess of 24 to 27 FLHs except in years of financial distress. During such periods, 27 FLHs could be a regular faculty load.
2. No overload shall be paid if faculty has reassigned load without the written approval of the Provost/VPAA.
3. No person can earn more than six (6) hours overload in any one academic year except by prior, written approval of the Provost/VPAA and vice President for academic affairs.

F1.6.7.5 General

In assigning the workload of a faculty member, Chairs take into consideration certain variables:

1. the number of different class preparations required each semester;
2. the number of total student credit hours taught each semester;
3. courses that require an unusually large amount of paper grading by the faculty member.

F1.6.7.6 Reassigned Load

Serving on the Faculty Senate, standing committees, and ad hoc committees is done without a reduction in teaching load. The assignment of non-instructional duties related to the educational functions (instruction, research, public service) is as follows:

1. Some faculty members are assigned to supervise organized activities related to the instruction function, such as forensic teams and directing drama productions and musical groups. Specific faculty loads are assigned below for these various duties. No FLHs will be given for the courses assigned in conjunction with these activities. Normal reassigned load is:
    - Forensics Director 3 FLH/SEM
    - Drama Director 3 FLH/SEM
    - Band Director 7 FLH/SEM
    - Assistant Band Director 5 FLH/SEM
    - Vocal Music Director 6 FLH/SEM

2. Deans and Department Chairs shall receive teaching load credit for their administrative responsibilities according to the following guidelines:
    - Deans are considered full-time academic administrators with negotiated teaching assignments.
    - Department Chairs will receive the number of FLHs per year designated in the following table:

Number of full-time faculty (including the Chair)	**Reassigned Time**
1 – 4	0 FLH/YR
5 – 10	3 FLH/YR
11 or more	6 FLH/YR

    - Department Chairs receiving zero (0) FLH will earn three (3) FLHs reassigned time in the fall semester in which a program or programs housed in the department are scheduled for program review. No overload salary will be allowed during this year.
    - Department Chairs receiving three (3) FLHs will earn an additional three (3) FLHs of reassigned time for the academic year in which a program or programs housed in the department are scheduled for program review. No overload will be allowed during this year.
    - Faculty serving in unofficial status as "Program Director" or "Program Coordinator" will not earn reassigned time for program review.
3. Faculty members may be assigned FLHs for conducting research. Any such assignment must be approved by the Chair, Dean and Provost/VPAA.
4. The Provost/VPAA may assign FLH credit for special projects, such as curriculum development, institutional research, accreditation requirements, or other activities related to the educational (instruction, research, or public service) function.

F1.6.7.7 Time and Effort Report

Faculty earning reassigned time under section D above shall submit an annual time and effort report to the Office of Academic Affairs accounting for the reassigned time.

F1.6.7.8 Compensation for Course Development

For various reasons, the university may request the services of a faculty member to create a master course shell. When appropriate, the Administration will enter into an agreement with the faculty member as a coursewriter. Following are the general stipulations inherent in all agreements:

- The coursewriter agrees to create or enhance a master course, including all ancillary course materials, within the designated timeframe as specified by the course development agreement form.
- The coursewriter agrees to follow university policies and procedures as outlined in the relevant ECU Handbooks.
- The coursewriter understands that compensation will be negotiated with faculty prior to entering into the agreement and paid upon course completion as specified above through ECU's supplemental payroll system.
- The coursewriter understands that personal access to intellectual property is retained after completion of the agreement (i.e., original work including tangible and intangible creations of the human intellect). Should the coursewriter leave the university, the coursewriter will be able to retain a copy of all course materials. *For additional details about intellectual property rights, please refer to Section F8.1*
- The coursewriter understands that signing the agreement and receiving compensation for work conducted over and above the current assigned duties as an ECU employee, releases the employee's personal intellectual property rights for this course to ECU, giving ECU the ability to assign instructional duties to another faculty member.
- The coursewriter understands that if unable to fulfill the responsibilities of the agreement, said coursewriter will inform the Administration as soon as possible to allow the university to fulfill their program and contractual obligations. The coursewriter further understands that the Administration has the right to dissolve this agreement prior to completion and said coursewriter will be compensated for work done to date.

F1.6.8 Faculty Research

It is the responsibility of East Central University to stimulate research and creative scholarship on the part of its faculty members. In order to facilitate this, the university, when funding is available, provides grants for selected research projects.

In general, these grants are intended to facilitate faculty research at the university level by encouraging the increase of knowledge and understanding of academic and professional areas and instructional processes and products and the development and evaluation of innovative ideas. Research grants may be awarded to regular faculty members for a semester, the academic year, and/or summer term.

For further information on Faculty Research and/or Grants, see the Office of Sponsored Programs and Research Handbook. To access the OSPR handbook, login to MyECU then use the following link to go directly to the OSPR handbook:

https://myecu.ecok.edu/ICS/ECU_INFORMATION/Academic_Affairs/Sponsored_Programs_and_Research/Documents_Page.jnz

F1.6.9 Intellectual Property, Ownership, Copyright, Patent, and Revenue

Faculty are encouraged and expected to pursue intellectual inquiry, research, scholarship, and creativity in furtherance of the University's educational and academic mission. The University is committed to an academic tradition that recognizes the intellectual property rights of those who create work, including legally compliant uses of the work of others in the course of scholarly inquiry. Please refer to the East Central University Intellectual Property, Ownership, Copyright, Patent, and Revenue Policy found in the Section F8.1.

F1.6.10 Consulting

The university recognizes the value of professional consulting work in terms of the academic growth of the faculty member as well as the benefit to the community that results from the sharing of knowledge and expertise. Consulting work is encouraged as long as it does not interfere with the adequate performance of teaching contract duties.

F1.6.10.1 Consulting for Other Agencies

The attorney general has given an official opinion that affects those who arrange workshops and seek consultants from among colleagues in other state institutions. Statements 1 and 2 below are taken from page 3 of the Attorney General's Opinion #80-213. It is, therefore, the official opinion of the attorney general that:

1. a state employee of one agency may not enter into a contract with another state agency, either as an individual or through any business enterprise in which the employee holds a substantial financial interest to furnish said agency consultant services;
2. a full-time state employee of one agency may not be paid consultant fees by another state agency; and
3. another state agency may contract with the university for the services of an individual faculty member.

F1.6.11 Outside Employment and/or Business Interests

The person who accepts full-time employment at East Central University thereby assumes a primary professional responsibility to the university that is inherent in their faculty assignment. Such an assignment traditionally includes teaching, research, and service. The individual faculty member is responsible for managing their time in accomplishing these assignments. These arrangements will be subject to evaluation by the appropriate administrators as part of the faculty member's professional assessment for tenure, promotion, and salary. Any other employment that the faculty member engages in for remuneration, or not for remuneration, or any other business interests they pursue, they do with the understanding that these enterprises are secondary to their university work.

Outside employment essentially falls under either of two categories: 1) Consulting, and 2) Other Outside Employment and/or Business Interests. With reference to the first category, the faculty member may wish to, or be requested to, share their professional expertise by doing consulting outside the university. They may do such consulting, for remuneration or not, so long as these activities do not infringe upon the consultant's regular university duties or in other ways conflict with other interests of the university. Consulting that requires their absence from classes, however, will require prior approval from the Department Chair, Dean, and/or the Provost/VPAA. With reference to the second category, the faculty member may engage in other outside employment, of a professional or non-professional nature, and/or business interests only if such activities do not so encroach upon their time and energies to cause neglect of their university duties and only if these activities do not conflict with the policies, purposes, and interests of the university

F1.6.12 Community Service

The extent to which a faculty member participates in community activities, whether of a civic, religious, governmental or professional nature, is the prerogative of the individual. They should realize, nonetheless, that community service, as ascertained by the faculty member's account of such activities on their Annual Faculty Performance Evaluation Report, section III will be evaluated by appropriate administrators as a part of the faculty member's total professional performance in determining salary.

F1.6.13 Conflict of Interest Policy for East Central University

For further information on Faculty Research and/or Grants, see the Office of Sponsored Programs and Research Handbook. To access the OSPR handbook, login to MyECU then use the following link to go directly to the OSPR handbook:

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