

Faculty Handbook 2024-2025

SECTION 4

FACULTY RESPONSIBILITIES

4.01 Absence of Faculty from Class

(Refer to [Policy 02:205.](#))

4.02 Academic Advising

Faculty are expected to provide regular, meaningful, and accurate academic advising for students. (Refer to [Policy 02:050.](#)) The Academic Advising, Support, and Intervention Committee reviews policy related to academic advising and the assessment of academic advising, in collaboration with the Provost/VPAA.

4.03 Academic Dishonesty and Plagiarism

Please refer to the section on Academic Integrity in *The Fledgling Student Handbook* and [Appendix C](#) of the *Faculty Handbook* for additional information.

4.04 Acceptance of Money From Students

Faculty members shall not, without previous and special approval of the University administration, collect from students any fees or charges to be expended for University purposes and shall not sell to students books, notes, or similar student supplies.

A member of the faculty may not accept payment from students for extra instruction or teaching of students registered in the University. With advanced, written approval, teaching assistants, graduate or undergraduate assistants, and other instructional employees below the rank of instructor may accept pay from students for extra-class instruction or coaching but only in courses or sections of courses with which they have no instructional connection. Such approval must be obtained in writing from the Dean of the College responsible for the courses for which the tutoring is offered.

4.05 Amorous Relationships

Sexual harassment is not tolerated and is the subject of [Policy 01:114](#)

4.06 Behavior and Work

The University strives to maintain a work environment that is based upon mutual respect for all individuals and, in turn, expects from each individual a commitment to the diligent performance of the job for which each is employed.

4.07 Class Schedules

No class offered on the approved schedule may be closed without the permission of the appropriate Department Chair and/or Dean, and no additional classes or sections may be scheduled without prior approval of the Department Chair and/or Dean. Classes may not be combined, regrouped, or rescheduled without approval of the Department Chair and/or Dean. The University reserves the right to withdraw any course offered when enrollment numbers fewer than 10. The decision in all cases will be made by the Dean of the College involved.

4.08 Credit Hour Policy

The University of Montevallo adheres to the Federal Definition of the Credit Hour:

“A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as outlined in Item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

Application of Policy

The credit hour policy applies to all undergraduate and graduate programs that award academic credit regardless of the delivery method. The University of Montevallo operates on a semester system and awards credits as semester hours.

The following chart indicates the correspondence between credit hours and contact hours in face-to-face and hybrid courses. The University of Montevallo expects students to spend two hours outside of class in preparation for every one hour in class. The Registrar is responsible for ensuring the appropriate correspondence of credit hours and contact minutes for other course terms that may be established.

Credit Hour/Contact Hour Chart

Spring and Fall Semesters: 15 Weeks

Face-to-Face Delivery

Semester Credit Hours	Minimum Required Contact Minutes	Corresponding Number of 50-Minute Class Sessions	Corresponding Number of 75-Minute Class Sessions (T-TH)

		(M-W-F)	
4	3000	60	40
3	2250	45	30
2	1500	30	20
1	750	15	10

Spring and Fall Semesters: 15 Weeks

Hybrid Delivery

Semester Credit Hours	Minimum Required Contact Minutes	Corresponding Number of 50-Minute Class Sessions (M-W-F)	Corresponding Number of 75-Minute Class Sessions (T-TH)	Corresponding Number of 150-Minute Class Sessions (once/week)
4	50-1499	1 - 29	1 - 19	1 - 9
3	50-1124	1 - 22	1 - 14	1 - 7
2	50-749	1 - 14	1 - 9	1 - 4
1	50-374	1 - 7	1 - 4	1 - 2

May Term: 15 Class Days

Credit Hours	Minutes per Class Day
4	200
3	150
2	100
1	50

Summer Term: 19 Class Days

Credit Hours	Minutes per Class Day
4	158
3	118
2	79
1	40

Mode of Delivery or Instruction

Two or three laboratory or studio hours each week are considered the equivalent of one hour in a lecture course in determining credits for a laboratory or studio course.

Courses delivered online and other courses with less structured schedules, including but not limited to independent studies, internships, and practica, must establish learning

objectives and workload requirements that meet the standards outlined above and are comparable to the learning objectives and workload requirements for face-to-face courses that carry an equivalent amount of credit.

Parties Responsible for Implementation

When a new course is proposed, part of the review at each level of approval (department, college, dean, Undergraduate Curriculum and Instruction Committee or Graduate Council, Provost) must entail a consideration of the appropriateness of the number of credit hours to be awarded.

4.09 Classroom Management

It is the responsibility of the instructor to ensure order in the classroom. (Refer to [Policy 02:055](#))

4.10 Classroom Organization

To attend any class or laboratory section, a student must be properly registered with the University and properly listed on official class rolls. Any person whose name is not on a class roll may not attend that class or laboratory. Names of students auditing courses shall appear on the official rolls. Faculty are responsible for assuring the accuracy of class rolls.

4.11 Commencement

(Refer to [Policy 02.220.](#))

4.12 Committee Service

All full-time tenured or probationary faculty members are expected to serve on at least one standing or *ad hoc* committee (or council), and may serve on more, but normally may not serve on more than three in any academic year. First-year faculty may be excluded from this expectation according to unit specifications.

4.13 Confidentiality of Student Records

The University complies with the Family Educational Rights and Privacy Act (FERPA) and, in so doing, protects the access to and confidentiality of personally identifiable educational records of students and former students. Care should be taken that no personally identifiable information other than "directory information" is released without the written authorization of the student. A student's Social Security number is interpreted as "personally identifiable" and may not be used to post grades, etc., without her or his written consent. Faculty and staff are responsible for complying with FERPA and required to review FERPA information and complete the FERPA quiz. Click on [FERPA](#) or contact the Registrar for more information, and/or refer to [Policy 01:210](#). FERPA violations may result in disciplinary action, up to and including termination.

4.14 Conflict of Interest

Faculty must maintain the highest levels of integrity and objectivity in the performance of their duties. The University expects faculty to know and follow applicable provisions of the Alabama Ethics Act. Failure to comply with the Act can result in civil and/or criminal penalties, in addition to disciplinary action, including termination. The University also expects faculty to take all reasonable precautions to ensure that their outside financial interests do not place them in conflict with carrying out their duties and responsibilities as faculty members. (Refer to [Policy 01:030.](#))

4.15 Course Syllabi

Instructors are responsible for preparing and electronically distributing through Canvas, a syllabus for each individual course taught. The syllabus should be reviewed during the first class meeting and should contain course data (number, section, name, credits, semester, year, meeting days and times, meeting place, prerequisites), instructor information (name, office hours, phone, UM e-mail address, and/or other means of contact), course description, designated approval statement included for courses which have been approved for general education credit, course objectives linked with program student learning outcomes, course requirements, course calendar (including dates for tests and major assignments, and final exam time), course policies (for e.g., attendance, tardiness, excused/unexcused absences, make-up work, food in classroom, etc.), evaluation/grading criteria, disclaimer (e.g., changes in requirements, calendar, etc. may be made with written notice—highly recommended, but not required), textbook/materials/supplies, and health and safety information (as appropriate for some courses).

Current syllabi are to be kept on file electronically in departmental and/or college offices.

Detailed guidelines for course syllabi are distributed by the Office of the Provost/VP for Academic Affairs prior to the start of each academic year.

4.16 Curriculum Development and Revision

Faculty hold primary responsibility for the curriculum. See Appendix I, Process for Creation and Revision of Academic Programs, for the full review process applicable to the creation of new or substantive revision of existing academic programs.

4.17 Electronic Mail

E-mail is considered an official medium for communicating with faculty. All faculty are responsible for checking their University e-mail accounts in a timely fashion and on a regular basis. Faculty are responsible for all messages they transmit through the University's computers, networks and systems and should exercise caution to prevent interjecting computer viruses into University computers and/or networks. (Refer to [Policy 01:010.](#))

4.18 Employment of University Employees by Other Employees

(Refer to [Policy 04:005.](#))

4.19 Faculty Meetings

(Refer to [Policy 02:215.](#))

4.20 Field Trips

Off-campus field trips for students may be arranged by members of the faculty, however, faculty are expected to exercise discretion in planning field trips. Required approvals from the appropriate Department Chair and Dean should be obtained in the early stages of arranging a field trip. Such trips should be planned well in advance of the occasion and the proper form, listing names of students and the classes they will miss, must be filed in the office of the appropriate Dean, who has the right of final approval for all field trips.

4.21 Final Grade Appeals (Refer to [Appendix G](#) – Final Grade Appeal Procedures)

4.22 Final Examinations

Instructors are responsible for insuring that all final examinations conform to the official examination instructions and schedule as detailed in the official Schedule of Classes, unless prior written approval for exception is given by the Dean. Graduating seniors may take a final exam early if the scheduled exam date interferes with the due date for graduating senior grades.

4.23 Incomplete Grades

Grades of "I" (incomplete) may be given when students, because of circumstances beyond their control, are unable to complete course work that is assigned and/or due during the last 15 calendar days of long semesters and/or the last 5 calendar days of the May and summer terms. It is the student's responsibility to make arrangements to complete remaining requirements. All incomplete work must be finished by a date determined by the instructor and not later than the conclusion of the next long semester (*i.e.*, for fall semester "I"s, no later than the last day of the following spring semester; for spring term, May term, and summer term "I"s, no later than the last day of the following fall semester). Otherwise, an "I" grade automatically becomes an "F".

4.24 Inspection of Tests and Examinations

Any student has the right to inspect any graded paper, test, and examination in any course in which he or she has been or is currently enrolled. See [Appendix D](#) for details.

4.25 Leave Reports

This record of approved leave (e.g., sick time, military duty) is a basic source of information for payroll purposes and should reflect an actual accounting of time.

4.26 Mailing Address

Faculty members must keep the Office of Human Resources notified of their current mailing addresses. Written notice required by any and all sections of this *Handbook* shall be sent by mail to the last address given by the faculty member. This notice shall be complete when deposited in the United States mail, addressed to the last address given by the faculty member, and the fact that the faculty member may fail or refuse to receive the notice is immaterial.

4.27 Meeting of Classes

Faculty members are responsible for meeting their classes regularly and punctually. Every effort should be made to notify students in advance of any deviation from the regular class schedule.

4.28 Office Hours

(Refer to [Policy 02:210](#).)

4.29 Patents and Copyrights

(Refer to [Policy 01:013](#).)

4.30 Research with Human and Animal Subjects

Research with Human Subjects

The University of Montevallo has adopted the Ethical Principles for the conduct of research with human participants developed by the American Psychological Association. When research is conducted by students as part of a course assignment, it is the instructor's responsibility to assure that the Ethical Principles are upheld. The Ethical Principles apply to all formal and informal research involving human subjects that meet one or more of the following criteria:

1. if the subjects or funds are obtained from within the University;
2. if the subjects or funds are obtained as a result of a researcher's association with the University;
3. if the research is conducted on the University campus;
4. if the research is sponsored or sanctioned by the University; and,
5. if the name of the University is used to help disseminate the research results.

Proposed formal/informal research that meets any of the above criteria must be reviewed with regard to the physical and/or psychological safety of the subjects by the Human and Animal Subjects Research Committee (HASRC). Formal Research is defined as a systematic process, commonly referred to as the scientific method, designed to investigate a question. Formal research includes: (1) statement of a question (hypotheses or research objective) for investigation; (2) collection of data pertinent to the questions; (3) analysis and interpretation of the data; and (4) reporting of results. Informal research includes any data collected from or about human subjects where the intent of the data collection is for the benefit of the investigator rather than the subjects themselves, even though the study may not be formally developed and/or there may be no plans for dissemination. This includes collection of data that is not directly related to the teaching or counseling process and that may be used by the investigator at some later time.

Procedures for Review of Formal and Informal Human Subjects Research

1. Read *Ethical Principles in the Conduct of Research with Human Participants* (on reserve in the Library), and adhere to the Principles in developing a research proposal. Complete an Ethical Compliance Statement (available at [CITI](#)).

2. Submit the completed Ethical Compliance Statement as well as all research-related forms, (e.g., letters of permission from agencies or organizations, demographics pages, instruments, questionnaires, and/or sets of interview questions) to the Chair of HASRC prior to submitting requests for funding or initiating the study. The Committee will respond to the researcher(s) within 15 days.
3. Consult with the Chair of HASRC with questions about the review process.

Research with Animal Subjects

Investigators who plan to conduct animal research must consult with the Chair of HASRC. Regulations governing animal research are increasingly stringent, and many of these guidelines originate at the federal level. It is essential that researchers who plan animal research consult with HASRC and follow all regulations/guidelines very carefully. Contact the Chair of HASRC to obtain the most recent materials necessary for the review of research using animal subjects.

4.31 Student Class Absences (Refer to [Policy 02:300](#).)

4.32 Textbooks and Related Course Materials

Each department shall determine procedures for the adoption of textbooks and related course materials for classes in that department. Adoption of texts and related instructional materials requires the completion of requisition forms by the Department Chair or Dean. Departments are encouraged to provide as much lead time as possible for the Bookstore whenever a textbook change is made.

4.33 Web Pages (Refer to [Policy 01:015](#).)