

6. CONDUCTING CLASSES - FACULTY

Members of the faculty are expected to convene assigned classes on a timely basis. A member of the faculty who finds it necessary to be absent from class will notify his/her department chairperson or dean. Department chairpersons who are absent will notify their deans. Deans who are absent will notify the Provost and Vice Chancellor for Academic Affairs. Students are expected to wait at least fifteen (15) minutes for an instructor who is late for class.

7. OFFICE HOURS

Faculty members teaching full-time are expected to reserve a minimum of ten (10) office hours per week for conferences with students. Office hours should be scheduled for mornings and afternoons.

School/college deans and department chairpersons may establish more specific regulations concerning required office hours within these guidelines to meet the needs of their situation.

8. POSTING GRADES

Faculty members may not post student grades. For additional information about the Family Educational Rights and Privacy Act of 1974, see Appendix G.

9. RESEARCH AND CREATIVE ACTIVITIES

The University recognizes the importance of teaching and public service in carrying out its mission. Research (funded and/or non-funded) and creative activities constitute another significant aspect of the program of the institution. Faculty members are encouraged and expected to engage in research and creative endeavors that will enhance their effectiveness as teachers.

For further information concerning the development of research or special projects, contact the Office of Research Administration and the A&T University Foundation. See Appendix C-4.

10. SERVICE TO THE UNIVERSITY

It is expected that all faculty members will devote sufficient time to fulfill the teaching assignments, committee work, advisement, research and related activities deemed appropriate as service to the University.

11. TEACHING LOAD

In determining what the teaching load should be for each faculty member, the department chairperson should consider not only the number of credit hours taught but also such

additional factors as whether the courses taught are graduate-level, whether the courses taught involve more than the usual number of contact hours, whether the faculty member is directing a graduate thesis, whether the faculty member is engaged in research, and whether the faculty member has extensive committee responsibilities. Normal teaching loads are as follows:

- a. Undergraduate program – 12 credit hours per semester.
- b. Graduate program – 9 credit hours per semester.
- c. Departmental chairpersons – 6 credit hours per semester.
- d. School/college deans – 3 credit hours per semester.

All assignments are made by the department chairperson and approved by the school/college.

B. ADMINISTRATIVE REGULATIONS

1. CLOSING OF ADMINISTRATIVE OFFICES AND INSTRUCTIONAL SUPPORT SERVICES DURING INCLEMENT WEATHER OR FOR OTHER REASONS

When a decision is made to close the University because of inclement weather or for other reasons, this information will be relayed to each administrative office by the Chancellor or the Provost and Vice Chancellor for Academic Affairs. Unless otherwise instructed, school/college deans, division directors, department chairpersons, and other officers of the University are directed to keep their offices open and classes in session.

The University will remain open during adverse weather conditions unless employees are otherwise officially notified by the Chancellor, via media or internal reporting mechanisms. Official notice regarding temporary closing of the University will consist of the following:

a. Before Start of the Working Day

Official notification of closing will be made by the Chancellor between the hours of 6:00 a.m. and 7:00 a.m. When the University is open, employees who are absent or report late will have time lost charged to vacation leave. When it has been determined that the University will be closed, time lost will be charged to vacation leave, unless otherwise designated by the chancellor.

b. During the Working Day

If adverse weather conditions develop during the working day, notification of closing will be given utilizing appropriate University reporting mechanisms. When the decision is to remain open, employees anticipating special problems in