

## **Faculty Responsibilities**

(Revised January 29, 1999)

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The College is committed to excellence in instruction, a concern for students, and the integrity of the institution. As such, all teaching faculty are expected to adhere to the guidelines listed in the Faculty Handbook, policy 2.1.2. These items include the following:

Make known to students in writing the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

Meet classes as scheduled.

Instruct so as to meet course objectives.

Maintain competence in teaching fields.

Be professional in conduct in the classroom and show respect for students.

Be available to students for consultation on course work during regular office hours as required by the College and University.

Serve as academic advisor in accordance with college policy on advisement.

Engage in service activities according to requirements for performance by rank as stated in University and College policies on tenure and promotion.

Engage in scholarly activity according to requirements for performance by rank as stated in University and College policies on tenure and promotion.

Adhere to the COB Faculty/Administrators Code of Ethics.

While these responsibilities provide the foundation of good teaching and professionalism, they do not alone qualify one for tenure or promotion.