

2.9.2 Faculty Responsibilities

- a. Faculty members shall respect the rights of all campus members to pursue their academic and administrative activities.
- b. They shall respect the rights of all campus members to free and orderly expression.
- c. They shall act with propriety in all dealings with members of the University community.
- d. They shall respect the rights of all members of the University community to privacy, including privacy of desk and office space and refrain from improper or false disclosure of such member's social or political views or activities. It is not improper for a faculty member to make such a disclosure upon request from an official entitled to such information.
- e. As an individual, each faculty member has the right to speak on his/her behalf provided he or she lets it be known that he/she does not represent the University. No faculty member has the right to speak for the University unless given that privilege by the President.
- f. Faculty members are expected to maintain professional involvement with their academic discipline. The University encourages all faculty members to continue formal education, where applicable, and to belong to appropriate learned and professional societies in their fields. As a part of maintaining professional involvement, the University encourages faculty members to engage in scholarly research and to publish the results of that research.
- g. Faculty shall inform students when their individual or collective efforts may be used for professional or personal advancement, or when the student(s) is (are) to be used as a research subject(s), and in either case, to ensure that the student may elect not to participate without prejudice to his or her academic standing.

The teacher will recognize appropriately any significant contribution by the student(s). Failure to credit appropriately a student's written material in any publication by the teacher will constitute plagiarism.

- h. Faculty members may not accept compensation for assisting students in any study or course in which he or she is empowered to grant the student credit or over which he or she has any authority.
- i. Faculty members must accurately record, account for, and register each student's progress and scholastic attainment. All final grades will be assigned in each class

section on a consistent and equitable basis and in accordance with the statements furnished the students at the beginning of the class. Efforts will be made to achieve consistency and equity for all students in courses consisting of multiple class sections.

- j. Faculty members in the conduct of their University activities shall not engage in any act of discrimination on the basis of race, sex, age, disability, veteran status, ethnic origin, or religious or political affiliation or activity.
- k. Faculty members shall not engage in sexual harassment and shall be familiar with the University policy on this subject. The complete statement of University Policy and Procedures Related to Sexual Harassment is included as Appendix B of this *Handbook*.
- l. Faculty members shall not use mind altering substances when such use could result in their failure to perform their assigned duties.
- m. Faculty members must properly utilize and maintain the property of the University to the extent normally expected of a user.
- n. Faculty members are responsible for all keys issued to them by the University. There are serious penalties for loss of keys and failure to comply with the University Key Policy. Faculty members are urged to obtain a copy of the key policy from their Chairperson or Dean.

2.12 LEAVES

2.12.1 Annual Leave

2.12.1.1 Faculty with 9-Month Appointments

Faculty members with academic year appointments do not accrue Annual Leave. They observe the same vacation periods as students, specifically the Christmas break and the Spring break. When circumstances arise in which a faculty member must be away from the campus, it is the responsibility of that faculty member to designate an appropriate person to supervise any classes missed and other responsibilities, and to request approval of absences from the School or Division Chairperson and/or Dean. Request forms are available in the Office of the Provost/Vice President for Academic Affairs and must be submitted and approved by all required signatories at least five (5) working days before the scheduled absence.

2.12.1.2 Faculty with 12-Month and/or Split Appointments

It is recognized by the University that teaching, library, and research schedules do not

necessarily coincide with the regular academic calendar for faculty members who have 12 month and/or split appointments, e.g. library faculty and faculty with research appointments who are not teaching class(es) at the time of requested leave. If a requested leave is approved, these faculty members have the option of taking leave days during times when classes are in session as their annual leave instead of taking leave during regular academic holidays such as Christmas break, Spring break, or breaks between summer school sessions. These faculty members are entitled to the same number of annual leave days normally granted to the University staff employees.

2.12.1.3 Deans and Chairpersons

It is recognized that Deans and Chairpersons cannot ordinarily take annual leave at the same time as other faculty members. As academic administrators who also teach and/or carry out research, Deans and Chairpersons may take annual leave only when classes are not scheduled.

The only time which will not count as a part of one's annual leave is the period of time when the University is officially closed, such as during the Christmas holidays. Deans and Chairpersons are entitled to the same number of annual leave days normally granted to the University staff employees; annual leave must be taken during periods in which classes are not scheduled to meet.

2.12.2 Sick Leave

Regular full-time faculty members shall accrue sick leave at a rate of one (1) day per month with a maximum limit of 60 days.

Any employee who is unable to report to work, or who must leave work due to personal illness or injury, scheduled medical or dental appointments, or to aid family members who are ill or injured, is normally eligible for paid sick leave in an amount not to exceed sick leave accrued to date.

The employee is responsible for notification to his or her Chairperson or Dean that time off is necessary due to illness. In cases of absences in excess of two (2) successive days, certification of illness by the employee's physician is required. All uses of sick leave must be reported to the Office of the Provost/Vice President for Academic Affairs using the appropriate leave request (Form 63-05).

2.12.2.1 Sick Leave Sharing

A regular full-time employee with a sick leave balance in excess of ten (10) days may donate any or all such excess to an employee with a documented medical emergency who has exhausted all vacation leave, sick leave, and compensatory leave.

- a. A donating employee shall not sell, offer to sell, bargain, exchange, transfer or assign accumulated sick leave for any consideration or in any manner other than authorized.
- b. No employee shall use any promise, exchange, or influence to require an employee to donate excess sick leave to any other employee.
- c. Donated sick leave is not retroactive, and can only be used beginning the first pay period after the donor's application is received in Personnel/Payroll.
- d. Donation of sick leave is not revocable. Once the donor's application has been

accepted, the donation cannot be withdrawn.

- e. For the purpose of sick leave sharing, medical emergency shall be defined as an illness or injury of the employee's immediate family, which will require the employee's absence from duty for ten (10) or more working days. This includes absences due to maternity.
- f. All voluntary donations of excess sick leave shall be processed through the Office of Personnel. Contact the Office of Personnel for the required forms.

2.12.2.2 Unused sick-leave days conversion to retirement service credit

Upon a retiring employee's application for service retirement to the Kentucky Teachers' Retirement System (KTRS), the University shall act in accordance with the Kentucky Revised Statute 161.623, whereby the retiring employee's sick leave balance, expressed in days, shall be divided by one hundred eighty-five (185) days to determine the amount of service credit to be added to the employee's retirement account for the purpose of determining the retirement allowance.

2.12.3 Maternity Leave

In cases of maternity leave, the employee may use any or all accrued sick leave during such absence. All absences in excess of accrued sick leave shall be leave without pay.

2.12.4 Extended Leave

A professor, associate professor, or assistant professor who has been employed for at least two consecutive years, may be granted an extended leave of absence without pay for a period of one full year or one semester. The leave shall be for the purpose of graduate study, teaching, and/or research. An extended leave of absence may be renewed for one additional year or semester. An extended leave shall not be renewed beyond the second consecutive year; exception may be made for a faculty member who is enrolled full time in graduate school.

Leave with pay may be granted under special circumstances only on the recommendation of the President and approval of the Board of Regents.

An extended leave of absence without pay may be granted only on the recommendation of the President and approval of the Board of Regents.

2.12.5 Other Leave

Policies for other forms of leave are stated in the *Personnel Manual*, Chapters 73.0 through 81.0. Faculty members should check with the Office of Personnel to determine which of these policies are applicable and the procedures to follow.

2.12.6 Leave Approval Procedures

If a faculty member is to be absent from his/her University responsibilities because of any anticipated activity, he/she must complete, submit, and have approved the Official Leave Request Form five (5) working days before the anticipated absence. In the case of an emergency, the faculty member must make every attempt to inform his/her supervisor of his/her expected absence.

2.9.4.2 Other Leave

See Section 2.12 of this *Handbook*.

2.9.4.3 Conferences

An official leave form must be completed by each faculty member and approved by appropriate officials before leaving campus to attend a professional conference or on official University business.

2.9.4.4 Travel

Each faculty member must fill out a travel authorization form 70-02 and a travel voucher in order to receive reimbursement for attending a professional conference or official University business.

2.9.4.5 Tuition Assistance

All full-time faculty members are eligible to apply for tuition assistance at the University. Applications for tuition assistance **must** be received and registration forms completed by the end of the late registration period. ***No requests will be accepted after that date.***

Each employee may be allowed to receive tuition assistance for (3) semester hours of graduate studies each regular semester or four (4) semester hours of undergraduate studies offered by Kentucky State University. Details of this program may be found in Chapter 51.0 of the *Personnel Manual*.

.11.2.5 Office Hours

All teachers must be available for consultation at regularly scheduled office hours. These office hours must be announced to the students in the faculty member's classes, must be clearly listed and posted on the faculty member's office door for the aid of students, and must be listed in the Office of the Chairperson or Dean. For each regular class of three credit hours taught on campus, faculty members are expected to schedule two office hours per week; for faculty members with a full-time teaching load the total should be 8 to 10 total hours per week. If a faculty member must be away from his or her office during office hours for other University business, a sign explaining the reason and the time he/she will return should be posted.

2.11.2.6 Class Schedules

University classes are normally scheduled from 8:00 A.M. to 10:00 P.M. on weekdays and from 8:00 A.M. to 2:00 P.M. on Saturdays. As far as possible, classroom assignment hours will be drawn up for the convenience of the faculty member and the needs of the students, but a faculty member's assignment may be distributed throughout the available hours. Any changes in the published Schedule of Classes must be approved by the Chairperson or Dean.

2.11.2.7 Final Examination Schedule

Final examinations must be given at the times and places scheduled by the University, except when special permission for a change is approved by the Provost/Vice President for Academic Affairs or his or her designee.

2.11.3 Research

Although Kentucky State is primarily a teaching institution, research is recognized as a significant part of the professional life of many faculty members, especially those whose major concern is with students at the upper division level. Therefore, faculty members are encouraged to engage in research on their own initiative and to seek outside support of their endeavors. Assistance is available on proposal writing from the Office of Sponsored Projects. Each proposal submitted for approval must include the Proposal Clearance Form 83-01.

In addition, a faculty research fund is budgeted to provide partial support for faculty research through released time and purchase of materials. The Chairperson of the Faculty Research Fund should be contacted for information on proposal format and deadline dates.

2.11.4 Release Time

At the discretion of a Dean or director, and with the approval of the Provost/Vice President for Academic Affairs, a member of the faculty may be partially or wholly released from instructional duties in order to carry out a special assignment.

The amount of release time granted for a special assignment shall be mutually agreed upon by the faculty person, the appropriate Chairperson, Dean or Director, and the Provost/Vice President for Academic Affairs. Faculty granted release time from regular instructional duties remain eligible for internal and external overloads within the limits permitted by the overload policy.

2.11 WORKLOAD

Full-time faculty members, in addition to the primary responsibility of providing instruction for courses assigned them, have further professional responsibilities which consist of service on University committees and the provision of academic advisement to students.

As outlined below, faculty members are expected to be on campus for:

- All scheduled classes
- Office hours
- Faculty meetings
- Committee meetings, and
- Other official duties

2.11.1 Calculation of Teaching Load

Full-time teaching assignments will be defined by the following guidelines which apply to each academic semester (other than the Summer Session):

- a. For assignments consisting entirely of undergraduate classes of normal sizes, the full-time assignment shall be TWELVE (12) credit hours.
- b. For assignments consisting of graduate classes or a mixture of graduate and undergraduate classes of normal sizes, the full-time assignment shall be NINE (9) credit hours.

Under certain circumstances, workloads may be adjusted. Examples of factors which may lead to adjustment of workloads are committee assignments, nature of instruction, and class size.

In accredited academic programs and in programs seeking accreditation, the teaching assignment shall not exceed that standard specified by the appropriate accreditation

agency.

Scheduled evening, weekend, or off-campus classes may be included within the limits described above as regular assignments without additional compensation. No internal overload shall be approved and no additional compensation shall be paid for classes scheduled during the normal instructional periods between 8:00 A.M. and 5:00 P.M. without the prior written approval of the Provost/Vice President for Academic Affairs. If circumstances require, a faculty member may be assigned no more than three credit hours additional teaching assignment beyond the standards cited in this description of full-time teaching in any semester as part of their regular teaching assignment for that semester provided that the teaching assignment for the following semester is reduced by an equal amount.

Independent and/or directed study courses generally shall not be counted towards the determination of full-time teaching assignments unless multiple supervisory responsibilities are involved.

For persons holding academic administrative supervisory positions (for example, Deans or Chairpersons), the standard teaching assignment shall be reduced in accordance with the provisions of the Governing Regulations or as otherwise approved by the President of the University.

With the approval of the appropriate Dean, a Chairperson may provide release time to a faculty member for special assignments (for example, the development of a new course, or the planning or revision of a curriculum). All such assignments shall have prior written approval of the Chairperson and the Dean, and these written approvals shall be included in the personnel record of the faculty member kept in the Office of the Provost/Vice President for Academic Affairs. Such assignments shall be clearly indicated on the faculty member's Distribution of Effort Agreement Form.

Credit hours shall be the standard for the determination of full-time teaching assignments. Laboratory or studio supervisions shall be designated in credit hours according to the following definitions of equivalence:

- a. Each fifty-minute lecture or recitation period per week during a semester shall equal ONE credit hour.
- b. Each set of two fifty-minute laboratory or studio periods per week during a semester in which the entire student exercise is conducted within the organized instructional period shall equal ONE credit hour.
- c. For laboratory or studio periods where a portion of the work is conducted within the organized instructional period and a portion is conducted as homework, each set of two fifty-minute periods per week during a semester shall equal *one* credit hour.

d. For the supervision of student teachers the following formula will apply:

The supervision of 5 student teachers equals 3 credit hours, if students are placed outside Franklin County

The supervision of 6 student teachers equals 3 credit hours if students are placed in Franklin County

For the supervision of student administrative internships the following formula will apply:

The supervision of 5 student interns equals 3 credit hours, if students are placed outside Franklin County

The supervision of 6 student interns equals 3 credit hours if students are placed in Franklin County

These standards shall be used in the determination of charges against CRS, extramural funds, and general fund accounts for persons having *prior approval* for divided teaching/research assignments in the University.

2.11.5 Faculty Meetings, Committee Meetings, and Convocations

Participation in University-related activities beyond teaching and holding office hours, including service on a reasonable number of committees (usually listed on the DEA form), is a vital part of every full-time faculty member's duty. Any full-time faculty member who exhibits a pattern of refusal to attend and participate in required faculty meetings, committee meetings, and formal ceremonies is neglecting duty, and appropriate disciplinary measures can be sought and imposed by those with supervisory authority over that faculty member. This neglect of duty can also be cited as a basis for denial of tenure and/or promotion.

Faculty members are to attend and participate in faculty meetings and other meetings called by the immediate supervisor, and to attend and participate in activities of those committees to which he/she is elected or appointed. Faculty members are to notify the appropriate committee chair or supervisor as soon as is feasible if they cannot attend a meeting or perform a duty due to an illness, irresolvable schedule conflict or officially approved absence from the University.

Faculty members are to participate in the Commencement Exercises, Opening Convocation and other formal ceremonies of the University in academic regalia. Faculty members are to notify the Provost/Vice President for Academic Affairs as soon as is feasible if they cannot attend a formal ceremony due to an illness or officially approved

absence from the University.

2.11.2 Teaching-Related Duties

2.11.2.1 Meeting Classes

The faculty member must meet each scheduled class at the scheduled time, in the scheduled place, and for the scheduled period of time.

2.11.2.2 Course Syllabi Guidelines

Each faculty member must prepare a course syllabus or schedule of classroom activities for each of his/her classes. These materials must be provided to each student in each class no later than the second meeting of the class. A copy of syllabi must be submitted to the Chairperson or Dean.

The following guidelines for the preparation of course syllabi are offered to insure that these documents meet the needs of students, as well as the requirements of accreditation organizations. Course syllabi should contain the following components (in any order or format). All University course syllabi are expected to be high-quality professional documents in content, format, and mechanics.

a. Identifying information

- Institution
- College, School or Division
- Course title, number, and section
- Credit hours
- Meeting days and time
- Instructor
- Office location
- Office phone number
- Office hours
- Textbook/required materials
- Additional references/resources (if applicable)

b. Course Description

Briefly summarizes what the course will cover and should list any prerequisites that apply.

c. Course Objectives

Course objectives which broadly or specifically state what students are expected

to learn or do in the course should be included, as well as a description of instructional methods and/or teaching activities, i.e. lecture, discussion, guest speakers, films, small group workshops, etc. For units that have developed common course objectives for courses with multiple sections, the objectives should be listed and noted as common objectives.

d. Evaluation Procedures

An explanation should be given of the procedures that will be used to evaluate student performance and assign grades. This should include a description of the activities and/or assignments which will be evaluated, and may include a specific grade scale or point value for each item evaluated or a statement of how grading will be determined.

e. Course Calendar

A calendar of class assignments and activities (whether organized by class period, week, or block of time) should be provided, although class performance and progress may require adjustment of the calendar as the class proceeds.

f. Specific Course Requirements, Expectations, Policies

Items specific to individual instructors and their course should be included, such as policies on attendance, late work, classroom management, special projects, as well as disclaimers for adjusting the course calendar and requirements dictated by special circumstances.

Faculty of individual units will jointly develop course objectives for courses with multiple sections. Faculty of divisions or schools will be responsible for reviewing syllabi for courses with multiple sections to ensure these syllabi contain a common core of course objectives.

2.11.2.3 Evaluation of Student Achievement

Faculty members must evaluate all activities, quizzes, examinations, and papers or other products or performances within a reasonable period of time. Unless the confidentiality of the examination precludes such action, faculty members will be available to students for discussion of these evaluations.

2.11.2.4 Assisting Students

Faculty members will attempt to enhance the learning process by assisting students upon request.

2.11.6 Advising Students

The University has the obligation to provide for every student an academic advisor who is knowledgeable about young people, the academic programs available and the institution's academic regulations. Faculty members at KSU serve as academic advisors to students. The University expects faculty members to accept these advisory duties and to take them seriously, and to conduct them in a conscientious professional manner.

2.11.7 Distribution of Effort Agreement

Each faculty member must complete a Distribution of Effort Agreement that includes the total annual workload.

2.11.8 Overload Policies for Full-Time Faculty

2.11.8.1 External Overloads

The University encourages its faculty to assist in the transfer of knowledge from the University into the general community. It believes that the effectiveness of its academic programs can be enriched by appropriate faculty involvement with the realities of social, economic, and technologic activities outside the University.

Faculty members are uniquely qualified to assist in meeting a variety of societal needs by way of limited consulting activity. Personal participation in professionally relevant consulting activities should enhance a faculty member's competence as a teacher and scholar. With appropriate prior administrative approval, full-time faculty may render professional consulting services to a governmental agency, non-profit organization, business, or individual. Consulting activities must not interfere with the fundamental responsibilities of faculty members to meet assigned duties and obligations to the University, including being regularly available to students and colleagues.

At all times, faculty members must avoid situations in which their external involvement may actually represent a conflict of interest, or appear to represent a conflict of interest, because of their employment by the University. Interpretations of conflict of interest in particular situations shall be made by the President of the University. A faculty member who believes that an incorrect interpretation has been made by the President may appeal that decision to the Board of Regents through the President.

While engaged in external consulting activities, faculty members must not use the name of Kentucky State University in such a manner as to imply University endorsement or support of any non-University activity.

The following professional activities are not considered external consulting under these regulations unless the faculty member receives compensation from a non-University source.

- a. Service on review panels, site visit teams, professional committees or boards, and related voluntary professional service.
- b. Teaching a course, class lectures or seminars for organizations or institutions other than Kentucky State University.
- c. Reading and evaluation of manuscripts, writing reviews, serving as an expert witness and rendering professional opinions in depositions.

If such activities require an absence from the campus of more than one normal working day, such absence must be approved in advance by the next level of academic administration up to and including the Provost/Vice President for Academic Affairs regardless of the source of reimbursement for travel expense to the faculty member.

Outside activities should not interfere with the performance of the primary responsibilities expected of a full-time faculty/staff/researcher. Full-time employees may carry out professional activities outside the University with or without pay up to the equivalent of one work day a week, averaged throughout the number of weeks of their employment in a given year, Saturdays and Sundays excluded. When employees are not under contract with the University and during official vacation and holiday periods, they may engage in outside activities without time restrictions.

2.11.8.2 Internal Overloads

There are occasional circumstances when a faculty member may be the most appropriate person to undertake University assignments which are beyond the scope of the individual's normal University responsibilities. Examples include teaching classes in adult education and on-campus and off-campus classes in the extension program that constitute a teaching load beyond the University's normal teaching load. Another example would be participation in various types of sponsored activities totally or partially funded from external sources and for which persons other than the individual faculty member have contractual responsibilities. In circumstances like these, payment of overload compensation may be approved. However, no faculty member on an academic year appointment may receive overload compensation from any grant or contract in which he/she is listed as a principal investigator or co-investigator.

A full-time faculty member employed on an academic year basis may be approved to engage in a combination of external consulting and internal overload for a maximum of 39 days, or the equivalent, during the academic year. A full-time faculty member employed on a 12-month basis may be approved to engage in a combination of external consulting and internal overload for a maximum of 48 days during the 12-month period beginning August 16.

One credit hour, or equivalent, of instruction shall be considered the equivalent of three normal working days in calculating the total overload and external consulting activities of

an individual faculty member. Normally, and unless specifically approved in advance by the Provost/Vice President for Academic Affairs, a full-time faculty member shall not teach more than six credit hours, or equivalent, on an overload basis in any semester.

2.11.8.3 Procedures for Approval of Overload

A faculty member desiring to engage in external consulting or internal overload activities shall make a formal proposal in writing to the Chairperson of the school or division in which the faculty member holds appointment using Form 21-01. The proposal should be specific with respect to the nature of the work to be performed, the time involved, the duration of the assignment, and the compensation. A faculty member wishing to engage in continuing external consulting must resubmit a request annually.

The proposal requires the approval of the Chairperson, the Dean of the College, and the Provost/Vice President for Academic Affairs. If the compensation for an internal overload assignment is to be from sponsored project funds, approval is also required by the principal investigator and the University official having responsibility for the administration of sponsored projects.

If a proposal is disapproved, the official not approving the proposal shall provide the faculty member, upon request, with an oral or written statement of the reason for the decision. The faculty member may appeal such disapproval through established channels.

2.11.8.4 Overload Compensation

Compensation policies for internal overloads are found in Section 2.14.3 of this *Handbook*.