



SUBJECT: FACULTY PROFESSIONAL RESPONSIBILITY

- I. **PURPOSE:** To describe the professional responsibilities of faculty members towards students and colleagues, and to provide a mechanism for discipline of faculty members when responsibilities are breached.

II. **REFERENCES:**

AAUP Redbook, current edition

Utah State Board of Regents Policy and Procedure, R-481, Academic Freedom, Professional Responsibility, and Tenure

Southern Utah University Policy and Procedure, 6.1, Faculty Tenure

Southern Utah University Policy and Procedure, 6.22, Faculty Due Process

Southern Utah University Policy and Procedure, 6.27, Faculty Workload

- III. **POLICY:** The Southern Utah University code of professional responsibility provides that persons having a formal association with the institution shall not violate the academic freedom or constitutional rights of others, or the rules, regulations, policies or procedures of SUU or the State Board of Regents. Failure to meet professional responsibilities shall constitute serious misconduct and result in appropriate disciplinary action as set forth below.

IV. **Faculty Responsibilities to Students**

- A. Ensure that the content and rigor of each course is generally consistent with benchmark academic standards, as determined by the respective department and/or accrediting body.
- B. Faculty members will meet scheduled classes, including final examinations, and be well prepared to meet their teaching responsibilities as described in paragraph A above.
- C. Faculty members will maintain regular office hours during which they are available for consultation with students and will otherwise make themselves accessible to students whenever reasonably possible.
- D. Evaluation of student performance will occur promptly, conscientiously, and without prejudice or favoritism. Evaluation criteria will be stated in the course syllabus. The criteria for evaluating student performance shall relate to



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the legitimate academic purposes of the course.

- E. Faculty members will avoid the misuse of class time and will not present their own views on topics unrelated to the subject matter of the course. If faculty members find it pedagogically useful to advocate a position on controversial matters, such will be reasonably articulated and professional sensitivity will be exercised.
- F. Faculty members will provide a respectful atmosphere and not reward agreement or penalize disagreement with their views on controversial topics.
- G. Faculty members will not use their positions, authority, or relationships with students to obtain uncompensated labor for their own private or pecuniary gain. They shall not ask students to perform services unrelated to legitimate requirements of a course.
- H. Faculty members will not plagiarize the work of any student. When faculty members and students work together, appropriate credit and attribution will be given to the students. Faculty members shall not limit or curtail the right of students to publish or otherwise communicate the results of their independent scholarly activities.
- I. Faculty members will maintain confidentiality in regard to student records and other professional interactions in accordance with SUU policy as well as federal, state, and/or local laws.
- J. SUU faculty members will not participate in conduct or relationships with students, which place them in a conflict of interest or in a position to be accused of sexual harassment.

V. Faculty Responsibilities to Colleagues

- A. Faculty members will be informed and knowledgeable about developments in their field of academic expertise.
- B. Members of the faculty will not permit the appearance that they are authors of work done by others.
- C. Faculty members will not exploit their position for personal or pecuniary gain when acting as supervisor of the professional work of other persons.
- D. Faculty members will exhibit "reasonable care" in meeting their commitments



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to their associates while engaged in joint research or other professional effort with other persons.

- E. Members of the faculty will exhibit "reasonable care" in meeting their commitments to the institution which may include research, or other professional endeavors in addition to teaching.
- F. Faculty members will report the results and conclusions of their research or professional activities with professional integrity.
- G. Faculty members will respect colleagues and their right for academic freedom.

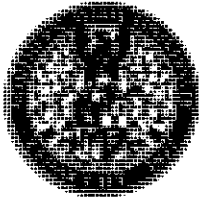
VI. Disciplinary Action for Failure to Meet Professional Responsibilities

A. Procedures

- 1. Recommendations for disciplinary action will be made in writing, including the justification for the disciplinary action.
- 2. The dean maintains, in a secure place, a copy of all paperwork transactions with the faculty member.

- B. Subject to relevant due process and relative severity, disciplinary actions for breach of professional responsibilities will usually be considered and implemented in the following order and process:**

| Sanction | Initiated By | Reviewed By | Approved and Implemented By |
|---|------------------------|--------------------|---|
| 1. Verbal censure | Supervisor/Dept. Chair | Dean | Dean |
| 2. Written reprimand | Supervisor/Dept. Chair | Dean | Dean |
| 3. Reassignment of duties | Supervisor/Dept. Chair | Dean | Dean |
| 4. Probation (not exceeding one year), to which reasonable provisions may be attached | Supervisor/Dept. Chair | Dean | Provost |
| 5. Suspension with pay (not exceeding one semester) | Supervisor/Dept. Chair | Dean | Provost |
| 6. Suspension without pay (not exceeding one year) | Supervisor/Dept. Chair | Dean | Provost |
| 7. Dismissal | Supervisor/Dept. Chair | Dean | Provost/President/ Board of Trustees |



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- C. Generally, if appropriate, the faculty member will be required to make restitution (payment for property damages, service lost, etc.) or remedy a situation created by the respondent's violation of University policy.

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