FACULTY RESPONSIBILITIES AND RIGHTS

CODE OF ETHICS FOR FACULTY (Policy 2.200)

All faculty have student-related, professional, and institutional responsibilities. Because of the importance of the responsibilities to the success of Seminole State College, the Code of Ethics for Faculty is stated as it appears in the Seminole State College Policy Manual (2.200).

I) Definition: For this rule the term "faculty" shall be used to include teaching faculty, counselors, librarians, administrators, and other professional support personnel.

II) Student Related Responsibilities

1) Faculty have the responsibility to deal conscientiously with professional assignments.
   a. For teaching faculty, this responsibility entails careful planning of courses and class presentations, meeting scheduled classes, informing students of course requirements, and fair and impartial grading according to standards appropriate to the level of instruction.
   b. For counselors, this responsibility entails providing those services which will facilitate student achievement of educational and personal goals. Counselors will create an awareness of services, be available to students, respect student confidentiality, and provide counseling.
   c. For administrators, this responsibility entails making careful analysis of student and community educational needs and providing quality educational programs to meet those needs. Administrators will work with faculty to obtain the necessary support services, facilities, and budget to provide high quality education programs.
   d. For other professional support personnel, this responsibility entails providing services to assist faculty and students in the achievement of educational goals and informing them of available support services.
   e. For librarians, this responsibility entails the acquisition and circulation of materials, both print and non-print, to supplement a quality educational program for the college and the community. Librarians shall also foster user independence through group and individual instruction.

2) Because faculty members often serve as models and exercise great influence, they should set high standards in personal integrity, professional ethics, and academic excellence.
3) Faculty members shall not take advantage of their influential professional position by introducing subject matter not within their fields of professional competence into classroom or counseling situations.

4) Students deserve respect as individuals and have certain rights that must be protected. Faculty should demonstrate appropriate interest in the individual student and his academic growth, give mature professional advice, and treat students with courtesy. This interest should be objective and compatible with the individual faculty member's total responsibilities within the institution.

5) Student conferences shall be held in confidence unless that confidentiality jeopardizes the welfare and safety of the student or of others.

6) Faculty should recognize limitations of their skills and competencies in dealing with student personal and academic problems and should make appropriate referrals.

7) Faculty have the responsibility to refrain from exploiting for private advantage students or student groups.

8) A faculty member has the responsibility to acknowledge student or colleague contributions to his or her own research.

9) Faculty can provide effective and appropriate academic advisement, recognizing that the advisement is an integral feature of higher education and must be conducted in an informed, objective, and impersonal manner. Poor or indifferent advisement based on personality of colleagues must be avoided. Students should be advised on the selection of courses, not instructors.

10) A faculty member shall not infringe upon students' obligations to other faculty members in such matters as class attendance or student conferences. Requests for students to miss classes should be made in advance, and students should be made aware that they are accountable for the content of classes missed. Granting of requests for approved absences rests with the instructor affected.

III) Professional Responsibilities

1) Faculty have responsibility to be current in their area of competence by reading publications and journals and participating in local or national professional societies and meetings.

2) Faculty have the responsibility to maintain their teaching effectiveness.

3) Faculty have the responsibility to assist in the following department and college activities:
a. Curriculum studies at both the department and college levels  
b. Department and college faculty meetings  
c. Committee assignments  

4) Faculty shall take an active role in protecting and enhancing the academic and professional standing of the faculty by making appropriate recommendations regarding hiring, reappointment, promotion, tenure appointments, and dismissal of colleagues.

5) Faculty shall respect the rights of others.

6) Faculty shall respect and defend the free inquiry of associates.

7) Faculty shall condemn inappropriate or false comments which unjustly damage colleagues.

8) Faculty shall refrain from claiming or implying professional qualifications that exceed those possessed.

9) Faculty shall delegate assigned tasks to qualified persons only.

10) Faculty shall refrain from knowingly misinterpreting or misrepresenting the statements of others.

11) Faculty shall refrain from placing students in compromising situations by soliciting from them information concerning other professionals.

IV) Institutional Responsibilities  
1) Faculty shall conscientiously fulfill all contractual obligations for the period of time agreed and shall give the college reasonable notice when resigning.

2) Faculty shall make conscientious use of the college funds and equipment to their care.

3) Faculty shall make every effort to avoid professional and personal actions which may cause loss or legal embarrassment to the college.

4) Faculty, administrators, and other professional personnel shall not sell for their personal or financial gain publisher furnished textbooks or other materials.

5) Without specific permission of the college, faculty shall avoid use of college resources, equipment, or labor for personal or financial gain in their own research or consulting projects.
6) Faculty shall give reasonable support to college-wide activities by participating as faculty representatives.

7) In making public statements, faculty shall indicate clearly whether they are speaking as representatives of the college or as individuals.

**ACADEMIC FREEDOM AND RESPONSIBILITY**
(Seminole State College Policy 4.010)

Seminole State College, according to the **Seminole State College Policy Manual**, strives to maintain an atmosphere in which students and faculty have ample opportunity to explore the full spectrum of ideas, opinions, and beliefs. Academic freedom includes the right to seek information, to interpret information, and to communicate findings without interference. In addition, academic freedom includes the following academic responsibilities:

- to maintain scholarly competence
- to confine oneself to one's areas of competence
- to be objective
- to speak one's conclusions
- to speak officially for the college only when authorized
- to defend the academic freedom of colleagues

The administration of the college guarantees these principles of academic freedom by making sure that faculty members are protected from the threats of economic deprivation and discriminatory dismissal. The faculty member subscribes to this statement of academic freedom with the firm belief that academic freedom neither implies the granting of license nor releases anyone from contractual and legal duties. The statement does not diminish anyone's rights as provided under the Constitution of the United States of America.

**FACULTY SCHEDULES**

**Teaching Loads/Office Hours (Seminole State College Policy 2.140)**
(Appendix A)

Department chairs and directors work with the faculty to establish course loads appropriate to the discipline. The State of Florida requires a combination of contact and office hours for a total of twenty-five (25) hours for all full-time instructional faculty. The college considers compliance with this requirement to be mandatory. For example, college credit faculty members typically schedule fifteen (15) contact hours in class and ten (10) office hours at times convenient to the majority of the students enrolled in their classes.

Instructors in Career and Technical Education programs may have loads of twenty-four (24) contact hours while Adult Education and Adult High School instructors
typically have loads of 20-21 contact hours. Assignments are based on the calculation of student contact hours per week rather than on the number of preparations, numbers of students taught, or nature of the subject.

The specific office hours, listed on the faculty member's load sheet and shown in the course syllabi, are posted on the office door so that students will know when faculty are available for conferences and assistance. Faculty who leave the office during their office hours must post a message about when they will return to the office. Faculty must send a copy of their posted office hours to their dean. Office hour cards are distributed by the department or area office supervisor.

**Virtual Office Hours**

Distance Learning (DL) courses, as well as the use of technology such as Angel and email in traditional courses, have become a vital component of the educational offerings at Seminole State College. The requirement for “on campus” office hours no longer provides the only format for the faculty to interact with their enrolled students. The format of this new instructional delivery method and our faculty’s desire to meet student needs have created a situation where traditional strategies for faculty-student interactions are no longer effective in all cases.

The implementation of virtual office hours is an alternative to “on campus” office hours in situations that warrant such virtual office hours. When conducting virtual office hours, the faculty member conducts electronic communication (instead of face-to-face) with students. These virtual office hours may be conducted on or off campus.

Faculty may propose a virtual office hour schedule to his/her department chair using the request form (Appendix B). The faculty member must justify the appropriateness of virtual office hours for the course(s) that is(are) being taught and specify the schedule of virtual office hours. The chair may approve or disapprove the request for virtual office hours, or may elect to modify the number of virtual hours requested.

Upon approval, the chair will recommend an appropriate schedule to the dean for approval. Once the dean has approved the schedule, the form is returned to the chair for filing with the faculty load sheet.

All faculty office hours, including virtual office hours, will be posted in the syllabi online (Angel) or other appropriate medium. Office hours are not to be confused with days or hours on campus. Faculty utilizing virtual office hours are still required to attend on campus department and college meetings and participate on college committees and appropriate college functions. In addition, faculty participating in virtual office hours must demonstrate and provide additional availability to other college students upon request.
Auditing Virtual Office Hours
The faculty member will use college approved tools to conduct virtual office hours. These tools will enable auditing of the faculty member’s compliance with stated virtual office hours. College approved tools would include Angel and Groupwise email. Each of these tools provides an electronic audit trail of student/faculty correspondence stamped with date and times.

Sick Leave/Personal Leave
If a faculty member working off campus is not able to work due to illness or a personal matter, sick leave or personal leave must be filed just as the faculty would do if he were working from campus. If the faculty member is taking personal time off but plans to continue teaching classes online (but not be available for meetings on campus, etc.) the amount of time filed needs to be negotiated with the department chair.

College Policies and Procedures
All College policies and procedures apply to the faculty member conducting virtual office hours. This includes sick leave and personal leave.

Equipment and Supplies
An instructor will need the proper computer hardware and software to conduct virtual office hours off campus. The instructor will also need an Internet connection. This may require an investment on the instructor’s part. It is the instructor’s responsibility to insure he/she has the appropriate resources to conduct virtual office hours off campus. Technical support can also be a problem. A faculty member working off campus will need to absorb costs related to computer difficulties.

Adjunct Faculty Load
Adjunct faculty may teach up to eighty per cent of the normal teaching load of a full-time faculty member in the same "home" instructional unit. Adjuncts with assignments in more than one unit shall not be tasked at more than eighty per cent of the normal teaching load of a full-time faculty member in any instructional unit in which the adjunct has teaching responsibilities. For example, any adjunct teaching college credit will not teach more than a total of twelve contacts hours per term.

It will be the responsibility of the chair or director of the adjunct's instructional unit to manage the load. Other areas planning to use the adjunct must first check with that chair or director of the "home" instructional unit.

Adjunct Faculty Availability to Students
Adjunct faculty will be available to students for a limited time before and/or after class sessions taught and during class breaks for evening classes. Adjunct faculty shall be accessible to students through one or more of the following: telephone, campus mailbox, and electronic transmissions such as College e-mail or fax. The contact numbers will be published on the syllabus for each course. Adjunct faculty office space for student contacts/conferences may be maintained in designated
adjunct offices, some full-time faculty offices, and/or individual conference rooms in the Library.

**Overloads (Seminole State College Policy 2.150)**

With the approval of the dean, department chairs or directors shall assign overloads for full-time instructors. Payment for overloads is given for sections taught in addition to the assigned full-time load.

Instructors with approved release time for non-teaching duties count the release time hours as a part of the full-time load for overload purposes. Overloads are paid the part-time contact hour salary rates with maximum overload being ninety student contact hours per full term. In addition, a faculty member may be approved to work with students in Cooperative Education or Directed Individual Studies. Overload class hours are not included in the 37.5 hours required for a workweek.

**Work Week (Seminole State College Policy 2.010)**

Even though the typical work period for full-time faculty is 37.5 hours per week, the college recognizes that faculty work additional hours for preparation and evaluations.

As part of the regular workweek and hours, faculty may spend up to five hours a week off campus meeting professional commitments and will be available to students a minimum of twenty-five hours a week through a combination of class and office hours. Part-time faculty are required to be available to students outside of class.

**Cancellation of Sections**

Classes typically have at least 15 students. Occasionally, exceptions are made but the department chair or director and the dean must approve these. The exceptions are for infrequently offered higher level courses or new courses. If a full-time instructor does not have a full teaching load because of a class cancellation, then classes assigned to adjunct instructors or overloads assigned to other full-time faculty are reassigned.

**Release Time from Teaching (Seminole State College Procedure 2.0703)**

Occasionally, special college projects require specific skills, and instructors may be assigned non-teaching duties with a reduction in teaching assignments.

Faculty release time is calculated using the normal teaching load for the faculty member. Release time represents a percent of total effort based on a 37.5 hour workweek to include preparation time for each course. For example, a faculty member receiving three hours of release time from a fifteen-hour load is committing twenty percent of a 37.5 hour week, or 7.5 hours each week, to the activity.

Department Chairs, directors, or deans may initiate requests for release time for full-time faculty. A Faculty Release Time Request form is completed to recommend a faculty member for a reduced teaching load.
The dean should receive, review, and sign the request at least thirty duty days prior to the start of the development of the class schedule for the designated term. If approved by the dean, the request is sent to the Vice President, Educational Programs/CLO for approval.

If the release time is approved by the Vice President, Educational Programs/CLO, the release time hours are entered on the faculty member's load sheet, and an approved copy is sent to the dean. By the end of the fourth week of classes, the Vice President, Educational Programs/CLO provides the President and each instructional dean with a summary of approved release times for the term.

### FACULTY ADMINISTRATIVE RESPONSIBILITIES

#### Academic Calendar

Seminole State College operates on a twelve-month calendar which provides at least 220 days of classroom instruction including examinations, or at least 210 days of classroom instruction excluding examinations. According to the State Board of Education rule, the calendar must be developed to fall within specified three-day windows so that students in various institutions have common start dates. Classes must begin Term I (fall) within the first three week days after August 22, Term II within the first three week days after January 4, and Term III within the first three week days after May 5.

Each year, the Director of Enrollment Services and Registrar converts the current year's calendar to fall within the specified windows and sends the proposed calendar to the vice presidents and the Director of Human Resource Development and Employee Relations to share with other college personnel. The Executive Team considers the suggestions and approves the calendar. The District Board of Trustees then gives the final approval and submits the calendar to the Division of Florida Colleges.

The schedule of duty days for the school year is issued to all personnel at the beginning of the contract period. The academic calendar also designates holidays, special functions, and grade submission deadlines.

#### Academic Advising/Counseling

The counselors and advisors in the Counseling and Educational Planning Office conduct academic advising and create educational plans for students that list courses for the student to enroll in term by term based on major and number of courses the student anticipates taking each term. Students will have access to their educational plan and use it in conjunction with registering.

Counselors create these online educational plans as students request them. Faculty can help by encouraging students to make appointments to create their educational plans.
Faculty who wish to provide academic advisement to students in their field on more than an ad hoc basis are encouraged to complete the in-house faculty advisor workshops. Faculty Advisors are matched with students who have completed an educational plan. They meet with their advisees at least once per term prior to registration to assist with academic planning and course selection. Through regular contact with students -- whether face-to-face, through the mail, on the telephone, or through email -- Faculty Advisors use their insights to help students feel a part of the academic community, develop sound academic and career goals, and become successful learners.

Students may also meet with counselors to discuss:

- Educational and career goals and the coursework needed to achieve those goals,
- Degree requirements
- Transferring to state universities
- Choice of majors
- Prerequisite requirements
- College policies and procedures
- Changes in curriculum
- Individualized educational plans

Curriculum Development and Change Committees (Seminole State College Procedure 4.0600 and Seminole State College Procedure 1.09000.5)

In order to maintain programs that are up-to-date in terms of curriculum content, the curricula must be periodically reviewed and revised. It is also necessary from time to time to add new curriculum offerings, to inactivate courses, and to delete programs that are no longer needed in the service area of the college.

The Curriculum Committee recommends both changes to existing curricula and courses and the addition of new courses and curricula. The committee also provides for broad faculty participation in the review and development of curricula.

Curriculum and course development and changes are the responsibility of every full-time teaching faculty member. The department chair or director takes the leadership in managing curriculum and course development. Course degree and certificate descriptions are readily available on the college’s web site as well as in the published college catalog. In addition faculty may view the Master Course Syllabus for any course in the Syllabi File, located on the H drive within the Datalibrary (Datalib). The Syllabi File also contains electronic versions of the forms to make curricular changes.

Changes in a curriculum must be approved by the department chair, dean, the Vice President, Educational Programs/CLO, the President, and the Board of Trustees. Changes requiring approval include the following:
- changes to admission or graduation requirements of a curriculum,
Chapter II
Faculty Responsibilities and Rights

- addition to or deletion of courses in a curriculum,
- changes in catalog description, including title, credit hours, contact hours, and co/prerequisites,
- the introduction of new curricula to the college, and
- the inactivation of a curriculum offered by the college.

Curriculum deadlines and meetings are posted to college’s approved broadcast medium.

Program Review and the Faculty Role (Seminole State College Policy 4.0200)
The program review process provides for the collection and review of relevant, current, and historical information describing the quality, productivity, needs of, and demand for existing programs. The results of the data and reviews provide information that may be used to:
- update and revalidate courses and programs,
- examine the extent to which courses and programs have been successful in meeting the needs of students and the community,
- identify strategies for program improvement and growth,
- meet local, state and national accountability and accreditation requirements,
- allocate available funds for program.
- close a program

When a particular program is due for its review, the Dean of Planning, Assessment, and Quality Improvement, Director of Curriculum and System Integration will inform the appropriate dean that an in-depth program review is to be completed and will establish a time line.

The appropriate dean will appoint a committee to conduct the review. The Committee shall consist of four or more persons and will include at least one teaching faculty member, and one administrator. The dean will appoint the Chair of the Committee.

When a Program Closes or Changes
1. When a college credit or vocational program is closing, provision will be made for students at least halfway through the program to complete it within a reasonable period of time, not to exceed twice the total program length for full-time students. "Halfway through the program" shall include pre-requisites and specified General Education Courses in addition to Major Courses and Support Courses that are part of the official program list for the catalog year in effect when the student entered the college.
2. Students who have not completed half of the program, using the definition above, will change their major with assistance from the program manager or department chair and the counseling staff. Courses from the closing program will be evaluated for transference into the new major or program.
3. When a vocational program converts to a college credit program, the following procedure will apply to students who are enrolled in the program during the academic year of the conversion and who have maintained continuous enrollment in the program.
   a. A committee consisting of the program manager, department chair, and the Director of Curriculum and System Integration will evaluate the course description, objectives and student competencies of the vocational courses against the descriptions, objectives, and competencies of the college credit courses. When there is a match of at least 80 percent, college credit will be awarded for vocational courses already completed. When the match does not reach 80 percent, students will be encouraged to undertake Credit by Exam, and the Credit by Exam fee shall be waived. The Director of Educational Services will produce a list of vocational courses that meet the 80 percent criteria and that will be converted to college credit.
   b. For those students in the vocational program who do not have scores for an approved entry level test for college credit programs (SAT, ACT or CPT), a special testing session for the CPT will be arranged by the Director of Assessment and Testing.

Textbook Selection
Faculty members recommend textbooks for use in classes by completing a Recommendation for Textbook form. With the approval of the department chair, textbooks are ordered through the Seminole State College Bookstore.

Faculty are required to use the textbook recommended for the course unless an exception is approved by the department chair or director. When it is necessary to change, add, or delete textbooks for classes, faculty should communicate with the Bookstore Coordinator and complete a Recommendation for Textbook form. The approved form must be presented to the Bookstore Coordinator by a specified date prior to the beginning of any term (See Appendix H).

When new editions of texts are being sent to the college, the Bookstore Coordinator will notify the department chairs so that appropriate arrangements can be made with the faculty and the Bookstore about the adoption of the new editions.

Desk Copies
Examination copies of textbooks provided by publishers are considered the property of the college and usually remain in the department. Unwanted books may be donated to the Seminole State College Library, which in turn may donate any unwanted books to The Friends of the Library of Seminole County. Faculty members approached by book buyers should refer the buyers to the Vice President, Administrative Services/CFO or to the Faculty Senate President.
Field Trips (Seminole State College Policy 4.100)
Field trips are a valuable learning experience when they are an integral part of a course. When scheduling field trips, faculty should consider possible interference with other courses and should not schedule field trips during the last week of classes of any term.

Students cannot be required to attend a field trip, and the trip must be announced to the class before the add/drop period if the trip counts as part of the grade. When trips are included in the grade, allowances should be made for students who are unable to attend because of illness, work schedules, family responsibilities, or other obligations.

Only students enrolled in a class taking a field trip may use college-provided transportation, which is paid by the cost center offering the course. Students must pay for all other expenses.

In addition, students on approved field trips or other official school business or functions should not be marked absent from other classes. However, they are required to communicate with their instructors in advance and to make up any work missed.

To schedule a field trip, a faculty member must complete a Request for Approval of Activity form. Faculty should ask all students to complete and sign the Off-Campus College Activity and Permission for Emergency Treatment form. All forms are available from the Office of Risk Management.

Honoraria
Resource persons from the community can bring valuable experiences to the classroom. Prior to giving an honorarium, an instructor must receive the approval of the department chair or director. A Contract for Services and Purchase Order must also be approved by the Purchasing Office prior to the activity.

Student Clubs and Activities
All campus clubs and organizations must be approved and operated under the Guidelines of the Campus Governance Association. During the first three weeks of Term I or Term II, the club or organization must submit a roster of members and officers as well as a list of all organizational objectives and activities to the Assistant Director of Student Life. The activity office is located in Room C-102 at the Sanford/Lake Mary Campus, ALT-310 at the Altamonte Campus and OVF-108 at the Oviedo Campus.