

III.E. Faculty Teaching Responsibilities

Adopted by the Faculty Senate April 1983

A Statement of Professional Responsibility for Faculty Members in their Relations with Students in Undergraduate Courses (lectures, recitations, seminars, laboratories, and clinical studies)

At the beginning of the course, each student should receive a course outline that clearly states the following:

- 1. Course Requirements.** The anticipated number of papers and tests and any other requirements, such as homework, attendance, class participation, laboratory assignments, and clinical performance, that will count toward the final grade.
- 2. Academic Content.** What the student will be held accountable for, including required readings, lectures, films, field trips, etc.
- 3. Grading Policy.** How results from various requirements will be combined into a final grade: relative weightings, the degree of curving, and make-up policy for tests.
- 4. Office Hours.** Specification of when and where the instructor is available for consultation each week.

During the semester, instructors are expected to conform to their initial course information (noted above), except as unanticipated circumstances require deviation, in which situations they should inform all students and provide an opportunity for discussion with students prior to making a final decision.

In addition, instructors will be expected to recognize the following policies as appropriate in class situations:

- 1. Criteria for the grading of papers should be made explicit** before the paper is due; the formats for examinations should be made explicit prior to their administration.
- 2. All corrected papers and examinations should be available for review by students.** If a student believes that an error has been made, he or she should be able to consult with the instructor and receive an explanation.
- 3. Classes are to meet at the time and on the campus listed in the schedule, unless changed with the consent of the entire class.**
- 4. Final examinations shall be offered as officially scheduled, not during the final week of classes.**
- 5. Instructors are expected to meet classes on time and for the number of hours scheduled and to cover appropriate academic material.**
- 6. Instructors should create an environment that discourages cheating on papers and examinations whenever possible.**
- 7. Instructors should keep in mind their responsibility for assuring high academic standards in the work of students.**

For further information, contact the Division of Undergraduate Education at (716) 645-2991. Current as of April, 1983 with minor revisions by Peter Gold, 8/00.

Source: <http://wings.buffalo.edu/faculty/handbook/IIIIE.html>