

CHAPTER SIX ACADEMIC RESPONSIBILITIES

I. Courses

- A. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. (AAUP, Joint Statement on Rights and Freedoms of Students, 1967)
- B. Class Meetings. Classes are to be held at the hours and in the classrooms scheduled by the Registrar. Tests should be given during these scheduled times except for the Final Examination each semester, for which a special day and time are established. Assignments may be made involving expected attendance at out-of-class events, but these cannot be required if they conflict with a student's other regularly scheduled courses and co-curricular times. Exceptions must be approved in advance by APC.
- C. Course Syllabus. No later than the second class meeting, a written syllabus shall be distributed (electronic distribution encouraged¹) to the students, containing the following:
1. A reasonable indication of the intent and scope of the course, expectations for class preparation (reading assignments, field trips, film viewing, special lectures, and other forms of out-of-class work), the attendance policy, and, where relevant, the role of student assistants.
 2. A reasonable indication of the work expected of the student -- papers, exams, quizzes, presentations, lab reports, projects, etc. -- and how it will figure in the final grade.
 3. Ideally, the due dates of the work expected of the student. If this is not possible or appropriate, students must be given reasonable advance notification of the due dates of major papers and tests. [Due dates are especially important to students with learning disabilities who may need to plan and begin working far ahead of a due date.]
 4. The definition of cheating and plagiarism in the Community Standards http://www.dickinson.edu/download/downloads/id/963/community_standards.
 5. An indication of office hours.

¹ Approved by APSC on November 7, 2022

D. Ordering Course Texts. The College Store orders all published course texts and a substantial number of the materials used for computer-intensive and fine arts studio courses. It is the responsibility of the faculty member to provide text information to the College Store in a timely manner. For texts to be used during the Fall Semester, the text information must be provided not later than the end of the first week of the preceding May. For texts to be used during the Spring Semester, the information must be received not later than the end of the first week of the preceding November. Meeting these deadlines will ensure that the College Store can order an adequate supply of new and used texts from suppliers in time for the start of classes. The Store can also then buy an appropriate number of used texts from students, reducing the cost to other students willing to study a used text.

The College Store supplies the needed order forms and instructions to each continuing faculty member. New faculty are provided these forms as soon as the Store receives the appointment notice. Academic department secretaries have additional text ordering materials. Faculty may also use electronic mail to submit their text requirements for each semester.

E. Ordering Desk Copies. Faculty members who wish to order a desk copy should do so through the academic department secretary. Publishers require that the order be made on academic department letterhead stationery and that it be mailed directly to the publisher of the text. The College is not permitted by publishers to order desk copies for faculty. If the Store must lend a text as a desk copy to a faculty member, that loaned text must be returned within two weeks of the start of the semester.

F. Office Hours. All members of the faculty are expected to establish office hours for student use, at a variety of reasonable times throughout each week. This information should be posted near the faculty member's office for the information of students. Unless emergencies prevent it, the scheduled hours should be kept. Office hour information should be included in course syllabi.

G. Grades.

1. The evaluation of a student's performance shall not reflect other factors than those directly concerned with the project or semester's work in question. Students should have protection through orderly procedures against prejudicial or capricious academic evaluation. (AAUP, *Joint Statement on Rights and Freedoms of Students*, 1967)

2. All instructors are expected to submit Roll Call grades and final grades each semester at the times requested by the Registrar.

3. Incomplete. This may be reported only in cases in which acute health-related incidents or other serious emergency has prevented the student from completing the work. Negligence or procrastination is not an acceptable reason for giving an Incomplete. Forms for filing an Incomplete are available on CLIQ: they ask for the student's grade at that point, what further work is required, and when the final grade will be submitted.

4. **Grade Change.** Once a grade has been submitted to the Registrar, it cannot be changed unless the instructor finds an error in computing or transmitting the grade. Reassessing or reweighting previous work, or including further work, is not an acceptable reason for changing the grade. All requests for grade changes must be submitted to the Dean of the College for approval by no later than Roll Call of the subsequent semester.

5. **Retaining Grade Information.** Accurate evaluation information consistent with standards established in one's syllabus shall be recorded by the instructor and that information retained for at least one year.

6. **Leaving Dickinson.** Any instructor leaving the College shall leave with the Dean of the College an accurate, complete record of the method used in determining grades for all the courses taught in that faculty member's final year.

H. **Student Assistants.** Because Dickinson is an undergraduate liberal arts institution which for more than 200 years has prided itself upon the quality of its teaching, the College assumes that, except in special situations approved by APC, all the responsibilities of instruction -- including lecturing, running laboratories, directing discussion sections, and grading examinations and papers -- will be carried out by fully qualified members of the faculty. Where use of student assistants is approved, these guidelines must be followed:

1. It is inappropriate for student assistants to grade the work of other students, nor should they be asked to do so. They may serve as human scanners of unambiguous multiple-choice or short-phrase answer questions on quizzes or homework assignments, and may compute the numerical results. The instructor is responsible for the accuracy of this, however, and for clearly indicating to students that the SA is not making any evaluative judgments. Hourly examinations, final examinations, and papers of any sort can only be evaluated by the instructor.

2. In all courses where student assistants are employed, instructors will make it clear in the syllabus the nature and scope of the use of SAs in the course.

I. **Academic Dishonesty.** Definitions of cheating and plagiarism, procedures for dealing with their detection, and sanctions when someone is found guilty of either, are provided in the Student Handbook. Charges of academic dishonesty are to be dealt with through the judicial process; they are not to be resolved by the individual instructor. Informal discussion with one's department chair and/or with the Associate Dean of the College is advised as the first step to take when you think cheating or plagiarism has occurred in one of your courses.

J. **Final Exam Period**

1. Final tests or examinations (with the exception of laboratory finals) will not be given in the last five class days of the semester or during the reading period.

2. Where a final examination is given as a "take-home" examination, it will be due at the time of the scheduled final examination for that course.

3. When a final paper is assigned in lieu of an examination, it must be due at the time of the scheduled final examination for that course. During spring semester, in those classes with second semester seniors enrolled, final papers in lieu of in-class exams may be due the Friday before senior grades are due or at the time of the scheduled final exam, whichever comes first.
4. Individually-scheduled oral examinations may be arranged *ad lib*, but not so as to conflict with a student's regularly scheduled final examinations.
5. All proctored final examinations (with the exception of laboratory examinations) will be given in the examination period at the time scheduled for the course by the Registrar.
6. When a final examination is not accommodated in the regular examination schedule, the instructor of the course must schedule the examination in consultation with the Registrar's Office. The scheduling of such examinations must not force a student to take three examinations within 24 hours. Examinations added to the regular schedule may not take precedence over regularly scheduled examinations.

K. Student Course Evaluations. An evaluation form prepared by the Faculty Personnel Committee is provided to students at the end of a course. It asks them to answer [questions using both numerical scales and written free responses](#)². The evaluation information is only made available to the instructor subsequent to the Registrar's due date for all grades. The numerical information is tallied by computer and the results sent to the instructor, the department chair, and the Dean of the College. The written responses are sent directly to the instructor but should be made available to the department chair or the Dean upon request.

Procedures for administering the Course Evaluation Form require that:

1. With the exception of Freshman Seminars for which a specifically designed evaluation instrument is used, all classes must undergo evaluation using the College Course Evaluation Forms.³
2. The evaluation shall be given in class during the last two weeks of the semester.
3. On the day of the evaluation, the instructor must allow adequate time, preferably at the beginning of class, for students to complete the forms.
4. The instructor must be absent from the classroom during the time students are making their responses. A student or departmental representative other than the instructor must collect the forms for delivery to the department office or Dean's office as soon as possible. The instructor shall not re-enter the classroom until the forms have been collected.

² Change approved at 6 May 1996 Faculty Meeting.

³ Ibid.

5. The required use of the College Course Evaluation Form does not preclude the optional use of other evaluation instruments devised by the instructor or department.⁴

II. Teaching

A. Normal Classroom Teaching Load. Normally a full-time faculty member teaches five courses per year⁵, including at least two different preparations. Laboratory responsibilities, with the approval of the Dean of the College, may be defined as some fraction of a course load equivalent, depending on departmental circumstances. Reductions in the classroom teaching load for whatever reason -- e.g., because of administrative responsibilities such as being department chair -- require approval in advance by the Faculty Personnel Committee.

B. As a reflection of its traditional commitment to excellence in teaching, Dickinson College normally expects that each faculty member should routinely teach courses at every level of the curriculum from introductory to the most advanced. Incoming students should thus enjoy the benefit of learning from senior faculty members in some of their introductory courses, and junior members of the faculty should in turn be afforded the stimulus of teaching the more specialized advanced courses from the beginning of their careers. Observance of this principle enhances the special environment for learning provided by a smaller college such as Dickinson, dedicated to the teaching of the liberal arts in circumstances that promote at every level close educational contact between students and a wide range of faculty members.

C. Time-slots. Courses are offered at time-slots within a weekly calendar approved by the Faculty Meeting. Each department is responsible for determining the distribution of its courses within that schedule, with the chair having the final authority to decide when, after consultation with department colleagues, no consensus has been reached. The Registrar, however, in consultation with the department chair and the Dean of the College, may alter the department's schedule where this is required to provide an overall distribution of courses that minimizes enrollment conflicts.

D. Additional Teaching Responsibilities. Faculty are also expected as a normal part of their responsibilities to accept their fair share of the following:

1. Advising Majors. All tenured or tenure-track faculty are expected to advise some of the majors in their department. Each department has its own policies for how this is determined, but the distribution of students should be equitable and not based solely on student preferences. First-year faculty are not permitted to accept any formal advising responsibilities, except in unusual circumstances approved by their department.

⁴ Ibid.

⁵ The move from a six- to a five-course load became effective with the Fall 2007 semester.

2. Honors, Independent Studies, Independent Research, and Internships. Full-time faculty are expected to advise a fair share of students engaged in these activities. Approval for doing so often involves department consent. It is inadvisable for any instructor to be involved with more than three different projects at a time.

3. *First-Year Seminars and Advising.* Every department is required to contribute faculty to teach in this program; exceptions must be approved by the Academic Program and Standards Committee. Faculty within each department are expected to share this responsibility equitably. As a general practice, junior faculty will teach a FYS at least once before tenure review (*but not before the third year of teaching*), and senior faculty will teach at least once between sabbaticals. Typically the seminar instructor is also advisor to those students, the advising continuing until the students have declared their major. It is possible, however, to teach a seminar without advising and to advise *first-years* or sophomores without teaching a seminar. Both of these responsibilities may involve required training and information sessions.

4. Additional Teaching. In special circumstances (e.g. the continuing absence of such responsibilities as those mentioned in 1-3 above, or the inclusion of courses with very small enrollments) a faculty member may be required by the Dean of the College, after consulting with FPC and the department chair, to accept additional classroom responsibilities.

E. Special Duties. The full-time faculty at Dickinson are responsible for implementing the curriculum they have approved by actions of the Faculty Meeting. Assignments must be such that the courses comprising programs and majors for which the department is responsible in whole or part are in fact taught regularly, and all related obligations met in good faith. The chair of a department has the authority to assign responsibilities, including specific courses, to colleagues in order to meet those objectives; this must involve consultation with those persons, with every effort made to secure everyone's consent. The following special programmatic responsibilities deserve specific mention:

1. Overseas Programs. Some of Dickinson's overseas Centers are staffed by full-time Dickinson faculty from the sponsoring departments who serve in that role for one- or two-year periods. The summer immersion courses are also directed by regular Dickinson faculty. Tenured faculty are expected to share equitably in the rotation of the directorship responsibilities for the regular year programs; tenured and tenure-track faculty are expected to share equitably in the responsibility for the immersion programs.

2. Interdisciplinary Programs. Majors, minors, and certificate programs of an interdisciplinary nature involve the regular participation of faculty from each of the sponsoring departments. These duties are considered to be of equal importance to those requirements of the disciplinary programs.

3. Co-curriculum. Mermaid Players, Dance Theater Group, Choir, Orchestra, and Collegium Musicum, are formal organizations for which Dickinson faculty have been assigned responsibility. These activities are considered an integral part of the curriculum and of the teaching assignment of the relevant faculty.

4. Departmental Programs. Language houses and language tables, departmental colloquia, student discipline-based honoraries, and other similar activities may be defined by a department as integral to its program. When this is so, all members of the department are expected to accept their fair share of the responsibility for it.

5. Coaching. Physical educators are assigned coaching responsibilities for the various intercollegiate athletic teams. These assignments are considered an integral part of each person's academic responsibilities.

III. Attendance

A. Meeting Class. Those teaching a class are expected to meet their class for the specified number of hours each semester. Absences in order to attend professional meetings are acceptable if kept within reason; where possible, a visiting lecturer, a makeup meeting, or some other suitable alternative should be devised.

B. Faculty Meeting. Those with the right of voice and vote at the Faculty Meeting have the consequent responsibility to attend its regular and special meetings.

C. All-College Convocations. All faculty are expected to participate in the Opening Convocation ceremony each fall and in the Commencement ceremony each spring. This includes taking part in the academic procession, dressed in appropriate academic regalia. This expectation extends to special convocations as well: e.g., the inauguration of a new president.

D. Jury Duty. A faculty member should accept a call for jury duty if arrangements can be made to cover his or her campus responsibilities. Where that is not possible, the Dean of the College will write in the person's behalf, indicating the problem and requesting that the person be exempted from jury duty.

IV. Professional Development

A. External Grants and Fellowships.

1. Information about possible external funding sources is available from the Director of Corporate and Foundation Support. All proposals for external grant support, except applications for individual fellowships, must be circulated for review and approval by the appropriate College officers. Any of these may deny College support or approve it with caveats. Specific information on the sign-off procedure for external grant support is found in Chapter Eight, Section IV. Forms can be obtained from the Director of Corporate and Foundation Support.

2. Matching Grants. Some grants require matching funds from Dickinson. There must be a written agreement by the College guaranteeing the match should the grant be received. For individual academic grants and for curricular ones, a special Grants Matching Fund has been created. Matching requests compete for this finite resource, except where a request for more significant matching money has been made well in advance and approved by the College. (See Chapter Eight, Section IV.B.4)

B. Dickinson Grants

1. One Percent Travel Grants. An amount equal to 1% of the average base salary of faculty is assigned to each full-time faculty member. This is to be used for travel and costs associated with attending professional meetings in one's discipline. The grant may be accumulated up to three years; thereafter, the unexpended amount of the eldest year is returned to the College's general fund. All vouchers must be filed with the Dean of the College and bear the signature of the departmental chair.

2. Research and Development Committee awards

All faculty members are eligible to apply for R&D Committee support. Part-time faculty will be eligible for funds in proportion to their teaching load. The committee annually sets the limits for funds receivable by individuals in that fiscal year. Grants are made for research projects, professional development projects, travel to present papers, creative arts projects, dissertation completion, and publication costs.

The guidelines for application are distributed annually in the beginning of the fall semester. Fall and spring deadlines are announced in the guidelines; grants for travel to present papers are handled on a rolling basis. Copies of the application guidelines are available in the Associate Dean's Office, in the Development Office, and from the chair of the Committee.

3. Sabbatical Supplement Grants. A limited number of grants are provided each year on a competitive basis to supplement full-year sabbatical leaves. The grant is for an amount equivalent to one-fourth the person's full-time salary for that year, permitting therefore a sabbatical salary of three-fourths the full-time amount. Available only to senior faculty [those who have completed a Year Six evaluation].

4. Curriculum Development Grants. The Presidential Discretionary Fund is an endowed fund for support of course-related explorations and for professional development projects that do not have scholarly publication as their direct intent. For instance, summer study groups are funded from this endowment. Some support is provided on a competitive basis; other projects are in support of APC-approved curricular initiatives.

V. Departmental Chairs

A. General Statement

The College recognizes that the attainment of its objectives depends in large measure upon the effective use of the time and expertise of its faculty. The department chair is key in assuring that this happens. Hence the College recognizes the following duties of the chair and undertakes to provide support necessary for the discharge of those duties.

In each department of instruction in which there are three or more full-time faculty, the chair shall be nominated by the senior members of the department. In departments with fewer than three full time faculty, and for the Education department, nomination is by the Dean of the College. These nominations are reviewed by the Faculty Personnel Committee; the final decision and appointment is made by the Dean of the College. Appointment is typically for three years.

The chair of the Physical Education department is nominated by the Dean of the College. The nomination is reviewed by the Faculty Personnel Committee; the final decision and appointment is made by the Dean of the College.

B. Administrative Responsibilities

1. The chair speaks for the department as a unit. All other academic and administrative units of the College are expected to deal with or through the chair on all matters of a general departmental nature.
2. The chair is responsible to the President of the College, through the Dean, and is expected to keep both of them informed of departmental plans, proposals, problems, and progress.
3. It is the duty of the chair to consider the College as a whole and to exercise caution and restraint in making recommendations. The chair may reasonably expect that all recommendations submitted by the chair concerning the department will be cordially received and, whenever practicable, acted upon. Whenever recommendations are not supported, the chair may expect to have an explanation for the negative judgment.
4. The chair has a vote on all departmental matters, even in those unusual instances where the chair is not a senior member of the department.
5. Each January, the chair prepares a proposed budget to support the operation of the department during the ensuing academic year. The budget is prepared according to guidelines approved by the Treasurer in consultation with the Planning and Budget Committee. The chair will be consulted before final decisions are made if significant portions of the departmental requests cannot be supported. Requests for major new budgetary items or increases must be submitted to the Dean of the College in October, for consideration during the early phase of the budget building process. The chair is also asked to advise the College on the department's long range anticipated needs for realizing its academic purposes.
6. When appropriate, departmental issues that affect the whole College will be discussed in a conference comprising all the concerned chairpersons, along with relevant administrators and committee representatives, to the end that the best interests of the College as a whole be served.

C. Personnel Responsibilities

1. The chair is responsible for the recruitment of qualified faculty to fill permanent or temporary staffing vacancies in the department. Approval to begin the search for a new appointment is given by the Dean of the College after consulting with the Academic Program and Standards Committee.
2. Recommendations on renewal of contract, granting of tenure, promotion in rank, annual salary, and sabbaticals or leaves of absence, concerning members of the department, shall be made by the chair after consultation with departmental colleagues (or only with senior colleagues where that restriction is stipulated). Such recommendations will be submitted to the Dean of the College who will consult with the appropriate personnel committee before making a recommendation to the President.
3. The chair is responsible for the quality of instruction and other professional activity in the department. This is to be accomplished by such means as appear best suited to the situation, including private conferences with colleagues, classroom visits, and professional development proposals, subject to the limitations of tact and good judgment.
4. The chair is responsible for assuring that students majoring in the department are adequately advised.
5. The chair is responsible for developing and sustaining the departmental morale of colleagues and of students. To attain this objective, regular department meetings are encouraged, in which free and open discussion occurs; procedures for student contributions to departmental deliberations should also be established. Any member of the department has the right to request and obtain a meeting of the department to consider some proposal or idea. Any student has the right to expect opportunity to discuss relevant academic concerns with the chair and, when appropriate, with the whole department.