

FAC 431. Expectations of Faculty Members

The primary responsibilities of McPherson College faculty are excellent classroom teaching and embracement of the college's mission by modeling what it means to be a whole person engaged in scholarship, participation, and service. Abundant guidance for fulfilling these responsibilities is available in Appendix 12 of this handbook, "Elements of Professional Practice for McPherson College Faculty." The extent to which these critical responsibilities are carried out is evaluated according to the procedures outlined in FAC 440–448 of this handbook.

In addition to these primary responsibilities, faculty are expected to comply with certain policies and procedures in order to ensure the academic integrity of the college's educational programs and services. Many of these policies and procedures—for example, giving final exams, holding office hours, dealing with academic dishonesty, arranging travel courses or field trips—are enumerated in the 600-section of this handbook.

Moreover, faculty need to perform various professional responsibilities to assure the effective and efficient operation of the college's educational and administrative functions. These include, but are not limited to

- Regularly attending department, division, and faculty meetings and serving on committees as elected or assigned.
- Placing textbook orders by the deadline announced by the Office of Academic Affairs.
- Submitting at the beginning of each semester
 - The current syllabus for each course taught. (A template and checklist for syllabi has been adopted by the faculty and are available in the

Office of Academic Affairs, as is a cover sheet for general education syllabi.)

- A weekly schedule indicating class meetings; committee, department, division, and faculty meetings; and office hours.
- Sharing with the Office of Academic Affairs phone numbers, emergency contact information, and summer contact information.
- Reporting class attendance through the learning management system.
- Submitting all grades by the deadline announced by the registrar.
- Sharing equitably in departmental tasks, such as preparing assessment reports, program reviews, accreditation self-studies, and curriculum revision.
- Sharing equitably with departmental colleagues such voluntary tasks as meeting with prospective students, assisting with visit days and Presidential Scholars interviews, sponsoring student clubs and activities, etc.
- Reading email—including during the summer months—in order to respond to important requests for information or action.

Finally, there are several incidental expectations associated with being an engaged member of the college community. Some of these include

- Marching in Honors Convocations and Commencement Exercises.
- As circumstances allow, supporting the campus community and its cultural life through attendance at some activities, such as lectures, concerts, exhibitions, theatre performances, athletic contests, or other activities.