

Department of Art History

Responsibilities of the Faculty

Approved by the AH Executive Committee on March 17, 1994

Approved by the AH Faculty on April 11, 1994

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Preamble

This document is meant to define the responsibilities and obligations of the full-time faculty of the AH Department, supplementing and enhancing the general statements found in the University Statutes, Faculty Handbook, and our own departmental by-laws. It should serve as a guideline that the AH Personnel committee will utilize in measuring the performance of each faculty member.

Normative Expectations

*Faculty are expected to participate in the three statutory areas of research, teaching, and service, and will be evaluated, annually, in regard to their accomplishments. There is no fixed ratio for involvement in the three, and individual strengths and interests are recognized and encouraged.

*All faculty are expected to be active within the Department, College, and the University, and in the broader professional world. Though each faculty member will have a unique emphasis on the various areas of activity, Department needs will usually take priority.

*An exceptional departure from normative expectations in any area may cause a modification of the faculty member's responsibility in other areas. Increased teaching responsibilities may be negotiated or assigned for insufficient scholarship or deficiencies in service, in relation to rank. Reductions in teaching load may be negotiated or granted for specific or exceptional research or curricular development or other service.

*The number of teaching loads that depart from the norm may vary from term-to-term or year-to-year, based on curricular and departmental needs.

Service

*The term of employment for faculty is for a two-semester academic year.

*The definition of the period of appointment mandates that faculty must be available one week before the start of classes at the beginning of the Fall Semester, for the purpose of Department meetings and advising.

*Faculty members are expected to participate in the workings of the Department.

*Faculty are to attend all Department meetings and meetings of committees to which they have been elected. In the scheduling of courses and meetings, the Department

tries to accommodate the reasonable needs of the faculty, but scheduling necessarily must take precedence over external obligations.

*Faculty are not required to attend Department meetings while they are on Sabbatical leave or a full fellowship elsewhere, but they are expected to attend meetings and contribute to the operation of the Department at all other times, including periods when they are not teaching.

*Requests for exceptions to these provision should be directed to the Chairperson.

Teaching

*Faculty are expected to meet their classes.

*Faculty expecting to be away from their classes for professional reasons are required to notify the Department Chairperson of the absence and explain the provisions being made for class coverage. Every effort should be made to provide coverage. The usual forms of coverage include coverage by a colleague, a colleague from outside the University, a TA (compensated in some way), or a scheduled class assignment.

*Absences should be kept to a minimum, and should be scheduled around teaching responsibilities.

*Faculty should adhere to the Observance of Religious Holidays with 2011 - 2013 Academic Calendar on the website of the Office of Access and Equity:

<http://www.uic.edu/depts/oea/policies.html> .

*Faculty members are expected to keep office hours that are convenient for their students. Normally, a minimum of two office hours per week, spread over at least two days - and others by appointment, are required.

*Faculty members are expected to advise undergraduate and graduate students. During advising periods, the available office hours should be increased.

* A written course Syllabus is a contract with the student and must be distributed at the beginning of each term. Each syllabus must minimally include the requirements of the course: the type and number of examinations; number, length and type of written assignments; required attendance and classroom participation; the specific and relative weight of each requirement in determining a grade, required textbooks and other course materials, and a schedule of class meetings. A copy of each syllabus should be placed on file in the AH department office; a brief course description will be posted on the AH department website.

*Faculty must be prepared and available to teach at all levels of the curriculum.

Teaching schedules will take each individual's specializations, strengths, and preferences into account, but will be based on curricular needs and fairness to other faculty.

*Teaching loads will normally be set at two courses per semester, and will recognize such factors as class size, level of instruction, and other factors.

Scholarship

*Faculty members are expected to engage in scholarship and the dissemination of their research.

*Scholarship should not be undertaken at the expense of teaching and departmental service.