

School of Art & Art History Responsibilities of the Faculty

This document is meant to define the responsibilities and obligations of the full-time faculty of the School of Art & Art History, supplementing and enhancing the general statements found in the University Statutes, Faculty Handbook, and our own SAAH by-laws and Tenure norms. This document should serve as a guideline that the SAAH Personnel committee will utilize in measuring the contributions of each full time 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 contributions with 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, School, 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 and school 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/school meetings and advising.
- Faculty members are expected to participate in the workings of the Department.
- Faculty are to attend all department/school meetings and meetings of committees to which they have been elected. In the scheduling of courses and meetings, the department/school 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/school 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 or Director.

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 Chair or Head 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. The School does not compensate for coverage. Compensation is the responsibility of the faculty member needing coverage,
- Absences should be kept to a minimum, and should be scheduled around teaching responsibilities.

- Faculty should adhere to the Observance of Religious Holidays in accordance with the UIC academic calendar on the website of the Office of Access and Equity.
- Full time 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 recommended.
- 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 SAAH office; a brief course description will be posted on the SAAH 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.

Research

- Faculty members are expected to engage in scholarship and/or creative research and its dissemination.
- Scholarship and/or creative research should not be undertaken at the expense of teaching and departmental/school service.

