

9-23-2014

## Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, September 23, 2014

Arts & Sciences Professional Standards Committee

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## **Meeting Minutes September 23, 2014**

12:30 -1:45 P.M. in Bush 123

Approved October 21 2014

### Committee Members Terms and Affiliation

Gay Biery-Hamilton, 2013-2015, Social Sciences

Rosana Diaz-Zambrana, 2014 – 2016, Humanities

Kevin Griffin, 2013-2015, Expressive Arts

Fiona Harper, *Committee Chair*, 2014 – 2016 Science

Julia Maskivker, 2013-2015, At-Large

Anne Murdaugh, 2014-2016, At-Large

Jillian Rondeau, 2014 – 2015, SGA rep

Eric Smaw, 2013-2015, At-Large

Anne Stone, 2014 – 2015 CPS

Eren Tatari, 2014-2016, At-Large

Meghan Wallace, 2014-2015, SGA rep

### Committee Members in Attendance

Gay Biery-Hamilton, Rosana Diaz-Zambrana, Kevin Griffin, Fiona Harper, Julia Maskivker, Anne Murdaugh, Jill Rondeau, Eric Smaw, Anne Stone, Eren Tatari, Meghan Wallace

## **Call to order**

Meeting called to order at 12:30pm

## **Approval of Minutes**

Meeting minutes from 9/9/2014 were approved

## **Old Business**

Office hours - Report from Eren, Julia, Kevin & Anne S – see attachment

- There was some concern that this policy sets a precedent of codifying working hours of faculty. Such a proposal would have to come through PSC, and the current Committee believes future any future PSC would push back.
- This policy could be difficult to monitor or enforce.
- The Committee discussed if this policy could be grounds for firing. It was agreed that it could not.
- After discussion concerning the number of hours, accommodations for the Holt School, and office hour locations, the Committee approved the following language:

All full-time faculty are required to post and keep reasonable and regular office hours (a minimum of 3 hours per week is suggested, in addition to appointments).

Office hours should be (1) held on campus, preferably in faculty offices for confidential discussions; (2) clearly stated in the syllabus and posted outside the faculty member's office, where possible; (3) during business hours appropriate for the particular school/college. Faculty teaching in the Holt school are asked to offer office hours in the hour before Holt classes, where possible.

- This language will be brought to EC and then the A&S Faculty for inclusion in the Faculty Handbook. Fiona recommends placing the text in
  - Rollins College Faculty Handbook, Faculty of the College of Arts & Science
    - Section IV – Policies and Procedures
      - C. Faculty Policies and Procedures
        - Course Guidelines
        - **New Section Entitled “Office Hours”**
        - Faculty Evaluation Procedures
  - For CPS, the Promotion and Tenure Evaluation Committee has been tasked with creating By-laws and a Faculty Handbook in 2014/2015. This language will be included in the CPS Faculty Handbook when it is created. This will be an agenda item for their next meeting.

### **New Business**

Endorse Cornell Distinguish Faculty Selection committee:

- Ed Cohen, Gloria Cook, Laurel Habgood, Jim McLaughlin, and Rachel Newcomb
- Faculty Selection Committee was approved

### **Future Business**

Internationalization Committee

- PSC has been asked to look at the Internationalization Committee for potential inclusion in the By-Laws. Eren asked for update. Ashley Kistler will be in attendance on November 18<sup>th</sup>.
- The FYRST and early Critchfield/Ashford/Development Grants will be available for review via Blackboard early next week. The Committee was reminded to use the evaluation guidelines as outlined in the grant proposal form.

### **Adjournment**

Meeting adjourned at 1:10pm

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Comparable Institutions	Website	Policy	Location
Centre College	<a href="http://www.centre.edu/wp-content/uploads/2014/03/handbook_faculty.pdf">http://www.centre.edu/wp-content/uploads/2014/03/handbook_faculty.pdf</a>	<p>B. GENERAL ACADEMIC POLICIES</p> <p>1. Office Hours</p> <p>It is especially important in a small school like Centre that members of the Faculty be readily available to students for counseling and assistance outside the classroom during the working hours of the five academic days of the week. Faculty members are expected to be available for appointments with students and to post and keep reasonable and regular office hours. Although there is no specific requirement, it is recommended that full-time members of the Faculty maintain a schedule of at least five occasions each week when they will regularly be available to students for consultation. When it is not possible to keep their scheduled office hours, instructors should post a note to that effect on their office door.</p>	Faculty Handbook - Section V, subsection B, part 1. Office Hours.
Colorado College	<a href="http://www.coloradocollege.edu/offices/dean/faculty_handbook/">http://www.coloradocollege.edu/offices/dean/faculty_handbook/</a>	NONE	
Davidson College	<a href="http://www.davidson.edu/offices/grants-and-contracts/policies">http://www.davidson.edu/offices/grants-and-contracts/policies</a>	NONE	
Elon University	<a href="http://www.elon.edu/e-web/academics/facultyhandbook/2013-2014/toc_2013-">http://www.elon.edu/e-web/academics/facultyhandbook/2013-2014/toc_2013-</a>	NONE	
Furman University	<a href="http://policies.furman.edu/print.php?view=faculty">http://policies.furman.edu/print.php?view=faculty</a>	<p>Under section 121.1 “Conference Hours for Faculty Members” : “Faculty should make clear to their classes that they are available to discuss students' work in the course and indicate a procedure for students to arrange to see them. Office hours and class schedule should be posted in locations readily accessible to students.”</p>	
Gettysburg College	<a href="http://www.gettysburg.edu/dotAsset/51d2cbc2-be7b-48e8-b11f-">http://www.gettysburg.edu/dotAsset/51d2cbc2-be7b-48e8-b11f-</a>		Faculty Handbook - Inclement

	<p>"When adverse weather conditions lead to a delayed opening and/or cancellation of classes and office hours at Gettysburg College, information will be provided through a variety of sources."</p>	Weather Notification
Lee University	<p><a href="http://www.leeuniversity.edu/uploadedFiles/Content/publications/FacultyHan">http://www.leeuniversity.edu/uploadedFiles/Content/publications/FacultyHan</a></p> <p>Other Faculty Responsibilities</p> <p>Office Hours</p> <p>Each teacher is expected to arrange a schedule of 8 office hours per week during which he/she is available for student consultation. The schedule should include hours each day during times which are generally convenient for students. If some special circumstances make it impossible to have office hours on each day from Monday through Friday, an explanation of the circumstances should be made to the department chair.</p> <p>Office hours must be posted on the office door and included in each course syllabus.</p>	Faculty Handbook and Constitution - Section 5-25 Responsibilities of the faculty
Rhodes College		
Southwestern University	<p><a href="http://www.southwestern.edu/live/files/2705-2013-14-faculty-handbook">http://www.southwestern.edu/live/files/2705-2013-14-faculty-handbook</a></p>	Faculty Handbook - they don't have an official policy listed, but just mention it in this paragraph

	<p>All teaching faculty, including part-time faculty, participate in the student course evaluation system. All part-time faculty members must be regularly evaluated. They must have their students complete student evaluation forms in every class, consistent with University course evaluation procedures and with the advice and cooperation of their department chair. Committee work and academic advising are negotiated with the Provost or the Dean of the School of Fine Arts. Weekly presence on campus and office hours should be proportional to the fraction of full-time load that the position carries. Other specific responsibilities are determined by the department chair or Dean and the part-time faculty member, subject to the Provost's approval.</p>	
Stetson University	<p><a href="http://www.stetson.edu/music/media/Faculty-handbook-2014-15.pdf">http://www.stetson.edu/music/media/Faculty-handbook-2014-15.pdf</a></p> <p>Faculty members should maintain regular office hours or provide other means to promote student-faculty consultation. These office hours must be included in coursesyllabi and publicly posted each academic term. Alternative arrangements, including phone, email, social networking, etc., may be substituted for office hours.</p>	Faculty handbook
Trinity University	<p><a href="http://web.trinity.edu/Documents/Academic%20Affairs/minutes/handbook.pdf">http://web.trinity.edu/Documents/Academic%20Affairs/minutes/handbook.pdf</a></p>	Faculty and Contract Staff Handbook 2014-2015

Pp. 286-287

CHAPTER 6. INSTRUCTIONAL POLICIES, RESPONSIBILITIES, AND GUIDELINES

XVII. FACULTY PRESENCE

A. Office Hours

It is the responsibility of each member of the faculty to be available for consultation with students on a regular and, insofar as possible, predictable bases (for full-time faculty members, a minimum of 10 hours each week is reasonable). Policies regarding consultations with students must be included in the syllabus for each course. Faculty members must provide students with a telephone number or numbers through which they may be contacted when they are not in their offices; normally this would be the departmental office telephone.

University of the South  
(Sewanee)

[http://provost.sewanee.edu/assets/uploads/Faculty\\_Handbook\\_3-18-14.pdf](http://provost.sewanee.edu/assets/uploads/Faculty_Handbook_3-18-14.pdf)

Section II Faculty Handbook

Under section II titled Brief Overview: “Expectations and responsibilities for professors at all ranks” : “ Conscientious instruction of students enrolled in all assigned courses—includes meeting regularly with classes as per schedule, preparing suitably for each class session, assigning and grading written or other student work, maintaining and posting regular office hours (typically a minimum of three hours each week) for student conferences, and submitting midterm and final grades within the time period prescribed by the Registrar”

Villanova University

<http://www1.villanova.edu/villanova/hr/policies.html>

NONE