Faculty Manual

Section III
Teaching Regulations and Procedures

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I. GENERAL RESPONSIBILITY

The general responsibility for classes resides with the instructor, limited only by the academic regulations of the College and the policy of the department. These regulations represent the conditions under which instruction occurs at Union. When questions arise, a faculty member should first consult the department head.

A. Classroom Assignments

All classroom assignments are made by the Offices of the Registrar or Graduate & Continuing Studies. Requests for the use of extra rooms for tests or lectures should be made to the appropriate office. Rooms for special meetings, evening groups, etc., must be cleared through the scheduling office. This is not only to avoid conflicts in assignments but to see that adequate security coverage is made available at the close of meetings. Groups should check doors, windows, and ash receptacles before leaving a room.

B. Class Lists

The Registrar's Office distributes preliminary class lists at the beginning of each term. The original class list is replaced by a "revised" list by the fourth week of the term. At this time instructors are requested to bring any discrepancies between the Registrar's list and their own personal record to the attention of the Registrar. This is a critical procedure, for this is the last time before grades are due that clerical errors or wayward students may be recognized. As long as a student's name appears on the "revised" class list (and if the student's name so appear), the student should be considered a member of the class and reports made accordingly.

C. Change of Course or Section

Students are not permitted to pass from one course or section to another without specific authorization from the Registrar. The general regulations concerning dropping and adding of courses, changing majors, and withdrawal from College or individual courses appear in the Academic Register. Students entering a class after class-lists have been received are expected to present proper authorization from the Registrar.

D. "Extra" Teaching: Evening Division, Overloads, Summer School, and Teaching at Another Institution

1. Department Chairs must be informed of and approve all teaching duties at Union by departmental faculty members. No course may be listed without prior approval by the Chair. Courses offered by Chairs must be approved by the Dean of Academic Departments.

2. While faculty members are on sabbatical, they are not permitted to teach overloads or evening division courses without prior approval by the Dean of the Faculty. All teaching while on sabbatical must be approved in advance by the FRB when considering sabbatical requests.

3. Teaching a course at another institution while working full-time at Union — or on sabbatical leave — requires prior approval by the Department Chair and the Dean of the Faculty.

4. Generally speaking, faculty members requesting to teach more than two extra courses a year should have approval from the Chair and the Dean of the Faculty.

E. Attendance

Each instructor shall announce at the beginning of the term the expectation with respect to class attendance. In general, the College expects students to attend classes regularly. Moreover, each instructor may make explicit requirements concerning attendance in the course, for the College realizes that methods of instruction vary and classroom participation may have greater prominence in one course than in another. Within this regulation, each faculty member is expected to keep a record of a student's attendance in classes and laboratories. This record is particularly significant for students in academic difficulty.

Whenever a student is absent for more than a week without explanation, the faculty member should report the student's name and the dates of absence to the Dean of Students. Not infrequently a student may leave college for a time and this information becomes important, especially in the event of accident, injury, or serious emotional stress.

Students who wish to be excused from attendance at class are expected to tell the faculty member in advance or, when that is not possible, immediately afterwards.

The faculty member is not only expected to act promptly to discourage indiscriminate class absences, but also has the privilege of failing a student for excessive cutting. Good practice expects that the instructor will first warn the student; if the habit continues, the instructor should notify the student in writing and address a brief request to the Registrar that a grade of "F" be entered for that student. A copy should go to the Dean of Studies.

In the event that a faculty member plans a field trip off-campus he/she should notify the department head and the Dean of Studies as far in advance as possible and check with all the students in the course to determine whether this absence will work an undue hardship on their participation in other classes scheduled during the field trip.

Faculty members are expected to meet their classes as scheduled. If there are occasions of illness or other necessary absence from the campus, the faculty member should notify and consult with the head of his/her department. If the absence is for more than three days, the Dean should also be informed. The College hopes that other faculty may be available to substitute if the absence is for more than one class.

A class can be canceled only for a legitimate reason. Any class that a faculty member cancels must be made up. Each faculty member is expected to maintain a minimum of three regularly scheduled and posted office hours per week. It is acceptable to state availability as "to be arranged" only for hours above and beyond the minimum of three hours per week. Any faculty member who finds it necessary to be out of town for more than two consecutive days is expected to notify in advance his or her department chair.

F. Student Trips

Arrangements for all student trips undertaken by any department involving absence from a course in another department should include prior notice to the Dean of Studies.

G. Examinations

Faculty members are free to give whatever types of examinations, essays, reports, and laboratory assignments they deem appropriate. Although no regulation requires notifying students in advance of hour tests, it is general practice to announce to students at the beginning of the term an approximate schedule of such tests. An hour test counts as a class. No hour tests may be given during the week preceding the final examinations except for laboratory tests. A student absent from an hour test receives an "F" unless the instructor excuses the student. The faculty member should check directly with the Health Services in case of a student illness or with the Dean of Students if the student is absent because of an official College function. The College asks that instructors arrange directly an approximate make-up test for students who have legitimate excused absences. In deference to their colleagues and in fairness to students, faculty should schedule mid-course exams for regular recitation periods and conclude the exercise within the period of the class.

Final examinations are scheduled by the Registrar's Office and will, whenever possible, avoid student conflicts. For this reason it is generally difficult to change the time of an examination. Any changes to which the Registrar cannot readily agree must have the approval of the Dean of Studies. Most final examinations are conducted in regular classrooms. Multiple section courses may be combined in one or more large rooms, however, if the instructors do not object and conflicts are not created.

Members of the faculty are free to use a variety of formats for their final examinations (including, for example, "open-book" and "take-home" tests). The format to be used, and the ground rules governing it, should be carefully explained to students well in advance of the examination itself. A faculty member must be present in the room during the time in which his or her students are taking any exam. If it is necessary to find a substitute to be present during an exam, such a substitute must be a faculty member.

If a traditional type of examination is given, the following procedures should be observed:

- The examination should be given at the time and in the place indicated on the Registrar's published examination schedule.
- The examination should be given under the direct supervision of the instructor.
- Reasonable precautions should be taken to assure an atmosphere conducive to maximum performance by all students and to prevent dishonesty.

College regulations require that all assigned work be completed by the deadline set by the instructor, but no later than the end of the examination period. A grade of "Incomplete" may be given only if difficult circumstances clearly beyond the control of the student warrant this procedure. The submission of a grade of "I" must be accompanied by a form signed by both the instructor and the student acknowledging the requirement that the work be completed within two weeks of the end of examination period. Any extensions beyond that date must be approved by the Dean of Studies.

H. Proficiency Exams

See catalog for details.

The instructor involved is remunerated as follows:

– For preparing, administering and grading a proficiency exam:
  Honorarium = $125.00.
– For administering and grading a previously used exam for a second student, or if two are taking the same exam together:
  Honorarium = $25.00.

When the instructor submits the grade to the Registrar, he/she will be asked to request payment by means of a form prepared by the Registrar.

I. Grades

Information concerning the grading system is in the Academic Register.

At the outset of the fifth week of each term, faculty members receive from the Registrar a list of all freshmen enrolled in each of their courses and are required to submit interim grades (not of record) for any freshmen currently doing "D" or "F" work. In addition, yellow "D" or "F" cards are included so that particular reasons for low mid-term grades may be explained. Academic advisors are informed about any advisees doing poor or failing work. The yellow cards are sent to the Dean of Studies and the Dean of First-Year Students, who consult as needed with advisors and students.

Grades are assessments, as fair and objective as possible, of the student's work at the end of the term. Fairness demands that all students be held to the same reasonable deadlines, within the term. All instructors are expected to make fair and careful appraisals of each student's work at the end of the term, and to submit grades to the Registrar no later than the due date specified by the Registrar for the final exam period.

"C-", "D" or "F" cards are again provided and are used by the Sub-Council on the Academic Standing of Students when necessary. Only through faculty cooperation in the prompt filing of grades can the academic standing of the next term and a timely meeting of the Sub-Council on the Academic Standing of Students be held. For students completing requirements for graduation, any grade of "F" (Failed) must reach the Office of Registrar before noon of the Thursday preceding Commencement.

Faculty members should consult the Academic Register for information on withdrawals.

J. End of Term Grade Changes

Grades, once submitted, come within the protective domain of the College. Grade changes can only be made upon petition to and with the approval of the Sub-Council on the Standing of Students, the body authorized by the Academic Affairs Council to hear such requests.

Should a member of the faculty wish to change a grade for substantive reasons (other than clerical error), it is necessary to make a request to the Sub-Council on Standing of Students, which may be sent to the Dean

of Studies. The Sub-Council will not accept a request without a full explanation supported with detail. Faculty may not allow a student to submit late or additional work in order to improve his/her grade, unless an official grade of Incomplete has been assigned. In those instances in which the request to change a grade is based on a clerical or computational error, the Registrar may act for the Sub-Council.

The Sub-Council will grant a grade change appeal by a student only under extraordinary circumstances, namely when it can be demonstrated that the grade was inequitably awarded.

This is limited to one or more of the following:

— the assignment of a grade on some basis other than performance in the course.
— the assignment of a grade by applying more exacting and demanding standards than were used for other students in the course.
— the assignment of a grade involving a gross violation of the professor's own announced grading standards for the course.

A student wishing to appeal a grade in a course should do so no later than the end of the second week of the subsequent term. The student should confer with the faculty member who assigned the grade (if this faculty member is not available, then they should meet directly with the department chair – see #2 below). The student should inform the instructor of his or her concerns and seek to fully understand the grounds and procedures the instructor has used in determining the grade. The aim of this conference is to try to reach a mutual understanding about the grade and the process by which it was assigned.

1. If upon meeting with the faculty member, as outlined above, the matter is not resolved within two weeks, the student may make a formal written complaint to the department chair, with a copy of this complaint being sent to the Dean of Studies.

2. If the issue is not yet resolved within a second two-week period, the matter may be forwarded to the Dean of Studies, who will consult with the faculty member and/or department chair and after considering the relevant information, the Dean of Studies may deny the appeal. This decision is final. If upon review, the Dean finds sufficient grounds of an inequitable awarding of the grade to warrant an official hearing, the Dean may consult the Sub-Council on the Standing of Students.

3. If the Dean decides to consult the Sub-Council on the Standing of Students, the Sub-Council will consider the student's letter of appeal, and any other relevant materials provided by the Dean of Studies, and make a determination regarding the appeal. The decision of the Sub-Council on the Standing of Students is final.

4. In no case will the Sub-Council on Standing of Students substitute its judgment on the merits of a student's work for the bona fide judgment of a faculty member.

K. Accommodations for Students with Disabilities

It is the policy of Union College to make reasonable accommodations for qualified individuals with disabilities in order to facilitate their learning. Students submit documentation and request accommodations through the Director of Student Support Services in the Dean of Students Office.

The procedure for doing so is outlined in the Student Handbook. Letters are drafted and sealed in an envelope to the faculty. Students are asked to hand-deliver the letter to faculty within the first two weeks of the term. Faculty and student discuss and plan how accommodations will be administered. Faculty members have certain responsibilities and rights when dealing with students requesting accommodations.

1. Shared Responsibility: As an employee of Union College who has compliance obligations under federal laws, it is the responsibility of the faculty to assume a shared responsibility in providing reasonable accommodations for students with disabilities.

   Whether or not the faculty member disagrees with the law is immaterial. The university is responsible for implementation and, as an employee, faculty are required to adhere to policies and procedures. The responsibility of meeting the academic needs of individuals with disabilities through reasonable accommodations has been assigned to the Director of Student Support Services.

2. Referral: Faculty are encouraged to refer students who advise them that they are disabled to the Disability Services Office. Many faculty find it useful to put a statement on their syllabus encouraging students to seek support from the Disability Services Office if they have a disability and believe they may need accommodations in the class.

3. Disability Certification Request: Faculty members should refrain from providing academic adjustments to a student who claims to have a disability, unless there is a letter from the Disability Services Office. Determining whether a condition rises to the level of being a disability is sometimes a complicated questions and the Disability Services Office has been charged with this responsibility. Also, Union College strives for consistency in the nature of how accommodation decisions are made. Faculty are encouraged to make additional recommendations for adjustments, if they believe the student will benefit, in consultation with the Disability Services Office and the Dean of Studies.

4. Syllabus Statement: It is suggested that each course syllabus should contain the following Reasonable Accommodation statement, or its equivalent.

   If you have a specific disability that qualifies you for academic accommodations, please provide a letter from Disability Services within the first two weeks of the term and then we can meet to discuss any necessary special arrangements.

5. Confidentiality Caution: Students with disabilities are protected under FERPA and the civil rights laws. At no time should the faculty make any statements or implications that the student is any different from the general student population.

   Examples:
   — Do not ask the student to come to the classroom and then leave with the test in hand.

— Do not place the student in the hall or any other obvious place to take an exam because you want to be close to them in case they have a question.
— Do not ask the student for documentation other than the letter from Disability Services.
— Do not discuss the student's needs or accommodations other than in a private place.
— Do not make comparisons between different students and their different needs.
— Do not use a grading standard that is different from the rest of the class.
— Do not give students with disabilities an advantage over the rest of the class; the idea of the law is to give equal access or equal opportunity through the recommended accommodations.

Faculty have the following rights with regard to accommodation requests:

1. Taped Lectures: It is the faculty member's right to request a written agreement before allowing a student to tape record class.

2. Classroom Behavior: All students must adhere to the college code of conduct regardless of whether they have a disability. Infractions of this code should be directed to the Dean of Students.

   Note: The majority of the above wording regarding responsibilities and rights is taken from LRP Publications 2000 with suitable alterations to fit the existing policies of Union College.

3. Challenge Accommodations: Accommodation requests are based on documentation on file in Disability Services. Due to confidentiality, the nature of the disability may not be disclosed to the faculty unless there is a specific need to know. When beneficial to the faculty/student academic relationship, students are encouraged to self-disclose.

   A faculty member has the right to challenge an accommodation request if he/she believes the student is not qualified, if the accommodation would result in a fundamental alteration of the program, if the institution is being asked to address a personal need, or if the accommodation would impose an undue financial or administrative burden. The faculty member should discuss the matter in consultation with the Director of Student Support Services and the Dean of Studies.

4. Appeals Protocol: If a dispute arises as to whether reasonable accommodations consistent with the recommendations of the Director of Support Services are being provided in a course, the student may appeal by contacting the Chair of the Department in which the course is being offered and the Dean for Undergraduate Education. The Department Chair must determine whether the requested accommodation represents a fundamental alteration of the academic goals of the course. If the Chair is unable to make a determination or upholds the faculty member's decision not to provide the accommodation and the student wishes to appeal further, then the matter goes to the Dean for Undergraduate Education. The Dean for Undergraduate Education may consult with the Director of Student Support Services, the faculty member or anyone else appropriate in reviewing the appeal. The Dean's decision will be communicated to the student. There will be no further appeal.

   If the dispute concerns a college-wide academic requirement, then the student may appeal to the Dean for Undergraduate Education, who will consult with appropriate faculty, administrators or

committees in reviewing the appeal. The Dean's decision will be communicated to the student. Within 10 days of being notified of the Dean's decision, the student may appeal to the Vice President for Academic Affairs. The Vice President may consult with the Dean and/or anyone else in reviewing the appeal. The Vice President's decision will be communicated to the student. There will be no further appeal.

L. Academic Honesty

The College assumes that students will not resort to plagiarism, the theft and mutilation of library books, or any other form of academic dishonesty. Therefore, it is important that each instructor make clear to the students the extent to which they may work together in the presentation of papers, reports, essays, problems, or laboratories. Similarly, every faculty member should use some occasion in class to remind students of what plagiarism is and what is expected of them with respect to the use of library materials. As regards examinations, instructors should be explicit as to whether the test is an "openbook" examination or whether all materials which might assist a student are to be left outside the examination area.

A faculty member who suspects a student has transgressed the standards of academic honesty shall contact immediately and discuss the matter with the Dean of Studies.

A preliminary review of the allegations shall include the student, the faculty member making the allegations and the Dean of Studies. The student will have an opportunity to respond to the allegations at this meeting.

If the matter is not resolved at the preliminary review, the student will be requested to respond to the charges before the Sub-Council on the Academic Standing of Students. A quorum of the Sub-Council shall be six members.

The following procedural guidelines will govern this meeting:

1. At least forty-eight (48) hours prior to this meeting the student shall:
   - Be notified of the meeting.
   - Be provided with a written copy of the charges.
   - Be provided with a list of the members serving on the Sub-Council on the Academic Standing of Students and be given the opportunity to indicate any objections to those sitting on the Sub-Council. These objections shall be made in writing to the Chair of the Sub-Council and shall be delivered to the Office of the Dean of Studies at least twenty-four (24) hours prior to the meeting. No Sub-Council member shall be asked to disqualify himself/herself from the proceedings except for reasons related to the objectivity of the Sub-Council member; such determination to be made by the Chair.

2. The students also shall:
   - Be permitted to have someone from the College community serve as an advisor during the proceedings. This advisor may not address the Sub-Council.
   - Have an opportunity to hear the information that supports the charges of the faculty member making the allegations.

— Be permitted to question the faculty member and offer information that contravenes the charges.

The Sub-Council and the student shall adhere to the following procedures:

Failure to Appear: If the accused student fails to appear before the Sub-Council on the Academic Standing of Students on the date and at the time and place specified in the notice, the Sub-Council on the Academic Standing of Students may take the testimony and information from the faculty member and reach a decision on the basis of that information. If the accused student is unable to appear before the Sub-Council on the Academic Standing of Students on the date specified in the notice, he or she should notify the chair of the Sub-Council. If the Sub-Council determines that good cause exists for absence of the accused student, it may set a new date for the new meeting.

Standard of Proof: In order to determine that the student has violated the standards of academic honesty, the majority of the Sub-Council members present must conclude that the information presented constitutes a clear and persuasive case in support of the charges. "Clear and persuasive" means that the information presented convinces the Sub-Council that there is a high degree of probability that the violation had occurred.

Penalties: If the allegations are found to be substantiated by the Sub-Council, possible penalties include: failure in the assignment; a one letter grade reduction for the course; failure in the course; suspension from the College or expulsion from the College. Suspension or expulsion action shall be noted on the permanent record of the student. A memorandum of the charge and the penalty will be sent to the student, and to the Office of the Dean of Students where it will be placed in the student's confidential file.

Appeal: Within ten (10) days of being notified of the decision the student may appeal the decision of the Sub-Council in writing to the Vice President for Academic Affairs of the College when the student believes one or more of the following conditions has occurred:

- A significant procedural error was committed (an element in the procedure outlined above was abridged or omitted).
- New facts or information became available.
- The sanction imposed for the violation is unreasonably harsh or inappropriate.

The Vice President may consult with the Sub-Council, its chairperson, the Dean of Studies, and/or anyone else appropriate in reviewing the appeal. The Vice President's decision will be communicated to the student. There will be no further appeal.

M. International Students

In light of recent stringent requirements as part of the SEVIS (Student and Exchange Visitor Information System) tracking system, it is important that faculty be aware of certain rules that pertain to international students who are in their classes, who are their academic advisees, or who are engaged in summer research or internship work under their sponsorship.

The College is required to maintain documents and information in SEVIS on all F-1 and J-1 (exchange) students. Students must check in each term within 15 days of the start of the term. Event reporting is required of the Designated School Official and includes:

- Full-time enrollment
- Change in name
- Change in address
- Change in major
- Early graduation
- Disciplinary action taken by the school as a result of the student being convicted of a crime

Faculty will be notified each term of any international advisees or international students in their classes. Chairs and Program Directors will be notified of all international majors in their department or program.

The consequences of the above with regard to faculty advising are the following:

- Carry a full course of study. This means that international students should be advised not to withdraw from classes without consulting the Director of Student Support Services and the Dean of Studies.
- Make normal progress. Students should be advised not to sign up for reduced loads or take leaves of absence.
- Report to a Designated School Official. At Union this is the Director of Student Support Services.
- Make required address reports (within 10 days). If you have an advisee and you know that he or she is moving, you must alert him or her to file the proper paperwork.
- Change of Major. If your advisee changes his or her major or you receive an international student as a new major advisee, you need to notify the Director of Student Support Services and the Dean of Studies.
- Adhere to regulations regarding employment. Students may engage in work during the educational program and after completion of studies provided such work has been properly approved by the Designated School Official. This requires a three-month application process and fee of $175. If students do so without prior approval, they will be declared out of status and will have to leave the United States immediately.