

## 12.01.99.C0.03 Responsibilities of Faculty Members

Revised: September 11, 2023  
Next Scheduled Review: April 11, 2027  
[Revision History](#)



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### Procedure Summary

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Texas A&M University-Corpus Christi (TAMU-CC) is committed to excellence in teaching, librarianship, scholarship and creative activity, service, a concern for students, and the integrity of the institution. As such, all faculty, as appropriate to the nature of appointment, are expected to meet certain expectations. While these responsibilities provide the foundation of good teaching/librarianship, scholarship and creative activity, service, and professionalism, they do not alone qualify faculty for tenure, promotion, and/or renewal of an employment contract. This list of faculty expectations is not comprehensive and other responsibilities may be assigned by a supervisor.

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### Procedure

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#### 1. GENERAL EXPECTATIONS

All faculty members at TAMU-CC are expected to:

- 1.1. Engage in academic unit (e.g., college, school, library) and university activities in a collegial manner; that is, work cooperatively and professionally with colleagues and share in the responsibility of group endeavors that further the mission of the department, academic unit, and university.
- 1.2. Maintain high ethical standards in all professional activities by practicing intellectual honesty and avoiding exploitation, harassment, or discriminatory treatment of students or colleagues.
- 1.3. Avoid creating the impression that they are speaking on behalf of the department, academic unit, or university when speaking or acting as a private person.
- 1.4. Take initiative in promoting their own professional development as teachers/librarians, scholars, and public servants.
- 1.5. Complete all training required by the university and the Texas A&M University System by the due date. Required employee training will be assigned during the faculty member's appointment period.

## 2. TEACHING EXPECTATIONS

Faculty members with teaching responsibilities at TAMU-CC are expected to:

- 2.1. Engage in teaching activity as required by academic unit guidelines and in accordance with their appointment and discipline.
- 2.2. Develop student learning outcomes and course content in accordance with university catalog course descriptions and in alignment with program learning outcomes.
- 2.3. Make known to students, in writing for each course, the course goals and requirements, nature of the course content, student learning outcomes and their relationship to the program learning outcomes, and methods of timely evaluation to be employed.
- 2.4. Meet classes as scheduled, in accordance with the official university schedule and the official course designation for instructional method.
- 2.5. Report changes to the format of courses as prescribed by the academic unit, as related to mode of delivery (i.e., distance learning).
- 2.6. For each course taught, utilize the university's approved learning management system to post syllabi, instructor contact information, course grades (via the gradebook), and other requirements as stated in the academic unit's handbook.
- 2.7. Be prepared to continue relevant teaching and learning activities in the event of a natural disaster or emergency in accordance with the academic unit's academic continuity plan.
- 2.8. Meet standards for classroom management by ordering books on time, reporting grades on time, and reporting attendance as required.
- 2.9. Meet requirements for program assessment and the Texas A&M University System Common Learning Outcomes.
- 2.10. Instruct to meet course objectives and the student and program learning outcomes.
- 2.11. Inform students about the ability to participate in the university wide end-of-term student evaluation of courses.
- 2.12. Maintain competence in teaching field(s).
- 2.13. Be professional in conduct in the classroom and show respect for students, student confidentiality (in compliance with FERPA guidelines), and diversity of opinions.

- 2.14. Be available to students for consultation on course work during regular or electronic office hours in accordance with academic unit guidelines and policy.
- 2.15. Serve as an academic advisor and mentor according to academic unit guidelines.
- 2.16. Maintain a current electronic Curriculum Vitae through the approved university system.
- 2.17. Adhere to department and academic unit policies regarding course syllabi, outcomes, and content, including filing electronic course syllabi as required by the university.
- 2.18. Maintain current reports and documentation as required (e.g., outside employment, conflict of interest).

### 3. LIBRARIANSHIP EXPECTATIONS

Faculty members with librarianship responsibilities at TAMU-CC are expected to:

- 3.1. Carry out job responsibilities as defined by the position profile and demonstrate mastery in the relevant field of librarianship.
- 3.2. Incorporate current library/information technologies and concepts into library materials and services.
- 3.3. Instruct students, faculty, and staff in the use of the library and its resources as well as concepts related more broadly to digital and information literacy.
- 3.4. Be prepared to continue relevant job responsibilities in the event of a natural disaster or emergency in accordance with the academic unit's continuity plan.
- 3.5. Maintain competence in the relevant field(s) of librarianship.
- 3.6. Be professional in conduct and show respect for students, student confidentiality (in compliance with FERPA guidelines), and diversity of opinions.
- 3.7. Communicate effectively and work productively with fellow faculty librarians and library staff, as well as university students, faculty, and staff.
- 3.8. Maintain current electronic Curriculum Vitae through the approved university system.
- 3.9. Adhere to library policies and university rules and procedures.

3.10. Maintain current reports and documentation as required (e.g., outside employment, conflict of interest).

#### 4. SCHOLARSHIP AND CREATIVE ACTIVITY EXPECTATIONS

Faculty members with scholarship and creative activity responsibilities at TAMU-CC are expected to:

4.1. Engage in scholarship and creative activity as required by academic unit guidelines and in accordance with their appointment and discipline.

4.2. Demonstrate sound and ethical oversight in the use of funds.

4.3. Maintain awareness of and adhere to all university, system, and federal requirements related to ethics and compliance in scholarship and creative activity.

#### 5. SERVICE EXPECTATIONS

Part-time faculty members may be exempt from service expectations. Faculty members with service responsibilities at TAMU-CC are expected to:

5.1. Engage in service in alignment with their rank.

5.2. Participate in commencement ceremonies according to university guidelines.

5.3. Engage in service activities as required by academic unit guidelines, including but not limited to:

- (a) department, academic unit, and university committees,
- (b) department and academic unit meetings,
- (c) assessment activities, and
- (d) department and academic unit recognition ceremonies.

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### **Related Statutes, Policies, or Requirements**

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System Policy [\*12.01, Academic Freedom, Responsibility and Tenure\*](#)

University Rule [\*15.99.03.C1, Ethics in Research, Scholarship, and Creative Activity\*](#)

University Procedure [\*12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty\*](#)

University Procedure [\*12.01.99.C0.06, Performance Review of Full-Time Faculty Members\*](#)

University Procedure [\*12.07.99.C0.01, Fixed-Term Faculty Members\*](#)

University Procedure [\*33.05.02.C0.01, Required Trainings for Employees and Affiliates\*](#)

University Procedure [\*34.07.01.C0.02, Academic Continuity\*](#)

This procedure supersedes:

- *12.01.99.C1.03, Responsibilities of Full-Time Tenured and Tenure-Track Faculty Members*
  - *12.01.99.C0.03, Responsibilities of Full-Time Tenured and Tenure-Track Faculty Members*
  - *12.99.99.C0.02, Responsibilities of Part-Time Faculty Members*
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## **Contact Office**

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Contact for interpretation and clarification: Provost and Vice President for Academic Affairs  
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