

FSU-4.029 Faculty Regulations.

(1) ~~Faculty Absences.~~ A faculty member who is absent because of illness or for other legitimate reasons should notify his department chairman or academic dean as soon as possible in order that arrangements may be made for the meeting of classes and the performance of other scheduled activities.

(2) ~~Office Hours.~~ Every member of the teaching faculty is normally expected to post and honor specific hours each session in which he conducts classes. The statement of office hours should be placed in a conspicuous place.

(3) ~~Faculty Working Toward Advanced Degree at the University.~~ No faculty member above the rank of instructor may work toward an advanced degree at the University.

(4) ~~Faculty Professional Relations Committee.~~ The Faculty Professional Relations Committee is a constitutional body consisting of nine members elected for staggered three year terms from and by members of the General Faculty. The Committee considers "all matters involving University policy and practice concerned with professional relations, professional ethics, conditions of employment and the welfare of the faculty."

The Committee reviews "all cases of the termination of tenured and nontenured faculty members and all academic freedom cases." The Committee "may make recommendations to the Faculty Senate as to the proper administrative officer."

(5) ~~Faculty Welfare Committee.~~ The Faculty Senate established on May 17, 1972, a Faculty Welfare Committee to consider (a) terms of faculty employment, (b) teaching loads, and (c) academic reorganization. The Welfare Committee concerns itself with policy; particular grievances are the provinces of the Faculty Grievance Committee.

The Faculty Welfare Committee consists of twelve members chosen by the Faculty Senate Steering Committee from the general faculty. Appointments are made to allow the broadest representation of the University faculty. Members serve three year terms with the terms overlapping to provide continuity for the committee activity.

(6) ~~Class Attendance.~~ The faculty member is expected to check attendance in all classes. He is expected to make some allowance for absence occasioned by illness, by trips for the University, or by authorized field trips. Any arrangement to make up work because of class absence is the responsibility of the student. The effect of absence upon grades is determined by the instructor; at the beginning of the term the faculty member explains his grading policy to the students. The

Director of Student Health Services does not issue excuses to the students. The student is given a card indicating the time of admission and discharge from the University Hospital. A report will be given to the faculty member on request, indicating hour and date of treatment. No instructor has authority to permit a student to shift from one section of the course to another. Students must attend the section of the course to which assigned. No student may drop a course without the permission of his faculty adviser and his academic dean.

(7) Group Absences. Any faculty member desiring to arrange group absences from class shall submit a list of the affected students through his department head to his academic dean for approval. It shall be the responsibility of the faculty member to provide each student with a note certifying his participation in the group trip, which may be submitted by the student to his instructors. It shall be the student's responsibility to arrange his absences with each of his instructors.

(8) Grades and Grading Practices. Once the final grade in a course has been reported by the instructor to the Registrar it cannot be changed except in cases of error in recording. A final grade may be changed only by permission of the department head, dean of the school, and Provost. The grade of "I", Incomplete, is used only in those exceptional cases when a student for reasons beyond his control has failed to complete a well defined portion of a course. In addition to reporting an "I" on the class grade sheet the instructor should also report on a special form entitled "Assignment of Incomplete Grade," the specific nature of the work to be completed by the student. If the "I" grade is not cleared within the student's next residence quarter, it becomes a final grade and is computed as work attempted in determining the student's academic status unless the instructor notifies the Registrar that the "I" is to be carried for an additional quarter. A student may not re-register for a course in which he has received an "I"; by so doing the "I" becomes "I.E." and cannot be repeated. A faculty member leaving the University with "grades" of "Incomplete" assigned has the responsibility of filing the special form, "Assignment of Incomplete Grades," with the departmental chairman. The Faculty Senate has approved a grade appeals system which affords the student the opportunity to appeal a grade which he feels was inequitably assigned in that a gross violation of the instructor's own specified grading standards occurred. The faculty member has the responsibility to explain to students in his or her classes at the beginning of each term the specified grading standards to be used along with a statement of the goals and objectives of the courses to be taught.

~~(9) Final Examinations. It is University policy that final examinations in all undergraduate courses are discretionary within any given department. All students enrolled in an undergraduate course having a final examination, including graduating seniors and graduate students, are required to take the examination at the time scheduled. It is also University policy that examination papers of students shall be kept in the departmental file of the faculty member giving the examination for one year after the exam is given. No examinations in lieu of a final examination may be given in an undergraduate course during the final week of classes in any quarter with a Final examination period.~~

~~(10) Grade Rosters. Grade Rosters are distributed to the instructor by the Registrar. Corrected copies of the rosters should be returned to the Registrar on the time specified on the rosters. Room location and number, meeting time, instructor, credit hours, S—U grades for course, and any other information pertaining to the course offering should be corrected or verified.~~

~~Grades should be carefully recorded on the final rosters in accordance with instructions provided. If a student is not included on a roster and is registered for the course, the student's name should be added after the last name. Grade rosters should be returned to the departmental offices in time for subsequent forwarding to the Registrar prior to the deadline for each term published in the University Catalog. Faculty members have the responsibility of reporting grades promptly, in accordance with announced deadlines, at the end of each term. The Registrar has to receive grade rosters promptly in order to meet the University's responsibility to inform students of their grades without unreasonable delay.~~

~~(11) Faculty Committee on Student (Academic) Relations. The Committee on Student (Academic) Relations was set up by the Faculty Senate, May, 1972. The Committee hears appeals from students concerning decisions about their academic work which they believe to have been arrived at improperly or unprofessionally in departments and schools. The Committee is composed of five members elected for overlapping two-year terms from the voting membership of the Faculty Senate and two students, one undergraduate and one graduate, elected by the Student Senate. The Registrar serves as an ex officio member.~~

~~Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 – Law Implemented 120.57, 110.051(2)(e), 240.227(5) FS. History New 9-30-75, Formerly 6C2-4.29.~~