Faculty Responsibilities
For Full and/or Part-Time Teaching in
The Department of Engineering Technology

Following is a series of statements that have been adopted for the purpose of clarifying expectations the Department of Engineering Technology has for all faculty members. It is intended to be used as a guide for personal and professional behavior. If at any time questions should arise as to the interpretation of these statements, the Chair of the department should be consulted. Problems that arise as a result of employment activities should be disclosed to the department Chair immediately, in order that appropriate action can be taken. It is extremely important that faculty members be clear, courteous, and that they execute their duties in a totally fair and professional manner as regards their contact with students, fellow faculty members, staff employees, and anyone else with whom they might interact as part of their job related functions in the department and at Texas State University-San Marcos. This is not to imply that course work should not be rigorous or that controversial matters cannot be discussed. It simply means that fairness and courtesy must be fundamental to all student, faculty, and staff interactions. Acceptance of these principles will help to insure fair, academically challenging, and rewarding instruction for our students and an open, yet collegial, atmosphere among all departmental employees who perform any professional function in service to our mission.

The Department of Engineering Technology expects the following:

1. Faculty members should dress appropriately while acting on behalf of the department. Clean sport shirts/blouses, slacks, dresses, etc. all describe appropriate wearing apparel.

2. Appropriate and professional language and mannerism is essential to all classroom activities.

3. Assignments and tests should be clear, well organized, and grammatically accurate. Students should have no doubt as to the requirements they are expected to meet on an examination or in a course.

4. A course syllabus should be distributed to all students by the end of the first three contact hours of class. The syllabus must include:
   a. Course prefix, number, title, and description.
   b. Textbook and/or lab manual and other required materials.
   c. Faculty member's name, office number, office hours, e-mail address, and telephone number. (For part-time faculty members, information on how they can be reached in the event of an emergency should be listed on the syllabus. This may be through the departmental secretary.)
   d. Grading policy and assignment weighting.
   e. Grade scale (numeric score to letter grade conversion).
   f. Attendance policy.
   g. Policy on missed or late assignments and tests.
   h. Brief course outline.
i. Any special assignments.
j. Date & time of final exam.
k. Withdrawal deadlines.
l. Academic Integrity policy.

5. Faculty in tenure-track lines should be especially sensitive to the expectations for scholarship and research. Departmental and College expectations with regard to scholarly activity and research are paramount to a tenure-track faculty member's eventual success in the tenure and promotion process. Generally speaking, externally funded grants must be secured and these grants should yield successful scholarly endeavor in the form of peer reviewed, nationally recognized publications. Tenure-track faculty are also expected to be excellent teachers and to perform appropriate service related tasks as part of their full professional responsibility. A given tenure-track faculty member's responsibilities will be determined through formative negotiation with the Chair of the department through the annual Personal Professional Objectives (PPO's) process. A faculty member's success in achieving his/her objectives will be assessed by the Chair of the department as part of the institution's Annual Performance Review.

6. Faculty on yearly appointment but not in tenure-track lines are expected to carry a significant, high quality teaching and service workload that is determined through formative negotiation with the Chair of the department through the annual Personal Professional Objectives (PPO’s) process. A faculty member’s success in achieving his/her objectives will be assessed by the Chair of the department as part of the institution’s Annual Performance Review.

7. Full-time faculty members are expected to attend all regularly scheduled meetings, to participate in both university and departmental committee work, and generally, to help carry the workload necessary to the smooth and effective operation of the department. Of course, this workload is beyond the teaching related activities that are fundamental to all faculty positions. It must be viewed, however, as essential activity for all faculty members.

8. Any and all work that is to be done by the departmental Administrative staff should be cleared with them well in advance of when it is needed. This includes typing, duplicating, instructional support, purchase orders, travel, etc. Do not expect our Administrative Assistants to produce or duplicate in quantity any instructional documents on the same day that these are to be used. As a general rule, work should be submitted from 3 to 6 working days in advance of when it is needed.

9. Scantron coded tests are acceptable for use in all courses. Writing Intensive (WI) courses must meet the established university criteria for a writing intensive course.

10. For part-time faculty members, the content and arrangement of a course should be in harmony with departmental goals, philosophy, and requirements. Conformance with these standards by a part-time faculty member shall be determined by either the Chair of the department, or by a faculty member identified for that purpose by the Chair.
11. Final grades should be submitted electronically not later than the deadline published for those purposes by the Registrar’s office at the end of each semester. If extenuating circumstances prevent this deadline from being met, the Chair of the department must be notified as soon as possible.

12. All courses, and sections of courses, must be evaluated by students during the last week of the semester but prior to the final exam. Standard forms are provided by the departmental Administrative staff for this purpose. We use both a hand written evaluation instrument and a questionnaire requiring a Scantron answer form. Completed course evaluations must be delivered to a department Administrative Assistant by a student volunteer. Faculty members are not permitted to access course evaluation responses from their classes until after final grades have been submitted and can no longer be changed, absent review by the Chair of the department.

13. All academic advising for a particular curricular specialty (e.g., manufacturing, construction, concrete, graduate, etc.) should be done by those advisors identified for that specialty on the departmental Advising Handout. Faculty advisors may refer an advisee to another faculty advisor in specific cases where such shifting is deemed appropriate by both advisors. Advising appointments may be scheduled for students by departmental Administrative staff during a faculty advisor’s designated office hours. Students may also request that a faculty advisor schedule an advising appointment outside of that faculty member’s office hours at a mutually agreed upon time.

14. Where the use of power equipment is essential to course work, students must be instructed not only in operational procedures, but also in those safety precautions essential to the proper and safe use of said equipment. For a faculty member’s own protection, students should be required to review and sign a lab safety and procedures policy specifically developed for the purposes of the specific course being taught by that faculty member. This policy statement should indicate that students have received instruction on each piece of equipment they will operate. Bear in mind that lab technicians are not professors and generally should not be asked to teach labs or supervise students engaged in academic work. At no time should undergraduate students be allowed to work unsupervised in equipment laboratories. When students are operating machinery in the labs, either the faculty member of record, or a trained Graduate Instructional Assistant (an employee of the department), must be present. Faculty are strongly cautioned to carry professional liability insurance coverage.

15. Faculty members and Lab Technicians should consider it their professional responsibility to question anyone found working in any area of the department during regular or off hours. This is essential when students are discovered working unsupervised in an equipment lab. In such instances, the work should be stopped, the students should be told to leave, and the lab should be locked and secured. Work by students cannot be resumed in the lab until appropriate supervisory personnel arrive.
16. Keys and electronic fobs to the buildings should be handled using good professional judgment. Students and student workers should not carry university keys as part of their daily activity. Graduate Instructional Assistants and Graduate Research Assistants may be assigned those keys and/or fobs as are deemed appropriate to their work responsibilities in the department, as determined by their faculty supervisor, subject to the approval of the department Chair.

17. Canceling of classes is not considered acceptable behavior. When classes are missed, the hours should be made up in some equitable manner and the Chair should always be notified of the cancellation. Faculty should always be on time for classes.

18. All teachers/professors are expected to secure their classrooms and labs when leaving the area. This is considered imperative to building security. Classroom doors should not be blocked open using trash cans, furniture, foundry castings, 2 X 4’s, or any other item. If a faculty member is the last person to teach in a particular classroom at the end of the day, that faculty member is responsible for locking the classroom door. Faculty members teaching late classes should take it upon themselves to patrol the surrounding area of the building, and to lock any doors found to be unlocked, before exiting the area.

19. Laboratories generally should not be used by anyone unless they have contacted the faculty member in charge of that facility and informed him/her of their interests and intent. This includes both students and faculty alike, and students must not be allowed to work unsupervised.

20. Part-time faculty should assume the responsibility of caring for the facilities (classrooms, laboratories, machinery, and tools, etc.) as part of their employment requirements. Any damaged, stolen, or lost equipment should be reported to the department Chair, in writing, immediately upon discovery that it has gone missing or been damaged. Labs and lab equipment must be left clean, neat, and in working order at the end of class. The discrete use of supplies and expendables is essential to the efficiency of departmental operation. Any questionable findings should be reported to the Chair and the faculty member in charge of the facility at once. All employees are fully accountable for the classrooms, labs, equipment and tools that they may use.

21. All students who work for the department, outside of the office area, should generally be accountable to the Lab Technician Supervisor. Policies governing the behavior of student workers should be covered with each new employee by the faculty member to whom that student generally reports (i.e., the faculty member who authorizes that student’s time). That policy statement, entitled “Undergraduate/Graduate Lab Instructors and Student Workers in the Department of Engineering Technology,” is available from our departmental Administrative Assistant.

22. Lengthy personal conversations and unnecessary congregation in the office area can be disruptive to the flow of work in the office and generally detracts from our ability to serve the public efficiently. Please limit time spent in the departmental offices, within reason, to business purposes.
23. It is generally unacceptable to be in someone else’s office without their permission. Emergencies represent a separate and exceptional case.

24. It is not acceptable for anyone to use another person’s computer. This is also true concerning the unauthorized use of central office systems.

25. Repair or maintenance work needing to be done in one of our labs should be requested in writing (e-mail is acceptable) to the Lab Technician Supervisor, and copied to the department Chair. The Chair will work with the Lab Technician Supervisor to prioritize and arrange for all necessary work to be done by our technical staff.

26. If a faculty member has an Undergraduate Instructional Assistant, a Graduate Instructional Assistant, Graduate Research Assistant, or Teaching Assistant reporting to him/her, it is that faculty member’s responsibility to be sure this student employee is fulfilling his/her responsibilities and performing all duties in an appropriate and timely manner. Take special care to ensure that hourly student workers are not being paid for unproductive time, as this has implications for our departmental Maintenance and Operation (M & O) budget. For example, money spent unnecessarily on student wages will not be available for faculty travel, etc.

27. Faculty should maintain their posted office hours. A faculty member should contact the departmental Administrative staff if an emergency should arise that will prevent him/her from keeping his/her office hours. Office hours are to be considered as being essential to the academic advising and teaching functions. Faculty must be available and accessible to students for advising appointments and to answer questions students might have about courses. Office hours should be spent in the faculty member’s office, not in his/her research lab.

The Department of Engineering Technology is dedicated to contributing meaningful, high quality academic programs and courses to the University curriculum. It is expected that all faculty members in the department will work to uphold the quality of instruction that the department feels is essential to our overall educational mission and that they will work toward the good of the order regarding staff and faculty morale.

If there are any questions regarding the above-mentioned guidelines, please feel free to contact the department Chair to schedule an appointment. Thank you for observing the above guidelines in your work for this Department and at this University. We appreciate your cooperation.

Dr. Andy Batey, Chair
Department of Engineering Technology
Rev. 11/30/2011
Faculty Performance and Merit Evaluation
Department of Engineering Technology
Texas State University-San Marcos
January 16, 1989 to January 15, 1990
(and continuing years)
(updated 6/13/2012)

The following guidelines were submitted to the Chair by the faculty of the Department of Engineering Technology to be used for formulating and evaluating performance and merit award recommendations.

1. Submission of Personal Professional Objectives (PPO’s) and formative adjustment will be used to determine eligibility for performance and/or merit awards.

   A. Tenured and tenure-track faculty members will prepare and submit a set of Personal Professional Objectives that will include goals in each of the following areas: 1) teaching, 2) scholarship, and 3) service. Non-tenure-track faculty have no expectation for scholarly activity, so their PPO’s will include only the areas of teaching and service.

   B. These PPO’s will be submitted to the Chair for review and consideration.

   C. The Chair will schedule, as part of the formative process, a meeting with each faculty member and through negotiation, reach an agreement to either accept, accept with modification, or not accept the submitted PPO’s (this may be done by letter).

   D. If the PPO’s are not accepted by the Chair, the faculty member may revise and resubmit the objectives within a reasonable time period.

   E. If the Chair and the faculty member cannot reach an agreement on the PPO’s, a mutually acceptable third party from outside the department may be brought in to review and comment on the goals.

   F. Each faculty member has the right to elect not to work toward performance and/or merit awards if he or she so chooses.

   G. After acceptance of the PPO’s, the faculty member will work to achieve the objectives during the cycle.

   H. Accomplishments for the cycle should parallel the Personal Professional Objectives, but a perfect correlation between the two is not necessary for success in the performance and/or merit award process.
I. At the end of the cycle, the Chair will schedule a meeting with each faculty member to review his or her level of success in achieving each goal (this may be done by letter).

2. For performance award eligibility, tenured and tenure-track faculty members should demonstrate performance in each of the following areas: 1) teaching, 2) scholarship, and 3) service. Eligibility for non-tenure-track faculty is established by performance in teaching and service only.
   
   A. The faculty member will provide the Chair with a list of accomplishments that describes his or her achievements in each area for the cycle. Documentation of these accomplishments must accompany the submission.
   
   B. The faculty member will include a copy of his/her Personal Professional Objectives for the cycle under consideration.

3. For merit award consideration, a faculty member should meet the criteria for a performance award and exceed those criteria in a least one area.
   
   A. Documentation supporting the list of accomplishments should be submitted to the Chair.
   
   B. The submitted materials should be keyed to the Personal Professional Objectives and include representative examples of the teaching, scholarly, or service accomplishments cited.

4. The degree to which a faculty member meets his or her objectives will determine whether or not a performance and/or merit award will be granted. Merit will not be awarded if performance expectations have not been met. This decision will rest with the Chair of the Department. The Chair will meet with the Dean of the College of Science and Engineering to discuss the performance and meritorious achievements of each faculty member who applied in the department. The Chair may visit with anyone who has direct knowledge of the faculty member’s activities to inquire about an individual’s performance when formulating his or her assessment of the faculty member.

Reviewed and updated by Andy Batey on 6/13/2012
Engineering Technology
Additional Statement from Andy Batey, Chair, June 2012

Our Performance and Merit policy should directly address the second and third item above. Our Faculty Responsibilities policy provides an overall contextual frame of reference for the environment in which faculty carry out their duties.

In the hiring of full-time Lecturers or Senior Lecturers, we would follow the same general procedure used in the hiring of a tenure-track faculty member. That is, we would submit to the Provost’s office a Position Authorization Request, and upon approval of that request, we would advertise the position, constitute a search committee, and conduct a search. The hiring of per-course faculty, by contrast, is usually done under time constraints in an attempt to find someone to teach a section for which regular full-time faculty are unavailable. As a result, this process is less structured. In the case of per-course faculty, the Department Chair simply tries to find a qualified person who can be available at the time the class will be offered.

Regarding pay scales, we have six Senior Lecturers who have been with us ranging anywhere from three years to upwards of 20 years. Their nine-month salaries range from a low of about $45,000 to a high of about $51,000. Per course people are paid according to the university's usual pay scale for per-course faculty. The base rate is $3,000 for a three-semester hour course, with adjustments available for market demand and experience. Three-thousand dollars is the starting point, and $5,000 would be an unusually high rate for a per-course hire teaching a three-semester hour course.