

The NDU Gazette

A publication covering decisions taken at the BOD and UC meetings

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Issue Number Two, February-March 2008

Decisions Taken at BOD in March 2008

BOD Meeting: 05 March 2008

1. Full-time Faculty Presence on Campus

See Appendix I for full amended text entitled: Full Time Faculty Presence on Campus at NDU .

BOD Meeting: 19 March 2008

2. Graduate Faculty Eligibility

The BOD agreed on the principle of establishing guidelines for Graduate Faculty Eligibility.

These suggested new guidelines are sent to the University Council for final approval.

3. Two days between the registration and start of classes

The BOD agreed on the following:

As of the academic year 2008-2009, a minimum interval of two working days is to be scheduled on the academic calendar between the last day of the regular registration period and the start of classes.

BOD Meeting: 26 March 2008

4. Re-enrolled Courses

The BOD agreed on the following:

Students who re-enroll, for any reason, in one course or more, shall not benefit from financial support for the re-enrolled course(s). This policy is effective as of October 1, 2008.

Appendix I

Policy for Full-Time Faculty Presence on Campus at NDU

Introduction

The following policy serves to clarify the minimum requirements for full-time service of faculty members. It also affirms faculty responsibilities as members of Notre Dame University (NDU). By agreeing to the terms of their contract, full-time faculty members have committed themselves to participation in the fulfillment of NDU's mission of transferring knowledge in a spirit of cooperation and goodwill. The university expresses its deep appreciation for the efforts and dedication of its full-time faculty members towards the accomplishment of their duties.

Definition of Full-Time Faculty Members

Full-time faculty members are those instructors who devote their active academic time to university related duties which include, but are not restricted to, teaching, office hours, student advising, research, academic committees' membership, and other services to the university.

General Presence

All full-time faculty members are expected to be available during the full academic term, including registration periods at the beginning of fall, spring and summer semesters as specified in NDU Bylaws and published in the NDU academic calendar.

General Presence on Campus

In order to fulfill their duties with dedication, faculty members are expected to spend on campus a *significant and meaningful* amount of time during which they are accessible to students, colleagues and staff. Faculty members are expected to expend energy and employ their expertise in the day-to-day workings of the University.

Faculty members generally:

- Conduct classes scheduled at times that are optimal for their students and departments. Classes may be scheduled between 8 a.m. and 8 p.m. Mondays till Fridays.
- Hold examinations as scheduled and proctor whenever requested.
- Hold office hours within a reasonable time schedule that is distributed throughout the week and allows students regular access to the faculty member. NDU requires that a full-time faculty member hold *one* office hour for each *three credits* taught. Office hours shall be posted in public and shall appear on the class syllabus.

- Meet advisees on a regular basis and during the pre-registration and advising periods as stipulated in the NDU academic calendar.
- Meet on a regular basis the students under their supervision in research/practicum/internship/senior study courses.
- Be readily available to attend and participate actively in ad-hoc and regular departmental, faculty and university committee meetings.
- Interact with university colleagues.
- Engage in professional scholarship and research. Keep up to date in the discipline/s in which they teach.
- Participate in a reasonable and significant number of university activities.

Such work implies availability on campus on a daily basis to meet the aforementioned duties. Any unavailability for one working day or more needs to be reported and approved by the corresponding chairperson and dean.

Implementation of policy

Deans of Faculties are responsible for the proper implementation of the present policy taking into consideration that specific professional activities, field research and academic duties may differ among Faculties. Faculty members should cooperate with their department chairs so that the latter have access to the former throughout the working week.

Conclusion

This policy is meant to allow full-time faculty members to balance in a proper way the fulfillment of institutional academic requirements with the management of time for personal academic achievement. It also allows the administration to determine meritorious performances deserving reward and remedy problems if they should arise.