

Responsibilities of Full-Time Faculty

You will devote your time, attention, skill, and efforts to the faithful performance of your duties, performed in accordance with all applicable School policies and procedures. The responsibilities set forth below apply to all services you perform for SAIC during the term of your contract while you are on tenure track or tenured.

1. Teaching Appointment

- a. **Teaching.** You will teach the courses as assigned in the Letter of Appointment, including any modifications, by the School. You are required to meet all classes or formal advising assignments on time and to remain for the scheduled period of time or its equivalent. Your teaching responsibility entails additional time outside of class for preparation, advising and consulting with students, and for submitting reports to administrative offices as required. You are required to upload your syllabus to the institutional repositories prior to the first day of class. Credit reports must be submitted to the Registrar by the designated deadline.
- b. **Course Load.** The standard full-time teaching load at SAIC is a total of 6 courses per academic year, typically interpreted as 3 courses in each of the Fall or Spring Term. Each term is generally 15 weeks (a total of 30 weeks of teaching per academic year). In addition, full-time faculty are also responsible for 3 weeks of Institutional Service (see section 2a). Full-time faculty may also elect to teach additional courses in the Winter Interim or Summer for additional compensation. Each three-credit hour course load requires 9 hours of work per week (Studio: 5 hours in class of direct instructional activities and 4 hours class preparation and/or follow up of indirect instructional activities; Lecture or Seminar: 2 hours and 45 minutes in class of direct instructional activities and 6 hours and 15 minutes class preparation and/or follow up of indirect instructional facilities.)
- c. **Course Cancellation.** The course schedule listed in your Letter of Appointment is tentative, pending enrollment or other circumstances that may make it necessary to change your assignment or schedule. For example, a class that enrolls fewer than 9 students will be canceled for insufficient enrollment unless the Dean of Faculty's office grants an exception. If a class is canceled due to insufficient enrollment, or for any other reason, you will be required to make up the class in another semester in order to fulfill your contract. All contractual obligations must be fulfilled within two academic years.
- d. **Faculty Absences and Substitute Teaching Policy.** You must, unless prevented by doing so by an emergency, give your Department Chair and your Administrative Director reasonable advance notice of any absence. If you anticipate an absence, you must obtain a substitute teacher in consultation with your Department Chair, as provided in the Substitute Teaching Policy.
- e. **Classroom.** You are required to assist in keeping classrooms and studios clean and in good order.
- f. **Critiques.** You are responsible for participating in a critique panel(s) during Critique Week each semester.
- g. **Letters of Recommendation.** Your contract requirements include writing a reasonable number of recommendation letters each year to fulfill student requests.

2. General Responsibilities. All appointments, whether teaching or non-teaching, include the following responsibilities:
- a. Service to the School. You are required to participate in institutional and departmental service as requested by the Academic Administration and/or the Faculty Senate and/or your Department Chair. This service constitutes 28 percent of your contract. These assignments shall normally not exceed the equivalent of three weeks of assigned teaching and preparation time per semester.
 - b. Meetings and Training. You are required to participate in departmental faculty meetings in those departments in which you teach and to satisfactorily complete any training that the School identifies as mandatory for faculty.
 - c. Health and Safety. You are required to adhere to all fire, health and safety, and security regulations and encourage others to do so. Please note that drug use, smoking, or consumption of alcoholic beverages is allowed on campus. For a more detailed explanation of the policy, see Section 3.0 Safety of Employees, A. Drug Free Work Place Policy, in the AIC Faculty Handbook Legal Supplement.
 - d. Professional Involvement. You are expected to be a practicing artist or scholar and to maintain a working studio or office off-campus and at your own expense.
 - e. Transcripts. As a condition of employment, you must submit a transcript for each degree that you have received to the Faculty Employment Resources. In addition, if you complete any additional degree(s) while employed at the School, you must submit a transcript for any such additional degree.
 - f. Current Resume. Once a year, you must submit an updated resume to the Faculty Employment Resources and update documentation of your professional work for the School's library, website or in other appropriate format for access by the School community and public.
 - g. SAIC email account. During the duration of your contract, you are required to maintain and regularly monitor an SAIC (saic.edu) email account and to use it for all communication with the School, including, but not limited to, SAIC students. SAIC sends important notices via the SAIC email account and assumes you have received any notices sent to you via your SAIC email account. In addition, you will need an active SAIC email account to enter the Self-Service area and Canvas (Canvas Faculty Guide: <http://guides.instructure.com/s/2204/m/4152>) to access your student rosters, facilitate student communication, post assignments, and enter final grades.
 - h. Faculty Handbook and AIC/SAIC policies. You will comply with the School's Faculty Handbook, Faculty Handbook Supplement and Faculty Handbook Legal Supplement, as amended from time to time. You will also comply with all other employment-related policies, practices and regulations of AIC and School as well as health and safety directives. Policies of particular interest to faculty may be found in the AIC Employee Guidelines on the Intranet (<https://information.artic.edu>) and on the Faculty Resources webpage (www.saic.edu/faculty), along with the Faculty Handbook, Supplement, and Legal Supplement.
 - i. Resignation from Non-Teaching Assignment. Faculty who resign from a non-teaching assignment will have any course releases for which they were originally contracted reduced on a pro rata basis according to the timing of the resignation.

Sections 2.a. and 2.d. do not apply to Full-Time Visiting Artists and AICAD Fellows.

AIC reserves the right to update and revise these Responsibilities from time to time. Faculty are encouraged to review them frequently and at least annually.