

**NEW POLICY: FORMER CHAPTER 9 of the FACULTY HANDBOOK**



**NORTH CAROLINA AGRICULTURAL AND  
TECHNICAL STATE UNIVERSITY**

SECTION II—FACULTY—Employment Terms 8.0

SECTION III—Employment Terms 4.0

**SELECTED FACULTY AND STAFF POLICIES**

**(FORMERLY CHAPTER 9 OF FACULTY HANDBOOK)**

**UNIVERSITY POLICY**

**I. ACADEMIC REGULATIONS**

**1. Academic Regalia**

Faculty members are required to wear appropriate academic regalia at the commencement exercises and for all formal convocations sponsored by the University. Rental or purchase of academic regalia may be secured through the University Bookstore.

**2. Class Rosters**

Class rosters are finalized the evening of the tenth class day, which is the Census Date, and are available through the University's website. The class roster requires careful verification of registered students by the professor. Professors shall permit only those students who appear on the finalized class roster to attend classes. Any student whose name does not appear on the finalized class roster must be sent to the Office of the Registrar to clarify the student's registration status before the student can be allowed to continue attending class. It is imperative that all students attending a professor's class be officially registered.

**3. Attendance at Professional Meetings**

Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings deemed beneficial to both the individual and to the University. Brief leaves from official duties will be granted for attendance at such meetings when circumstances permit. Applications for leave for attendance at

professional meetings must be approved in advance by the appropriate administrative personnel. When funds are available, the University will budget funds for travel of faculty members and administrators to professional meetings. Travel funds must be distributed in an equitable manner.

#### **4. Auditing Courses**

Full-time faculty and staff may audit courses offered by the University. A completed audit request form must be submitted to the Office of the Registrar for full-time faculty and staff to audit a course. Full-time faculty and staff may use their tuition waiver to cover tuition and fees, or otherwise pay for the course. Faculty taking courses for credit should see the policy "Waiver of Tuition for Certain Faculty and Staff."

#### **5. Commencement**

Faculty and selected staff are expected to attend and to participate in the commencement exercises.

#### **6. Conducting Classes - Faculty**

Members of the faculty are expected to convene assigned classes on a timely basis, and only at the time and in the room assigned by A&T. A member of the faculty who finds it necessary to be absent from class will notify his/her department chairperson or dean. Department chairpersons who are absent will notify their deans. Deans who are absent will notify the Provost and Executive Vice Chancellor for Academic Affairs. Students are expected to wait at least fifteen (15) minutes for an instructor who is late for class.

#### **7. Office Hours**

Faculty members teaching full-time are expected to reserve a minimum of ten (10) office hours per week for conferences with students. Office hours should be scheduled for mornings and afternoons. School/college deans and department chairpersons may establish more specific regulations concerning required office hours within these guidelines to meet the needs of their situation.

#### **8. Posting Grades**

The public posting of grades either by the student's name or student identification number without the student's written permission is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). Even with names obscured, student identification numbers are considered personal identifiable information. Therefore, the practice of posting grades violates FERPA. Faculty members may not publicly post student grades. For additional information about the Family Educational Rights and Privacy Act of 1974, see the policy "Implementing the Federal Education Rights and Privacy Act."

#### **9. Research and Creative Activities**

The University recognizes the importance of teaching and public service in carrying out its mission. Research (funded and/or non-funded) and creative activities constitute another significant aspect of the program of the institution. Faculty members are encouraged and expected to engage in research and creative endeavors that will enhance their effectiveness as teachers. For further information concerning the development of research or special projects, contact the Division of Research and Economic Development (DORED) . See <http://www.ncat.edu/research/overview/administration.html>

## **10. Service to the University**

It is expected that all faculty members will devote sufficient time to fulfill the teaching assignments, committee work, advisement, research and related activities deemed appropriate as service to the University.

## **11. Teaching Load**

In determining what the teaching load should be for each faculty member, the department chairperson should consider not only the number of credit hours taught, but also such additional factors as whether the courses taught are graduate-level, whether the courses taught involve more than the usual number of contact hours, whether the faculty member is directing a graduate thesis, whether the faculty member is engaged in research, and whether the faculty member has extensive committee responsibilities. Normal teaching loads are as follows:

- a. Undergraduate program – 12 credit hours per semester.
- b. Graduate program – 9 credit hours per semester.
- c. Departmental chairpersons – 6 credit hours per semester.
- d. School/college deans – 3 credit hours per semester.

All assignments are made by the department chairperson and approved by the college.

## **II. ADMINISTRATIVE REGULATIONS**

### **1. Closing of Administrative Offices and Instructional Support Services During Inclement Weather or for Other Reasons**

When a decision is made to close the University because of inclement weather or for other reasons, this information will be relayed to each administrative office by the Chancellor or the Provost and Executive Vice Chancellor for Academic Affairs. Unless otherwise instructed, college deans, division directors, department chairpersons, and other officers of the University are directed to keep their offices open and classes in session.

The University will remain open during adverse weather conditions unless employees are otherwise officially notified by the Chancellor, via news media or internal reporting mechanisms. Official notice regarding temporary closing of the University will consist of the following:

**a. Before Start of the Working Day**

Official notification of closing will be made by the Chancellor between the hours of 6:00 a.m. and 7:00 a.m.

**b. During the Working Day**

If adverse weather conditions develop during the working day, notification of closing will be given utilizing appropriate University reporting mechanisms. When the decision is to remain open, employees anticipating special problems in transportation should be permitted and encouraged to discuss their special needs with their administrator, chairperson or dean

**2. Relocation of Equipment**

Permission must be obtained from the appropriate administrator for relocating University equipment.

**3. Solicitations**

All solicitations, sales activities, and distribution of literature on campus must be approved by the Chancellor of the University or his/her designee. Classroom activities and routines must not be interrupted.

**4. Traffic, Parking, and the Registration of Motor Vehicles**

Copies of the appropriate regulations can be obtained from the University Police Department's Parking Service Division, which is located at the Parking Deck.

**5. Travel**

Travel regulations and other relevant information are contained in the operations manual of the Office of Business and Finance. The manual is available to faculty and staff members on the Business and Finance website.

Approved by the Board of Trustees

\_\_\_\_\_  
Date Revision is Effective: upon approval

First approved: Prior to February 21, 2007

Revised: April 8, 2011

\_\_\_\_\_, 2018

—

\_\_\_\_\_  
Harold L. Martin, Sr.  
Chancellor

\_\_\_\_\_  
Date signed for final posting

\_\_\_\_\_  
Beryl McEwen  
Provost and Executive  
Vice Chancellor for Academic Affairs

\_\_\_\_\_  
Date signed for final posting

