APPENDIX – CHAPTER V

Relationship between contact hours and credit hours

Release time for Department/Program Chairpersons

Statement on Professional Ethics
**Relationship between contact hours and credit hours**

1. The lecture/discussion portion of the course carries the published credit-bearing hours toward the twelve (12) credit requirement;

2. In the natural sciences, one (1) science lab clock hour is equal to one (1) contact hour. Science faculty members can expect 12 to 15 contact-hour load (lecture(s) + lab(s)) per week toward the twelve (12) credit requirement.

3. In physical therapy, a full load is computed on the basis of contact hours. Full-time faculty members can expect a 12 to 15 student-contact-hour load per week toward the twelve (12) credit requirement. This student-contact-hour load can be averaged over the two (2) semesters of the regular academic year. Summer work is covered by a separate contract.

4. In education, two (2) student teachers are equal to one (1) credit hour toward the twelve (12) credit requirement.

5. In Nursing, the following formula is used:
   a.) Full-time Faculty – Undergraduate:
      - Classroom component 1:1 (1 credit for 1 contact hour)
      - Clinical component 2:3 (2 credits for every 3 contact hours – student group size doubled in Timesaver Program)
   b.) Full-time faculty – Graduate
      - Classroom component 1 1/3:1 (eg: 3 credit course = 4 credit load)
      - Clinical component 2:3 (figured for 8 students)

      (eg: students do 4 credits of clinical for 1 credit hour, faculty get 2 credit load for every 3 student contact hours. 8 divided by 3 = 2.66/credit. Thus, 2 credit clinical = 5.3 credit load with 8 students. If 4 students, 2.6 credit load.)

6. In Music:
   a.) Conducting a major ensemble = 3 credit hours
   b.) Conducting a minor ensemble = 1-2 credit hours
   c.) Lab classes = one (1) credit hour for every two (2) 50 minute classes
   d.) Private lessons = two (2) credit hours for every three (3) hours of lessons
   e.) Productions (separate from ensembles):three (3) credit hours for the stage and music director for a department production
   f.) Accompanists: one (1) credit hour for the major accompanist;
      - one (1) credit for every three (3) students connected with lessons, practice, and performance for a solo recital;
7.) In Theater:
   a.) Directing a play = three (3) credit hours per production
   b.) Costuming a play = three (3) credit hours per production
   c.) Overseeing business publicity, box office = one (1) credit hour per production
   d.) Designing/lighting a play = three (3) credit hours per production

8.) In Art:
   a.) Art studio faculty members can expect an 18 student-contact-hour load (lecture(s) + studio) per week toward the twelve (12) credit requirement
   b.) The Director of the University Art Gallery will receive a quarter-time (one (1) course) teaching reduction per semester;
      c.) The Director of the Slide Library will receive a quarter-time (one (1) course) teaching reduction per semester.

9. On-line Course Load (being worked on by FPC)

During the regular, academic year, full-time faculty members do not receive additional compensation for recruiting and advising students, directing internships and co-op experiences, directing independent studies or tutorials, and/or directing senior projects/performances. During June orientation, freshmen advisors receive a modest stipend for helping with advising and registering freshmen. During the summer months and interim weeks, nursing faculty members receive a modest stipend for helping with advising and registering TimeSaver and transfer nursing students.

If requested, Department Chairpersons, may have their twelve (12) credit teaching requirement reassigned by three (3) semester credit hours to administer the academic department for one (1) of the two (2) semesters in the regular, nine (9) month academic year. Unused, administrative credit reassignments for Department Chairpersons cannot be accumulated. In exceptional cases the department chairperson may request from the VPAA to have an additional three (3) credit hours reassigned for administrative purposes.
Release time for Department/Program Chairpersons

1. Every Department/Program Chairperson receives three (3) credit hours release time per year.

2. To receive three (3) credit hours per semester, the Department must meet one of the following two (2) criteria:
   - Have at least fifty (50) majors
   - Have national accreditation of programs

In addition, a department must also meet one (1) of the following criteria:
   - Have extensive departmental sponsored activities/programs/services outside of faculty load
   - Have undergraduate and graduate programs
   - Offer on-line degree programs
American Association of University Professors

Statement on Professional Ethics

The statement which follows, a revision of a statement originally adopted in 1966, was approved by the Association’s Committee on Professional Ethics, adopted by the Association’s Council in June 1987, and endorsed by the Seventy-third Annual Meeting.

INTRODUCTION

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure, the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings, or the applicable provisions of the Association’s Recommended Institutional Regulations on Academic Freedom and Tenure.

THE STATEMENT

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold
before them the best scholarly and ethical standards of their discipline. Professors demonstrate
respect for students as individuals and adhere to their proper roles as intellectual guides and
counselors. Professors make every reasonable effort to foster honest academic conduct and to
ensure that their evaluations of students reflect each student’s true merit. They respect the
confidential nature of the relationship between professor and student. They avoid any
exploitation, harassment, or discriminatory treatment of students. They acknowledge significant
academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the
community of scholars. Professors do not discriminate against or harass colleagues. They respect
and defend the free inquiry of associates. In the exchange of criticism and ideas professors show
due respect for the opinions of others. Professors acknowledge academic debt and strive to be
objective in their professional judgment of colleagues. Professors accept their share of faculty
responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and
scholars. Although professors observe the stated regulations of the institution, provided the
regulations do not contravene academic freedom, they maintain their right to criticize and seek
revision. Professors give due regard to their paramount responsibilities within their institution in
determining the amount and character of work done outside it. When considering the interruption
or termination of their service, professors recognize the effect of their decision upon the program
of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens.
Professors measure the urgency of these obligations in the light of their responsibilities to their
subject, to their students, to their profession, and to their institution. When they speak or act as
private persons, they avoid creating the impression of speaking or acting for their college or
university. As citizens engaged in a profession that depends upon freedom for its health and
integrity, professors have a particular obligation to promote conditions of free inquiry and to
further public understanding of academic freedom.

American Association of University Professors, 1012 Fourteenth Street, NW, Suite #500;
Washington, DC 20005
202-737-5900 Fax: 202-737-5526