

Part 4 – Faculty Responsibilities and Conditions of Employment

2-3-401 Faculty Workload.

This

content and pedagogy, tutoring, supervising student research, directing theses/dissertations, directing of performances and/or productions.

- (II) Scholarship. Scholarship encompasses both research and its dissemination, and other creative or artistic activity relevant to the discipline of the individual professor. It may create new knowledge (discovery), synthesize existing information (integration), and devise ways to use knowledge (application), or lead to the production

exceptions to the one overload course limit must be approved by the Chief Academic Officer. The pay rate for all courses taught as an overload can be found in University Regulations [3-3-701(2)].

2-3-402 Teaching Responsibilities.

- (1) At the beginning of each term, instructional staff are responsible for stating the approved course descriptions and the instructional objectives of each course. It is expected that each instructional staff member shall direct their

University's Learning Management System ("LMS"). The site must include elements of the course teaching syllabus as described in 2-3-501. Instructors are encouraged to use the LMS for communications with students, distribution of course materials, scheduling of assignments, and reporting of grades, as appropriate for the content and methodology of the course. Academic units may implement policies for the use of the LMS among instructional staff delivering their courses.

- (7) All instructional staff are expected to meet their classes regularly through the last scheduled session of the semester or part of term, at the scheduled time, and through the delivery mode stated on the course schedule. In cases of illness or any other emergency, the instructor shall notify the department chair/school director so that appropriate support can be provided. The University reserves the right to make any necessary temporary changes of class schedules and/or mode of delivery. Such changes must be approved by the respective department chair/school director and dean.
- (8) In addition to the course sessions in the Schedule of Classes, instructors may require attendance at course-relevant events (e.g., study sessions, training sessions, lectures, concerts, theatrical productions). Such requirements shall be articulated in the course syllabus, although specific

(12) Fundraising, whether to benefit UNC

department chair/school director or their designee in the program area prior to leaving the University. Such records include grade books or other documentation for assigning grades; and include exams, papers, projects, etc., which have not been returned to students. The department chair/school director or their designee in the program area is responsible for collecting this material and having it available upon request. Records need to be collected and retained only to cover the period of time in which an academic appeal could still be filed. [See also Part 2 – Academic Appeal Procedure.]

2-3-409 Outside Activities.

2-3-409(1) Off-Campus Employment.

The primary professional responsibility of a faculty member is to the University. A faculty member is under obligation to render to the University the most effective service of which s/he is capable. No outside service should be undertaken, with or without pay, that might interfere or that might be in direct competition with University service.

2-3-409(2) Consulting.

The opportunity for qualified staff members to accept occasional consulting engagements on a professional basis is a traditional privilege extended to faculty members of the University. Such activities are recognized as desirable and constitute legitimate means by which faculty members may develop and maintain professional associations. When offered such an opportunity, the faculty member may accept after requesting, and receiving, written approval from their department chair/school director in the case that the chair/director is in the same discipline as the faculty member. In the case the chair/director is not in the same discipline, the chair/director shall designate someone from the relevant program area. Consulting engagements may not interfere with or detract from the staff member's fulfillment of their responsibilities to the University and s/he may retain personally any associated fee or honorarium. [See also 3-3-401(1) Consulting.]

2-3-409(3) Citizenship Responsibilities.

The education and experience of faculty and administrative personnel of the University provide impressive qualifications for membership and participation

in voluntary organizations, committees, governing boards, and community councils. Faculty members and administrators are encouraged to exercise their civic rights and responsibilities in community activities compatible with their interests, capabilities, and obligations to the University. The faculty member must, however, remember and make clear to the public that when engaged in the above activities, s/he speaks and acts as a private citizen and not as a representative of the University.

2-3-410 Conflict of Interest.

A University employee shall disclose to their immediate supervisor all facts and circumstances related to any University transactions, activities, contracts or other dealings which might directly or indirectly involve themselves in a duality or conflict of interest. Such disclosure shall be made in writing as soon as is reasonable after the conflict or potential conflict comes to the knowledge of the employee. A duality or conflict of interest shall be deemed to exist at any time when an interest held by the employee, or relationship maintained, prohibits or inhibits, or potentially prohibits or inhibits, the employee from exercising independent judgment in the best interests of the University. A duality or conflict of interest shall exist whenever an employee is a director, president, general manager, or similar executive officer of, or owns or controls directly or indirectly a substantial interest in, any non-governmental entity participating in transaction with the University. [See also 3-3-402(1) Conflict of Interest Pertaining to Sponsored Programs.]

- (c) Commissioned Works. The University may enter into a written contract with a faculty member for the creation of a work using University and/or grant resources in which the University or the external source retains ownership of the copyright of the work. Such an agreement shall:
- (I) be entered into prior to the creation of the work,
 - (II) explicitly describe the work as a deliverable product under the contract,
 - (III) specify the source of funding, which shall be distinct from the author's regular compensation, and
 - (IV) be entered into at the option of the author and not as a condition

whether formal or informal, with the sponsor and 3) the extent to which

agreement modify the provisions of this policy, specified in what manner it is modified, and recites the consideration supporting such modification.

2-3-412 Political Activity.

The political rights and privileges of the faculty in the University are the same as those of other citizens. Political activities of faculty are recognized as legitimate and acceptable. The faculty member's primary responsibility is to their profession and the University. In seeking a reduction in workload or a leave of absence for political purposes, s/he shall give proper consideration to the problems which may be created

2-3-402 TEACHING RESPONSIBILITIES.

Subsection 2-3-402 Teaching Responsibilities (amended Dec 2024)

Subsection 2-3-402(1)(a-b) On-Campus Programs amended (June 9, 2023)

Subsection 2-3-402(2) Off-Campus Programs removed (June 9, 2023)

Subsection 2-3-402(1)(b)(IV) On-Campus Programs amended (Jun 2017)

Subsection 2-3-402(2)(b)IV Off-Campus Programs amended (Jun 2017)

Subsection 2-3-402(b)(III) Teaching Responsibilities & On-Campus Programs amended (Feb 2011)

Subsection 2-3-402(1)(b)(iv) On-Campus Programs added (Jun 2017)

Subsection 2-3-402(1)(b) (v)(vi)(vii)(viii) renumbered (Jun 2017)

Subsection 2-3-402(2)(b)(vi) Off-Campus Programs added (Jun 2017)

Subsection 2-3