

UNIVERSITY OF PITTSBURGH POLICY 02-04-02

CATEGORY: ACADEMIC AFFAIRS
SECTION: Faculty Responsibilities
SUBJECT: Academic Responsibilities and Professional Conduct
EFFECTIVE DATE: February 10, 1989
PAGE(S): 2

I. SCOPE

This policy establishes academic responsibilities of faculty members regarding absences from class or other appointments, grade issuing and reporting, and participation in commencement; and professional responsibilities regarding the use of University affiliation or titles, and resignation from the University.

II. POLICY

ACADEMIC RESPONSIBILITIES

Unavoidable Absences

A faculty member reports to his dean, campus president, or department chairman, any unexpected development that will prevent his meeting a class or other such appointment. Preferably, the faculty member will recommend a temporary substitute. When no other arrangements can be made, a message is delivered to the class no later than the time the class is scheduled to begin.

Grading

Faculty are expected to know and adhere to the University Grading System, and the options and limitations set forth by the individual school in which a course is offered. See Policy 09-01-01, University Grading System.

Faculty are to perform their grading duties in a timely manner. Grade roster due dates are set forth in the Academic Calendar of the University.

Faculty are expected to match the grades submitted against the instructor's Verification Report, and report any discrepancies to the Registrar.

Commencement

It is the responsibility of faculty members to participate in the University-wide commencement held at the end of the winter term, participate in the processional in academic regalia and provide their own academic robe and appropriate hood

PROFESSIONAL CONDUCT

Resignation

A faculty member who has been approached with regard to another position is to inform the department chairman or dean, or campus president when such negotiations are in progress.

A faculty member who concludes an agreement to accept an appointment elsewhere should immediately notify the department chairman or dean, or campus president in writing.

If accepting other employment as of the end of a academic year, notice of resignation should be received no later than May 15 of that year.

A faculty member is not to vacate a position during an academic year for which he holds an appointment, except by agreement with the department chairman, dean, or campus president.

Use of University Affiliation or Titles

University titles, affiliation, and stationery should be used in a fashion to ensure that personal judgment or opinion is not taken as University policy.

When presenting papers or analyses in their academic field, or articles of opinion that may or may not be related to their professional duties at the University, faculty members must avoid confusion on the part of the audience between their own personal views, and statements of University policy.

No one should purport to speak for the University unless the stand to be taken fairly represents official University policy, except on administrative matters that are properly within the purview of a particular administrative officer, and by that officer.