

Academic Responsibility: Guidance, Information and Examples

(General Standards for Evidence of Faculty Teaching Effectiveness, Scholarship, and Service is published in Winthrop's [Policy and Procedure Repository](https://apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=384) and can be found at the following link:
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All faculty members are expected to be academically responsible to their students and peers as a baseline for service in their academic departments. Faculty members are expected to establish and maintain a consistent record of academic responsibility while at Winthrop.

Achievements under *Academic Responsibility* include, but are not limited to:

Advising, availability to students through multiple platforms (e.g., office hours, emails, assignment feedback), engagement in faculty meetings at all levels, participation in department and college events, participation in university commencements and convocations, professional development that supports improvements in practice (e.g., participation in peer observations, attendance at professional conferences to explore current research, engaging in sessions through the Teaching and Learning Center), recruitment and retention efforts, and service on committees.

In addition to activities related to academic responsibility, other professional responsibilities are expected of faculty who hold full-time appointments, regardless of rank. These professional responsibilities are primarily documented through reviews by supervisors and are considered expectations of employment. These responsibilities include adherence to academic policies (e.g., the privacy and confidentiality of student information, intellectual property and copyright, treatment of human subjects in research, final exam schedule, meeting classes at the appointed times, adhering to deadlines for grade submission, submission of midterm grades as requested) and active participation in the collection of assessment data associated with teaching and/or work assignments. Although faculty may not report on these expectations regularly, chairs and deans will address areas of concern through meetings with individual faculty and annual evaluations.

In the area of academic responsibility, most documentation is explicit and objective and does not require extensive reflection. For example, faculty will be asked to document some activity through lists (e.g., number of advisees, membership on committees). Likewise, direct supervisors will be expected to comment on faculty involvement in fulfilling their academic responsibility (e.g., participation in faculty governance through attendance at meetings, adherence to academic policies) in responses to annual reports.

Example of what a bulleted list may look like
(note, achievements will vary from person to person):

- Recruitment: Participated in Fall and spring Open House
- Recruitment: Participated in Charlotte College Fair
- Recruitment: Designed Marketing material for new program
- Recruitment: Conducted workshop for *First Look Friday*
- Conducted 3 peer reviews
- Advised 18 students
- Led/ completed program assessment for the ____program
- Attended 8/9 department meetings, all CVPA Assemblies, 4/6 faculty conference
- Depart. Committees (4): DEI, Curriculum (Chair), Public Art, Health and Safety.
- University Committee: (1) Academic Council (2) Space Force
- CFO Search Committee, Member.
- Engaged in assessment and continuous improvement (BFA)
- Submitted Interim and final grades on time
- Participated/ completed ACUE Course
- Completed all Mandatory HR + IT Trainings by published deadline