

TTUHSC School of Pharmacy
Faculty Academic Responsibility

In conjunction with the Annual Performance Evaluation and throughout the year, compliance with faculty academic responsibilities will be assessed. Noncompliance with any of the below stated expectations and associated target shall be considered in the performance evaluation process and be considered when making promotion, tenure or merit recommendations.

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Academic Responsibility.

- a. The concept of academic freedom for faculty members is accompanied by an equally important concept of academic responsibility. A faculty member has a responsibility to TTUHSC, his or her profession, students, and society at large. The rights of a faculty member as extended by society and protected by written policies and the law, require reciprocally the assumption of certain responsibilities. The fundamental responsibilities of a faculty member as a teacher, scholar and/or clinician include maintaining competence in his or her field of specialization as exhibited in the classroom, clinic or laboratory, and in the public arena by such activities as discussions, lectures, consulting, publications, and participation in professional organizations and meetings.
- b. Statements by a faculty member are protected even though they may be critical in tone or content. However, such statements are not protected by free speech if: they substantially impede the faculty member's performance of his or her duties; materially and substantially interfere with the regular operation of TTUHSC; or are part of a continuing pattern of expression that may destroy the harmony and morale of an academic unit. False statements made publicly with knowledge of their falsity, or in reckless disregard for the truth, are not subject to constitutional protection. Such action may call into question the fitness of the faculty member to perform his or her professional duties.
- c. A faculty member should be judicious in the use of controversial material in teaching and should introduce such material only as it has a clear relationship to the subject matter. A faculty member should: be professional in his or her conduct in the classroom and in relationships with students; maintain respect for students and students' rights in the learning."

FACULTY EXPECTATIONS

Licensure

If a faculty member is a practicing pharmacist, consistent and ongoing licensure as a *Texas pharmacist preceptor*; 100% compliance unless excused by Chair.

If a faculty member possess a professional practice degree, consistent and ongoing *Texas licensure*; 100% compliance unless excused by Chair.

Attendance

Attendance and full participation at all *School-wide faculty meetings*; 0% unexcused absences. (Chair approval required for excused absences.)

Attendance and full participation in all *School-wide faculty retreats*; 100% compliance. (Chair approval required for excused absences.)

Attendance at all *department faculty meetings*; 0% unexcused absences. (Chair approval required for excused absences.)

Attendance at 50% of all *department faculty interview seminars*; 100% compliance. (Complete video may be reviewed in lieu of attending live interview seminars.)

Attendance at all School and department committee meetings; 0% unexcused absences. (Committee chair approval required for excused absences.)

Standing School committees

Search committees

Department Promotion and Tenure Review committee

Ad hoc committees e.g. ACPE Self-Study Committee

If a Pharmacy Practice faculty member, attendance at all *division meetings*; 0% unexcused absences. (Division Head approval required for excused absences.)

Student Assessment and Interviews

Active and timely participation and completion of either *Annual Assessment Day* activities or assessment leveling day(s) activities; 100 % compliance. (Chair approval required for excused absences.)

Active participation in at least one *student interview* session; 100% compliance.

Leave Approval and Documentation

Seek immediate supervisor approval **before** taking any type of anticipated leave including professional, vacation, holiday or expected sick leave; 100% compliance.

Biomedical and Pharmaceutical Sciences faculty seek prior approval from Chair.

Pharmacy Practice faculty provides written documentation for practice coverage responsibilities in concert with practice contract supervisor (e.g. regional dean in Abilene, Amarillo, Lubbock, or chair in Amarillo); submits documentation first to regional dean/chair. Practice faculty then submits written leave request to Division Head copying Division Head's administrative support person.

In case of *illness or family emergency*, faculty will notify the Chair or Division Head; 100% compliance.

If a Pharmacy Practice faculty member:

Email *and* call the office of the regional dean in Abilene, Dallas and Lubbock or chair in Amarillo.

Notify the practice site per determined protocol.

Email *and* call each course team leader for all scheduled teaching suggesting possible coverage.

In case of *illness or family emergency*, faculty will notify the Chair or Division Head; 100% compliance.

If a pharmacy practice faculty will (100% compliance):

Email *and* call the office of the regional dean in Abilene, Dallas and Lubbock or chair in Amarillo.

Notify the practice site per determined protocol.

Record leave using the Banner system accounting for all leave; 100% compliance.

Training

Complete all TTUHSC mandated training by stated deadline; 100% compliance for all. The list will be updated periodically per TTUHSC notification and Chair notification. A partial listing includes:

EEO training

Violence in the workplace training

Safety training

CITI training for researchers

Complete all School of Pharmacy or Department mandated training by stated the deadline; 100% compliance for all. The list will be updated periodically per the Dean or chair.

Motivational interviewing

Teaching

Attend assigned teaching activities; 100% compliance. (Never cancel a class, laboratory or discussion. Do not dismiss classes early.)

Provide learning objectives for each class session.

Arrive to all assigned teaching activities in a timely manner i.e. 0% tardiness; 100% compliance.

End all classes on time.

Participate in a consistent, timely, and cooperative manner in all teaching team assignments and teaching team activities and meetings; 100% compliance.

Fulfill responsibilities as stated in the Teaching Responsibilities 'document found on the WEB.

Post notes and slides at least 24 hours prior to the start of class.

Pharmacy Practice

Complete in a timely and consistent manner *all* practice site specific health and training requirements (e.g. immunizations, HIPPA training, computer access, BLS, etc); 100% compliance.

Abide by all practice site rules, regulations, policies and procedures.

Research

Submit all grant/ contract proposals to the chair's office including complete budget information and a project abstract allowing at least 48 hours for evaluation and signature.

Notify the chair of all grant / contract approvals, withdrawals, or suspensions.

Notify the chair of unexpected problems, safety concerns, human subjects concerns immediately.

SOP Policies and HSC Policies

Access these web sources as needed. Know our policies.

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