

VI. Faculty Responsibilities

A. The Academic Year

The academic year is a period of about nine months, beginning with the first day of orientation in the fall and concluding with commencement exercises in the spring. Faculty members may have the opportunity to perform additional teaching, research, or administrative duties during the summer months for extra compensation. During each semester and summer period faculty members are expected to conduct their scheduled classes and to carry out other academic assignments and responsibilities.

Both the period between semesters and the spring recess provide time for faculty members to concentrate on research, to develop new courses and programs, and to engage in other activities appropriate to enhancing general faculty performance.

A faculty member is expected to discuss contemplated absences during the academic year or summer period with his or her academic unit head as far in advance as possible to avoid disruption of normal academic unit activities.

Any regular faculty member may be called upon to teach one evening course per semester without extra compensation as a part of his or her regular teaching load, but only if there is a corresponding reduction in his or her daytime teaching load.

B. Summer Session

During the summer session faculty members are free to make other professional engagements either at IIT or elsewhere. Teaching and/or research assignments at IIT during this period are neither mandatory nor guaranteed. Summer teaching assignments depend on courses scheduled and adequate enrollment and are usually available on a rotating basis to faculty qualified to teach the courses offered. Full-time faculty summer teaching compensation will be paid according to a schedule, negotiated at a minimum of once every three years, by the University Faculty Council and the Office of the Provost. The committee will include representation from faculty members who have taught paid summer courses in the last three years. Part-time faculty compensation will be negotiated. Law school faculty should consult with their dean regarding summer session pay.

Faculty supported by external grants are entitled to receive additional compensation for summer activities as allowed by the grant budget, and subject to a policy set by the Provost in consultation with the University Faculty Council. This policy shall be uniformly applied across all academic units.

C. Consulting and Other Outside Professional Activities of Faculty Members

University programs are enhanced by active participation of faculty members in outside professional and civic activities. It is expected that all faculty members engaged in such activities conduct themselves in a manner that reflects credit on themselves, their professions, and the university. In all such work it should be made clear that IIT is not involved in any way even though the person is a member of the IIT faculty. Thus, for example, faculty should not utilize university letterhead for such matters.

Within IIT the various professional and academic disciplines differ widely in their traditions and in their need for, and the availability of, consultation or other activities with outside organizations and individuals. It is impossible to establish a single set of specific rules on the proportion of a faculty member's time appropriate to such outside work. A faculty member's professional outside activities are considered productive as long as they do not interfere with his or her performance in the on-campus activities that are his or her principal responsibility. Because the capacity for work, stamina, and

effectiveness of different individuals vary significantly, it is recognized that in specific cases the amount of time appropriate to outside activities, within the above criteria, also may vary. Generally, however, it is expected that outside activities should not, on the average over the academic year, exceed the equivalent of one day per week. Faculty members are required to report such activity to the appropriate academic unit head when such activity is in excess of that average.

It is the responsibility of the academic unit head to determine whether obligations to IIT are not being met because of a faculty member's outside activities. The academic unit head shall consult with the faculty member in an attempt to resolve any problems. If necessary, the academic unit head shall set appropriate limits on these activities and shall inform the faculty member of the reason(s) for so doing in writing.

Faculty members are expected to specify the relationships among themselves, outside service consumers, and students so that there is a clear delineation between university activities and outside activities. In all cases faculty members are expected to fulfill their regular full teaching and research responsibilities before accepting additional outside work. Because of resource and liability concerns, faculty members may not use university space, property, or expendable equipment for outside consulting work without explicit approval of the activity by the appropriate academic unit head. Faculty members may be required to pay university overhead relevant to such activities as determined through agreement with the academic unit head. Faculty members cannot act as outside consultants to projects for which IIT has a contract, except with the express approval of the Provost.

In view of the special nature of the professor-student relationship, faculty members will not receive extra compensation for additional services provided for students enrolled at IIT. Students shall not work with faculty or staff on projects or tasks, including but not limited to consulting services that fall outside regular research, professional, and curricular activities, without an explicit understanding of how such endeavors will benefit the student through experience, compensation, or both. Faculty members must honor the right of students to decline participation in activities not part of the regular academic or university program.

A full-time faculty member at IIT may not be engaged simultaneously in any other full-time occupation during the academic year or assigned summer period. Teaching in other institutions by full-time faculty members during the academic year or assigned summer period generally is not approved. Such service is allowable only under special arrangements approved in advance by the academic unit head.