

Good Departmental Citizenship

Good citizenship in teaching

1. Faculty with a 2-2 teaching load and no other commitments are generally expected to teach one undergrad class (100- or 200-level), two mixed grad-undergrad classes (300/500- or 400/600-level), and one graduate seminar (700-level) per year.
2. Faculty will have and observe announced office hours, at least once a week.
3. Faculty will read and grade all class work within the semester;
4. Faculty shall make a good faith effort to have the courses actually offered form a coherent sequence of classes within the structure defined by the existing curriculum, and with attention to MA, PhD, and undergraduate student needs. Faculty should put together a three year schedule of classes to be taught. Use of variable titles courses below the 700-level shall be minimized.
5. Faculty read theses and dissertations carefully, and return in a timely fashion. College guidelines specify within 90 days as the maximum time limit; the aim should be to return them within a month or at most two.
6. Incompletes are only given for specific reasons, usually connected with medical or other personal emergency, or unexpected professional obligations for the student.

Good citizenship in the department

1. Faculty shall make a good faith effort to fully familiarize themselves with the candidate's complete dossier before voting on all tenure and/or promotion cases, regardless of whether they are "in their field" or not.
2. Faculty shall attend all departmental meetings called to discuss tenure and/or promotion cases. (Unavoidable schedule conflicts should be communicated to the Chair beforehand.)
3. Faculty shall attend all job talks and other scheduled events connected with searches for tenure-track positions, regardless of whether they are "in their field" or not. (Unavoidable schedule conflicts should be communicated to the Chair beforehand.)
4. Faculty shall not schedule classes during the hour reserved for faculty meetings.
5. Faculty shall make a good-faith effort to attend a wide variety of lectures and colloquia sponsored by the department.
6. Faculty shall keep interactions with other faculty members in all department matters on a professional basis. Evaluation of colleagues' performance will be offered only where relevant (tenure and promotion, for example) and will be based on professional criteria related to the task being evaluated.

Obligations of the Chair toward faculty who are exercising good citizenship, the Chair will

1. Accord that faculty member active support and assistance in case of disruptive students.
2. Accord that faculty member a fair share of departmental research funds.
3. Write letters of support for that faculty member for all reasonable requests for internal IU funding for research, travel, conferences and other purposes.

4. Support that faculty member's reasonable requests for non-sabbatical leaves to pursue prestigious off-campus opportunities for research and/or teaching, provided that such opportunities enhance the long-term professional status of the faculty member in question and that essential courses (as defined by the list of numbered classes) are able to be taught with sufficient regularity.

September 2011