

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 1 of 5
Associated Regulations: IR 6715 Faculty Evaluation and Engagement; IR 6720 Faculty Workload; IR 6730 Faculty ByLaws; IR 6740 Faculty Rank and Promotion; PR 4840 Title IX for Employees; PR 4730 Suspension or Termination; ITR 8100 Acceptable Use; SR 2415 Confidentiality of Student Records; GAR 1160 Institutional Review Board; GAR 1140 Institutional Effectiveness; HSR 5110 Communicable Diseases	
Associated Policy: GAP 1210 Civil Rights	
References: Family Educational Rights and Privacy Act ("FERPA"); Faculty ByLaws; Missouri State Statute on Mandatory Testing (2013) 199.170 to 199.350	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College is committed to an environment that promotes and facilitates learning and recognizes the needs of the student and the mission of the college as the primary driving force of work. A vital part of the learning process is the faculty member who is entrusted with the development of the intellectual maturing of our students and the role and duties of a member of the faculty as teachers. As our students entrust the faculty with their intellectual growth and seek a better future, the college entrusts the faculty to perform their duties to the highest possible standards of the profession and obligates itself to the support of the faculty in this pursuit. Within this policy, the rights, roles, and duties of the college and the faculty are set forth.

As used herein, "faculty member" includes a person employed by the college with faculty standing as delineated in the faculty bylaws.

Academic Rights of Faculty

Faculty have the legal rights and privileges of citizens.

Faculty have the right to academic freedom and the right to examine and communicate ideas by any lawful means.

Faculty have the right to vote on matters brought before the faculty as outlined in the faculty bylaws and to participate in the shared governance process of the college.

Faculty, as contracted employees, have a right to due process as outlined in college policy and regulation.

Faculty have a right to the support and assistance from the college in maintaining a climate suitable for scholarship and effective teaching and learning.

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INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 2 of 5
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Faculty have the right to an academic environment free from violence or systematic disruption, and to a teaching environment adequately equipped for meeting the teaching mission of the college.

General Duties of Faculty

Faculty shall conduct themselves in accordance with accepted standards of professionalism.

Faculty shall not discriminate against, or harass colleagues or students because of race, color, religion, national origin, gender, sexual orientation, gender identity/expression, country of citizenship, age, political beliefs, or disability or because of any other criterion or characteristic that is an impermissible basis, under applicable constitutional or statutory.

Faculty shall not violate college rules, policy or regulations.

Faculty shall comply with the lawful instructions of their supervisor.

Faculty shall perform their responsibilities as teachers and faculty competently.

Faculty Duties to Students

Faculty shall meet classes as scheduled. When classes cannot be met as scheduled students and the supervisor shall be notified beforehand, except in circumstances beyond the control of the faculty member. Alteration of published course times and meeting dates, modalities, course cancellation, or rescheduling of courses/classes may not be made without approval from the chair and only after adequate notice to students is provided.

Faculty shall properly prepare for the teaching of courses assigned.

Faculty shall teach courses consistent with their scope and nature and appropriate to the stated educational outcomes and college curriculum.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 3 of 5
Associated Regulations: IR 6715 Faculty Evaluation and Engagement; IR 6720 Faculty Workload; IR 6730 Faculty ByLaws; IR 6740 Faculty Rank and Promotion; PR 4840 Title IX for Employees; PR 4730 Suspension or Termination; ITR 8100 Acceptable Use; SR 2415 Confidentiality of Student Records; GAR 1160 Institutional Review Board; GAR 1140 Institutional Effectiveness; HSR 5110 Communicable Diseases	
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Faculty shall maintain regular office hours for consultation with students and otherwise remain available to students.

Faculty shall, at the start of a course, relay to students what will be covered in the course, performance requirement, and the criteria that will be used to evaluate the performance of the student. Evaluations of student performance shall be completed in a prompt and conscientious manner that is consistent with the stated criteria and without prejudice or favoritism. Student performance evaluation criteria shall relate to the course learning outcomes.

Faculty shall not present personal views on topics unrelated to the subject matter of the course. When pedagogically useful to advocate/oppose a position on controversial matters, great care should be exercised to assure that opportunities exist for students to consider other views. Performance evaluations of student work shall not be based on their agreement or disagreement with views on controversial topics.

Faculty shall not use their position for their own gain. Students shall not be asked to perform work unrelated to the academic requirements of a course without compensation. Faculty shall not solicit nor accept gifts or favors from students to secure any academic advantage.

Faculty shall respect the privacy of students and only disclosure information in accordance with the Family Educational Rights and Privacy Act ("FERPA").

Faculty should report to the Chief Student Services Officer any student behavior that raises concerns regarding the health or safety of the student or others.

Faculty shall report to Public Safety (911) any behavior that poses an immediate risk to the health or safety of the student or others.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 4 of 5
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No faculty member or employee may accept or retain royalties or other personal compensation or material benefit from the sale or furnishing of self-authored course materials to students at the college.

Faculty duties to students shall apply in all instructional modalities.

Faculty Duties to the Profession

Faculty shall not plagiarize or permit the appearance that they are the author of work done by others.

Faculty engaged in joint projects with colleagues shall exercise reasonable care to fulfill their agreed obligations.

Faculty serving as supervisors shall not exploit their position for personal gain.

Faculty Duties to the College

Faculty shall not purposely mislead the college.

Faculty shall not use the college's name or their relation with the college for reasons unrelated to their legitimate academic or professional activities.

In appearance or statement, faculty shall not intentionally create the impression they are representing the college, unless so authorized.

Faculty shall not use college property or facilities for personal gain or advantage without specific permission to do so.

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INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 5 of 5
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DOCUMENT HISTORY:

04-19-2017: Initial approval of policy IP 6710 Faculty Rights and Responsibilities