

**3359-20-04      The faculty: personal matters and special instructions.**

(A) Salary payments.

- (1) Salary checks are distributed by the associate vice president/controller on the last banking day of each month. For those regular or full-time auxiliary faculty who desire a twelve months' pay schedule, options are available through the university and selected financial institutions. The associate vice president/controller can provide details. Salary checks for part-time day and evening teaching and summer session teaching are distributed according to a schedule circulated by the associate vice president/controller. Upon request, a faculty member may have the salary check automatically deposited at a





- (ii) Hours shall be posted near the instructor's office and listed with the appropriate secretary.
  - (iii) Provision shall be made for special appointments wherever hardship or difficulty arises.
  - (iv) Scheduled office hours shall be observed.
- (c) Classes.
- (i) The instructor shall prepare conscientiously for each class session (including arrangements of teaching aids, guests) etc., whenever applicable.
  - (ii) The instructor shall meet classes promptly and shall, out of consideration for both students and colleagues, dismiss not later than



- (i) The faculty member respects colleagues and students, without reservation or favor because of age, color, creed, handicap, race, national origin, religion, sex, sexual orientation, degree or rank, discipline, or political sentiments.
  - (ii) The faculty member contributes positively to reasonable orderliness within the university community.
- (3) To one's discipline.
  - (a) The faculty member continues growth within the faculty member's field and related areas.
  - (b) The faculty member shares concepts with others through teaching, creative endeavors, research, and attendance at and participation in professional associations and meetings.
- (4) To oneself.
  - (a) The professional seeks continuously to improve in value as a teacher and as a citizen.
  - (b) The professional seeks diligently to improve the teaching working environment within the university structure:
    - (i) By promoting a general atmosphere of intellectual and social growth, and
    - (ii) By seeking just and equitable compensation, including the concept of released time for professional growth.
  - (c) The faculty member actively contributes to the education and development of persons and groups outside the university proper, in order to promote improved reciprocal understanding and acceptance of the roles of education, the university itself, the individual discipline, and the profession in American and world society.

Repla ( )Tj 3 0 Tj 3 004-03 0 T 0 T

(2.02)Tj 3 0 Td ( )Tj 3 0 Td ( )Tj 3 0Td (20)Tj3 0 TDC -0.004 Tc 0.1204 Tw -3416(-)Tj 15