



**Office of Provost and Vice President
For Academic Affairs**

MISSISSIPPI STATE UNIVERSITY

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April, 1989
April 28, 2009

SUBJECT: AOP 13.03 – Faculty Responsibilities in Instruction and Curriculum

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to help promote an understanding of faculty responsibilities in instruction and curriculum.

REVIEW

This AOP will be reviewed every four years, or whenever circumstances require an earlier review, by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

A. Instructional Responsibilities:

A faculty member has the following obligations to his/her students:

1. Develop a syllabus for each class to serve as an academic contract with the students in his/her classes. Within the syllabus, the faculty member should clearly state the learning objectives for the course, assignments and exams, standards of achievement, methods of evaluation (including the relative importance to be assigned to various factors), and the date of the final examination. The course syllabus should be presented at the first class meeting to all students, and there should be no variation from the syllabus. The syllabus must contain a statement that makes reference to the MSU Honor Code (see AOP 12.07). All syllabi should be reviewed on a scheduled basis by the department on a cycle of four years or less. If the content of the course varies by more than 25% compared to the

- version approved by the UCCC, a proposal to modify the course must be submitted to the UCCC for approval.
2. Meet classes as scheduled, and when extraordinary circumstances prevent this, arrange equivalent alternate instruction.
 3. Present a reasonable range of opinions on controversial issues within the scope of the course. A faculty member's own views on such issues should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
 4. Evaluate fairly and impartially the student's performance. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, gender, political views, or be based on the student's agreement or disagreement with the faculty member's opinion on controversial issues in the discipline.
 5. Protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action.
 6. Serve as an intellectual guide and counselor to students; be available for private conferences; provide accurate information; assist students in achieving their academic goals.
 7. Demonstrate respect for the student and treat the faculty-student relationship in a professional manner.
 8. Avoid any exploitation of students for personal advantage or for any other purpose.
 9. Engage in those scholarly activities that contribute to the upgrading of knowledge and skills; only by so doing can the faculty member adequately teach students. Beyond the obvious requirement of staying current with the literature in one's field, the faculty member may find it necessary or useful to conduct research and/or participate in research conferences, workshops, institutes, consulting, and other forms of post-graduate training or experience. It is the faculty member's responsibility to seek out such activities and the University's responsibility to encourage such endeavors.
 10. Follow university procedures concerning examinations, academic dishonesty, accommodating students with disabilities, grade submission, and other regulations related to instruction.

B. Curriculum Responsibilities:

The university depends on its faculty to ensure the quality and effectiveness of its curricula. The faculty will work with the academic department heads in the development, coordination, implementation, and periodic review of academic programs and course offerings.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2013

REVIEWED BY:

<u>/s/ Jerome Gilbert</u> Associate Provost for Academic Affairs	<u>03-09-09</u> Date
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<u>/s/ Peter Rabideau</u> Provost and Vice President for Academic Affairs	<u>03-09-09</u> Date
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<u>/s/ David Nagel</u> President, Robert Holland Faculty Senate	<u>03-25-09</u> Date
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<u>/s/ Don Zant</u> Director, Office of Internal Audit	<u>04-14-09</u> Date
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<u>/s/ Charles Guest</u> General Counsel	<u>04-20-09</u> Date
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APPROVED:

<u>/s/ Mark E. Keenum</u> President	<u>04-28-09</u> Date
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