CHAPTER IX

UNIVERSITY REGULATIONS

9.1 ACADEMIC REGULATIONS

9.1.1 Academic Regalia

Faculty members are required to wear appropriate academic regalia at the commencement exercises and for all formal convocations sponsored by the University. Rental or purchase of academic regalia may be secured through the University Bookstore located in Brown Hall.

9.1.2 Class Rosters

Class rosters are finalized the evening of the tenth class day, which is the Census Date and are available through the Web for Faculty. The class roster requires careful verification of registered students by the professor. Professors shall permit only those students who appear on the finalized class roster to attend classes. Any student whose name does not appear on the finalized class roster must be sent to the Office of the Registrar to clarify the student’s registration status before the student can be allowed to continue attending class. It is imperative that all students attending a professor’s class be officially registered.

9.1.3 Attendance at Professional Meetings

Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings deemed beneficial to both the individual and to the University. Brief leaves from official duties will be granted for attendance at such meetings when circumstances permit. Applications for leave for attendance at professional meetings must be approved in
advance by the appropriate administrative personnel. When funds are available, the University will budget funds for travel of faculty members to professional meetings. Travel funds must be distributed in an equitable manner.

9.1.4 Auditing Courses

Full-time faculty and staff may audit courses offered by the University. A completed audit request form must be submitted to the Office of the Registrar for full-time faculty and staff to audit a course. Full-time faculty and staff may use their tuition waiver to cover tuition and fees, or otherwise pay for the course. Faculty taking courses for credit should see the policy “Waiver of Tuition for Certain Faculty and Staff.”

9.1.5 Commencement

Faculty and staff are expected to attend and to participate in the commencement exercises.

9.1.6 Conducting Classes - Faculty

Members of the faculty are expected to convene assigned classes on a timely basis, and only at the time and in the room assigned by A&T. A member of the faculty who finds it necessary to be absent from class will notify his/her department chairperson or dean. Department chairpersons who are absent will notify their deans. Deans who are absent will notify the Provost and Vice Chancellor for Academic Affairs. Students are expected to wait at least fifteen (15) minutes for an instructor who is late for class.

9.1.7 Office Hours

Faculty members teaching full-time are expected to reserve a minimum of ten (10) office hours per week for conferences with students. Office hours should be scheduled for mornings and afternoons. School/college deans and department chairpersons may establish more specific regulations concerning required office hours within these guidelines to meet the needs of their situation.

9.1.8 Posting Grades

The public posting of grades either by the student’s name or student identification number without the student’s written permission is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). Even with names obscured, student identification numbers are considered personal identifiable information. Therefore, the practice of posting grades violates FERPA. Faculty members may not post student grades. For additional information about the Family Educational Rights and Privacy Act of 1974, see the policy “Implementing the Federal Education Rights and Privacy Act.”.

9.1.9 Research and Creative Activities
The University recognizes the importance of teaching and public service in carrying out its mission. Research (funded and/or non-funded) and creative activities constitute another significant aspect of the program of the institution. Faculty members are encouraged and expected to engage in research and creative endeavors that will enhance their effectiveness as teachers. For further information concerning the development of research or special projects, contact the Office of Research Administration and the A&T University Foundation. See the policy “Research Policies and Procedures.”

9.1.10 Service to the University

It is expected that all faculty members will devote sufficient time to fulfill the teaching assignments, committee work, advisement, research and related activities deemed appropriate as service to the University.

9.1.11 Teaching Load

In determining what the teaching load should be for each faculty member, the department chairperson should consider not only the number of credit hours taught but also such additional factors as whether the courses taught are graduate-level, whether the courses taught involve more than the usual number of contact hours, whether the faculty member is directing a graduate thesis, whether the faculty member is engaged in research, and whether the faculty member has extensive committee responsibilities. Normal teaching loads are as follows:
- a. Undergraduate program – 12 credit hours per semester.
- b. Graduate program – 9 credit hours per semester.
- c. Departmental chairpersons – 6 credit hours per semester.
- d. School/college deans – 3 credit hours per semester.

All assignments are made by the department chairperson and approved by the school/college.

9.2 ADMINISTRATIVE REGULATIONS

9.2.1. Closing of Administrative Offices and Instructional Support Services During Inclement Weather or for Other Reasons

When a decision is made to close the University because of inclement weather or for other reasons, this information will be relayed to each administrative office by the chancellor or the provost and vice chancellor for academic affairs. Unless otherwise instructed, school/college deans, division directors, department chairpersons, and other officers of the University are directed to keep their offices open and classes in session.

The University will remain open during adverse weather conditions unless employees are otherwise officially notified by the chancellor, via media or internal reporting mechanisms. Official notice regarding temporary closing of the University will consist of the following:

A. Before Start of the Working Day
Official notification of closing will be made by the Chancellor between the hours of 6:00 a.m. and 7:00 a.m. When the University is open, employees who are absent or report late will have time lost charged to vacation leave. When it has been determined that the University will be closed, time lost will be charged to vacation leave, unless otherwise designated by the chancellor.

B. During the Working Day

If adverse weather conditions develop during the working day, notification of closing will be given utilizing appropriate University reporting mechanisms. When the decision is to remain open, employees anticipating special problems in transportation should be permitted and encouraged to avail themselves of vacation leave privileges in leaving early. If leave has been exhausted, employees, in accordance with State policy, will be on leave-without-pay (LWOP).

When operational needs allow, supervisors may arrange schedules whereby employees may be given an opportunity to make up time not worked (either by suspension of services or voluntary action by employee) rather than charging it to leave. State and local governments are, however, subject to the Fair Labor Standards Act. Any make-up time worked may, therefore, be subject to overtime compensation.

Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate account with no provision for make-up time.

9.2.2 Relocation of Equipment

Permission must be obtained from the appropriate administrator for relocating University equipment.

9.2.3 Solicitations

All solicitations, sales activities, and distribution of literature on campus must be approved by the chancellor of the University or his/her designee. Classroom activities and routines must not be interrupted.

9.2.4 Traffic, Parking, and the Registration of Motor Vehicles

Copies of the appropriate regulations can be obtained from the University Police Department’s Parking Service Division, which is located at the Laurel Street Parking Deck.

9.2.5 Travel

Travel regulations and other relevant information are contained in the operation manual of the Office of Business and Finance. The manual is available to faculty members on the Business and Finance website.
Approved by the Board of Trustees

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