

Northeastern Illinois University Employment Obligations and Expectations

The acceptance of employment at Northeastern Illinois University indicates that the professional employee is in agreement with the policies and purposes of this institution of higher education. The applicable policies, rules, and regulations on employment obligations for members of the bargaining units are contained in the Board of Trustees Regulations, the current collective bargaining agreements, all policies and procedures of the University, and directives of the deans, the Provost, and the President. Although a professional employee may have subsidiary interests, the amount and character of other responsibilities outside the University shall be secondary to the primary responsibility within the University. Academic responsibility is the correlate of academic freedom. The exercise of academic responsibility insures faithfulness to professional standards within the University community of faculty, staff, and students. The following list of employment obligations and expectations summarizes standard practices at this University. Professional standards of behavior shall include, but not be limited to, the following rules and regulations:

1. Courses shall begin and end at the scheduled times and shall meet for the full duration of the academic term.
2. Course syllabi shall be distributed to each class and course materials shall be covered in class as outlined in the syllabus and catalogue. The current syllabus for each course sections must be on file in the Department office.
3. Information about grading procedures, required class work, and examinations shall be made available to students in the first week of classes each term.
4. Records of grades on student coursework shall be carefully maintained.
5. Final examinations are to be given in accordance with University policy. Exceptions may be made only with the approval of the department chair.
6. Final grades will be submitted by the published deadline to the Records Office by the instructor in person, or in exceptional cases by the Department Chair.
7. There shall be no unapproved absences. The Department Chair shall be informed of any absence from classes or assigned duties due to illness or other reasons, and the proper reporting form must be submitted. All absences from classes/assigned duties for other than illness or emergencies shall be subject to prior approval by the Department Chair/Supervisor and provision shall be made for an approved substitute and/or assignment for the class, with appropriate make-up time provided, if applicable.
8. The faculty member assigned to a particular course is the instructor of record. Only with the prior consent of the Department Chair may the faculty member make provision for a guest lecturer. Civil Service staff shall not be involved in the professional employee's assigned classroom teaching.
9. No full-time or part-time professional employee shall subcontract assigned duties to others.
10. If audio-visual aids are used to supplement assigned duties, the faculty member shall be in attendance, unless the faculty member is on an authorized leave of absence.

11. All evaluations of employees, including course evaluations by students, shall be administered in accordance with department and college provisions to insure security and lack of reprisal. The original student evaluations are the property of the University and must remain on file in the department office.
12. Faculty shall post office hours, adhere to the posted schedule, and provide additional accessibility to students requesting it. Faculty responsible for student advisement shall maintain additional hours for this purpose.
13. Faculty shall order textbooks by the announced deadlines.
14. Responses to requests- for information shall be submitted by the announced deadlines.
15. Travel and leave authorization forms shall be submitted in accordance with University guidelines and timelines.
16. Purchase/requisition forms shall be completed promptly and accurately.
17. Faculty shall participate in departmental obligations such as assistance in campus registration as assigned by the Department Chair.
18. Professional employees shall comply with federal copyright laws in reproducing texts, tests, or audio-visual material.
19. No professional employee shall be under the influence of alcohol or shall abuse a controlled substance while performing duties.
20. No professional employee shall make personal, ethnic, racist, sexist, or other prejudicial remarks to either students or colleagues.
21. The evaluation of students shall be based on academic performance, and not on irrelevant matters such as race, religion, gender, or political activism.