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| Volume A2: Academics | A2.02.6 Faculty Employment Obligations and Expectations Effective Date: 10/01/25 Last Revised: New Date of Next Full Review: 10/01/30 | Responsible Office: Academic Affairs |
| Chapter 02: Faculty | | Responsible Officer: Contract Administrator |

POLICY STATEMENT

Northeastern Illinois University (NEIU) has applicable policies, rules, and regulations on employment obligations for members of bargaining units, which 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.

PURPOSE OF THE POLICY

To set forth the criteria, processes and procedures by which faculty must abide by - rules, and regulations on employment obligations, which could otherwise result in discipline.

WHO IS AFFECTED BY THIS POLICY

Tenure track and Tenured Teaching Professionals/Resource Professionals, Instructors- full or part-time, Academic Support Professionals, and Academic Resource Professionals

PROCEDURES

Universal Obligations and Expectations

The following list of employment obligations and expectations summarizes standard practices at this University for all employees to serve our students. Professional standards of behavior shall include, but not be limited to, the following rules and regulations:

1. The Department Chair/Supervisor shall be informed of any absence from classes or assigned duties due to illness or other reasons, and the proper reporting protocol must be followed. All absences from classes/assigned duties 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.
2. No full-time or part-time professional employee shall subcontract assigned duties to others.
3. Employees shall consistently attend department/program meetings (not mandatory for Part-Time Instructors).
4. All evaluations of employees, including course evaluations by students, shall be administered in accordance with Department, College and University provisions to ensure security and lack of reprisal. Evaluation materials shall be stored in a secure, confidential manner.
5. Professional employees shall comply with federal copyright laws in reproducing texts, tests, or audio-visual material.
6. No professional employee shall be under the influence of alcohol or shall abuse a controlled substance while performing duties. See Administrative Memorandum No. 51



7. No professional employee shall make personal, ethnic, racist, sexist, or other prejudicial remarks to either students or colleagues. See University Policy G.1.7 Equal Opportunity and Discrimination and University Policy G.1.8. Sex Discrimination and Sex-Based Harassment
8. Employees shall adhere to their job description and work plan.
9. Timesheets as required, travel requests, leave authorizations, purchases and reimbursements shall be submitted promptly and accurately in accordance with University guidelines and timelines.
10. Employees shall engage in respectful communication and collegiality (e.g., E1.995 Workplace Conduct) and abide by policies regarding any conflicts of interest (e.g. E1.04.1 Nepotism and Personal Relationships),
11. Employees shall abide by the Principles of Public Service and avoid unethical conduct, as described in the Department of Central Management Code of Personal Conduct (pursuant to Section IV of Executive Order 2016-04, Executive Order 2018-2, and Executive Order 2018-12), the State Officials and Employees Ethics Act (5 ILCS 430/), and other relevant laws, policies and regulations of the State of Illinois and the United States.

In addition, individuals who teach:

1. Shall begin and end courses at the scheduled times and shall meet for the full duration of the assigned academic term.
2. Shall provide course syllabi to enrolled students in the first week of classes each term, and cover course materials in class as outlined in the syllabus and catalogue. A copy of current syllabi for each course section must be on file with the Department or Program. Syllabi need to include College/Department/Program requirements.
3. Shall complete roster verification by assigned deadlines.
4. Shall maintain consistent and ongoing records of grades throughout the semester and make them accessible to students.
5. Shall evaluate students solely on academic performance and professional criteria relevant to the course or program, and not on non-academic factors. See BOT Governing Policies
6. Shall administer final examinations in accordance with University policy. Exceptions may be made only with the approval of the Department Chair.
7. Shall submit final grades by the published deadlines to the Registrar per the University process. Grades must be submitted by the instructor, or in exceptional cases by the Department Chair.
8. Shall remain present for the entirety of all synchronous class meetings. The individual assigned to a particular course is the instructor of record.
9. Shall post office hours, adhere to the posted schedule, and provide additional accessibility to students requesting it. Individuals who teach who are also responsible for student advisement shall maintain office hours for this purpose.
10. Shall notify the bookstore regarding course material adoptions by the bookstore's announced deadlines.
11. Shall participate in additional obligations as they arise in programs and departments.

GUIDELINES



The acceptance of employment at Northeastern Illinois University indicates that Tenure track and Tenured Teaching Professionals/Resource Professionals, Instructors, Academic Support Professionals, and Academic Resource Professionals 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 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. Failure to abide by those policies, rules, and regulations on employment obligations could result in discipline, such as a verbal or written reprimand, a suspension with or without pay, or termination (per Sanctions and Termination Articles in CBA).

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. Faculty recognize that they have a duty, in accordance with 110 ILCS 100/1 and Administrative Memorandum No. 8, to seek approval for certain kinds of secondary employment, research, and/or professional activity. For more information, please contact the University Ethics Officer.

Academic freedom assumes academic responsibility. The exercise of academic responsibility ensures faithfulness to professional standards within the University community of individuals who teach, staff, and students.

Applicants should follow the procedures published by Academic Affairs.

AUTHOR REFERENCE

Collective Bargaining Agreement; state and federal laws, rules, codes and policies; and university policies.

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[110 ILCS 100/1](#)
[Administrative Memorandum No. 8](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

| Contact | Phone | Email |
|------------------------|--------------|--|
| Contract Administrator | 773-442-5420 | academic-affairs@neiu.edu |

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.