7.0 Section VII: Code of Faculty Responsibilities

7.1.0 APPLICABILITY

This Code shall apply to all faculty employees of the University, and to those students or other persons that have academic instructional assignments.

7.2.0 RESPONSIBILITIES

The individuals to whom this code is applicable are subject to the following specific responsibilities which can be enforced under this Code.

7.2.1 General Relations

A. Respect the rights of all campus members to pursue their academic and administrative activities.

B. Respect the rights of all campus members to free and orderly expression.

C. Act with propriety in all dealings with members of the University community.

D. Respect the right of any member of the University community to privacy, including privacy of desk, carrel, and office space, and refrain from improper or false disclosure of such member's social or political views or activities. (It is not improper for a faculty member to make a disclosure upon request of a person entitled to such information.)

E. Respect the rights of all campus members to be given fair treatment and to be judged on a basis other than sex, race, ethnic origin, national origin, sexual orientation, color, creed, religion, age, or political belief. Sexual harassment is considered by the University of Kentucky to be one form of sexual discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature constitute sexual harassment when submission to such conduct is:

   1. is made explicitly or implicitly a term or condition of an individual's employment, promotion, or academic standing;

   2. is a basis for employment, promotion, or academic decisions;

   3. substantially interferes with an individual's work or academic performance; or

   4. creates an intimidating, hostile, or offensive academic environment. [US: 4/11/83]

F. Use the property of the University in accordance with the official rules.

G. Comply with the Governing Regulations, the Administrative Regulations, and the University Senate Rules.
H. Engage in consulting outside the University assignment only in accordance with the established provisions.

I. State, when speaking as a private person and the institutional affiliation is mentioned, that he or she does not speak for the University of Kentucky.

7.2.2 Student Relations

Uphold the student academic rights as set forth in the University Senate Rules (see Section VI).

Present the subject matter of a course as announced and approved by the faculty in accordance with the procedures set forth by the University Senate, and to avoid the persistent intrusion of material which has no relation to the subject.

Meet classes as scheduled in accordance with University regulations. (Absences caused by illness or emergencies are clearly excusable; absence owing to attendance at scholarly meetings, occasional professional service, pedagogical experimentation, and the like, are exceptions which should be approved by the department chair and, where appropriate, substitution or reschedulings should be arranged.)

Be available to students for advising and other conferences, preferably by posting office hours and/or by allowing students to arrange for appointments at other mutually convenient times.

Arrange for appropriate interaction and communication with graduate students in the direction of their theses.

Make available to students all papers, quizzes and examinations within a reasonable period of time. (Students and instructors may contact the UK Office of eLearning for advice about sharing student records remotely and securely.) If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until 180 days subsequent to the conclusion of the academic term in which the problem occurred. In addition, student records and grading policy procedures including roll books, syllabi and attendance records (if applicable)--or copies of this information--shall be on file with the instructor or the department office whenever the instructor will no longer be available. [US: 10/16/89: US: 11/9/2015]

* In accordance with FERPA requirements any student (including postdoctoral scholars/fellow; and clinical residents/fellows) must be allowed to inspect and review any educational record pertaining to that student. Private notes written by an instructor that are not shared with any other person nor placed in the student's file are not educational records within the meaning of SR 7.2.2. [SREC: 11/19/2015]

Give final examinations in accordance with procedures approved in Section 5.2.4.7.

Inform students when their individual or collective efforts are to be used for professional or personal advancement of a faculty member, or when the student(s) is (are) to be used as research subject(s), and in either case, to ensure that the student may elect not to participate without prejudice to his or her academic standing; and to recognize appropriately any significant contribution by the student(s).
Know the academic requirements and the various degree programs of the University affecting students whom they advise.