SAIC School of the Art Institute of Chicago

Responsibilities of Full-Time Faculty

Faculty will devote time, attention, skill, and efforts to the faithful performance of their duties, performed in accordance with all applicable School policies and procedures. The responsibilities set forth below apply to all services faculty perform for SAIC during the term of their contract while on tenure track or tenured.

1. Teaching Appointment

    a. Teaching. Faculty will teach the courses as assigned in the Letter of Appointment, including any necessary modifications made since the preliminary assignment approved by the chair. Faculty are required to meet all classes or formal advising assignments on time and to remain for the scheduled period of time or its equivalent. Teaching responsibilities entail additional time outside of class for preparation, grading, advising and consulting with students, and for submitting reports to administrative offices as required. Credit reports (and unofficial grades) must be submitted to the Registrar by the designated deadline.

    b. Course Load. The standard full-time teaching load at SAIC is a total of six courses per academic year, typically interpreted as three courses in each of the Fall or Spring Terms. Each fall and spring term is generally 15 weeks (a total of 30 weeks of teaching per academic year). In addition, full-time faculty are also responsible for Institutional Service (see section 2a). Full-time faculty may only teach additional courses in the Winter Interim or Summer for additional compensation if approved by the Dean of Faculty. Each three-credit hour course load requires 9 hours of work per week (Studio: 5 hours in class of direct instructional activities and 4 hours class preparation and/or follow up of indirect instructional activities; Lecture or Seminar: 2 hours and 45 minutes in class of direct instructional activities and 6 hours and 15 minutes class preparation and/or follow up of indirect instructional facilities.)

    c. Course Cancellation. The course schedule listed in the Letter of Appointment is tentative, pending enrollment or other circumstances that may make it necessary to change teaching assignments or schedules. A class that enrolls fewer than 10 students will be canceled for insufficient enrollment unless the Provost and Dean of Faculty's offices grant an exception. If a class is canceled due to insufficient enrollment, or for any other reason, faculty are required to make up the class during another semester within two academic years in order to fulfill the contract. The Dean's Office will request a makeup plan for any cancelled course.

    d. Faculty Absences and Substitute Teaching Policy. Faculty must, unless prevented by doing so by an emergency, give the Department Chair and Administrative Director reasonable advance notice of any absence. For anticipated/pre-planned absences, faculty must obtain a substitute teacher in consultation with the Department Chair, as provided in the Faculty Absence and Substitute Teaching Policy.

    e. Classroom. Faculty are required to assist in keeping classrooms and studios clean and in good order.

    f. Syllabi. Faculty must provide syllabi for each class (including Independent Study and Grad Projects) to the Dean's Office repository and to enrolled students in Canvas before 8:30 am on the first day of each term, meaning the first day of classes of the term, even if you do not teach on that day.

Independent Studies Applications/Syllabi must be submitted on the same schedule as all other classes. If an Independent Study is approved after the start of the term, the syllabi must be submitted within 5 days after the ISP is approved and entered into PeopleSoft.

g. Critiques. Faculty must participate in one or more critique panels during Critique Week each semester, unless teaching in an exempt department that holds classes during critique week.

h. Letters of Recommendation. Contract requirements include writing a reasonable number of recommendation letters each year to fulfill student requests.

2. General Responsibilities. All appointments, whether teaching or non-teaching, include the following responsibilities:

a. Service to the School. Faculty must participate in institutional and departmental service as requested by the Academic Administration and/or the Faculty Senate and/or Department Chair. This service constitutes 28 percent of the contract.

b. Meetings and Training. Faculty are required to participate in departmental faculty meetings in those departments in which they teach and to satisfactorily complete any training that the School identifies as mandatory.

c. Health and Safety. Faculty are required to adhere to all fire, health and safety, and security regulations and encourage others to do so. Please note that drug use, smoking, or consumption of alcoholic beverages is not allowed on campus. For a more detailed explanation of the policy, see Section 3.0 Safety of Employees, A. Drug Free Workplace Policy, in the AIC Faculty Handbook Legal Supplement.

d. Professional Involvement. Faculty are expected to be a practicing artist, designer, or scholar and to maintain a working studio or office off-campus and at your own expense.

e. Credentials. Faculty teaching in academic departments that require specific qualifications are required to keep the necessary credentials current and to supply the School with timely evidence of the credential(s) renewal.

f. Transcripts. As a condition of employment, faculty must submit a transcript for the highest degree received to Faculty Employment Resources. In addition, if any additional degree(s) are earned while employed at the School, a transcript for any such additional degree(s) must be submitted.

g. Current Resume. Faculty are required to provide a current resume/C.V. and update their Faculty Profile on the School's website every year.

h. SAIC email account. During the duration of the contract, faculty are required to maintain and regularly monitor an SAIC (saic.edu) email account and to use it for all communication with the School, including, but not limited to, SAIC students. SAIC sends important notices via the SAIC email account and assumes receipt of any notices sent via the SAIC email account. In addition, an active SAIC email account is required to utilize Self-Service and Canvas.

i. Faculty Handbook and School policies. Faculty will comply with AIC's Employee Guidelines, the School's Faculty Handbook, Faculty Handbook Supplement and Faculty Handbook Legal Supplement, available online at www.saic.edu/faculty. Faculty will also comply with all other employment-related policies, practices and regulations of the School. Policies of particular interest to faculty may be found on the Faculty Resources page (www.saic.edu/faculty), along with the Faculty Handbook, Supplement, and Legal Supplement.

j. Resignation from Non-Teaching Assignment. Faculty who resign from a non-teaching assignment will have any course releases for which they were originally contracted reduced on a pro rata basis according to the timing of the resignation.

Sections 2.a. and 2.d. do not apply to Full-Time Visiting Artists and AICAD Fellows.

SAIC reserves the right to update and revise these Responsibilities. Faculty are encouraged to review them frequently and at least annually.