

Responsibilities of the Faculty Member: Office Hours, Honor Tradition, Faculty Meetings and Military Duty

Office Hours

Faculty must provide time each week during terms in which they are teaching for appointments with students. Office hours must be posted on the faculty member's door and listed on all syllabi. Faculty member office hours must be emailed by each faculty member to the appropriate academic Dean within one week of the start of each academic term.

Honor Tradition

Each student of Converse, by virtue of enrolling, is bound by, commits to abide by, and strives to actively support the Honor Tradition.

Reporting a Violation of the Honor Tradition

In order to preserve the effectiveness of the Honor Tradition, reporting a violation of the system is of utmost importance. Faculty, instructors, staff and students must report probable violations, within a reasonable timeframe, to the appropriate individual(s). If an instructor suspects an honor violation, they should document the concerns and confront the student as soon as possible. The accusing person should request a private meeting with the accused student where the specific charge should be discussed. The accusing person will note the charge and ask the accused student to make contact with the Honor Board Chair. The accusing person will then notify the Honor Board Chair of the meeting and the charge. Documentation of the incident in question should be made by all parties on the Honor Violation Incident Report form available on the Student Life/Student Government web page or through email to honorboard@converse.edu.

Additional documents or evidence should be given directly to the Chair of the Honor Board. The Honor Board Chair and/or Vice Chair, in collaboration with the Honor Board Advisor, will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence to move forward with a case. For details concerning the hearing process, sanctions, appeals, rights of the accused and responsibilities of the accused, please reference the *Student Handbook*, available online.

Faculty Meetings

Regular meetings of the general faculty are held once a month during the academic session. Attendance is the responsibility of each faculty member. A quorum of eligible voting faculty members must be present in order for a Faculty Meeting to commence. Once the quorum is lost, the meeting must adjourn. A quorum will consist of one half plus one of the eligible voting faculty members of the general faculty as defined Article III, Section I in the *By-Laws of the University*. At the beginning of the academic year, the President of the Faculty Senate in consultation with the appropriate deans will determine the number of faculty members eligible to vote.

Military Duty Leave

Employees who are members of the military are eligible for unpaid leaves of absence on those days when they are required to be away from any regularly assigned duty at the University in order to fulfill required military service. An individual who expects to be absent for military service is to submit to their immediate supervisor a copy of their orders as soon as possible before the scheduled absence.

The University complies with all applicable state and federal laws with respect to military leaves of absence and employment rights of rehire upon conclusion of military service.

Weather-Related Attendance

Closure Due to Inclement Weather

When Converse University is closed due to inclement weather, the primary communication methods include campus email, the www.converse.edu homepage, the Rave Mobile Safety Notification System (sign up at www.converse.edu/alerts), and local TV stations WSPA Channel 7, WYFF Channel 4, and FOX Carolina Channel 21. A recording with information will also be available on the Converse Weather Line at 864-583-4448.