


TO: Academic Deans, Departments Chairs, Faculty

FROM: A. Scott Weber 
Provost and Executive Vice President for Academic Affairs

DATE: July 27, 2021

SUBJECT: Faculty Obligations and Responsibilities

As we prepare to return to a fully in-person university environment and an active and vibrant campus experience for fall 2021, it is important to reiterate specific teaching obligations and responsibilities of our faculty. We are all responsible for ensuring that our undergraduate, graduate, and professional students receive the highest quality education.

- The Policies of the State University of New York Board of Trustees define the academic year obligation as *"an annual obligation of service for the academic year, not to exceed 10 months."* **The University at Buffalo's 2021 - 2022 academic year obligation for faculty will commence on August 23, 2021 and will conclude on May 28, 2022.** During that period, faculty members are expected to be available for service, consistent with their departmental assignments, program responsibilities, and the university calendar.
- UB's Faculty Teaching Responsibilities Policy states, *"Final examinations shall be offered as officially scheduled, not during the final week of classes."* **The university's final examination week for the Fall 2021 semester is as follows: December 13-20, 2021. For the Spring 2022 semester it is May 16-21, 2022.**
- UB's Teaching Assessment and Improvement Policy states, *"Professorial faculty from each department should directly monitor and supervise all teaching by graduate teaching assistants. Moreover, each department should have in place a mandatory teaching-effectiveness program for its teaching assistants."*
- Finally, UB's Faculty Responsibility Policy states, *"Faculty members are required annually to submit a report describing in detail their professional activities and accomplishments, for review by the chair and the dean. Based on this report and in consultation with the faculty member, the chair should ascertain that the performance of the faculty member is consistent with departmental guidelines and with the current needs of the unit."*

Thank you for all that you do on behalf of the University at Buffalo.

cc: Ann Bisantz, Dean of Undergraduate Education
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