

BASIC DUTIES AND RESPONSIBILITIES OF THE FEU FACULTY

I, _____, of the Institute of _____ have been oriented and am aware of my basic duties and responsibilities as an FEU Faculty, listed here in this document, and do solemnly swear to carry out these duties and responsibilities to the best of my abilities.

As an FEU Faculty/Educator my basic duty is to facilitate the learning and assess the performance of the FEU student in a manner that student-centered, fair, and professional. It is also my basic duty to update myself in my field of specialization which is also the field in which I teach, create and revise the learning materials I use and employ a variety of teaching methodologies in order to encourage creative and critical thinking in the student. I will carry out this duty in a manner that is mindful of the fact that I serve as a model of ethics, impartiality, diligence, clarity in thinking, and professionalism to the FEU student.

Given this, I will adhere to the following specific guidelines:

1. that the classroom and FEU in general are places where the student experiences professionalism and transparency through the

- ✓ scholarly treatment of the subject matter of the class;
- ✓ foregoing of the sharing of personal details or narratives irrelevant to the subject;
- ✓ assurance that the teacher is interested in the learning and progress of the student;
- ✓ understanding that there will be fair assessment based on the skills and knowledge acquired in the class; and
- ✓ guarantee that tasks that involve additional costs other than what is specified in the syllabus (collection of fees for photocopy, purchase of books or other items in exchange for a grade, assignment to view a play or eat at a restaurant or purchase of a tool, etc.) will not be assigned;

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- ✓ constant discussion of the nature of and reason for class requirements and their relation to the learning outcomes of the student;
- ✓ adoption of a stance towards students that is both “firm and affirming;”
- ✓ provision of proper feedback on performance throughout the semester, and the maintenance of the policy individual records being accessible to the pertinent student;
- ✓ insurance that the policy on data privacy is fully respected.

2. that the classroom and FEU in general are places where the student feels safe and free from humiliation, coercion, and harassment through the

- ✓ use of language that does not make fun of a student’s abilities, appearance, and behavior;
- ✓ use of language that is not offensive, foul, vulgar, and obscene;
- ✓ use of an appropriate tone at all times and the avoidance of a loss of temper;
- ✓ full respect for their religion, way of life, sexuality, and beliefs;
- ✓ maintenance of an atmosphere devoid of any sexual insinuation directed toward a particular individual; and
- ✓ maintenance of professional distance from the student.

3. that the university focus on student-centered learning is fully understood and imbibed; that the policy on grading and assessment is strictly followed; that the university emphasis on research and extension is recognized as integral part of the education process and actively pursued.

4. that other university administration work is carried out efficiently and professionally through such activities as the

- ✓ insurance of the accuracy of class lists and records;
- ✓ submission of precise grades on time and the securing of faculty clearance;
- ✓ participation in university committee work (such as library, accreditation, community extension, etc.).

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Signature and Date

