



College of Fine, Performing and Communication Arts
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SUPPLEMENTARY GUIDELINES FOR THE INSTRUCTIONAL PROCESS

Faculty Presence on Campus

Collegiality is important to modern, efficient, and practical university operations. A culture of collegiality requires faculty members to be regularly available on campus for direct communication with colleagues and students, not only for instruction and guidance but also for matters of faculty governance. To begin with, *teaching schedules, whether for face-to-face or online courses, are an administrative prerogative of the Chair*. Best practice for *additional* regular weekly presence on campus for full-time faculty members includes:

1. Meeting and interacting informally with students and colleagues to facilitate operational affairs.
2. Maintaining and posting appropriate office hours (full-time faculty).
3. Mentoring and providing references for students.
4. Mentoring tenure-track colleagues.
5. Participating in faculty meetings and departmental committees (full-time faculty).
6. Participating in teaching, salary, and performance reviews committees (full-time faculty).
7. Other instruction-related activities as considered necessary by the Chair.

Faculty Respect for Students

When speaking with students, faculty members are expected to be respectful and choose their words and tone carefully, particularly when assessing their work. Recommended best practice regarding respectful interaction with students include:

1. Listening to students—and hearing them.
2. Using positive language, avoiding sarcasm.
3. Providing corrective feedback in ways that encourage student effort.
4. Acknowledging student improvement.
5. Using language that defuses difficult situations.
6. Using language respectful of gender identity and cultural differences.

Faculty-Student Interactions

Pedagogy in the fine and performing arts sometimes necessitates direct physical interaction with students. Instruction in dance, acting, stage movement, and musical performance

technique, for example, regularly employs instructive physical contact to supplement verbal instructions. Such contact may also create opportunities for misunderstanding.

According to the WSU statement regarding Obligations of Faculty to the Instructional Process, all faculty should “Behave appropriately in dealing with student so as to maintain a scholarly atmosphere.” Consequently, to avoid any potential misunderstanding, recommended best practices for Faculty-Student Interactions include:

1. Asking permission before initiating any physical contact with students.
2. Exercising prudence whenever interacting with students outside of formal university contexts and ensuring that all such interactions remain professional.
3. Avoiding situations or contexts that could be misinterpreted, such as meeting with students alone or behind closed doors; commenting on a student’s looks, appearance, or attire; or making statements that may have personal or sexual connotations.
4. Being aware that social media, emails, and text messaging—beyond what is required for coursework or departmental activities—may be seen as overly intrusive and personal.
5. Being cautious about initiating or participating in any conversations about a student’s personal relationships or relational status.
6. Being aware that profanity or other language lacking tact or taste does not inspire successful interaction. By the same token, using overtly gender-based or sexual language or inferences could lead to a circumstances of sexual harassment.

Wayne State University’s policy on sexual harassment addresses “unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature.”* That is to say, intimate relationships between faculty members, students, and colleagues may potentially develop into or be interpreted as circumstances of sexual harassment. Thus, it is further recommended that faculty members always seek to maintain professionally appropriate relationships with students, staff, and other faculty members.

Reporting

To be protected against risk, best practice to inform the Chair about any incident involving Title IX, Academic Misconduct, Non-Academic Misconduct, or issues of Personal Wellbeing.

- TITLE IX: Wayne State University faculty and staff are considered responsible employees and are obligated to promptly report incidents of sexual misconduct. If the complainant is a WSU student and the matter involves an allegation of sexual discrimination or sexual misconduct, the complaint must be reported to the Brandy Banks, Title IX Coordinator, at (313) 577-2268, brandy@wayne.edu.
- ACADEMIC MISCONDUCT: Plagiarism, cheating, falsification of information, general classroom misbehavior. Best practice is to submit an [Academic Misconduct Report](#) or contact David Straus, Dean of Students, at 313-577-1010 davidstrauss@wayne.edu.
- NON-ACADEMIC MISCONDUCT: Alcohol, disorderly behavior, drugs, harassment, physical violence, or other behavior prohibited by university policies, rules, and

regulations. Best practice is to submit a Non-Academic Misconduct Report to David Straus, Dean of Students, at 313-577-1010 davidstrauss@wayne.edu.

- PERSONAL WELLBEING: Behavior that is concerning, risky, disturbing, distressing, or potentially harmful to him/herself, others, or the community. Best practice is to submit a Student Care Report to David Straus, Dean of Students, at 313-577-1010 davidstrauss@wayne.edu.

Admissibility of Students to Classes

Wayne State's Registration policy states "A student may not attend any class for which he/she is not officially registered."[†]

Consensual Relationships

The term "consensual relationship" denotes active, clear and voluntary agreement by a person to engage in intimate activity with another person. Faculty members should be aware that consensual relationships that are appropriate in other circumstances carry inherent risks when they occur between a faculty or staff member and student or another faculty or staff member. Such relationships can lead to material conflicts, are prone to the appearance of exploitation, can lead to a perception of favoritism, and can jeopardize the assumption of trust and integrity essential to a university environment. Moreover, even though such relationships may begin and remain consensual, they can easily be characterized later on as non-consensual, thus leading potentially to sexual harassment situations.

* https://oeo.wayne.edu/pdf/wayne_state_university_sexual_harassment_statute.pdf

† <http://bulletins.wayne.edu/graduate/general-information/records-and-registration/#text>