




University Provost  
Office of the Provost

## MEMORANDUM

**TO:** Academic Deans, Departments Chairs, Faculty

**FROM:** Charles F. Zukoski   
Provost and Executive Vice President for Academic Affairs

**DATE:** July 7, 2015

**SUBJECT:** Faculty Obligations and Responsibilities

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We are all responsible for ensuring that our undergraduate, graduate, and professional students receive the highest quality education. To that end, it is important to reiterate specific teaching obligations and responsibilities of our faculty.

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 2015 - 2016 academic year obligation for faculty will commence on August 24, 2015 and will conclude on May 21, 2016.** 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 2015 semester is as follows: December 14 - 21, 2015. For the Spring 2016 semester it is May 9 - 14, 2016.**

Finally, 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.*”

Thank you for your efforts on behalf of all UB students. Best wishes for a productive and rewarding semester.

cc: A. Scott Weber, Senior Vice Provost for Academic Affairs  
John Ho, Vice Provost for Graduate Education and Dean of the Graduate School  
Robert Granfield, Vice Provost for Faculty Affairs