

MEMORANDUM FOR RECORD

SUBJECT: Faculty Responsibility

1. The primary responsibilities of Army-Baylor MHA/MBA Program faculty are teaching, research, and service. Additional duties and/or assignments may be provided by the Program Director or Command/Tasking authorities as required.
2. Teaching is dually the core program competency and prime requirement. High quality teaching is the primary responsibility of each faculty member. Teaching loads are determined by the Program Director based on the needs of the Program and its students. Faculty members are expected to turn in final semester grade reports in a timely fashion. All Army-Baylor MHA/MBA Program faculty members are expected to be committed to the professional development of students and assist students as needed through academic and career advising services.
3. The Army-Baylor MHA/MBA Program mission outlines a requirement to achieve and maintain excellence in Research. Consequently, the Army-Baylor MHA/MBA Program endeavors to develop research products that provide substantial contributions to the body of knowledge in Management and Health Administration. These research products will be appropriate for publication consideration in the most prestigious academic journals in the field. Faculty research supports and enhances educational processes and outcomes and contributes to faculty development and collaboration.
4. All faculty members are expected to contribute to student development and service through teaching, mentoring, and academic advising. Service can be broadly interpreted to include service to the profession, university or the community at large. Service might involve participation in organizational governance or the activities of professional societies and organizations. Senior faculty are also responsible for developing junior faculty into effective teachers, guiding scholarly pursuits, and mentoring their professional development.
5. The faculty members are evaluated by the Program Director and the priorities, responsibilities, and assessments are consistent among faculty members. The link to the Program's faculty evaluation policies is CAC-enabled and not accessible by non-military affiliated personnel:
<https://intranet.tradoc.army.mil/sites/medcoe/Home/SitePages/home1.aspx>. Military officers will receive an officer evaluation report or equivalent. Government civilian

professors will receive an annual performance report in Defense Performance Management and Appraisal Program.

6. The Army Baylor Program does not offer tenure track. The Army Baylor Program faculty are auxiliary faculty members under an affiliation contract.

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Program Director