



OFFICE OF THE PROVOST

MEMORANDUM

TO: Undergraduate Teaching Faculty

FROM: Randall G. Basinger, Provost
William G. Strausbaugh, Vice President for Information Technology/Associate Provost

RE: Important Policy Reminders for J-Term & Spring Term

DATE: January 8, 2020

ACADEMIC CALENDAR

Please note the following from the [2019-2020 Academic Calendar](#):

- Thursday, April 16, 2020, Service Day – no day classes
- Tuesday, May 5, 2020, classes follow Thursday course schedule

FACULTY RESPONSIBILITIES

USE OF CANVAS All faculty must publish their courses in Canvas, orient students to their course site, upload the syllabus as an accessible file (.pdf), and post additional resources in the site as appropriate. Additionally it is recommended that faculty use the gradebook in Canvas. The Syllabus section of this memo tells you how to name the file when you upload it.

- Deans, chairs, and program directors need on occasion “view” access to Canvas courses. Deans by default have view access to all courses in their school. Chairs and program directors must request view access. This view access includes viewing course content, discussions, announcements, analytics, usage reports, and student submissions. Access beyond this can be given should a need to know arise.
- In order to control access to courses and maintain copyright integrity, published Canvas courses will become unavailable to students about a month after the date when grades are due at the end of the semester. Those courses that faculty would like students to be able to access can allow students to continue to view or view and participate by unchecking the appropriate boxes in the Course Settings.
 - If a faculty member would like to allow students to view the course then uncheck “Restrict students from viewing the course after the end date.”
 - If students should be able to view and continue to participate then uncheck both “Restrict students from viewing the course after the end date” and “Users can only participate in the course between these two dates”.

CLASSES The College’s current official policy (*Community of Educators Handbook 8.20*) and continuing expectation requires faculty members to meet all of their assigned classes during the semester. In particular, no classes should be cancelled in the days preceding Spring or Easter breaks. Per our current policy, students should expect to spend two hours outside of class for each 50 minutes spent in class (*Community of Educators Handbook 8.17*). Activities within the learning management system should not be considered as meeting, substituting for, or counting toward meeting classroom instruction time or required class meetings. Feel free to make effective use of forums, discussion threads, and other online activities as part of your courses via the

learning management system as you deem necessary and are able. However, these techniques may not replace the hours of in-class instruction time or meetings required of each faculty for an assigned course. These online techniques should only be counted as part of faculty and student expectations for the hours spent outside of class.

CONTRACTUAL TIMELINE AND RESPONSIBILITIES Ranked Faculty (Term-Tenure Track Faculty, Clinical Track Faculty, and Lecturers) are under contract from the Monday of the week prior to the beginning of fall classes through the week after commencement (August 26, 2019 through May 22, 2020). Since Ranked Faculty are under contract one week prior to the beginning of fall classes and through the week after commencement, they are required to be present for professional responsibilities, such as Department meetings, School meetings, General Education development sessions, Community of Educators/School/Department retreats, etc. during this time-frame.

ATTENDANCE Ranked Faculty are not required to be on campus and have no official responsibilities during summer break and student recesses including: Mid-fall recess, Thanksgiving recess, Winter recess, J-Term recess, Spring Break recess, and Easter recess.

ABSENCES As stated above, all faculty members are expected to meet all of their assigned classes.

- If a faculty member must be absent from a class to attend a professional conference or fulfill another institutional/professional responsibility, he/she is responsible to plan for the work of such a class during the absence and submit such plans in writing in advance to the Department Chair. Department Chairs are responsible to report their absence in writing in advance to the School Dean.
- When illness or some emergency unexpectedly prevents a faculty member from meeting a class, the School Dean's Assistant should be notified as promptly as possible for classes beginning after 8:00 a.m. If the School Dean's Assistant is not available, notify the Department of Safety. For classes beginning at 8:00 a.m., notify the Department of Safety.

INSTITUTIONAL SERVICE Beyond the responsibility of meeting with classes, Ranked Faculty have responsibilities related to institutional service (e.g., advising, department meetings, committee meetings, search committees, etc.).

- If a Ranked Faculty member is not teaching any courses in a given term (e.g., J-Term), he or she is expected to meet his or her other on-campus professional responsibilities unless the faculty member is on an approved leave or fulfilling an off-campus institutional/professional responsibility.

COMMUNITY OF EDUCATORS EXPECTATIONS All full members of the Community of Educators are required to march in Convocation and Commencement and to attend May Development Week activities. Any request for an excused absence must be approved by the respective School Dean.

SEMESTER AND FINAL EXAMS

- The semester and final exam periods are an important and integral part of the semester. **The exam schedule is set by the Registrar's Office each semester. Faculty members should follow the published schedule.**
- Faculty members are required to conduct a significant evaluative experience/exam or some other educative experience during this time. Faculty should design their courses in a way that preserves the integrity of finals week. Minimally, this means that faculty should (1) be cautious about the amount of work they assign students in the week prior to finals week, and (2) schedule final exams or other semester-ending experiences during finals week.
- Students are expected to attend their final exam period at the scheduled time. Any student having more than eight credit hours of final examinations in one day may request a change in his/her final schedule. All requests for change must be submitted to the instructor using the Request for Final Examination Change form (available via the Registrar's Office). It should be noted that travel arrangements are not sufficient reason for exceptions to the exam schedule. All student requests for rescheduling exams must be submitted to their instructor at least one week prior to the first day of final examinations. Exams will be rescheduled at a time mutually acceptable to both the instructor and the student.

CALENDAR/SCHEDULE COORDINATION

All employees are expected to use their Outlook calendars to assist with scheduling meetings in a timely fashion. [Internal Communication Policy, College Council, May 16, 2006]. If you have problems with Outlook, please contact the ITS Help Desk at ext. 4444.

SYLLABI

The College must retain copies of syllabi for each course taught to insure that degrees and transfer credits are recognized by other institutions; that we are in compliance with regulations established by the state and federal governments; and that we comply with any requirements of higher education organizations and accreditors. All faculty must upload the course syllabus as a PDF to their Canvas course in the Files section. **You may name the file as you prefer, as long as the name ends with syllabus.pdf** Three examples that follow this rubric include "Syllabus.pdf", "CSC181syllabus.pdf", and "Fall2018syllabus.pdf".

COURSE SCHEDULE

Print a copy of your schedule to include classes, office hours and regular committee meetings and place it on your office door to communicate your schedule and availability to students.

EMERGENCY CLOSING PROCEDURE, GRANTHAM CAMPUS

Attached is a copy of the J-Term and Spring Term Emergency Closing Procedures.

MISCELLANEOUS

Policy: For safety, security, and institutional and personal liability purposes, the default or typical condition of all office and workspace door windows will be clear and free of any covering.

It is recognized that the occasional need for a workspace buffer may arise. In keeping with the policy, such coverings should be temporary in nature and removed promptly as soon as the task is completed.

c. School Deans, School Dean Assistants, Department Administrative Assistants