

FACULTY RESPONSIBILITIES AND COURSE EXPECTATIONS

ARTICLE NUMBER: 430

LAST APPROVED: May 6, 2019

REFERENCE: D030

PURPOSE

The general content of a course or academic program must be described with reasonable accuracy in catalogs and other written documents available to students. Faculty must state, in writing or by electronic means, the course content and outcomes. This material must be given (or otherwise made available) to the students at the first class meeting.

A. Classroom Behavior

Faculty may establish additional reasonable rules for classroom behavior and must articulate such rules as part of the other course materials provided to the students. In the absence of any such written expectations, the expectations outlined in the Student Code of Conduct shall apply.

B. Collaboration Among Students

Unless otherwise specified, students may not collaborate on individually graded material. Faculty are encouraged to provide collaborative learning opportunities but must state, in writing or by electronic means, the limits of assistance permitted between and among students in a course assignment or academic evaluation.

C. Instruction Responsibilities

Unless otherwise stated, students are expected to be prompt and regular in attending classes, turning in assignments on time and in taking exams when scheduled. Faculty may establish additional rules for attendance and make-up exams and must articulate these clearly in writing. Faculty must be prompt in meeting their scheduled classes, be available for appointments with students at designated times, be well prepared for classes, and be fair and prompt in grading class assignments and tests. The scheduled final examination period must be used for final examinations in the class or other instruction.

Factors such as race, creed, color, religion, sex, age, national origin, disability, political beliefs or personal relationships must not be considered in matters of academic evaluation, academic assignments, or classroom procedures. If a faculty learns personal information about the student (religious and political views, sexual orientation, etc.) during the progress of the course, he or she must not share such information with the other students nor should such knowledge influence the evaluation of the student. Additionally, all college employees—

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including faculty and staff—must abide by the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act affords students certain rights with respect to their education records. While FERPA is guaranteed, all faculty, and school employees, are mandated reporters and must report all known, or suspected abuse and violence following accepted procedures and while ensuring personal, and student, safety.

Full time faculty are required to make time available for student conferences through regularly scheduled office hours. Office hours should be convenient to both students and the faculty with the opportunity provided for prearranged appointments. Available office hours should be communicated to students and should be posted on the faculty member's office door and syllabus. Adjunct faculty are asked to assist student's in-line with the adjunct faculty job description.

Faculty are required to meet their classes regularly and at scheduled times. In case of illness or emergency, the Office of Instruction must be notified and arrangements should be made to have another staff member instruct the class or promptly notify students of cancellation. Classes may not be canceled for the convenience of the faculty. When a faculty knows in advance that he or she will miss a class, arrangements must be made to have the work of the class continue, either by arranging for a substitute instructor, by scheduling an examination for that day, or by providing some alternate work assignment for the students as approved by the Vice President of Instruction and Student Services.