

August 28, 2013

MEMORANDUM FOR: All Faculty, Deans, Department Chairs, and Program Directors

FROM: Mohammad A. Karim,
Provost and Executive Vice Chancellor
for Academic and Student Affairs

SUBJECT: Faculty Instructional Responsibilities

The following are guidelines for course procedures. I encourage you to make use of the guidelines when preparing for and teaching your courses. These guidelines iterate certain basic practices that promote meaningful educational experiences, which most faculty members carry out as a matter of course. They are listed here to reaffirm their importance to our students, the faculty and the University.

OFFICE HOURS

All full-time faculty must schedule, post and keep regular office hours. A minimum of four hours per week is required, not less than one hour per day on three separate days. Additional office hours should be scheduled by appointment. In particular, faculty members should be available during course registration period to meet with their advisees to discuss course selection and progress toward degree completion. Part-time lecturers must make themselves accessible to students outside of class hours for discussion of course-related issues.

COURSE SYLLABI

Faculty members are expected to provide a syllabus for each course that they teach. The syllabus should be available no later than the day of the first class meeting. Please see the attached for suggestions about the content of syllabi.

Faculty teaching a course approved for a University Studies requirement are reminded that the course Master Syllabus serves as a guideline to meet the intended goals of the course. Faculty teaching these courses should be familiar with the Master Syllabus and should base their own course syllabi on it. Most importantly, course syllabi should include the learning outcomes for that University Studies Cluster requirement, and they should include the assignments described in the Master Syllabus, or alternatives that are equally effective at teaching and assessing the learning outcomes. To check whether your course meets a University Studies requirement, please visit the Approved Courses page: <http://www.umassd.edu/universitystudies/approvedcourses/>. To obtain a copy of the Master Syllabus, or for other questions, you may contact Doug Roscoe, Director of General Education (droscoe@umassd.edu).

All faculty who plan to use SafeAssign plagiarism detection software in their courses must notify their students of this in writing, preferably by a statement in the course syllabus. For instructions on the use of this software and required student notification please go to: <http://www.umassd.edu/cits/id/mycoursesfaculty/onlinelearning/plagiarismdetectionservices/>

The SafeAssign service is accessible through the myCourses learning management system (Blackboard).

MISSED CLASSES

The Department Chair must approve all planned absences for legitimate professional or personal reasons in advance. In such cases, the instructor is responsible for arranging makeup classes or for providing alternative instructional activities. When an illness or unforeseen emergency results in the cancellation of a class, the instructor should notify the Chair (and the Department Secretary) as soon as possible and arrange for notices to be posted informing students of the cancellation. In the event of an extended absence of the instructor, the Chair is responsible for arranging continuing instruction in the course.

FINAL EXAMINATIONS

Faculty members have the obligation to restrict the administration of final examinations, if required, to the official examination period, which for fall semester 2013 is Wednesday, December 11 through Tuesday, December 17. Please note that Tuesday, December 10 is a Study Day. **Final examinations should not be administered during the last week of classes or during the study period, nor on the Study Day.** The Academic Calendar for the fall 2013 semester is available on the UMass Dartmouth website: http://www1.umassd.edu/calendar/academic_calendar/

GRADES

Faculty members are required to submit their grades through COIN grade rosters 72 hours after their assigned exam time. Submitting final grades on time is critical for student success. The Registrar cannot designate the Academic Standing of students without all course grades being posted. Students who are on Academic Warning, Academic Probation, or Academic Dismissal are also in jeopardy of losing their financial aid awards if appropriate appeals processes do not occur in a timely manner.

LOCATION OF CLASS

Faculty cannot move their class to a new room without the approval of the Registrar and should notify the department Chair and the department secretary of any room change. Faculty cannot permanently move a class that is scheduled to be taught on campus to an off-campus location without the approval of the Dean.

Thank you for your cooperation in supporting and adhering to these practices.