MEMORANDUM FOR: All Faculty, Deans, Department Chairs, and Program Directors  
FROM: Mohammad A. Karim, Provost and Executive Vice Chancellor for Academic and Student Affairs, Chief Operating Officer  
SUBJECT: Faculty Instructional Responsibilities  

Each year I send out the following guidelines for course procedures. This year I am supporting the Chancellor’s recent communication by adding a reminder about the importance of respect and civil discourse on this campus. We are an academic community, and as such, we have an array of opinions on all topics under the universe. We have the right to express ourselves. We also have the responsibility to conduct ourselves in a fashion that best models how differing opinions can be expressed in fruitful, non-hurtful discussion and debate. As a University, we help our students learn to examine their perceptions, analyze situations and information, and communicate effectively. We must hold ourselves to this same standard. We will not always agree with one another; but we must always be respectful of one another.

I encourage you to make use of the following 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/resourcesforfaculty/mastersyllabi/](http://www.umassd.edu/universitystudies/resourcesforfaculty/mastersyllabi/). To obtain a copy of the Master Syllabus, or for other questions, you may contact Doug Roscoe, Director of General Education (droscoe@umassd.edu).

The following statement regarding Title IX information has been reviewed by the Faculty Senate in spring 2015 and is recommended to be included in each course syllabus:

> The purpose of a university is to disseminate information, as well as to explore a universe of ideas, to encourage diverse perspectives and robust expression, and to foster the development of critical and analytical thinking skills. In many classes, including this one, students and faculty examine and analyze challenging and controversial topics.
If a topic covered in this class triggers post-traumatic stress or other emotional distress, please discuss the matter with the professor or seek out confidential resources available from the Counseling Center, [http://www.umassd.edu/counselling/](http://www.umassd.edu/counselling/), 508-999-8648 or - 8650, or the Victim Advocate in the Center for Women, Gender and Sexuality, [http://www.umassd.edu/sexualviolence/](http://www.umassd.edu/sexualviolence/), 508-910-4584. In an emergency contact the Department of Public Safety at 508-999-9191 24 hrs./day.

UMass Dartmouth, following national guidance from the Office of Civil Rights, requires that faculty follow UMass Dartmouth policy as a “mandated reporter” of any disclosure of sexual harassment, abuse, and/or violence shared with the faculty member in person and/or via email. These disclosures include but are not limited to reports of sexual assault, relational abuse, relational/domestic violence, and stalking. While faculty are often able to help students locate appropriate channels of assistance on campus, disclosure by the student to the faculty member requires that the faculty member inform the University’s Title IX Coordinator in the Office of Diversity, Equity and Inclusion at 508-999-8008 to help ensure that the student’s safety and welfare is being addressed, even if the student requests that the disclosure not be shared.

For confidential counseling support and assistance, please go to [http://www.umassd.edu/sexualviolence/](http://www.umassd.edu/sexualviolence/)

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/](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 EXAMINATION SCHEDULE**

Faculty members have the obligation to restrict the administration of final examinations, if required, to the scheduled examination period. [http://www.umassd.edu/policies/activepolicylist/academicaffairs/policyonfinalweektestingandfinalexams/](http://www.umassd.edu/policies/activepolicylist/academicaffairs/policyonfinalweektestingandfinalexams/)

The exam schedule for the fall semester 2017 is December 12 through December 18: [http://www.umassd.edu/media/umassdartmouth/registrar/pdf/Fall_2017_Final_Exam_Schedule_5-15-17-1.pdf](http://www.umassd.edu/media/umassdartmouth/registrar/pdf/Fall_2017_Final_Exam_Schedule_5-15-17-1.pdf)

*Please note that Monday, December 11 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.*

**GRADES**

Faculty members are required to submit their grades through COIN grade rosters 72 hours after the last exam day, December 18, 2017. 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.