MEMORANDUM FOR: Interim Dean and all UMass School of Law Faculty

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

SUBJECT: Faculty Instructional Responsibilities

UMass School of Law Faculty Handbook comprehensively states the 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. They are listed here to reaffirm their importance to our students, the faculty and the University.

OFFICE HOURS
All full-time faculty are expected to schedule regular office hours. UMass School of Law Faculty Handbook, Academic Regulations & Procedures: VII. Faculty Availability

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. UMass School of Law Faculty Handbook, Academic Regulations & Procedures: III. Course Requirements.

The following statement regarding Title IX information 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/, 508-999-8648 or - 8650, or the Victim Advocate in the Center for Women, Gender and Sexuality, 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/
All syllabi should demonstrate that the course work and associated out-of-class work meets the federally mandated course credit hour requirement:

Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks [includes exam week] for one semester or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

MISSED CLASSES
All planned absences for legitimate professional or personal reasons must be approved in advance. When an illness or unforeseen emergency results in the cancellation of a class, the instructor should notify the LEC as soon as possible and arrange for notices to be posted informing students of the cancellation. Consistent with the UMass Law Credit Hours Policy (see UMass School of Law Faculty Handbook, Appendix C), time lost due to cancellation of classes must be made up. In scheduling make-up classes, instructors shall make certain they are not creating conflicts with the schedules of their students, other instructors, or the Academic Support Program. Instructors shall notify the LEC of the date and time of rescheduled classes. UMass School of Law Faculty Handbook, Administrative Regulations & Procedures: XI. Class Cancellations & Make-Up Classes

FINAL EXAMINATIONS
A written examination shall be given at the end of the semester in most courses. UMass School of Law Faculty Handbook, Academic Regulations & Procedures: V. Examinations

GRADES
Grades are determined and assigned by instructors according to the definitions indicated in the faculty handbook. UMass School of Law Faculty Handbook, Academic Regulations & Procedures: VI. Grades & Grading

LOCATION OF CLASS
Faculty cannot move their class to a new room without the approval of the associate dean. UMass School of Law Faculty Handbook, Administrative Regulations & Procedures: VIII. Class Scheduling

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