January 5, 2015

MEMORANDUM FOR: Dean, Associate Deans, 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.

MISSED CLASSES
All planned absences for legitimate professional or personal reasons must be approved 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 LEC as soon as possible and arrange for notices to be posted informing students of the cancellation. 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.