

January 19, 2024

TO: All Faculty, Deans, Department Chairs, and Program Directors

FROM: Ramprasad Balasubramanian, Provost and VC for Academic Affairs

SUBJECT: Faculty Instructional Responsibilities

I encourage you to make use of the following information when preparing for and teaching your courses. These guidelines describe best practices that promote meaningful educational experiences. Each semester, these guidelines and expectations are distributed to reaffirm their importance to our students, the faculty, and the University.

OFFICE HOURS

All full-time faculty members must schedule, post, and keep regular office hours. A minimum of four office hours per week is required, at least one hour per day on three separate days. Additional office hours should be scheduled by appointment. A combination of in-person and remote office hours is authorized for the spring semester of 2024, contingent on the department chairperson's assessment that using some remote office hours is appropriate. In particular, faculty members should be available during course registration periods to meet with their advisees to discuss course selection and progress toward degree completion, which may require additional hours and availability at that time. Part-time lecturers must make themselves accessible to students outside of class hours to discuss 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 [Guidelines for Syllabus Development and Content](#).

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 base their own course syllabi on the Master Syllabus. 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: <https://www.umassd.edu/universitystudies/resources-for-faculty/master-syllabi/>. For questions on the Master Syllabus, please contact Dr. Doug Roscoe, Director of General Education (droscoe@umassd.edu).

ROSTER VERIFICATION (due February 12th)

To comply with federal regulations, it is imperative that the Registrar's Office is notified of students who never attended nor participated in course activities to determine their status at the university. An email with the details of what counts toward participation will go out soon, and faculty will be asked to complete their roster verification from February 5th through February 12th. Timely submission is critical to be in federal compliance and to avoid student billing and financial aid issues.

MID-SEMESTER PROGRESS INDICATORS (due March 8th)

To help students understand their standing and progress in a course, faculty are strongly encouraged to submit mid-semester progress indicators by the requested deadline. This is especially critical in lower division courses (100 and 200-level) so students can meet with their advisors and make informed decisions about course withdrawals and planning for courses in subsequent semesters.

FACULTY MISSING 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 providing alternative instructional activities. When an illness or unforeseen emergency results in the cancellation of a class or change in class modality for any given day, the instructor should notify the Chair (and the Department Administrative Assistant) as soon as possible and arrange for notices to be posted informing students of the cancellation or change in modality. In all cases, the Chairperson should keep the Dean informed on all faculty absences. In the event of an extended absence of the instructor, the Chair is responsible for arranging continuing instruction in the course. As per the Blended Teaching Policy, faculty are expected to adhere to their published modality and teaching schedule. Any deviations from that schedule should also be reported to the Chair and College/School Dean.

FINAL EXAMINATION SCHEDULE

Faculty members have the obligation to restrict the administration of final examinations to the scheduled examination period. <https://www.umassd.edu/policies/active-policy-list/academic-affairs/policy-on-final-week-testing-and-final-exams/>

The exam schedule for the Spring 24 semester is May 2nd through May 8th:

<https://www.umassd.edu/media/umassdartmouth/registrar/pdf/Spring-2024-Final-Exam-Schedule.pdf>

Please note that Tuesday, May 1, is a Study Day. Final examinations may not be administered during the last week of classes or on Study Day.

OTHER IMPORTANT DATES

Monday, January 22 nd , 2024	First Day of Classes
Monday, January 29 th , 2024	Last day to add, drop, or audit
Monday, February 12 th , 2024	Roster Verification due
March 8 th , 2024	Midterm Progress Indicators
Friday, April 12 th , 2024	Last Day to Withdraw from a course
April 16 th through April 30 th , 2024	Student Ratings Available to Students
Tuesday April 30 th , 2024	Last Day of Classes
48 hours after last day of classes or final	Last Day for Incomplete request to be filed
Final Grades Due	72 hours after the final exam

GRADES

Faculty members are required to submit their grades through COIN grade rosters within **72 hours after the course's last class or final exam.** **THIS INCLUDES GRADE ENTRY FOR THESES, DISSERTATIONS, INDEPENDENT STUDIES, ETC.** Submitting final grades on time is critical for student success, financial aid, establishing academic standing, and degree certifications. The Registrar cannot process 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. Student ratings will not be released to faculty until 95% of university-wide grades are submitted for the semester.



LOCATION OF CLASS AND MODALITY

Faculty may not move their class to a new room without the approval of the Registrar. Faculty seeking a room change should contact their Chair and/or Dean's Office, who will contact the Registrar. Faculty shall not change the course offering modality without the Dean's approval.

Thank you for your cooperation in supporting and adhering to these practices. I wish you the best for a productive semester.