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

FROM: Michael Goodman,
    Acting Provost and Vice Chancellor for Academic Affairs

SUBJECT: Faculty Instructional Responsibilities

I encourage you to make use of the following guidelines when preparing for and teaching your courses. These guidelines describe 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. Due to current and expected health conditions and the recommendation to physically distance, virtual office hours are authorized for the spring semester of 2022 where Department Chairs determine it to be appropriate. In person office hours may be held at the faculty member’s discretion provided all safety protocols are observed. 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.

The “Omnibus Language for Syllabi” was developed by the Faculty Senate’s Student Faculty Academic Affairs Committee (SFAAC) and approved by the full Senate in AY18/19. The purpose of this new language is to make it easier for faculty to comply with prevailing federal regulations and accreditation requirements. Toward this end, a dedicated link on the Provost’s website has been developed that contains the approved language in order to allow faculty to either copy and paste the full text in its entirety into their syllabi, or to include a link directing students to the page instead if they prefer. This link can be found at: https://www.umassd.edu/provost/resourcesforfaculty/syllabus-language/. You are strongly encouraged to include this language in all your course syllabi. Doing so will not only ensure we are in compliance with regulatory requirements, it will also assist our students in clearly understanding our academic policies and their rights and obligations.

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: https://www.umassd.edu/universitystudies/resources-for-faculty/master-syllabi/. To obtain a copy of the Master Syllabus, or for other questions, you may contact Dr. Doug Roscoe, Director of General Education (droscoe@umassd.edu).

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 Administrative Assistant) 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. [https://www.umassd.edu/policies/active-policy-list/academic-affairs/policy-on-final-week-testing-and-final-exams/](https://www.umassd.edu/policies/active-policy-list/academic-affairs/policy-on-final-week-testing-and-final-exams/)

The exam schedule for the spring semester 2022 is April 29 through May 5: [https://www.umassd.edu/media/umassdartmouth/registrar/pdf/Spring-2022-Final-Exam-Schedule.pdf](https://www.umassd.edu/media/umassdartmouth/registrar/pdf/Spring-2022-Final-Exam-Schedule.pdf)

*Please note that Thursday, April 28, 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 though COIN grade rosters 72 hours after the last exam day, May 5, 2022. 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 Administrative Assistant 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.