AHSS Faculty Teaching Expectations (January 2013)

Teaching is a core responsibility of faculty members, who bring expertise, experience, and efforts of many kinds to bear in developing the knowledge, skills, and creativity of our students. The duties listed below cannot begin to account for the high-level, sophisticated engagement of faculty in teaching; they reflect basic expectations relative to current policies.

1. Teach assigned courses.

2. Select and order course materials and books in a timely manner. Faculty should make every effort to ensure that materials are available to students on the first day of class.

3. Develop syllabi, course schedule, readings, and other basic materials required for the course before the first scheduled class meeting, including a list of student learning outcomes. All courses should be set up with a digital form of delivery in place (e.g., Blackboard) so that course material can be delivered in the case of emergency closures, etc. Performance-based and studio courses will require additional planning.

4. Conduct and appear on-time for all scheduled class meetings.
   a. Cancellation of single class meeting:
      Faculty, who must, for serious personal or professional reasons, cancel a class meeting are responsible for ensuring an alternate and timely delivery of course materials to enrolled students.
   b. Notification of single class cancellation:
      Faculty who cancel class meetings on short notice must notify enrolled students via e-mail of the canceled class meeting. Faculty are required to notify the director and/or department chair as well as the departmental or school administrative assistant. A cancellation notice will be placed on the classroom door for enrolled students by the department.
   c. Serious absenteeism may result in disciplinary action.

5. Maintain regular office hours at reasonable times on campus, offer appointments for students who have serious impediments to coming to office hours, and stay in contact with enrolled students.

6. Use appropriate measures of student performance and provide timely feedback to students.

7. Hold final exam during stated final exam time or, in the case of classes that conclude with final papers, have them due during the course’s designated exam time.

8. Complete assessment of courses (e.g., course/instructor evaluation) according to the policies and procedures in place, as well as the assessment of course-level student learning outcomes that may also contribute to program-level assessment (e.g., your unit’s program assessment or University (e.g., Common Curriculum or DU Student Learning Outcomes).

9. Submit course grades by stated University deadlines.

10. Graduate students enrolled in our programs must be able to progress toward the completion of requirements such as comprehensive exams and thesis/dissertation defense. Faculty members who serve as committee members and advisors for graduate students must advise and assist them, including providing feedback on dissertation and thesis drafts, even while on sabbatical. Colleagues are encouraged to work together in order to ensure coverage for each other so that this burden is reduced as much as possible for members on leave without impeding the progress of candidates toward degree completion.