

Classroom Visiting

Privileges

Visitors to the campus may, with the prior written consent of both the Provost/Vice President for Academic Affairs, academic dean, department head or director, and the instructor of the class, visit specific classes in session. Such visitors should, of course, have valid reasons for attending classroom sessions and must refrain from interrupting or otherwise interfering with normal classroom routine.

Visiting Lecturers

An instructor who wishes to invite off-campus lecturers to appear before his/her class should make prior arrangements with the department head at least one week in advance where feasible. If additional information is requested, the instructor should provide in writing to the department head the invited lecturer's name and the subject of the presentation, the class(es) to which the presentation will be made, along with the date(s), time(s), and place(s), of the on-campus lectures.

Faculty sponsors of student organizations are responsible for approving off-campus speakers who appear before such organizations.

Office Hours, Grading and Attendance Policies, Texts and Syllabi

Faculty must post and keep office hours. As a rule, faculty who teach a full load of courses should schedule no fewer than ten hours per week for at least three days each week, accommodating students on both the MWF and TTh schedules. Within the first week of class, faculty must post their syllabus, which includes a course description, their grading policies, and attendance policies, on Moodle or a comparable course management system. A faculty member should provide to the department head a copy of each course syllabus for departmental files. Faculty should place their departmental and/or office phone numbers and e-mail addresses on their syllabi. Those who teach only in the evening must advise students how best to contact them outside of class. The practice of posting grades is governed by the provisions of federal law (the "Buckley amendment") protecting individual privacy. In brief, this law requires that faculty eliminate the possibility of one person discovering another person's final grades. Faculty who post grades must use a method that ensures that others cannot discover them. Posting grades by social security number, even a partial social security number, is not appropriate. Faculty who use Moodle or a comparable course management program may post grades there, as the security of a student's private information is guaranteed.

Faculty are prohibited by the Family Educational Rights and Privacy Act (FERPA) from providing access to or discussing grades of students eighteen years or older with parents or anyone other than the student without the written consent of the student (for exceptions and the full policy, see Document XXXIV).

The selection of textbooks and other course materials is the prerogative of the department and course instructor. Texts are ordered through the Textbook Clearinghouse maintained by the staff at Dupré Library.

Generally a faculty member is discouraged from requiring his/her own text in a course unless there is no viable alternate text available. Should a faculty member derive royalties from the sale of his/her own text, it is expected that those royalties will be put into a departmental account for the use of the department.