NEW FACULTY ORIENTATION
Monday, August 20, 2018

Review of Key University Policies Related to Teaching

PRESENTERS

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John Kilmarx	Associate Vice President for Academic Administration
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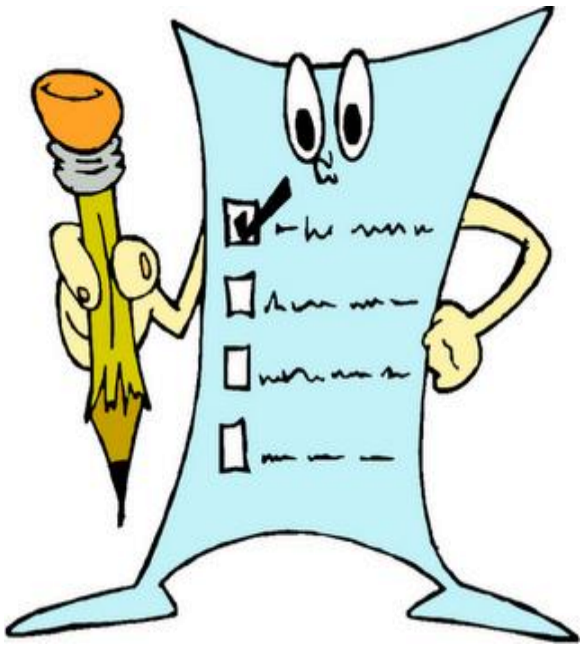
Syllabus Requirements

Ask your department for copies of sample syllabi for the classes you will be teaching, so your individual course syllabi will reflect the purpose, nature, and objectives established for these classes. If a syllabus of record exists for your course, it can be found at

http://www.iup.edu/senate/uwucc/proposals-and-syllabi/

Syllabus Requirements

Your syllabus should describe the course in some detail to those interested in taking it. While each faculty member has the academic freedom to deliver a course in his/her own style, this freedom does not extend to changing the purpose, nature, or objectives of the course.



University Policy on Semester Course Syllabi

Each faculty member shall prepare and distribute a course syllabus, without charge, to each student within one week of the start of the course. The syllabus will be consistent with the course content and catalog description that was approved by the Curriculum Committee of the University Senate for the initial course offering or revision.

University Policy on Semester Course Syllabi

Course syllabi may be distributed in hard copy or electronic versions. The course syllabus is a vehicle of communication to promote student academic planning and to avoid misunderstandings of the course plan and requirements." (p.31, 2018-2019 Undergraduate Catalog)

http://www.iup.edu/registrar/catalog/

University Policy on Semester Course Syllabi

It is recommended that each syllabus include

a. the faculty member's name, office location, telephone number, IUP e-mail address, and office hours,
b. an outline of the course content, objectives, and prerequisites, as appropriate,
c. information about any required textbook(s) with title, author, and edition, as well as any other required materials,

University Policy on Semester Course Syllabi

d. information on the determination of grades, including the weight, types, and scheduling of evaluations, other planned requirements, academic integrity, expectations for class participation, and attendance,
e. a statement of policies and/or penalties for make-up exams and late submission of assignments,
f. a statement addressing accommodations for students with disabilities.

Title IX Information

Indiana University of Pennsylvania and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project.

Title IX Information

Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the Title IX Coordinator (724-357-3402, title-ix@iup.edu), the Office of Human Resources (724-357-2431), the Office of Student Conduct (724-357-1264), and University Police (724-357-2141).

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: http://www.iup.edu/socialequity/policies/title-ix/

Course Packet Information

Course packets can be produced at:

1. The **Co-op Copy Center** (724-357-3831);
In the Co-op Store in the Hadley Union Building (HUB):
https://www.iupstore.com/copy-center

2. **Copies *Plus*+** (724-465-2679); 1052 Oakland Ave. (across from the Oak Grove):
http://copiesplususa.com/

3. **Pro-Packet Copies** (724-357-8402) located at 1176 Grant St.: www.pro-packet.com

Office Hours

Information regarding office hours can be found in the APSCUF Faculty Collective Bargaining Agreement (CBA) [hard copy or electronically at http://www.apscuf.org/members/contract]

under Article 23, A. 1.c. p.77:

Office Hours

Full-time teaching FACULTY MEMBERS […] shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students.

Teaching FACULTY MEMBERS not defined as full-time, shall maintain a pro-rated number of office hours each week, at a minimum of twenty-five (25) minutes for each workload hour taught, at such days, times and locations as will accommodate the needs of the students.

Office Hours

“The schedule of office hours for each FACULTY MEMBER shall be posted in such manner so as to be easily observed by the students.”

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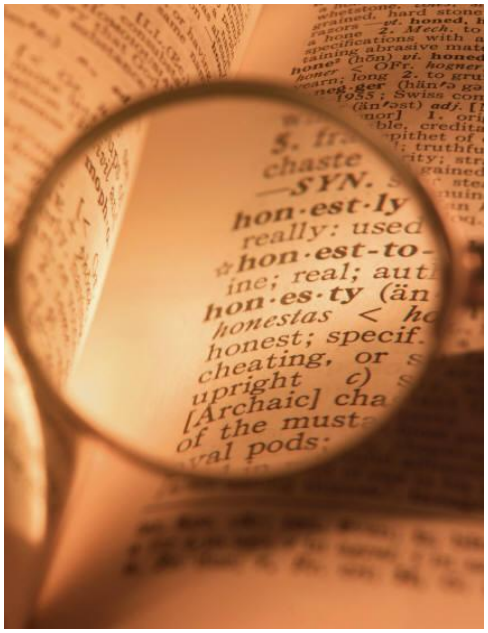
Academic Integrity Policy

IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; […] Academic misconduct may result in disciplinary action, including expulsion from the University.

(p. 38, 2018-2019 Undergraduate Catalog)



Academic Integrity Policy

More extensive information regarding the Academic Integrity Policy can be found at

http://www.iup.edu/registrar/catalog/

(p.38-40, 2018-2019 Undergraduate Catalog).

Also, the Registrar's website has many links to a variety of other interesting topics at http://www.iup.edu/registrar/

Student Conduct

The Office of Student Conduct supports the academic mission of the university by promoting the development of a campus community characterized by reasonable safety and security, responsible behavior, civility, and respect.

It is located at:

Ruddock Hall, Suite G-11

724-357-1264

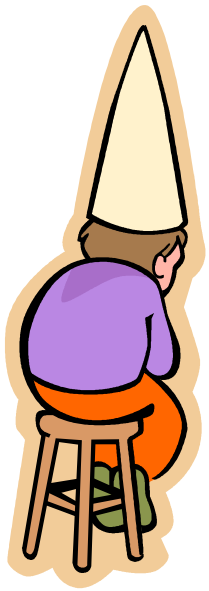
Student Conduct

Through enforcement of university policies and regulations, the office challenges students to take responsibility for their actions; demonstrate respect for themselves, property, and other individuals; and develop skills that will enhance lifelong problem solving, communication, and decision-making abilities.

Student Conduct

The home page of the Office of Student Conduct provides links to Student Behavior Regulations and Policies and Procedures that will be applied, if a student appears to have violated the code of conduct. It can be found at

http://www.iup.edu/studentconduct/



Final Examination Policies

The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore, the instructor may choose an appropriate activity that conforms to course objectives. (p.40, 2018-2019 Undergraduate Catalog) http://www.iup.edu/registrar/catalog/

Final Examination Policies

The terminating activity shall take place only at the time and location assigned by the Office of the Registrar. Unless granted an excused absence, the faculty member responsible for the course must be present to direct the terminating activity. Faculty members may require student participation in the terminating activity.

Fall 2018 Final Exam Schedule:
https://www.iup.edu/news-events/calendar/academic/fall-2018-final-exam-schedule/

Final Examination Policies

Faculty members who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Once the final examination has been set by the Office of the Registrar, changes and absences must be approved by the instructor's dean.

Final Examination Policies

Faculty members are only obligated to offer a makeup in cases where officially scheduled exams are in conflict. Where such conflicts exist […] the following general rules apply:

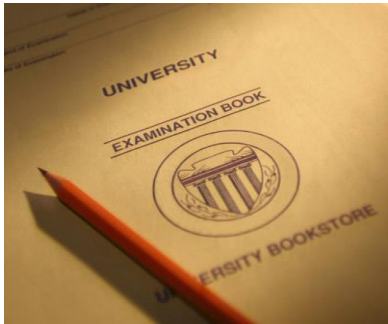
1. The higher-numbered course takes precedence. Thus, a student enrolled in GEOG 102 and ECON 325 would take the ECON 325 exam at the assigned time and the makeup in GEOG 102.

2. If courses in conflict are the same level and number, an alphabetical determination by full name of the department, not its acronym, will be made. For example, a student enrolled in MATH (Mathematics) 350 and MGMT (Management) 350 would take the MGMT 350 exam at the assigned time and a makeup in MATH 350.

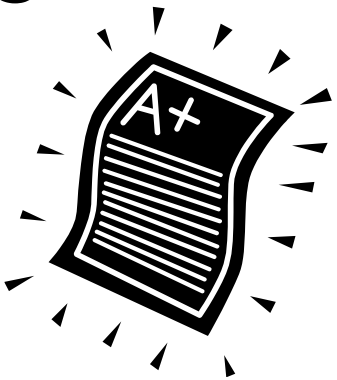
Final Examination Policies

Maximum Number of Exams on One Day/Conflicts

A student may not be required to take more than three final exams on any one regularly scheduled examination day. For any exam over three, a makeup exam must be scheduled by the instructor for the student, at his or her request, into another mutually agreeable regular final examination period. The rules determining conflict resolution (listed above) will determine which exam or exams a student may request as makeups.



Mid-Term and Final Grades



You can enter mid-term and final grades at http://www.iup.edu/myiup/:

- Click on “Sign in to MyIUP”
- Enter your Username and Password
- Click on “Academics”
- Go down to “Grade Management: Enter Grades” and click the option you want
- Now you can access mid term and final grades from the menu and select the appropriate option

Incomplete Policy

The designation of “I” is used to record work, which so far as covered, is of passing grade but is incomplete because of personal illness or other unavoidable reason. Changes of grade to convert designations of “I” must be received in the Office of the Registrar no later than the final day of classes in the next regular (fall/spring) semester after the designation was assigned. If the faculty member does not change the “I” designation using a Change of Grade Form, it will be converted to an F.

Incomplete Policy

In rare circumstances the student and/or faculty member may ask for an extension of the deadline. In this event, the dean of the college in which the course is taught may approve the extension, providing the faculty member concurs. To monitor designations, the registrar shall submit to department chairs routine semester reports of outstanding “I” designations.

Incomplete Policy

Procedure

A faculty member assigning the “I” designation must complete an Incomplete Grade Form with the dean’s office indicating the work to be completed, deadlines for completion (it is not necessary to permit the maximum allowable time), and guidelines to establish a final grade. Copies of the completed form will be sent to the department chairperson, the dean of the college in which the course was taught, and the student receiving the “I” designation.

Incomplete Policy

Upon completion of the course work, or notification by the student that the course work will not be completed, the faculty member must submit a Change of Grade Form to indicate the final course grade.

Receiving an "I" designation in a course means that the course does not satisfy prerequisites.

The Incomplete Policy can be found on p. 32 in the 2018-2019 Undergraduate Catalog http://www.iup.edu/registrar/catalog/

IUP Student Grade Appeal Policy

If a student believes that an improper grade has been assigned, an appeal may be filed only on the following grounds:

1. **Discrimination:** On the basis of race, ethnicity, color, religion, national origin, sex, age, ancestry, disability, gender identity, sexual orientation, veteran status, or political affiliation.
2. **Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. Disagreement with the instructor's professional evaluation is not sufficient by itself for a claim of capriciousness.
3. **Error:** Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

IUP Student Grade Appeal Policy

Procedures of Appeal:

Level I: Informal Resolution

Level II: Appeal Screening

Level II: Appeal Review

Information on the IUP Grade Appeal Policy can be found on p. 36-38 in the 2018-2019 Undergraduate Catalog
http://www.iup.edu/registrar/catalog/

Student/Peer/Chair Evaluations

Information regarding peer, chair, and student evaluations can be found in the APSCUF Faculty Collective Bargaining Agreement (CBA) [hard copy or electronic version] at http://www.apscuf.org/members/contract

under Article 12, C. 1.b. (1) and (2), p. 28.:

Student Evaluations

(1) Student evaluations in all classes during the fall of the year of evaluation for tenured FACULTY, and twice each academic year in all classes for probationary non-tenured FACULTY. An instrument for student evaluation of FACULTY shall be developed by local APSCUF, the University management, and the appropriate student government body as designated by the President, and approved by local APSCUF and the University management at local meet and discuss.

Student Evaluations

The Office of Human Resources provides links to APSCUF Side Letters and Agreements at: https://www.iup.edu/humanresources/labor-relations/side-letters-and-agreements/apscuf-side-letters/

There is a specific link with detailed information on the currently used Student Evaluation Instrument at https://www.iup.edu/humanresources/labor-relations/side-letters-and-agreements/apscuf-side-letters/student-evaluation-instrument-for-classroom-courses/

Peer/Chair Evaluations

(2) Peer evaluations by the department evaluation committee and the department chairperson, including evaluations of classroom visitation. There shall be at least two (2) such classroom visitations each semester by the department evaluation committee, and one (1) such classroom visitation each year by the department chairperson for all non-tenured FACULTY. For all tenured FACULTY in the year of evaluation, there shall be one (1) such classroom visitation each semester by the department evaluation committee and one (1) such classroom visitation during the year by the department chairperson.

Peer/Chair/Student Evaluations

Prior to putting a classroom visitation evaluation in writing, there shall be a discussion of the observations with the FACULTY MEMBER. These evaluations shall not displace nor diminish the importance of other evidence of the degree to which the FACULTY MEMBER'S responsibilities have been met during the evaluation period. The department evaluation committee shall designate the manner in which peer evaluations will take place.

Sample Peer Evaluation Form

PEER EVALUATION OF CLASSROOM VISITATION

Department of Foreign Languages

Instructor _____ Course _____

Date/Time _____ Observer _____

Checklist of Application of Instructional Principles

__X__ = Yes, I observed this behavior. _____ = No, I did not observe this behavior.

A. Preparation for Class:

1. Shows evidence of effective planning. _____

2. Clarifies class objectives for students. _____

Sample Peer Evaluation Form

B. General Instructional Principles:

1. Presents information or lectures in a coherent manner. _____
2. Monitors teaching and adjusts to students' needs. _____
3. Uses an effective class pace. _____
4. Allows questions and comments. _____
5. Interacts well with students. _____

Sample Peer Evaluation Form

C. <u>Principles of Foreign Language Teaching:</u> (brief narratives)

1. Describe how all students are actively involved in learning:

2. Describe the nature of target language use in the classroom (e.g., input at level appropriate for students? sufficient amount of TL use? accurate language?)

3. Describe the variety of techniques (e.g., use of technology, role plays, visuals):

4. Describe how culture is integrated into the lesson:

Sample Peer Evaluation Form

CLASSROOM EVALUATION NARRATIVE

APSCUF?
What's that?

APSCUF

ASSOCIATION OF PENNSYLVANIA STATE COLLEGE & UNIVERSITY FACULTIES

Our organization represents more than 6,000 faculty and coaches who have devoted themselves to providing top quality higher education for Pennsylvania students. We invite legislators, students, members and the media to learn more about our organization and what we stand for.

www.apscuf.org

www.iupapscuf.org

What do we do?

- Official voice in shared governance of the FACULTY and COACHES
- Negotiate collective bargaining agreements to establish salary, benefits, and other working conditions
- Provide protection in support of academic freedom within a framework of academic responsibility