FACULTY EXPECTATIONS

Ohio Valley University deeply appreciates the contribution made to its academic program by part-time faculty members. At a Christian university, faculty members have a particular responsibility to be models of all that is good and honorable at the University. Part-time faculty members are expected to uphold the quality of Christian education. Please:

1. Adhere in word and deed to the Christian ideals of the university.
2. Meet each class session as scheduled except in case of illness or emergency, with a system in place for communication and work to continue if you must be absent (Sakai, Cengage, e-mail).
3. Notify the College Dean in case of illness or emergency, so classes can be notified.
4. Do whatever possible to enable absent students to make up work for missed classes.
5. Begin class on time and hold class for the scheduled period, neither keeping students overtime nor dismissing early, except in rare circumstances. The first class meeting is particularly crucial and should meet for the period, as should those classes on the day before a holiday.
6. Take attendance and report frequent or excessive absences to the Office of Student Life, so that students who miss class may be contacted and helped.
7. Distribute course policies in writing during the first week of the term. The policies should include course expectation (e.g., policies about missed exams, late work, behavior, food in the classroom, etc.), the methods by which grades will be assigned (including the number of exams and papers and their relative weight), and the attendance policy (including any impact on the student’s grade).
8. Connect learning and assessment activities to course learning outcomes, including your strategy through which students earn points/credit for in-class participation, as opposed to giving points just for attendance. A final grade focused in the content has integrity because it is a true indicator of each student’s knowledge and achievement.
9. Acquaint students with course objectives, making sure the course content is consistent with the catalog description.
10. Inform students in writing of where, when, and how you may be reached.
11. Return examinations and papers in a timely manner, within one week whenever possible.
12. Avoid criticizing the University, its policies, or other faculty members anywhere, especially in front of students.
13. Spend instructional time on matters related to the course learning outcomes.
14. Give tests that are fair and that cover the most important aspects of the unit and course as stated in your course objectives. Give a comprehensive final or appropriate evaluation at the scheduled time during Final Exam Week.
15. Treat students with respect. Avoid ridicule, abuse, or misuse of any student or group of students.
16. Meet all deadlines set by administrative offices.
17. Contribute to the instructional climate by leaving the classroom clean and straight. Close windows.
18. Make a concerted effort to stay current in your academic discipline, especially in the areas addressed in your course(s).
19. Prepare fully for every class and teach in a competent, professional manner.
20. Return all materials, textbooks, and keys to your College Dean by the end of Final Exam Week in each semester.
21. Submit midterm and final grades by the deadlines requested by the registrar.
22. Submit copies of all grade book records to your College Dean as soon as grades are submitted.
23. Use/check the official OVU e-mail for all University business and follow up on messages.
24. In accordance with FERPA laws, do not send personal student information or grades off-campus via e-mail.
I have read and understand the above Expectations of Part-Time Teachers at Ohio Valley University.

______________________________   ________________________
Signature                      Date

______________________________
Print name

Please return signature page to Terri Butterfield in the first week of classes.