

## COLLEGE OF NATURAL AND SOCIAL SCIENCES

### PROCEDURES FOR FULL-TIME FACULTY

#### A. INSTRUCTIONAL RELATED POLICY PROCEDURES

ADDS/DROPS - Please refer to the NSS guidelines for Late Add/Drop forms. Your first class roster will have attachments, which include important deadlines.

OFFICE HOURS - Full-time faculty are required to hold office hours for 20 minutes per unit per week. For example, a 4-unit class would require 80 minutes per week. If you must miss your scheduled office hours, please notify the Department in advance and, if possible, post a note on the door of your office.

FINAL EXAM PERIOD - Your appointment requires that you meet the ten-week class meetings plus an eleventh week for the final examination. Anyone who does not meet the eleventh-week obligation may not be paid that one-eleventh of the designated salary. You must meet your class(es) during final examination week. The final examination timelines are posted in the class schedule. If final exams are to be given at an earlier time than designated, a written request along with all student signatures must be approved in advance by the Department Chair and the College Dean. No term papers or finals from students will be accepted in the Department office.

FINAL GRADE - You will receive your final grade roster during the 10<sup>th</sup> week of instruction. Please complete, sign, and return to the Department Administrative Support Coordinator no later than the requested deadline date. If an "Incomplete" is assigned, an Incomplete Agreement Form must be filled out, signed by the instructor and student, and submitted with the final grade roster to the Department Administrative Support Coordinator at the time the grades are due. If the student is not available, faculty may complete and indicate on the form that the student is unavailable for signature.

B. PROCTORING OF EXAMS - Staff members may not proctor exams including make-up exams.

C. STUDENT OPINION SURVEYS - All probationary and full-time temporary faculty are required to have each class evaluated by the students in those classes. The University provides forms for this evaluation during the 9<sup>th</sup> and 10<sup>th</sup> weeks of classes. A copy of the survey results will be placed in your personnel file.

- D. EVALUATION OF PERFORMANCE - Each spring all full-time temporary faculty must be evaluated by a Department committee. For additional information, see Department Chair. Probationary faculty should consult with Department Administrative Support Coordinator for evaluation deadlines.
- E. ABSENCES - It is imperative that you notify the Department staff when you will not be meeting your class(es) or need to release your class at an earlier time than scheduled.
- F. PAY SCHEDULE FOR FULL-TIME FACULTY – Checks will be distributed by your Department Administrative Support Coordinator on a monthly basis.
- G. SICK LEAVE - You earn sick leave at the rate of eight hours per month.
- H. SEPARATION - University policy requires all faculty who will not be rehired to separate from the University before receiving their final paycheck. The Department Administrative Support Coordinator will provide you with instructions toward the end of your appointment.

*Approved by College Steering Committee 2001*