

Reminders for Faculty

As we think about the flow of the academic year, and welcome new colleagues, it is important to review some of the teaching and class responsibilities that the Bates faculty has adopted through the years.

FOR YOUR COURSES

SYLLABUS:

At the beginning of each course, faculty members should provide a syllabus for students and that it should include the following:

- the general intent, goals, and scope of the course
- the structure of the assignments as far as possible
- the number, timing, and weighing of the examinations
- term papers and their due dates as far as possible
- grading guidelines
- policy for and definition of plagiarism
- office hours and location
- contact information
- the method used to contact the class if a session must be cancelled due to an emergency

GRADING AND REPORTING GRADES:

- Faculty should, if at all possible, provide students with an evaluation of their work in the course or unit before the last day to withdraw from a course.
- According to FERPA regulations, when faculty members return examinations, they must avoid situations in which students have access to the examinations or grades of other students.
- Semester grades are officially reported to students only through Garnet Gateway and cannot be posted publically.

EXAMINATIONS:

- No examinations or quizzes in classes should be given during the last full week of any semester. This provision shall not apply to practical examinations given in laboratory work or to the Short Term.
- One week's notice should be given to students of an examination of an hour's length or more.
- Some advance notice should also be given of any shorter quiz if it has considerable weight in determining the final grade.
- Hour examinations should not be assigned on the first day after a College vacation (i.e., October break, Thanksgiving recess, February break).
- No in-class examinations shall be conducted on either Rosh Hashana or Yom Kippur
- For both regular and final examinations, the Dean of Students Office is available to administer examinations for students certified as having learning differences

FINAL EXAMINATIONS:

- All students are expected to take and all faculty to administer the final examinations at the time scheduled. Faculty may not give final examinations before the time set aside for final examinations.
- It is not within the discretion of the instructor to waive or alter the examination requirement for individual students, or to reschedule the examination for the entire class.
- Students and faculty should not make any travel plans until they have full knowledge of their final examination schedule.

- Requests from individual students to have an exam rescheduled must be made through the dean or associate deans of students. Faculty requests to reschedule for the entire class should be made to the Committee on Curriculum and Calendar.
- The names of students absent from scheduled final examinations are to be reported promptly to the registrar and to the dean of students.
- Academic Administrative Assistants (AAA), formerly called area coordinators, cannot administer regular or final examinations.
- At the discretion of the faculty member and depending on the circumstances, a make-up examination may be arranged with the instructor, unless the examination is specially waived by the Committee on Academic Standing.
- Faculty may decide whether or not to return final examinations to students and need to make their policy clear to students.
- If faculty members do not choose to return examinations, they should make them available for student viewing, provide students with opportunities to discuss the results, and retain exams for at least one year.

STUDENT EXCUSES:

- In case of in-term examinations missed for illness or other excusable reason, the student is expected to get a written excuse from the Dean of Students Office.
- When a student misses a final examination, at the discretion of the faculty member and depending on the circumstances, a make-up examination may be arranged with the instructor, unless the examination is specially waived by the Committee on Academic Standing.

DEFICIENCY REPORTS:

- All faculty members are requested by the Office of the Dean of Students to report any time but at least once a semester any student whose academic work to date falls below C-.

INDEPENDENT STUDY:

- Each department and program may elect to offer "independent study" (360) courses or (s50) units to allow students to pursue individually a course of study or research not offered in the Bates curriculum. For full guidelines see <http://abacus.bates.edu/admin/offices/reg/IndependentStudyForm.pdf>
- Faculty members are not obliged to take on independent study courses.

FACULTY ABSENCES

- Faculty members are expected to meet all instructional obligations at the time and place scheduled. If illness of some other circumstance prevents this, faculty should send an e-mail to the class list serve, if possible, and contact their AAA so that students may be informed.
- In the case of a conflict between a scheduled class and a professional or personal activity, such as attendance at a conference, the faculty member must inform students and the department or program chair well in advance and arrange either appropriate alternative activities or make-up session for missed classes.
- Those who find it necessary, under extraordinary circumstances, to be absent from more than two classes in any one course during a semester should receive approval from the Dean of the Faculty.

WEATHER AND OTHER EMERGENCIES: See <http://www.bates.edu/holding-classes-in-emergencies.xml> and <http://www.bates.edu/emergencies.xml>

- If the College is in session when an emergency is declared, the operating assumption is that *classes continue to be held*. On rare occasions, the administration may declare an emergency so severe that classes are canceled. These announcements are made through a telephone line for such

announcements available to the College community, on the Web site if it is operating, and on local radio and television stations. See the Faculty Handbook for more information.

- Even if classes are not canceled, individual instructors whose travel to the campus would be hazardous, or who, for other reasons, are unable to meet their classes, may decide to cancel their classes and reschedule them at a later date.
- If you see an emergency: immediately leave the area and go to the nearest telephone and call security at extension 6111 or press the red HELP button to initiate an emergency call.

FIELD TRIPS:

- Whenever class trips entail absences from other classes, the instructor must secure advance approval from his/her department or program chair. See the Faculty Handbook for further guidelines.
- Students may not be required to go on field trips if they involve absences from classes in which examinations are scheduled.

OTHER INFORMATION

ENROLLMENT:

- Registration for first year students usually begins during the first week in July after registration for upper class students in March. Often upper class students register for spaces in 100 level courses, leaving no space for incoming students in July.
- In 100 level courses, please leave spaces for first year students by assigning a class mix when completing the GRID in January.
- When courses with a class mix open for add-drops in September, any student can register for the spaces.
- Also consider a class mix for your 100 level courses during winter semester so that first year students will have a certain number of spaces reserved for them.

SCHEDULING:

- Because classes and seminars are regularly scheduled for Tuesday evenings, 7:30-10:30, lectures, films, and other events cannot be scheduled for that time. For detailed information about scheduling, please see the Faculty Handbook, Part 5.3.

TRAVEL:

- Let Human Resources know if you or colleagues conduct research or other faculty business in Ohio, North Dakota, Washington state, West Virginia, or Wyoming, which require that those from outside the state purchase special workers compensation insurance.

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