

Expectations of Full-time Faculty

- Professionalism & Standards of Conduct
- Collaboration
- Respect for all persons, especially support staff
- Involvement in program/department/division projects and planning
- Advising students
- Participation in committees and task forces
- Timely and meaningful feedback to students
- Syllabus is clear with grading requirements
- Respond to student email in two business days
- Assign grades and post to D2L gradebook within one week of posted assignment due date, with the exception of special circumstances
- Refer students to success coach at the first sign of difficulty
- Be present during all posted office hours
- Questions and concerns should go to the Associate Dean/Director first, then to the Dean if unresolved
- Refer to MAHE Contract