UMUC Graduate School
Expectations for Faculty Teaching

This document outlines expectations for all faculty teaching for The Graduate School (TGS). It focuses on online classroom management to achieve UMUC's goal of providing the highest-quality educational experience to its students. Faculty are responsible for upholding and implementing individual program expectations and practices. For guidance or questions regarding faculty expectations, please consult your program chair.

Prior to teaching for TGS for the first time all faculty members are required to:

- Complete New Faculty Academic Orientation (FACDEV 411 available through MyUMUC).
- Know and adhere to established UMUC and TGS policies and procedures:
  - UMUC Policy Manual: http://www.umuc.edu/policies
  - UMUC Stateside Faculty Handbook: umuc.edu/faculty/upload/Stateside_Faculty_Handbook.pdf
- Establish an account with Turnitin.com (http://www.umuc.edu/library/libresources/turnitin.cfm) to which students are required to submit written assignments.
- Implement the approved course syllabus, course materials, and student requirements in their course sections.

One week prior to the first day of class, at latest:

All faculty are expected to provide the following in their online classroom(s):

- A Welcome news post.
- A UMUC email address.
- An up-to-date biography.
- How and when they may be contacted and guidelines for individual consultation.
- A complete syllabus, including grading information and course schedule. Faculty must use the approved syllabus provided by their departments; they may not alter standard information and should consult with the program chair on any changes.
- Complete gradebook setup including all assignment titles, due dates, and weights, totaling 100%.
- Course/class related guidelines including the course introduction, department information, the instructor's preferred file formats, naming conventions for assignment files, and location(s) for assignment submissions.
- An area for introductions where students are able to post and interact with each other informally.
- A location where students can ask questions throughout the term about the course and the instructor's expectations.
Throughout the semester:
All faculty are expected to meet the standards outlined in the following three categories:

1. Communications
   • Correctness – all written communications should be of exemplary quality, free of grammatical and spelling errors, with accurate directions and due dates.
   • Timely responses – issued within 24 hours of student inquiries, to either acknowledge receipt of offer full reply.
   • Timely notifications – to students and program chairs in advance of on-site or online absences.

2. Best Classroom Practices
   • Provide for student diversity (learning styles, cultures, professional and academic experiences) by using a variety of teaching tools and strategies such as lectures, written discussions, interactive exercises, and media-based content along with actively managing the weekly discussions.
   • Bring professional expertise and experience into the classroom in terms of the substance and currency of both course content materials and discussions.
   • Build use of library resources into class assignments through use of reserved readings and/or research assignments, and promote student use of UMUC’s Information and Library Services (umuc.edu/library/).
   • Organize class activities to take place primarily asynchronously in the online classroom, not by email or phone.
   • Be visible and active in the classroom several times a week to let students know you are involved and attentive. Activities should include the following:
     • Post an updated class news post at least weekly.
     • Post course content materials according to course schedule.
     • Facilitate discussions actively to promote critical thinking, community-building, and idea and experience sharing.
     • Remain aware of all students’ activity levels and privately contact students who are not participating actively. Report no-show students to the Director, Student Relations.

3. Grading and Feedback
   • Provide the assessments (assignments and exams) from the approved syllabus for the course to ensure that students can adequately demonstrate knowledge and skill in the subject.
   • Clearly state the criteria or create rubrics to manage student expectations regarding grading of all course requirements, including assignments, projects, and class participation.
   • Follow TGS grading policy as specified in each course syllabus.
   • Use the grade of B as the benchmark to indicate that a student has demonstrated competency in the course subject matter.
   • For all graded assignments, provide timely written or audio feedback that acknowledges
strengths and offers recommendations for improvement and growth, as well as a numeric grade on a 100-point grading scale.

- Post all grades promptly in the online classroom gradebook, even if hard copies are being returned in face-to-face classes. Return feedback and numeric grades in a timely manner that allows students to apply feedback to the next assignment.
- Contact your program chair if you suspect academic dishonesty or plagiarism in student work.
- Faculty may provide alternate due dates or assignments for students who have evidence of extenuating and unforeseen circumstances that led to missing a deadline for graded work.
- Faculty with students who have been granted an accommodation by the Office of Accessibility Services must comply with the terms of the accommodation notice. Further information is available at http://umuc.edu/students/support/accessibility/.

At the end of the semester:
- Students must request status of “Incomplete” prior to the end of a term. Grant the status sparingly and only in compliance with guidelines.
- Submit final grades via the MyUMUC faculty portal within 72 hours of the last day of class (post all grades; changes may be submitted up to 10 days later).
- Contact your program chair with any grading questions or issues.