

## **The College of Wooster Expectations of Faculty**

Faculty members are expected to abide by the Teaching Responsibilities as outlined in the Faculty Handbook. (See Faculty Handbook, Section 7b.) Below are some specific issues chairs might like to highlight.

1. **Teaching Load:** The normal teaching load for tenure track faculty is 5.5 courses per year, including lab assignments and Independent Study assignments. Visiting faculty are expected to teach 6 courses per year.
2. **Course Assignments and Departmental Scheduling:** Course assignments are discussed at the time of hiring and specified by the job description. Instructor's preference and strengths will be considered in assigning classes, meeting times, and room assignments. It is also important, however, that courses be offered over a range of times to maximize offerings for students, thus not all scheduling preferences can be met.
3. **Availability to Students:** As a residential liberal arts campus, it is important that faculty be on campus and available to students beyond the in-class teaching hours.
  - a. **Office Hours:** Faculty are expected to post and meet regular office hours.
  - b. Faculty are expected to be on campus for a sufficient amount of time to be available to students across a range of times and meet committee and departmental obligations.
  - c. Faculty must be present during final exam week and for Commencement.
  - d. **Classes before Holidays:** Faculty may not cancel classes on the days preceding a break, as this may encourage students to miss other classes.
4. **Teaching Responsibilities:**
  - a. **Major Graded Assignment:** In order to insure that students receive prompt feedback in courses before the deadline to drop a course, faculty legislation requires that faculty return at least one major graded assignment to students by the end of the 6<sup>th</sup> week.
  - b. **Final Exams:** A final exam or integrating assignment is mandatory in all classes. No more than one-half of the final grade may come from a single assignment, and final exams are to be given only at those times scheduled for each particular class. No final exams are to be given during the last week of classes.
  - c. **Grade Submissions:** Grades must be submitted at the times announced by the Registrar. This is particularly important for seniors in their last semester. If a faculty member leaves campus before the submission of grades, he or she must leave contact information.
  - d. **Course Evaluations:** All full-time faculty members are required to submit two sets of course evaluations per year.
5. **Departmental Responsibilities:** The successful operation of each department or program depends on the activities and cooperation of all members. To achieve this, department/program chairs may designate departmental tasks for each faculty member to take responsibility for. It is the responsibility of each department member to attend department meetings and share in the operation of the department or program.
6. **Independent Study:** Faculty supervising Senior Independent Study are expected to schedule approximately one hour per week of meeting time for each advisee.
7. **Tenure Policy:** Criteria to be used in evaluation for tenure are discussed with each faculty member at the beginning of the initial period of hire.