

The Faculty Affairs Committee of the Indiana University Northwest Faculty Organization approved this April 2014.

Expectations for Visiting Full-time Faculty

Full-time appointment to a Visiting Faculty position at IU Northwest entails the acceptance of responsibility to the University for the variety of learning activities.

All Visiting Faculty are accountable for meeting the following responsibilities during the academic year (and, if under contract, in the summer) as authorized by the Board of Trustees, President of the University, Chancellor, Vice Chancellor for Academic Affairs, Dean and their respective Department Chairs. Department Chairpersons, in *consultation* with the Dean, determine and assign all faculty obligations and responsibilities. These responsibilities include:

A. Teaching approximately 9-12 credit hours per semester (depending on ancillary activities assigned by Academic Unit) during the academic year, with appropriate adjustment during summer sessions as determined by the Chair in consultation with the Dean. This shall include the following:

1. Meeting all scheduled class and examination periods, including scheduling appropriate make-up time for any class or examination periods that might be missed during the course of a given semester. If absence from class becomes necessary, the faculty member must notify the department chair at the earliest possible opportunity and, unless in extreme emergency, prior to the beginning of the class to be missed. Course assignments must be planned so that no examinations or quizzes are given during the 15th week of classes. The only exceptions are laboratory examinations.

2. All assigned courses are to be conducted in accordance with the bulletin description, the current course outline, and stipulations of the department chair.

3. Faculty are required to use the course management system for IU, to keep a gradebook as well as post and grade assignments, share resources, etc.

4. Faculty must use the IU-FLAG system for mid-term roster verification as well as reporting students who are struggling academically, have poor attendance, etc.

5. Participation in the student evaluation process in accordance with established policies and procedures.

6. In consultation with the appropriate department chair, provide to all students in each course taught, and to the appropriate department chair, a syllabus. All syllabi should include at a minimum the professor's contact information, office hours, course outline, grading policy, absence policy and reading list. The syllabus must be approved by the Department Chair/Director or assigned faculty mentor in advance of distribution to students.

7. Submission of all grade reports, within the established timelines. In particular, final grade reports must be submitted on time.

B. Availability on campus for interactions with students.

C. Maintaining regularly scheduled office hours each week during the semester, as determined by department needs.

D. Use IU email address for communication with students and other faculty and staff at IU Northwest.

E. Participation in required department meetings and service responsibilities as assigned by the Department Chair/Director.