

RESPONSIBILITIES OF PART-TIME FACULTY in ALBRIGHT'S TRADITIONAL PROGRAM

This document is a brief description of the responsibilities of part-time faculty members of Albright College. More information on faculty responsibilities can be found in the [Albright Faculty Handbook](#) and on the [Academic Affairs webpage](#).

A. Contact Information

Faculty are expected to provide Human Resources and the department chair contact information (address, telephone numbers, etc.) and inform Human Resources and the department chair of any changes.

B. Use of Technology

Faculty are expected to be familiar with, and utilize, College technology, including [Moodle](#), the College course management system. Information and training on Moodle is provided by the College [library](#).

Faculty are expected to use their Albright account for College business. When communicating with students via email, faculty must use the student's official College email address to facilitate student's use of that email address, which is used for all official College business and announcements. Faculty are also reminded to check email for daily communication. All faculty are subscribed to the FacultyMail and AllNet email distribution lists.

C. Teaching Responsibilities

1. Demonstrated Teaching Excellence

Faculty should demonstrate teaching excellence, as defined in the [Faculty Handbook](#) (section IV.B.5.a-b) as follows:

a. Classroom

An excellent teacher demonstrates thorough and current knowledge of the subject matter and uses that knowledge to effectively engage and challenge students. An excellent teacher is an effective communicator, using clear and organized presentations that are appropriate to the level of the course and making effective use of the class time. Creativity and innovation in the design and presentation of course material, where such creativity or innovation improves interest in the class assignments and aids in the students' grasp of the material presented, is one manifestation of excellent teaching. Excellent teachers personally demonstrate the qualities of active, enthusiastic seekers in their disciplines. Setting rigorous academic standards for students and creating an environment where students are motivated to do their best work are important to the excellent teacher. An excellent teacher teaches at a variety of curriculum levels. Fairness and impartiality in evaluation and grading are essential.

b. Attitude Toward Students

An excellent teacher enjoys teaching and shows care and respect for students and the student experience, and promotes a positive learning environment. An excellent teacher

is enthusiastic and conveys that enthusiasm to students. While maintaining high expectations and demanding student effort, an excellent teacher recognizes when students have difficulty mastering the material presented, offers help to individual students who seek help and privately suggests the value of such help to students who appear to be struggling with the course but have not sought help. Providing positive feedback and constructive criticism and not being threatened by student questions and disagreement are important characteristics of an excellent teacher. An excellent teacher creates a scholarly environment where students are encouraged to think for themselves and develop their critical and analytical abilities.

The Albright faculty collaborates with staff and administration to offer strong support resources to students. When a student shows sustained poor performance or appears to have a concern that may be impeding academic progress, faculty are expected to submit a web-based [Student At-Risk form](#). Completed forms are distributed to the appropriate division for action. The name of the person submitting the form is not shared with the student. For urgent concerns, contact the Dean of Students office or Public Safety immediately.

2. Class Size

Classes must have at least 10 students to run except with permission of the Provost. All part-time faculty course assignments are contingent upon sufficient enrollment.

3. Class Attendance

Faculty are expected to attend assigned classes for the full time allocated for the full duration of the semester.

Faculty should limit class absences, including those for professional reasons. Planned absences need permission from the department chair and should be noted on the course calendar in the syllabus. Faculty are responsible for class coverage and accommodations for work missed.

In the event of an unanticipated absence, the instructor should contact the department chair and the building secretary and an appropriate notice should be posted for the students.

4. Assignments

To meet regulatory guidelines, course assignments requiring approximately two hours homework for every hour in class should be required of students in all courses. It is recommended that assignments be varied to accommodate different learning styles, evenly distributed throughout the semester, and include assignments that not only meet the learning objectives for the particular class but also for the department and [college general education goals](#). For first-year students especially, it is imperative that sufficient assignments and feedback be given early in the semester. Also, multiple assignments rather than a few large assignments (e.g., only mid-term and final exams) are helpful to first-year students, who need early and continual feedback about their standing in the course. Every course that does not meet for four hours per week must have a fourth hour of quality assignment. This requirement is explained at <http://www.albright.edu/sloan/Fourth%20Hour.html> .

5. Grading

Course Grading. All members of the faculty bear an immediate responsibility to the students and their academic advancement and welfare. Faculty are expected to establish and maintain high academic standards and requirements and should not succumb to grade inflation.

Assessment criteria should be clearly stated on the course syllabus and every effort should be made to return graded assignments within two weeks of the due date. Assessment should provide sufficient feedback for student improvement, especially in the area of writing, and the opportunity should be afforded the student to meet with the faculty member for additional comments.

Faculty must follow practices of fairness and objectivity when assigning student grades. Course grading should be the result of careful evaluation of a student's academic performance in a class and be consistent with documented assessment criteria. The course syllabus must contain a clear statement of the weighting of each assignment and how a final grade is computed. Grades are confidential and can only be shared with someone with a legitimate educational interest. Neither personal interest nor curiosity is a legitimate reason to share grades and other personally identifiable information. Students must waive their right to have that information shared with their parents or legal guardian. Information on those waivers is available from the Registrar and the Office of Student Affairs. The Family Educational Rights and Privacy Act (FERPA) is described at <http://www.albright.edu/academics/registrar.html#ferpa> .

Final Exams. All faculty are expected to give final examinations in all courses, except those that clearly focus upon end-of-term writing requirements or laboratory reports. Instructors are to follow the prescribed schedule for final examinations issued by the Registrar. Under no circumstances should faculty schedule a final examination or final project prior to the onset of the final exam period.

Midterm grades. Midterm grades must be submitted for all first year students and for upper class students who are performing unsatisfactorily (a grade of D+ or below). Faculty are expected to submit their midterm grades to the Registrar by the deadline specified.

Final Course Grades, Graduating Seniors. In the spring semester, final course grades for graduating seniors must be submitted to the Registrar earlier than other final grades, according to deadlines set by the Registrar. This deadline must be met in order to permit the prompt review of students' academic standing for graduation.

Final Course Grades, Underclass Students. Final course grades for all underclass students must be submitted to the Registrar within one week after the course's final examination. This deadline must be met in order to permit the prompt review of students' academic standing each semester.

For one calendar year following the completion of a course, faculty shall maintain appropriate records of student performance in the course as evidence in support of the assignment of the final course grades. In the event of separation from the College, faculty shall leave such records with the Department Chair, who shall retain them for one calendar year.

6. Syllabi

Syllabi should be submitted to and approved by the department chair prior to the first class. During the first class of every course, the faculty member will distribute a syllabus which should include: a) *title, name, time and location of course*, b) *instructor contact information and office hours* c) *course description*, d) *learning objectives*, e) *readings and other course materials*, f) *number and type of assignments*, g) *course schedule*, and h) *methods of evaluating student performance, including point distribution*. Syllabi should also describe an attendance policy and any potential impact on course grading. For courses meeting three hours per week, a statement on the fourth hour of quality is required (see item 4 above). Statements regarding the college policy on academic dishonesty, learning disability accommodations, and instructor expectations for student conduct are strongly encouraged. Templates of [sample syllabi statements](#) on such issues and academic support resources are available on the [Academic Affairs website](#).

Electronic syllabi must be submitted to provost@albright.edu no later than one week after classes begin. When submitting syllabi, submit either a Word or PDF document with the following naming convention: course prefix, course number, semester, faculty last name (e.g., ENG101F10cacedo).

It is expected that faculty continually revise and update course material.

7. Office Hours

Part-time faculty are required to hold one office hour per week for every course they teach. Faculty should be accessible to students, colleagues and other members of the community for face-to-face appointments, telephone calls and email.

8. Evaluations

Course Evaluations. All faculty will participate in regular course evaluations. Faculty should provide adequate class time for students to evaluate the class and follow [evaluation procedures](#) as approved by the faculty. The results of these evaluations will be given to the chair of the department, who will then share and discuss with the part-time faculty member.

Peer and Department Chair. One observation by the department chairperson will be done for each part-time faculty member in his or her department at least once each year. Chairpersons will discuss the results of the teaching observations along with the student evaluation results with the faculty member.

D. Academic and Other Policies

Faculty should become thoroughly familiar with the [academic policies](#) of the College and must adhere to them, as well as hold students accountable for adherence to these policies as well.

Support of Multi-faith Community. As a Church-related school, Albright College recognizes and respects the right of persons to believe in and observe the religious tradition of their choice. In keeping with this respect for religious faith and practice, faculty are expected to support student observance of the major religious holidays of the student's faith tradition. Further, the College allows that the legitimate observance of major religious holidays shall not result in any penalty to the student for missing class nor shall the student's absence for such observation be counted toward allowed absences in a course. It shall be incumbent upon the student to notify in advance her/his teachers of an intended absence and to make arrangement for the completion of any missed work.

E. Compensation and Benefits for Part-time Faculty

Policies regarding compensation and benefits for part-time faculty can be found in [section XI of the Faculty Handbook](#).

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