

Shawnee State University

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| AREA: | FACULTY PERSONNEL | POLICY NO.: | 2.01 |
| | | ADMIN. CODE: | 3362-2-02 |
| | | PAGE NO.: | 1 OF 2 |
| | | EFFECTIVE DATE: | 9/30/91 |
| | | RECOMMENDED BY: | A.L. Addington |
| SUBJECT: | FACULTY RESPONSIBILITIES | APPROVED BY: | |

1.0 Grading

- 1.1 In-course grading criteria should be clearly formulated by the instructor, and these criteria should be explained to each class at the beginning of the course.
- 1.2 All work performed by students in the course (including oral participation where appropriate) should be seriously considered and evaluated; written work should be returned promptly.
- 1.3 The instructor should provide opportunities for review of grades in order that students may understand the reasons for particular grades and obtain guidance toward improvement.

2.0 Tests and Examinations

- 2.1 The instructor should make clear the materials to be covered on any quiz or examination.
- 2.2 The instructor should make clear whether the test will be primarily objective, essay, or a combination of objective and essay questions.
- 2.3 The instructor should promote good writing practices by requiring the students to adhere to standard educated English (e.g., acceptable grammar, sentence structure, and organization).
- 2.4 The instructor must supervise quizzes and examinations to prevent students from cheating.
- 2.5 The instructor should not post grades. Posting grades can be considered an invasion of the student's privacy even if the instructor has taken steps such as using social security numbers to give students anonymity.

3.0 Records

- 3.1 The instructor is responsible for maintaining adequate records of student performance in courses.
- 3.2 The instructor is responsible for keeping adequate records of course content and assignments.

4.0 Course Outline

A course outline should be distributed to each student during the first week of classes for each quarter. This course outline should be given to the appropriate Division Chair or Dean no later than Friday of the second week of classes. The outline should consist of the following: name of the course, hours of lecture and lab, textbooks and required readings, objectives or goals, attendance policy, grading policy, and any other statements which will be helpful for the student's successful completion of the course. Depending on the nature of the course, an instructor may also want to provide the students and the appropriate Division Chair or Dean with a list of daily activities and assignments. This list can be done in abbreviated form in the course outline, or an instructor may choose to write a more extensive course syllabus to accompany his or her outline.

5.0 Selection of Textbooks

- 5.1 The selection of textbooks is primarily the responsibility of the instructor teaching the course, but selections should be made in consultation with the Division Chair or Dean who has the responsibility for approving and processing the textbook request forms for transmittal. Any major text for a course should be adopted for a minimum of two years, but this regulation does not apply to topical paperback book selections used for supplemental reading in the course.
- 5.2 The book request forms for a following quarter should be completed and forwarded no later than the fourth week of the preceding quarter.