Important Reminders for Full-time and Part-time Liberal Arts Faculty
Academic Year 2010/2011

Textbooks
Unless otherwise indicated, all faculty teaching in all disciplines and modes (except CIL) are expected to submit textbook orders electronically using eOptions by the designated deadlines.

Keys
Ann Kenny, Administrative Assistant Fine & Applied Arts, submits key requests automatically for the entire Liberal Arts Division. If you have questions, please contact her at x2048.

Syllabi/Directories
Course syllabi are due electronically to Liberalarts@cod.edu by the end of the first week of the term. Directory Sheets (full-time faculty only) are due electronically to Cathie Walker at walkerm@cod.edu before the start of the term.

Class Rosters and Mid-Semester Verification
Faculty may now check class rosters via myACCESS. Faculty should check rosters carefully to ensure that all students are appropriately registered. Students who do not appear on the course roster should be referred to the Registration Office immediately. Under no circumstances should students who are not registered properly be allowed to remain in the class. At mid-semester, faculty will be asked to verify registration and are expected to comply with verification deadlines.

Grade and Attendance Sheets
Faculty are required to submit to the Division Office all grades and attendance for the term. Grade and Attendance Forms are due electronically to Liberalarts@cod.edu on the day that final grades are due to Records. The Records office determines the date that the final grades are due. Final Grade Sheets will also be submitted electronically via myACCESS to the Records Office.

Email, Voicemail, Mail, and Blackboard
Faculty are required to check email and voicemail regularly for important communications from the College and for regular communication with students. Blackboard may also be used to communicate with students registered in your class. Faculty are expected to adhere to the college’s policies regarding electronic communications. Faculty should also check campus mailboxes on a regular basis.

Final Examinations
Final Examination dates for each class are published in the class schedule and on the college web site. Final Examination periods must be used for an exam or other culminating activity. Faculty are encouraged to remind students of final exam dates and to schedule holiday plans accordingly.

Emergency Procedures
Faculty are expected to familiarize themselves with emergency procedures and evacuation routes, as posted in every classroom. Faculty are strongly encouraged to take a few minutes at the beginning of the term to review with students emergency evacuation routes. In the event of an emergency, faculty should be prepared to instruct students on the appropriate course of action to be taken. To report an emergency situation on Main Campus, contact the College of DuPage Police Department at 942-2000; to report an emergency situation at one of the Regional Centers, dial 911.
Copies

Faculty should take advantage of the copy facilities on line. Submit your request on the form at http://www.cod.edu/dept/staffservices/copy.htm and your copies will be delivered to your mailbox. Please know your new 16-digit GL number. If you have questions, please contact the division office.

Course Caps

Course caps are intended to maximize the learning experience of students, help manage faculty workload, and ensure a safe and comfortable learning environment. Faculty are discouraged from adding students to a class beyond the course cap. In some disciplines, if past experience indicates that there will be some attrition in a class, faculty may admit one or two students beyond the cap. Check with the Associate Dean for more information about course caps in individual disciplines.

Absences

An appropriate classroom activity should be scheduled for every class period. If an instructor must miss class, the instructor should call the division office and indicate the current assignment and the assignment for the next class meeting. If you will be absent from class or will not be in your assigned classroom during your scheduled class period, please contact the Division Office at 942-2047. Leaves may not be taken during the first or last week of the semester or immediately preceding a vacation period or holiday without express permission of the Associate Dean.

Adjunct faculty will receive three (3) contact hours at full pay per academic term for sick/personal leave for each course taught. In addition, adjunct faculty will receive two (2) contact hours at full pay for sick/personal leave for each course taught in the summer.

Note: Contact the division for specific absence policy regarding assignments that are less than a full term. With prior approval of the appropriate Dean, qualified persons may substitute for faculty members in the event of absence.

Incompletes

Incompletes may be granted to students who have performed for most of the semester at a passing level (“C” or better) and who, for reasons beyond their control, are unable to complete a course within an academic semester. Incompletes should be rare occurrences and should not be granted to students who cannot document extenuating circumstances. Faculty are required to submit an incomplete contract and should consult with the Associate Dean prior to granting an incomplete.

Classroom Etiquette

Classrooms should be left in the condition in which faculty would expect to find them: furniture should be arranged appropriately, blackboards should be erased, and technology and other equipment should be moved to the perimeter of the room. Faculty should take into account the acoustic limitations of classrooms and adjust volumes accordingly. Students should be discouraged from eating and drinking in classrooms.

Students with Disabilities

http://home.cod.edu/studentservices/special or call 630/942-2154