

Expectations for Augsburg Faculty Members

General Expectations:

- Hold regular office hours, and post your weekly calendar on your office door, as well as posting them on your Moodle site
- Include your office hours in your voicemail message
- Check your Augsburg e-mail and voicemail daily, and respond to e-mail and phone messages within 48 hours
- Use your Augsburg e-mail address when communicating with college employees and students and not a personal or business e-mail account- this is important for data privacy and authentication
- Utilize the 'out of office' auto-response function in Gmail if you will be away from campus
- Consult the Academic calendar (augsburg.edu/registrar/calendars) and the Registrar's website (augsburg.edu/registrar/convoschedule) for convocations when preparing your syllabi, so that you are sure to plan for them
- Maintain knowledge of the academic calendar and associated deadlines and reinforce these as able with students
- Attend all-faculty meetings and department meetings if you are a full time faculty member; adjunct/part-time faculty are welcome and encouraged to attend as able
- Utilize your department chair (or graduate program director) as your main source of support
- Attend Moodle training if you are teaching a hybrid course (adult undergraduate or graduate)
- Learn about FERPA (www.augsburg.edu/registrar/ferpatraining)

Teaching Expectations:

- Review Section 3.2 in the Faculty Handbook that describes instructional policies
- Each course must have a syllabus in writing (distributed either as a paper copy or posted on Moodle) that includes: course policies, procedures, and expectations; specified course objectives; method of grading, attendance policy- including notice about non-attendance; schedule of classes or topics; required texts, equipment and/or materials, disability [access] statement
- Conduct class on the posted schedule (any changes to the class schedule require permission from the Dean)
- Complete Non-Attendance/Non-Participating reporting (augsburg.edu/registrar/faculty/non-attendance), mid-term progress reports, and athletic progress reports as requested by the Registrar and/or athletics staff.
- If students request disability-related accommodations and you have not received an email notification, please encourage them to get in touch with the CLASS/Disability Resources office.
- When appropriate, use the Academic Alert process to notify students of academic concerns. This is also an opportunity to enlist the help of campus-wide support staff.
- Provide timely feedback to students on activities to support their improvement over the course of the term
- Each course must have a final exam or appropriate final project that takes place during finals week

Helpful Hints (aka, Strategies for Success):

Stay connected to the campus community:

- Bookmark the New Faculty website for information on class lists and grading procedures (augsburg.edu/registrar/newfaculty)
- Read the daily A-mail newsletter and updates from President Pribbenow and Provost Kaivola
- Attend community gatherings
- Utilize campus discounts to attend campus events (sports competitions, fine arts exhibits, theatre productions, etc.)
- Attend chapel (Monday/Wednesday/Friday at 10:40am, Tuesday/Thursday at 11:30am)

Be attentive to your personal and professional development:

- Attend CTL faculty workshops (augsburg.edu/ctl)
- Participate in scholarly reading and writing groups
- Attend convocations
- Meet with your department chair regularly