

## Faculty Teaching, Supervision, and Service Responsibilities

1. Faculty are required to give students a syllabus on the first day (online or on paper) and follow University guidelines for assignments and grading. The following policy is given in the *Faculty Handbook*:

“At the first meeting of every class, faculty members are expected to announce to their students the formal procedures to be followed in the conduct of the particular course, making clear the relative weight of examinations, term papers, class participation, and so forth. This information should also be made available to students in written form by a course syllabus or a written list of assignments. This is particularly important if any examinations are scheduled or any required assignments due during the last week of classes, a period known as ‘dead week.’ If dead week assignments are to constitute more than 20 percent of the grade, they must be announced at the beginning of the course or they may not be scheduled.

“... Faculty should specify on the syllabus the basis for student evaluation and grading system to be used. The evaluation method should link to stated course learning objectives.

“It is a good idea to include a strong statement on the syllabus regarding academic honesty as it relates to the particular class. Clarify that all acts of alleged academic dishonesty will be reported to the university’s student conduct officials.

“It is important to describe the instructional media and computer technology with which students will need to work within the class, and to suggest that any student in the class who might have a disability limiting access to such media discuss with you or the counselor for students with disabilities how accommodations can be arranged.

“Your syllabus should also include a general statement encouraging students who may need accommodation for a disability to meet with you. Here is suggested language: *If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with me soon. Please request that the counselor for students with disabilities send a letter verifying your disability.*

“There are instances where faculty may request that students purchase class materials that represent intellectual property for sale at a profit to the faculty. If the purchase of these materials results in a financial advantage to the faculty member, it is important that faculty be aware of the potential conflict of interest. Faculty members need to identify clearly how the materials relate to the course objectives, how they compare to other available resources, and what the basis for screening and selection of these materials has been.

“Submitting grades on time is a fundamental responsibility of the faculty. Make sure you schedule your time so that all course materials can be properly evaluated or graded, even if some emergency comes up. ...

“Faculty members’ grade books must be retained for one year after the academic year recorded. The department head can provide information about recommended filing systems.”

Philosophy Department Grading Standard (as approved September 2008):

What kind of paper deserves an “A,” “B,” etc.? The following rubric reflects the general standards of the Philosophy Department at the University of Oregon.

**A** = excellent. No mistakes, well-written, and distinctive in some way or other.

**B** = good. No significant mistakes, well-written, but not distinctive in any way.

**C** = OK. Some errors, but a basic grasp of the material.

**D** = poor. Several errors. A tenuous grasp of the material.

**F** = failing. Problematic on all fronts indicating either no real grasp of the material or a complete lack of effort.

Please note: what counts as “excellent” or “OK,” for example, depends in part upon the nature and level of the class in question.

2. Departments are responsible for maintaining an archive of syllabi of courses taught. These are useful for later transfer of credit questions, requests by the CAS and University Curriculum committee for information about courses taught and for providing a record of the work of our faculty. Please send an electronic copy of your syllabus for each scheduled class to the office manager by the end of the first week of classes.
3. Faculty should schedule two office hours per week and also be available for scheduled appointments outside office hours. Faculty should be on time for office hours and appointments. If you will be late or plan to cancel your office hours, announce the change of hours in advance, post a note, and, if it is at the last minute, contact the department office so that a note can be posted.
4. Faculty are responsible for meeting all scheduled classes for the scheduled times. In practice, faculty may cancel one course meeting per course per term for professional travel. If you will miss more than one class meeting in a term, you should find a guest lecturer or discussion leader.
5. Teaching evaluations are now available only online. These evaluations can be useful in improving your existing courses and they are also used for tenure and promotion reviews and for merit pay evaluations. Please review them soon after you receive them. If you notice problems with the data, please contact me and the registrar responsible for the evaluation system.
6. Peer teaching evaluations are required for tenure and promotion. Junior faculty will be reviewed at least twice each year. Associate Professors will be reviewed at least once every other year, and Full Professors at least once every three or four years. Reviews must be scheduled in advance and include observation of a full class meeting and a written evaluation. The evaluated instructor will read the written evaluation and will have the opportunity to append a letter. The department head is responsible for setting up an annual schedule for peer teaching reviews.
7. Faculty with teaching assistants are the supervisors of their GTFs and so are responsible for monitoring GTF performance and responding to concerns and problems in ways consistent with the GTFF contract and the Philosophy Department GDRS (General Duties and Responsibilities Statement). This includes responding to issues as they develop during the term and reviewing GTF evaluations at the end of the term. The Department Head is available to provide advice and direction if you need assistance in responding to GTF problems.
8. Faculty with teaching assistants are expected to meet once each week with their GTFs to plan discussion sections and provide instruction and advice on teaching.
9. Faculty with teaching assistants must visit at least one discussion section of each GTF and provide an evaluation. The evaluation may be in writing, but a written evaluation is not required.
10. The department head is responsible for supervising GTFs who are sole instructors of courses in the department. The department head (or another designated faculty member) must visit at least one class of each GTF-taught course and provide an evaluation. The evaluation may be in writing, but a written evaluation is not required.
11. Tenure-related faculty members are expected to attend all department faculty and Committee of the Whole meetings. If you cannot attend a meeting, please let the department head know in advance. Tenure-related faculty will also receive department committee assignments and are responsible for attending their committee meetings and carrying out the work of their committees as needed. Non-tenure track faculty have no departmental service responsibilities.