Category	Faculty Expectation and Best Practices
Interaction	Enrich the course by sharing theoretical and practical knowledge of the subject.
	Provide guidance in the use of technology needed for successful completion of the course, as applicable and in online courses; obtain technical assistance for students when needed
	Set a positive tone, keep communication flowing, model the discussant behavior expected from students
	Require students to submit assignments electronically through the Learning Management System (LMS). Assignments should not be exchanged through email as this method does not retain "academic evidence" of students' work.
	Faculty must clearly communicate the importance of completing course evaluations to students.
	Email • Respond to emails within 24 hours. • Faculty must use their University of Mary email address when communication regarding any academic issue with an individual student is needed. • Faculty must also require students to use their University of Mary email address regarding course issues. • Oftentimes, individual questions from students may benefit the entire class. Therefore, it is recommended faculty use the announcement portlet/page when responding to these questions.
	In your course, students are counting on you posting feedback on the Discussion Board. Faculty are expected to actively monitor and participate in discussion forums. • It is expected that you check the Discussion Board daily for new posts and that you respond and interact with your students in a timely manner. • It is expected that you actively participate on the Discussion Board. You are required to respond to each individual at least once per week. However, it is not required that you respond to each individual on each Discussion Board post.
	For accelerated or online courses, instructors must be present and responsive to students five out of seven days, no two days in a row off. For onsite or blended courses, instructors must be present in the classroom, actively engaged in learning, for the entire class period. Availability is also important for courses no matter the modality. Faculty must respond to all student questions in a timely matter. If a student asks a question that may benefit the entire course, the instructor should communicate a response to the entire course (after all confidential information from the original student has been eliminated).
	Grade quizzes and give feedback on short assignments within 3 calendar days, using the LMS for grade entry.
	Give feedback on larger assignments within 1 week.

	At a minimum, take attendance each of the first two weeks using the Attendance page in the LMS. If the Attendance page is not set up properly, please contact the Registrar's Office. *(Note – The above requirement is a minimum established by the Office of the Registrar. You may be required by your Site Director, Program Director, Dean, or other governing entity to take attendance more often.)*
	The timeline of your sessions needs to run from 12:01AM on Monday to 11:59PM the following Sunday. Final grades must be entered no later than the following 4th business day Thursday at 11:55PM. IMPORTANT! – Faculty are responsible to record their grades to the Office of the Registrar though the my.umary.edu portal. Please access this video file if you do not know how to submit final grades → **Submitting Final Grades**
	Class sessions are held from the published begin date of the course until the published end date of the course, following the University of Mary Academic Calendar. A cancelled class should be a rare circumstance.
	To track student academic progress and assist with early interventions, summative grades will be entered four times during the course. For a traditional course, this would be at week 4, week 8 (midterm), week 12, and the final grade. For a 5 week course, these summative grades would be entered at week 2, week 3 (midterm), week 4 and the final grade.
Security	Never publicly post grades in any fashion.
	Never share a student's educational records with a coworker who doesn't have a legitimate educational interest. If you are unsure if sharing this information is appropriate, it is your responsibility to address this issue with your Program Director and/or a University of Mary employee with the authority to assess the situation.
	Never disclose a student's educational record unless you know it is permissible.
	Do not send emails, lists or notes with social security numbers.
Course Setup	Please refer to the Course Setup Checklist by clicking here. This checklist must be completed no later than 48 hours prior to the published start date of the course.
	Implement course structure as designed; deliver the content of the course assigned to teach

Documentation and Record Retention	Faculty must ensure that the University of Mary has appropriate copies of all necessary credentials in accordance with all guidelines that may impact the individual's ability to teach. These guidelines include, but are not limited to academic, professional, legislative. Examples of credentials in which the faculty must keep current with the university include official transcripts, professional certifications, and the individual's curriculum vitae (CV). It is the faculty's responsibility to submit an updated copy of any needed documentation in the event of any change to its content. It is the faculty's responsibility to consult their Program Director regarding the division's specific requirements regarding compulsory documentation and retention.
	Possess a copy of the writing manual appropriate to the program(s) in which you teach (APA, AMA, MLA, etc...). If you are unsure of your program's writing style, it is your responsibility to contact the appropriate personnel who would have this information.
	Attend all scheduled Professional Development meetings for University of Mary Instructors
	Demonstrate commitment to retaining students through to completion of the program by providing support, guidance and assistance to students throughout the course
	Communicate with appropriate personnel regarding the status of at-risk students
	Successfully complete all components of the Faculty Orientation, prior to the start of the first course taught.

X _____

Faculty Name