

## EXPECTATIONS OF PART-TIME TEACHERS

Ohio Valley University deeply appreciates the contribution made to its academic program by part-time faculty members. At a Christian university, faculty have a particular responsibility to be models of all that is good and honorable at the University. Part-time faculty members are expected to uphold the quality of Christian education by:

1. Adhering in word and deed to the Christian ideals of the university.
2. Meeting each class session as scheduled except in case of illness or emergency.
3. Notifying the College Dean in case of illness or emergency, so classes can be notified.
4. Doing whatever possible to make up canceled or missed classes.
5. Beginning class on time and holding class for the scheduled period, neither keeping students overtime nor dismissing early, except in rare circumstances. The first class meeting is particularly crucial and should meet for the period, as should those classes on the day before a holiday.
6. Taking the roll and reporting excessive absences to the Office of Student Success (Kathy Muller), so that students who miss class may be contacted and helped.
7. Distributing course policies in writing during the first week of the term. The policies should include course expectation (e.g., policies about missed exams, late work, behavior, no food in the classroom), the methods by which grades will be assigned (including the number of exams and papers and their relative weight), and the attendance policy (including any impact on the student's grade).
8. Acquainting students with course objectives, making sure the course content is consistent with the catalog description.
9. Informing students in writing of where, when, and how you may be reached.
10. Returning examinations and papers in a timely manner.
11. Avoiding criticizing the University, its policies or other faculty members in front of students.
12. Spending instructional time on matters related to the course.
13. Giving tests that are fair and that cover the most important aspects of the unit and course as stated in your course objectives. Giving a comprehensive final at the scheduled time.
14. Treating students with respect, avoiding ridicule, abuse, or misuse of any student or group of students.
15. Meeting all deadlines set by administrative offices.
16. Contributing to the instructional climate by leaving the classroom clean and straight.
17. Making a concerted effort to stay current in the academic subject.
18. Being fully prepared for class and teaching in a competent, professional manner.
19. Returning all materials and textbooks to your College Dean within two weeks of the end of the semester.
20. Submitting copies of all grade book records to your College Dean as soon as grades are submitted.
21. Using the official OVU e-mail for all University business and checking for messages often.
22. In accordance with FERPA laws, no personal student information or grades will be sent off-campus via e-mail.

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I have read and understand the above Expectations of Part-Time Teachers at Ohio Valley University.

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Signature

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Date