

Faculty Expectations Fall 2024

Faculty Commitments:

1. Engage with students
 - a. Learn students' names (in-person) within first week
 - b. Comment/respond to assignments (online) within first two weeks
2. Clear communication
 - a. Clearly post and announce email, office phone, office location, office hours, preferred method of contact (phone versus email), and expected response time
3. Keep information current
 - a. Enter attendance:
 - i. Daily attendance needs to be entered into Self Service until the census date. After the census date, attendance should be entered weekly.
 - ii. Use "P" for present for every day attended by a student until the census date. After the census date, no entry for the date means the student attended.
 - iii. Use "A" for absence. Absences should be recorded for the full duration of the course.
 - b. Enter Grades:
 - i. Enter grades within one week with recommendation of grades entered within 72 hours for simpler assignments or auto graded assignments.
 - c. Maintain an active Canvas site for all courses being taught (traditional, hybrid, and blended) with a minimum of the syllabus and grades.
4. Provide resources
 - a. Post and announce internal and external resources throughout the semester
 - b. Reach out to or refer students who are struggling with grades or attendance

Full-time Teaching Load: 18-21 contact hours per semester

On Campus Requirements and Schedule for Full Time Faculty:

1. Faculty need to be on campus for all seated portions of assigned courses, 8 hours per week for office hours, and as needed for scheduled meetings, campus events, and professional development
2. Faculty should post a current semester [schedule](#) outside of their offices that reflects their on-campus time, course meeting times, office hours, and all other regularly recurring activities.

Class Visitations:

1. CE Class Visitations follow the [Continuing Education Accountability and Integrity Plan](#). This plan is required of all 58 North Carolina Community Colleges and is approved by our local Board of Trustees.
2. CU Class Visitations – Full-time faculty should be observed once per academic year, and part-time faculty should be observed once per semester.

Campuswide Communication:

1. Teams is the official platform for non-emergency communication throughout Durham Tech. Faculty and staff should be using Teams for their non-emergency communication.
2. There is an AGCP Faculty Teams site with key communications posted regularly. If you don't have access, please reach out to Tracy Johnson.
3. Everbridge is Durham Tech's communication tool for emergency and urgent messages. There is more information available [here](#).