



2025-2026 Faculty Guidelines

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: 15-21 contact hours per semester

On Campus Requirements and Schedule for Full Time Faculty:

1. Faculty should plan to be on campus for all seated portions of assigned courses, a minimum of 4 out of 8 office hours (the remaining office hours can be scheduled as virtual or in-person depending on your students' needs), 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. Microsoft 365 is the official platform for non-emergency communication throughout Durham Tech. Faculty and staff should be using Microsoft 365 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 (johnstont@durhamtech.edu).
3. Everbridge is Durham Tech's communication tool for emergency and urgent messages. There is more information available [here](#).