

School of Education: Faculty Reminders & Expectations

As we continue building a strong academic experience for our students and colleagues, the following expectations support consistency, communication, and community across our School.

Teaching Responsibilities

- **Course Delivery Mode:** Please teach your course using the approved delivery method. For example, face-to-face courses should remain in-person unless prior approval is granted to modify that format.
- **Finals Week Engagement:** All classes should meet during finals week (whether online or in person). If teaching an asynchronous course, be sure to include a final activity that aligns with your course design.
- **Final Exam Schedules:** Since final exams may be scheduled at different times than your regular class meetings, include a “to be announced” final exam date/time in your syllabus and link to the [Final Exam Calendars](#).
- **D2L Usage:** Every course is expected to include a D2L site that houses the syllabus and maintains up-to-date grades.
- **Syllabus Submission:** Please submit an electronic copy of your syllabus to the Dean’s Office by the end of the second week of each semester. Syllabi should include program learning outcomes (PLO) and student learning objectives (SLO) as well as accreditation/licensure standards where appropriate.
- **Student Engagement & Office Hours:** Work with your Program Coordinator to establish weekly student engagement time, as outlined in Article 8.02 of the SIUCFA CBA. Post these hours on your door and include them in your syllabus.
- **Textbook Order:** Submit textbook orders by the due date.
Email 0625txt@follett.com with your textbook information (author, title, edition and ISBN if available) and the bookstore will get your course materials listed and have them available for your students by the start of classes.

Communication & Feedback

- **Official Communication Channels:** Use D2L or SIU email for student communication to maintain consistency and privacy.
- **Timely Responses:** Aim to respond to student emails within 24 hours during the workweek, or within 48 hours when necessary.
- **Grading:** Prompt and constructive grading helps foster student success. Please ensure feedback is provided in a timely manner.

Attendance & Course Coverage

- **Unexpected Absences:** If you're unable to attend class unexpectedly, notify Associate Dean Kozub and cc your Program Coordinator. Please also complete and submit the [absence/course coverage form](#).
- **Planned “No Class” Days:** If you are planning a “no class” day (e.g., for a conference), inform Associate Dean Kozub and your Program Coordinator in advance, and complete the same [absence/course coverage form](#).

Participation & Engagement

- **All-Faculty Meetings:** Faculty are expected to attend School of Education All-Faculty Meetings, held each month from 9:00 AM to 3:00 PM. If you are unable to attend, please submit an absence request form [absence/course coverage form](#).
- **Additional Program, Committee, and/or Assessment Meetings:** Please plan to attend program, committee, and or assessment meetings that may not be scheduled during the monthly faculty meeting dates.
- **Student Event Participation:** Please plan to attend at least two major School of Education student event per academic year (such as Commencement, Pinning, or Honors Day). Let Associate Dean Bu know which event you plan to attend.

Funding & Development

- **Grants & Sponsorships:** If you're applying for external funding (e.g., grants or sponsorships), please notify Associate Dean Kozub so he can review and sign off on the proposed budget.
- **Fundraising:** To protect the integrity of our development efforts, do not solicit gifts or financial support on behalf of SIU without first consulting with Carol Greenlee, Director of Development for the School of Education.