Date: 8.16.18

Subj: Faculty Policies

a. Planned Absences

   i. All faculty absences from class planned in advance must be reported to the department prior to the beginning of the term when possible, and otherwise as far ahead as possible.

   ii. All faculty members teaching a live course may not take a planned absence from any class sessions during the first two weeks, last week, and final exam week of the course, or during first and last weeks of any summer session.

b. Unplanned Absences

   i. Faculty members who fall ill or have other unplanned circumstances arise that will result in absence from class should notify their students if possible, and notify Angela Jarka at ajarka1@iit.edu 312.567.5927, preferably prior to the meeting time of the course. An excessive number of unplanned absences will be grounds for non-renewal of adjunct faculty status.

c. Syllabus

   i. A syllabus for each course being taught must be submitted to the department by the end of the first week of the course.

   ii. Each submitted syllabus must meet all requirements as published in the ITM Faculty Handbook.

d. Assignments

   i. Every course must include a minimum of one graded assignment with grades returned to students before the final day to withdraw from the course.

   ii. Multiple assignments for a course must be reasonably spread over the course of a semester and each must have a due date and a final late acceptance date. These may be the same date. In-class reviews of assignments may not be held until after the final late acceptance date.

   iii. No course may have all course assignments due at the end of the semester.

e. Examinations

   i. All instructors must give one closed-book, closed-note exam each term *unless specifically waived by the department*; this exam may be a mid-term rather than a final. Distance learning students must have this exam proctored by arrangement with IIT Online.

   ii. Final examinations that are not "take-home" exams must be completed in a single, uninterrupted two hour increment.

   iii. Final examinations **may not** be administered before the published date and time.

f. Grading

   i. All grades must be submitted by the final grade deadline as established by the Registrar.

   ii. Grade of I – Incomplete

      a) Students must apply in writing for a grade of incomplete through the online form.

         1. Students may not seek an incomplete before the last day to withdraw from the course.

         2. Students must request a grade of incomplete prior to final examination week.

      b) To meet the IIT Academic and Department Regulations requirement that students must have substantial equity in the course to receive a grade of incomplete, students should have completed 80% of course work.

      c) The final award of a grade of incomplete can only be made by the Office of the Registrar.

         1. Their request will come to you as an email.

         2. If you approve, to request the grade award from the Registrar, forward the student request to registrar@iit.edu and add a line at the top stating something like "I approve this student's request; please enter a grade of Incomplete as requested below."

g. Syllabi and Graduate Course Differentiation

   i. When courses are offered with both undergraduate and graduate students enrolled in common lecture and/or lab meetings, expectations, outcomes, assignments, and grading standards will be differentiated within the courses to reflect the higher level of achievement expected of graduate students.

      a) Undergraduate and graduate sections must each have their own syllabus even when taught in the same lectures, which must reflect the expected differences in course outcomes, learning objectives, and assignments.

      b) You must post a copy of each syllabus in PDF format to the Blackboard page for your course; DO NOT post a syllabus as a Word or text file.

   ii. A syllabus must be submitted within the first week of class by posting source and PDF copies of your syllabus in the Blackboard "Information Technology & Mgmt Shared Course" under **Syllabus**.

      a) Each submitted syllabus must meet all requirements as published in the *ITM Faculty Handbook.*

h. Accreditation and Assessment

   i. Accreditation by ABET of our undergraduate program as well as university accreditation by the Higher Learning Commission requires regular assessment of attainment of program objectives and program and course student outcomes. For the undergraduate degree, these are listed at https://appliedtech.iit.edu/information-technology-and-management/programs/undergraduate.

   ii. Assessments are only conducted in required undergraduate courses and selected graduate courses. Current Assessment Plans and recent Assessment Reports are available on the ITM Faculty Resource page, http://www.itm.iit.edu/faculty/.

   iii. If your course is designated for assessment in the current Assessment Plan, please cooperate with the Assessment Team (Professor Trygstad, Amber Chatallier, and Angie Jarka) in administration of assessment surveys and the design of assignments and rubrics to allow assessment of course artifacts.

i. Monthly ITM Faculty Meetings

   i. These meetings are normally on the fourth Thursday of each month at 12:45pm in the ITM Conference Room. All full-time faculty members are required to attend these meetings and all adjunct faculty are welcome (but not required) to attend as well.

j. Live Course Sections

   i. If you are teaching a course with a live section, you must be present in the classroom at the scheduled time for the course unless you have made other arrangements with the department in advance. "Live" course sections cannot be taught online as it will jeopardize the immigration status of our international students.

k. Online Students

   i. Apart from examinations which can be proctored for online students, students enrolled in online sections CANNOT be required to appear in person in a classroom for any other reason. They may be given an opportunity to present a project or paper in person, but the cannot be required to do so, and cannot be penalized for failing to do so. If students in your live section are required to present, you must have an alternative for online students. Some faculty members allow online students to record a presentation on video or to submit a script for their presentation with accompanying presentation graphics (PowerPoint or the like).

l. Faculty Courtesy

   i. Do not enter a classroom where another faculty member is teaching unless you have made a prior arrangement with the instructor, you have been assigned by the department to observe the class, or there is a genuine emergency.

   ii. Do NOT make disparaging remarks to students about any other faculty member or about any course offered by the department. You are entitled to your opinions, but in this instance you are not entitled to share those opinions with students. If you have an issue with another instructor or with a course, tell your fellow faculty member directly or tell Professor Trygstad or Dr. Carlson.

m. Compliance

   i. Adjunct faculty members who fail to comply with any of these policies may expect that they will no longer be appointed as an adjunct faculty member in subsequent terms.

   ii. Full-time faculty who fail to comply with any of these policies may face appropriate disciplinary action.