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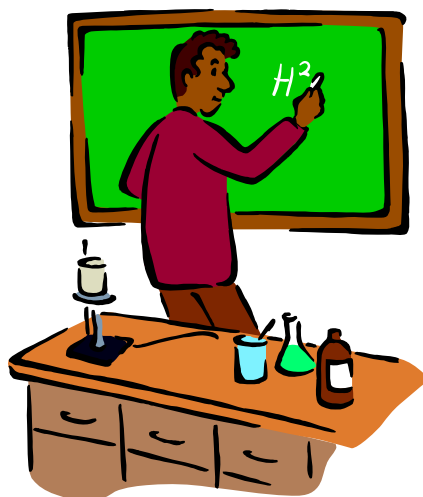
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Chapter 10 – The Classroom

{CLASSROOM AND RELATED RESPONSIBILITIES OF FACULTY (SU)}

This policy represents the university's unique perspective on the classroom and related responsibilities of the faculty that have been developed by the faculty independent of the University System of Maryland and as an expression of faculty commitment to the university as a teaching institution.

{A. Teaching and Related Responsibilities}

1. Faculty contractual obligations with the University begin on August 15 each year and extend until June 15 of the succeeding year, and faculty should be available from that time until the official opening of school to attend workshops and department and campus meetings. Also, during this period, faculty members should be ready to assist the Admissions Office, the Office of Academic Affairs and the Student Affairs Office in conducting orientation programs for new students. Attendance at the opening workshops sponsored by the Faculty Development Committee is expected of all full-time faculty.
2. Classroom teaching is the most important activity in which faculty engage, and it is expected that all scheduled classes will meet for the full class period. If a faculty member knows in advance that he/she will be unable to teach a class, approval must first be obtained from the department chair, and then students in the class must be notified regarding activities to be carried on during the instructor's absence or of plans for make-up classes. In case of illness or other emergency, the faculty member must notify the department chair immediately and arrange to have the students notified if the class is to be canceled. If possible, any special instructions which may be needed for missed classes should be provided. Classrooms for make-up classes should be scheduled through the Facilities Reservations Office.
3. A course syllabus must be provided for each course and must be handed out at the first class meeting. The syllabus should include information about the purpose of the course; prerequisites; whether or not the course satisfies a General Education requirement and if so, in which group; textbook(s) to be used; topics to be covered; and schedules of major tests.

The syllabus must also include policies and procedures related to class attendance, assignments, tests and quizzes, grading and office hours and information about how the course meets the university's Writing Across the Curriculum requirement (see English Department). These policies and procedures constitute a commitment by the faculty member to students and must be followed throughout the semester.

4. Full and part-time faculty have the obligation to provide students with adequate notice of their academic progress. Students who are performing unsatisfactorily in any course at midsemester should be notified of inadequate performance by the course instructor. Failure to do so is not only unfair to the students, but may place the faculty member at risk with respect to student grievances about grades.
5. Final Exams and Grades - Courses at Salisbury University are normally culminated by final examinations. These examinations are to be given during the time reserved by the Registrar's Office. Final examinations are not to be given during the last scheduled week of classes. If an exam or test is given during the last week of classes, a final exam must also be given during exam week. Faculty may not publicly post grades, but may inform students of final grades before grades are sent out by the Registrar by mailing grades to students in student-provide stamped, addressed envelopes. To assist students and faculty members in cases of disputes over grades, all final examinations should be kept for one calendar year. Faculty members who leave the university should turn in final exam and grade books to the department chair.

A student who has more than two final examinations scheduled for the same day need not take more than two of these examinations on that day. If the student wants to use the following procedures for rescheduling examinations, then, no later than one full week before final examinations begin, the student must provide each of the professors involved with a written copy of his complete examination schedule, including course numbers, section numbers and name of professors. The professors of those courses whose final examinations are scheduled second, fourth, fifth, etc. in the day will then reschedule their examination for that student on a day of the final examination period on which the student has fewer than two examinations scheduled and inform the student prior to the last day of classes when and where the examination will be given. In the event that the professor may contact the other professors

involved, making alternate arrangement so that the student takes all of his final examinations during the final examination period and has no more than two examinations scheduled for the same day. That professor will then inform the student of those arrangements prior to the last day of classes.

A student who has more than one examination scheduled for the same time should contact the appropriate professors and make alternate arrangements.

6. The undergraduate grading system and the graduate grading system can be found in the *Undergraduate and Graduate Catalog*.

{B. Granting of Credit to Student Volunteers in Classroom Research}

1. Faculty who seek student subjects for research in their classrooms and who offer some form of academic credit to students in exchange for their involvement must secure approval to do so from the Human Volunteers Committee. (**Note:** Application for review and approval can be obtained in the University Research Services Office or at www.salisbury.edu/grants/Committee%20on%20Human%20Research/CHR%20Home%20Page.html.) To secure this approval, faculty must demonstrate that student involvement in the research protocol is academically valid and relevant to the course in which the credit will be given. Faculty are expected to explain the specific steps they will use to ensure that students receive academic benefit from their involvement as research subjects. **Any time faculty members either solicit student volunteers for their own research or supervise student research, they should consult the procedures established by the Committee on Human Research (See 7-3 and 4). Faculty members are ethically and legally responsible for research done to, with or by their students.**
2. Faculty must give alternative, credit-bearing experiences to students who do not choose to participate in the research protocol. These experiences should be generally equivalent in time and effort to those in which the student research volunteers are involved.

{C. Special Student Needs}

1. Information on classroom and extra-curricular needs of unique students should be obtained from the Student Affairs Office and the assistant

vice president of academic affairs. Materials and aids for working with learning disabled and physically impaired students are available across the campus.

2. Suggestions for working with culturally diverse students are also available from the Student Affairs Office.

{D. Field Trips}

1. Plans for field trips related to the instructional program should be made in advance of the anticipated trip by the faculty member concerned.
2. Field trips are not scheduled during the last two weeks of classes prior to the semester examinations.

{E. Changes in Class Schedules and Classrooms}

1. Class schedules are drawn up by department chairs in consultation with department faculty. Class schedules, including proposed courses, meeting times, instructors, and room specifications are then submitted to the dean of the school and provost. The provost, registrar, deans and department chairs use this information to develop a final "master schedule" each semester.
2. Faculty members may not change the time or meeting place of scheduled courses without the approval of the registrar. Classrooms for make-up classes should be scheduled through the scheduling office of the University Center.

{F. Rosters and Ghost Policy}

1. During the drop/add period of spring and fall semesters, an instructor may drop a student from a course roster under the following circumstances:
 - a) The student misses two consecutive class sessions of a course that meets at least twice during the drop/add periods and fails to notify the instructor of his/her desire to remain in the course.
 - b) The student misses the first class session of a course that meets only once during the drop/add period and fails to notify the instructor of his/her desire to remain in the course.
2. During the drop/add period of the winter, summer I and summer II sessions, an instructor may drop from a course roster any student who misses the first class session of the term and fails to notify the instructor of his/her desire to remain in the course.
3. Instructors initiate this "Ghost Policy" by notifying the Registrar's Office in writing of students who are

dropped from a roster. This written notification must include the student's name and SU identification number as well as the course name and number, its section number and the department in which the course is taught.

Approved by Senate 5-4-07 (Grading System – “F and WP/WF”)
Approved by Provost 6-4-07; 5-8-07 (Grading System – “F and WP/WF”)
Approved by Senate 5-4-07; and Provost 5-9-07; Policy in effect Fall 2008 (Rosters and Ghost Policy)

G. Changes in Courses and Programs

1. Faculty members who wish to delete a course or create a new one; to change a course number, level, title, credit, or description; or to revise or develop a new program, must follow guidelines published in the university's curriculum handbook, *Undergraduate Curriculum Approval Guide*. The appropriate forms in this handbook must be completed and submitted in sequence to the department chair, School Curriculum Committee, dean and the Undergraduate Curriculum Committee.
2. All changes to existing course and programs and all new courses and programs must be approved by the curriculum committee of the schools in which they will be offered and by the Undergraduate Curriculum Committee. Policies and procedures for school curriculum committees appear in [Appendix I](#).

Approved by Senate 5-4-07 (Grading System – “F and WP/WF”)
Approved by Provost 6-4-07; 5-8-07 (Grading System – “F and WP/WF”)
Editorial Revisions under grading system – 3-31-09

{CONCERNING THE SCHEDULING OF ACADEMIC ASSIGNMENTS ON DATES OF RELIGIOUS OBSERVANCES ([BOR III-5.10](#))}

Students are not to be penalized because of observances of their religious holidays and are to be given opportunity, wherever feasible, to make up within a reasonable time any academic assignments missed due to participation in religious observances.

{CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS ([BOR III-6.30](#))}

1. Salisbury University assumes the right, under the provisions of the Family Educational Rights and Privacy Act, to provide student directory information without prior consent of the student. Directory information is defined as a student's name, local address (if listed), date and place of birth, major field of study, participation in

officially recognized activities and sports, weight and height of an athletic team member, dates of attendance degrees and awards received, most recent previous educational agency of institution attended, listing of officers of student organizations (including names and addresses).

2. In the event students want more than directory information released, they must notify the Student Affairs Office in the University Center.

{DUPLICATING CLASSROOM PRESENTATION MATERIALS (SU)}

See Section V.D.3. of the Intellectual Property Policy

Videotapes

Off-Air: Instructional Media will tape off the air any program that will be used for instruction in classroom presentation. Requests will be taken only from faculty teaching the course. The following information must be provided:

1. Title of program to be taped
2. Date of program
3. Time of program
4. Channel or station
5. Program length
6. Instructor's name and department

Requests must be received by Instructional Media 48 hours prior to recording and must have labeled blank tape(s). All requests will be filled on a first come basis.

Faculty wishing to retain copied tapes beyond the legal limit will obtain written permission to do so. The following information will assist faculty in obtaining permission:

1. Letters are to be addressed to the network addresses, Permission Department
2. Title of program
3. Air date
4. Request to retain copy of program for classroom instructional use
5. Use statement “Permission to retain off-air copy on a cost free basis,” include “Conditions, if any.”
6. Enclose a self-addressed envelope for fast response.

Faculty Produced

Videotapes produced by faculty for use in their classes must contain visuals, audio and clips that are copyright free. Any original work that includes copyrighted material must be produced with required copyright clearances.

Photography

Slides may be made from any work as long as no more than 10% of the work is photographed and that the content does not constitute the major concept of the work. Faculty will request permission from the copyright holder in those areas that extend beyond this definition.

Audio Recordings

Audio tapes will be copied by Instructional Media when such copies are required as part of classroom presentation. Faculty will request permission to retain copies beyond the legal limits.

Video and Audio Tape Dubbing

Requests for dubbed copies of copyrighted videotape or audio tape material must be accompanied by written permission from the copyright holder. A copy of the permission will be kept on file in Television Services. No recording will be done without written permission.

Satellite-Delivered Material

Requests for recordings or dubbed copies of copyrighted satellite-delivered material must be accompanied by a program license agreement from the copyright owner which grants permission for such recording. No recording will be done without written permission.