Competence-Based BA Program’s Part-Time Faculty Teaching Directives

DePaul University’s Part-Time Faculty Information Sheet identifies important rubrics related to the work of part-time faculty, namely, Faculty Responsibilities, Compensation, University Policies and Procedures, Benefits, and Employment Parameters. In addition to those requirements, part-time faculty teaching for the School for New Learning (SNL)’s undergraduate on-ground program (Loop, Naperville, and O’Hare campuses) are expected to follow the following teaching directives:

1. The instructor is expected to have consistently reliable broadband access to the Internet and e-mail, as well as to conduct all e-mail communications regarding DePaul matters with the e-mail account that the University will establish for him/her.

2. Prior to the beginning of the quarter in which he/she is scheduled to teach, the instructor is expected to learn how to use the online tools, such as D2L, in use at DePaul to support the on-ground delivery of courses.

3. The instructor is expected to use the Syllabus Guide provided by SNL to develop his/her own syllabus in order to guide student learning in the most comprehensive manner.

4. The instructor is expected to provide his/her syllabus (designed as per point 3 above) and book order to the appropriate SNL staff within the deadline indicated to him/her by such staff.

5. The instructor is expected to assess learning and competence attainment of students enrolled in the course utilizing the forms and format provided by SNL, including submitting grades online and completing SNL student assessment forms, within SNL deadlines.

6. The instructor acknowledges that the Campus Coordinator may assess his/her performance by observing directly any session(s) of the course the instructor teaches.

7. The instructor is expected to ensure that only students officially enrolled in the course are permitted to participate, and to report any irregularities to SNL.

8. The instructor is expected to refrain from charging students directly for materials or services related to the course, or using the course environment to promote/recruit regarding non-SNL related enterprises.

9. The instructor is expected to participate in periodic faculty development activities sponsored by DePaul University, and also in evaluation processes related to the ongoing improvement of SNL programs.

10. In case a course the instructor teaches is selected by SNL’s Teaching, Learning, and Assessment (TLA) Committee for review for the purpose of critical reflection and constructive feedback, the instructor is expected to fully participate in the review process. Such
unrestricted participation, along with the outcomes of TLA’s review, will be instrumental in future scheduling decisions by directors.

11. The instructor is expected to ensure he/she fully delivers thirty (30) hours of instruction during the quarter, spread over ten (10) weeks, and utilizes the 11th week (Finals Week) to supervise and/or collect all remaining deliverables (final exam, paper, etc.).

12. The instructor must not take the initiative to shorten the length of the class session, which must last three (3) hours, including a 15-minute break period.

13. If the instructor must miss a class, he/she is expected to notify all students enrolled in the course as soon as possible, via e-mail, telephone and/or text. He/she is also expected to immediately inform the staff of the campus where he/she teaches, first trying to reach the Campus Administrator then, if not successful, the campus desk attendant on duty. At the same time, he/she must inform the Campus Coordinator through the same means of communication. Thus, the instructor is expected to make every effort to ensure that a student does not come to campus only to find the class session was canceled.

14. If the instructor misses a class session, he/she is expected to utilize the Finals Week to make up for that class in a full 3-hour instruction session. Every class session that is missed by the instructor must be made up for, no exception.

15. As a member of the part-time faculty of DePaul University, the instructor is expected to familiarize him-/herself and comply with all applicable SNL policies and procedures, in addition to DePaul’s. This includes information posted on the SNL website.

16. The instructor must direct students to their Faculty Mentors if students need academic support, or to SNL’s Advising Center or Front Desk if students need administrative, financial, or technical support.