The SNL DCM Program’s On-Ground 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 DCM faculty teaching for the School for New Learning (SNL)’s undergraduate onsite program (Loop and/or Naperville) 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 she/he 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 (and specified books/readings) provided by the DCM, to guide student learning in the most comprehensive and consistent manner.

4. The instructor is expected to download the course syllabus to D2L and to provide her/his contact information on the D2L course site for the quarter in which she/he is teaching.

5. The instructor is expected to assess and evaluate learning outcomes attainment of students enrolled in the course, including submitting grades online.

6. The instructor acknowledges that the DCM director may assess his/her performance by observing directly any class session of the course the instructor teaches and/or asking for course materials to be reviewed.

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

12. 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 or, if not successful, the campus desk attendant on duty. At the same time, he/she must inform the SNL Campus Director 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.

13. 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.

14. 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 (http://snl.depaul.edu/People/Faculty_Forms/index.asp).

15. The instructor must direct students to the DCM Coordinator, snldcm@depaul.edu, for academic questions beyond the course being taught, or the Front Desk (312-362-8001) if students need administrative, financial, or technical support.