



Part-Time Faculty Expectations
Gordon State College
School of Education, Math, and Applied Sciences

I. General Requirements for All Part-Time Faculty

- Submit syllabus to supervisor at least (3) days before start of semester (unless otherwise discussed)
- Let supervisor know if you are absent or cancel class
 - Provide makeup material or assignments for students if class is cancelled
- Complete Progress Reports through Navigate on the 5th and 10th weeks of the main term
- Submit midterm grades and final grades on time
- Grade assignments and post grades within 1 week
 - Papers or major projects may be posted within 2 weeks
- Provide availability to students to meet and discuss their academic success (this could include before class, after class, in-person meetings in an office setting, virtual meetings, or phone meetings)
- Make course materials and classroom available to supervisor for evaluation
- Complete cybersecurity, annual compliance, and other required trainings on time
- Complete first week attendance verification on time (see Academic Calendar and emails from the Registrar's Office for the exact date of verification)

II. D2L Requirements for 100% Online Courses

- Create a Start Here module with significant documents including your syllabus, course walkthrough document or video (video highly recommended) and at least one participation assignment such as a syllabus quiz or an introduction discussion post (both are highly recommended)
- Record and upload a brief 3-minute welcome video introducing yourself to students
 - Provide in either your welcome announcement and/or in the Start Here module

- Post at least one announcement per week (reminders or value-added information)
 - Post a welcome announcement to the course with details from syllabus
 - Include a file attachment of the syllabus on the welcome announcement
- Setup the D2L gradebook so it reflects the grade distribution from your syllabus (and do not change this during the semester)
- Use the D2L gradebook and post grades within a week of the assignment.
- Log-in to D2L to communicate, assess, or monitor at least 3 days during the work week
- Post all due dates for the entire semester on D2L by the day before classes start (dates should be provided in multiple places including on assignments and in a syllabus schedule).
- Administer a proctored assessment – this can include a video project that the student uploads, an exam at the testing center or through a virtual proctor, or an assignment the student must submit in-person (the student's Gordon ID must be)
- Respond to student emails within 24 hours during the week and respond on Monday to emails received over the weekend (while this may not always be possible, it is our goal)
- Include a minimum of **four hours of self-made video content (that you appear in or narrate) in the Spring 2024 semester. This requirement will rise to six hours in the Fall of 2024.** You can use the Yuja video creation tool embedded in D2L or Vimeo (<https://vimeo.com/features/screen-recorder>). We encourage you to create and upload significantly more content videos than the minimum mentioned here.
- Organize content in D2L by creating unit modules. **Each unit modules should have three submodules: 1) "Introduction," 2) "readings and resources" 3) and "activities."** The number of unit modules may vary from course-to-course and instructor-to-instructor. The average number of unit modules varies between 3 and 8.

III. D2L Requirements for Face-to -Face Classes

- Post a welcome announcement to the course with details from syllabus and with a file attachment of the syllabus
- Upload syllabus to "Overview" section of D2L
- Make sure grades are updated on D2L every (2) weeks (if there has been a new assignment due). Aim to post grades within 72 hours for less significant assignments.
- Respond to student emails within 48 hours when possible (respond on Monday to emails received over the weekend)
- Post all due dates for the entire semester on D2L by the day before classes start (this can be in your syllabus, on a separate document, or on the D2L calendar – it is best if on the syllabus and D2L calendar)