

# WAGNER COLLEGE

## FACULTY ROUTINES AND SCHEDULES

**On Campus Presence:** Per the Faculty Handbook, all faculty are expected to be on campus four (4) days per week.

**Faculty Meeting:** Per the Faculty Handbook, tenured and tenure track faculty are required to attend these meetings.

**Textbooks:** Notify your Department Chair regarding textbook needs (include ISBN numbers). Subsequently, check with Bookstore prior to the semester to ensure that requested books were received.

**Office Hours:** Coordinate with the Department Chair to maximize departmental coverage. Office hours need to be posted and share with the Department Chair and Provost in the first week of school. Per the Faculty Handbook, all full-time faculty must hold 6 office hours per week.

**Syllabi:** A written syllabus is to be handed out to each class at the beginning of the term. In addition to course description, expected student learning outcomes, course calendar and course content, your syllabus needs to include the following:

- Student attendance, grading and make-up policies (*Federal student aid funding regulations require that we keep accurate attendance records*).
- Description of class participation, examinations, tests, quizzes, papers, or other course requirements.
- Office hours and contact information.

Submit copies of all syllabi to the Department and, electronically, to the Provost's office. Syllabi need to be available for accreditation purposes.

**Class Room Assignments:** Are posted on MyWagner under Academics in two places- the COURSE SCHEDULE PLANNER and the actual COURSE REGISTRATION where you can go in each to search by faculty name to find classroom assignments

**Class Room Changes:** For any and all class room changes contact Athena Turner-Frederick, Registrar extension 3173, Cunard Hall.

**Class Rosters:** Class list are to be updated on the last day of the drop/add verifying attendance of all students on the roster. Web rosters are available in MyWagner under Faculty/Advisor under MY COURSES

**Mid-Semester:** No official grades are given at mid-semester. However, on MyWagner, faculty must note all D & F's currently being earned on the midterm roster. Any concerns you have about student behavior or attendance should use the Early Alert Form or contact the Center for Academic and Career Development (CACE) at CACE@wagner.edu. Instructors are encouraged to consult with students who are not doing acceptable work at mid-term. All forms are to be returned mid-semester to the Registrar.

**Enforce No Eating and No Smoking rules in the classroom.** We are a "No-Smoking in Building" campus. The *No Smoking* rule is pursuant to the New York State Clean Indoor Act of 2003 and violation may lead to fine or imprisonment.

**Absences:** In the event you must miss a class, notify your Department Secretary and Department Chair, who will post class cancellation notices and complete the form for which class will be made up (your assistant has the form). In addition, contact the Provost's Office. All course cancellations must be reported to the Provost and a time or plan for making-up the session.

**Final Examinations:** Exams must take place during the assigned periods at the end of the semester. The last class week may NOT be used for "final tests" in lieu of the final exam. Exceptions must have the advance consent of the Provost. Special room arrangements may be made through the Registrar at extension 3173, Cunard Hall. According to the New York State Education Department, all final exam periods must be met.

**Academic Counseling Needs:** Refer to the Center for Academic & Career Development, extension 3181

**Building Maintenance, Grounds, Housekeeping Problems:** Please notify Maintenance, extension 3163

**Campus Security - Main Gate,** extension 3148 (Please report any unusual activity).