College of Computing and Software Engineering
Standards and Expectations for Faculty Teaching

The College of Computing and Software Engineering (CCSE) is committed to high quality instruction with strong support for student learning. The college seeks to build a comfortable, safe, collegial, respectful, and stimulating environment for all. Interactions between faculty, students, and staff should be professional and respectful. Academic integrity is a critical aspect of student learning in the computing environment, and faculty will determine when student collaboration is allowed. Each course offered by the College will be structured in the knowledge that timely feedback is essential to learning and should be conducted in a supportive manner that allows students to realize where they have erred, understand the correct approaches, and know how to grow in their ability to succeed. Given the importance of experimentation, iterative improvement, and exploration as vital components to learning, CCSE faculty and staff will create a supportive environment that recognizes that students are building confidence and developing their appropriate competencies in computing, communication, and analytical thinking. Units may offer classes in various modalities to best serve their student bodies. Per the CCSE Digital Policy, all online and hybrid courses require approval prior to scheduling.

Definitions: unit – schools and departments in the college; unit leader – department chair or school director.

1) Personal Appearance

Maintain a professional and appropriate appearance that supports a positive learning and working environment, avoiding attire that could be considered overly casual or distracting.

2) Class sizes

Efforts will be made to ensure that the total student enrollment across the year aligns with the average class size multiplied by the course load. For larger classes, faculty will either teach fewer sections or receive appropriate teaching support, such as graduate teaching assistants, assistant instructors, tutors, or graders. A teaching load involving 37-42 undergraduate or 30-35 graduate students will account for 10% of the total workload, with adjustments made based on classroom hardware, intensive grading, co-scheduled modalities or PhD-level content. Classes with enrollment increasing up to 175% (43 to 73 undergraduate, 36 to 61 master's) of the target will receive 4 hours of teaching support or a 5% workload adjustment. Courses exceeding 175% of capacity will receive 8 hours of support or a 10% workload increase. General education and college-wide courses, such as STAT 1401 or CSE lectures with 120 or more students, will count as 15% of the workload, with teaching, tutoring, and grading support provided for all sections.

3) Syllabi

The Syllabi must be submitted electronically to the dean's office by the end of the first week of classes.

The content must comply with all university requirements: Faculty Handbook 2.13 http://catalog.kennesaw.edu/ and the updated annually syllabus template posted at https://www.kennesaw.edu/curriculum-instruction-assessment/academic-program-planning-development/resources/index.php

Additionally, the syllabi must include:

- Contact information – official KSU email
- Office hours (including virtual hours) are updated each semester
- Response time to students' emails - NO MORE than two business days, and clearly define weekend and holiday/break coverage
- Mode of instruction (traditional, online, hybrid, primary/hybrid-secondary)
- Course Student Learning Outcomes must be approved by the unit
- Any pertinent lab information
- Approved by the unit textbook information (if applicable)
- How the course grade will be determined
- Grade appeals policy
- Tentative list of topics and **tentative weekly schedule with the tentative assessment deadlines.** (Please feel free to include "subject to change" in terms of dates or deadlines to allow for flexibility)
- System and hardware/software requirements
- First, last, and withdrawal date for the term
- Information on proctored exams if applicable
- Calendar – holidays, breaks, and final exam date (if applicable)
- Information for Withdrawal dates - To make an informed decision, students in all courses must receive necessary and sufficient performance evaluation information prior to the last day to withdraw from classes

- **Office hours Fall/Spring/Summer**. The office hours must be communicated to students in the syllabi, d2l course shell, office door, and to the unit for it to be posted on the website.
- Full-time faculty: as defined in the unit workload policy and Faculty Performance Agreement
- Part-time faculty with f-2-f and/or hybrid courses: 1.5 hours per week for each 3-credit hour course with one hour per week on campus minimum
- Part-time with only fully online courses: 1.5 virtual hours per week for each 3-credit hour course with available on campus hours by appointment
- Program coordinators: additional hours as defined in the unit workload policy and Faculty Performance Agreement
- Assistant/Associate chairs: additional hours as defined in the unit workload policy and Faculty Performance Agreement

4) **Return graded work** to students within 2 weeks of the due date. If any course assessment requires a longer time to grade, this time should be stated in the course syllabus.

5) **Email should be responded to within** 48 hours during workdays, and clearly define weekend and holiday/semester break coverage. Students and faculty should use only KSU official or D2L emails for communication.

6) **Attendance at graduation events:**
   - Part-time faculty: no requirement
   - Full-time faculty: attend at least two graduation ceremonies per calendar year
     For undergraduate faculty: one of the ceremonies must be an undergraduate ceremony
     For graduate faculty: one of the ceremonies must be a graduate ceremony
   - The unit leader needs to be informed if the faculty will not be attending

7) **Full-Time Faculty websites**
   To help students to learn more about your teaching and to increase your research visibility to external audience, all CCSE faculty are encouraged to have a public website in addition to posting information on D2L.
   - Post information about your teaching and research on faculty website (http://ksuweb.kennesaw.edu/~netid/ or http://facultyweb.kennesaw.edu/netid/) for each course you teach each semester
   - Your contact information
   - Your office hours
   - Brief overview of your scholarship interest
   - Abstracts of recent publications and research profiles such as Google Scholar

8) **Full-Time Faculty: "Teaching Breadth" and Planning Requirement**
   Faculty members are expected to provide flexibility in course assignments needed to support our degree programs and meet the needs of our students. The faculty will provide a list of preferred teaching courses and review this list annually as part of the FPA process. This list also becomes an input to the unit scheduling process. Faculty will have an opportunity to review and provide feedback on drafting teaching schedules. The specific number of courses and categories of courses (undergraduate, graduate, online) will be determined by the unit leader. Number of assigned courses per semester is defined in the workload policy and Faculty Performance Agreement.

9) **Professionalism towards Students**
   Faculty members should be supportive of their students, take their questions seriously, and respond politely and in a helpful and timely manner in person, phone, MS Teams, or email. Care while communicating with students is essential. Reports from students, colleagues and supervisors of unprofessional behavior will be taken seriously and will be addressed with the faculty member.

10) **Course Content**

All courses must follow a unit approved syllabus including course outcomes, tentative schedule of topics, and textbook(s) (if required).

Regardless of the mode of delivery, a D2L course shell for each section of a course must include:

- Welcome page
- Syllabus
- Calendar
- Grade book
- Course outcomes set in the D2L competencies tool
  https://www.kennesaw.edu/ccse/faculty-resources/d2l-learning.php

Any assessment that will be used to support the course outcomes must be in the D2L section with the grade for the assessment posted in D2L. The course learning outcomes must be linked to the assessments used in the Faculty Course Assessment Report (FCAR) using D2L competencies tool.

In addition, if a course was developed and approved for online delivery, faculty MUST use the approved course for online and hybrid offerings. Please check with the unit leader about who developed the course so you may import the content into your course shell. According to CCSE Digital Learning policy, All sections must be copied from an approved Template Shell or from the prior semester's course, provided no changes were made that would trigger a re-review. See https://www.kennesaw.edu/ccse/faculty-resources/index.php for more details Course content (e.g., video lectures, audio, other learning content) in the master course is expected to be used in good faith and adapted over time in a manner that does not change the structure or organization of the course. Differences between asynchronous and synchronous learning may be found at: https://www.kennesaw.edu/curriculum-instruction-assessment/digital-learning-innovations/faculty-learning-scientists/course-facilitation/

11) **All faculty members (including part time) must meet all classes and meetings as scheduled (days, time, modality, and location).**
Class cancellation: For health-related or other emergencies, the unit chair/director office must be notified as soon as possible via phone and/or email before a regularly scheduled class, office hours, or a meeting. Full-time faculty must use sick leave to cover this time and report the leave via the OneUSG MSS System. All faculty travel must follow the university travel policy. Any content of missed class must be covered so students may learn all the necessary information from the course. The faculty member must have chair's approval to **change modality**, use a substitute instructor or a graduate assistant during a regular scheduled lecture or lab hours and provide a plan for content coverage prior to planned class cancellation.

12) **Course Assessment**
All faculty members are responsible for assessment, data collection, and report generation from all the classes that they teach each semester. FCAR approved by the unit and student sample work, if required for the current semester, are due at the unit office by the end of the second week of the next semester. Spring course assessment forms are due at the end of the

second week in June. All faculty members are required to fulfill their assessment responsibilities as specified in their unit's assessment plan.

Not fulfilling these obligations may lead to a rating of "not meeting" teaching expectations in annual review and may result in a lower priority on summer class teaching schedule. Faculty and staff are expected to read all CCSE and KSU policies and keep up to date with required changes.

Revision schedule: As needed

Approved by CCSE faculty 12/18/2024
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