Policies and Procedures for Undergraduate Programs 2014

SHPRS

1. Class Scheduling process-
	1. two year scheduling;
		1. scheduling staff makes a rubric;
		2. the DUS and Undergraduate committees of the faculties work on schedule, first scheduling graduate courses and then undergraduate courses (they will have at least two weeks to complete)
		3. ADUS confers with Director for budget to fill curriculum needs
		4. schedules moves to ADUS and scheduling staff
		5. deadline for faculty to raise problems or concerns with DUS or DGS
			1. DUS addresses issues with scheduling staff and ADUS
2. Basic standards for training and monitoring of graduate students and FAs
	1. Annual workshop: among others these issues addressed
		1. Minimum information for syllabi-CLAS guidelines for syllabi
		2. Office hours requirements
		3. Incomplete policy –TA and FAs shouldn’t be giving them out except with the consent of the DUS
	2. Disciplinary faculties may go beyond this basic training
3. Annual evaluation of instructors and lecturers and FAs
	1. Instructors and lecturers will have a FAR report and be evaluated annually by the Undergraduate Committee
		1. Lecturers will be evaluated on their teaching and service
			1. Criteria annual performance review for teaching:
				1. 1-unsatisfactory teaching-evidence of unsatisfactory teaching includes: classroom visits, consistently bad student evaluations, meaningful student complaints, inadequate or inappropriate teaching materials and assessments
				2. 2 –Satisfactory- the faculty member, appropriate to rank, meets reasonable expectations with respect to all the following: 1) teaching evaluations; 2) creativity in teaching and student success; 3) the number of students being taught, mentored, and/or supervised
				3. 3-Outstanding- the faculty member, appropriate to rank, exceed reasonable expectations with respect to at least one of the following: 1) teaching evaluations; 2) creativity in teaching and student success; 3) the number of students being taught, mentored, and/or supervised
			2. Criteria for annual performance review for service:
				1. 1 unsatisfactory service- faculty has not performed service to SHPRS, the college or university
				2. 2-The faculty member made satisfactory service contribution in SHPRS and the College or University or profession or public.
				3. 3- The faculty member made meritorious service contribution to SHPRS and the College or University or profession or public
		2. Instructors will be evaluated on their teaching
			1. Criteria annual performance review for teaching:
				1. 1-unsatisfactory teaching -evidence of unsatisfactory teaching includes: classroom visits, consistently bad student evaluations, meaningful student complaints, inadequate or inappropriate teaching materials and assessments
			2. 2 –the faculty member meets reasonable expectations with respect to all the following: 1) teaching evaluations; 2) creativity in teaching and student success; 3) the number of students being taught, mentored, and/or supervised
			3. 3-the faculty member exceed reasonable expectations with respect to at least one of the following: 1) teaching evaluations; 2) creativity in teaching and student success; 3) the number of students being taught, mentored, and/or supervised
4. Curricular Management
	1. Course regularization and getting GS for courses
		1. Faculty working with DUS and ADUS and advising staff will get their courses regularized and apply for GS designations
	2. Thresholds for TA or graders
		1. DUS and ADUS will work on appropriate grading support for faculty. In general, the policy will be 10 hours for at least 60 students (subject to resources)
	3. Staffing of O and I-courses-courses
		1. ADUS and DUS will oversee the integrity of all SHPRS’s degrees programs. The on-line degree programs should be taught by track faculty in addition to non-tenure track faculty. Faculty will teach in these programs as part of their normal load and not as on overloads.
5. Communication flows
	1. Disciplinary DUS or ADUS to field questions about curriculum/program requirements, including scheduling problems
	2. Course scheduler fields questions of Mechanics/logistics.
	3. SHPRS manager fields questions regarding FA budget/FA pay/FA hiring.
	4. Graduate Coordinator fields questions regarding the status of TA.
6. Student issues
	1. Honors
		1. SHPRS students working with SHPRS faculty will complete a thesis
		2. Directing honors thesis: must be either a regular faculty of SHPRS (including lecturers) or have a Ph.D. in an appropriate discipline
		3. SHPRS will conduct a bi-annual honors thesis workshop
		4. The Barrett Honors liaison will be the DUS in each faculty.
	2. Scholarship: the disciplinary DUSs will administer the scholarships
		1. DUS may appoint an ad hoc committee to review applications
	3. Internships: 484
		1. Public history would oversee its students internships
		2. Each of the disciplines would assign a faculty member to oversee the internships PHI/HST/REL 484 (instructor or lecturer would do it as part of their load) and one staff person would provide administrative support.
	4. Incompletes: policy https://students.asu.edu/grades: Incompletes: A mark of "I" (incomplete) is given by the instructor when the student is otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. The student is required to arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the Request for Grade of Incomplete form. Do not reregister or pay fees to complete the course. The student has at most one calendar year from the date the mark of "I" is recorded to complete the course. When the student completes the course, the instructor must submit an online grade change request. If the student receive an "I" in an undergraduate course in the fall 1983 or thereafter, their grade will be automatically changed to a failing grade "E" if they do not complete the course within one calendar year. If the student receives an "I" in a graduate course (500-level or above) "I" grade will become a permanent part of the transcript if the student does not complete the course within one year. Marks of "I" are changed to a grade of "E" (0.00) for purposes of evaluation
	5. Complaints/grade grievances
		1. Student informs instructor of the nature of the complaint in the course.
		2. If necessary, complaint moves to disciplinary DUS
		3. If the student is not satisfied with the determination of the DUS it moves to then ADUS and then the director of the school.
		4. <http://clas.asu.edu/faculty-and-staff/guide-student-academic-grievance>
	6. Dishonesty or academic integrity
		1. Faculty notifies student of the infraction and the sanction—student has 10 days to appeal
		2. Appeal goes to ADUS, Director then to CLAS
		3. TA or FAs who notify students must at the same time notify the DUS.
		4. Any academic integrity violation that results in a grade change, for an assignment must be reported to CLAS <https://clas.asu.edu/node/13389>