



eCore Faculty Expectations

Memorandum of Understanding

Version 2011-2

As an eCore faculty member, I understand that I am responsible for the tasks listed below:

Prior to the beginning of the semester:

- Release syllabus in GeorgiaView Vista prior to the first day of class to include:
 - Virtual office hours (at least two posted hours per week)
 - External email address
 - Contact phone number for office hours
 - Proctored exam dates and requirements
 - Anticipated turnaround time on assignments and assessments (*i.e.* "Assignments and assessments will be graded within 5 days of submission or before the next assignment . . .").
- Send a welcome mail message via the GeorgiaView Vista tool prior to the start of class to students explaining course requirements. Include your photograph and some interesting information about yourself in this mail message.
- Complete the 2-week eCore online training course (one-time only). You must login every day.
- Set due dates for all assignments and assessments with corresponding calendar entry prior to the start of class.

During the semester:

- Follow **eCore Course Guide** and teach course as developed by the subject matter expert teams. Course content and objectives cannot be changed. (*The Course Guide is located on your homepage, hidden from students but accessible to instructors*).
- Establish midterm and or/final exams each to be worth a maximum of 15% of total grade.
- Maintain a detailed class calendar in GeorgiaView Vista.
- Request, by private mail, cell phone numbers of each of your students so that you may contact them if they fail to meet minimum course requirements.
- Maintain a presence online at least one hour a day at **least five days per week** (mandatory!)
- Respond to student questions and emails within 24 hours (48 hours weekends).
- Provide frequent feedback to students. You should post more than five substantive discussion messages each week of the semester.
- Monitor student progress. Submit the At Risk Student Report weekly.
- Require students to submit assignments through GeorgiaView Vista whenever feasible for documentary purposes.
- Post grades in GeorgiaView Vista grade book at least weekly. All assignments and assessments are required to be graded within one week's time.
- If you must be away from the class for more than three days, notify the students and the eCore Faculty Coordinator.

- Actively participate on the eCore Garden of eCore Faculty Community. Your experiences and questions can help other instructors and improve overall program quality.
- Implement Course Outcome Learning Assessments (COLAs) for each course objective.

At the end of the semester:

- Post an announcement at least two weeks prior to the end of the semester directing students to complete the instructor/course evaluation.
- Submit final grades by the posted deadline.
- Review evaluation data provided by the eCore Faculty Coordinator and complete the online form documenting how you will use the data to improve instruction.

Further, I understand that:

- The eCore Administrative Staff will access my course on a regular basis.
- Faculty evaluation information will be provided to my department chair and the VPAA at my institution.
- All eCore faculty members are required to complete a one-time online eCore Online Faculty Training Course (2 weeks) prior to teaching. This also includes those who have taught online before, including through eCore prior to Summer 2009.
- Due to insufficient enrollment, the class section(s) to which I am assigned may be cancelled.
- All eCore faculty are contracted on a semester-by-semester basis. No one is authorized to make assurance or promise of teaching in future semesters.

Term(s) of Agreement (i.e. Fall 2011) _____

Print Name

Institution

Signature

Date