



Memorandum of Understanding

Faculty Expectations Ver. 2016-March

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 GoVIEW prior to the first day of class to include:
 - Virtual office hours (minimum of two posted hours per week)
 - External e-mail address and contact phone number
 - Anticipated turnaround time on assignments and assessments
 - Detailed proctored testing information
 - Establish proctored midterm and/or final exam to each be worth a maximum of 15% (20% in STEM courses).
 - Enter proctored exam information and instructions into SmarterProctoring (and syllabus).
- Send a welcome message via the GoVIEW Email tool prior to the start of class explaining course requirements.
- Set due dates for all assignments and assessments with corresponding calendar entry prior to the start of class.

During the semester:

- Follow the **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 within the Faculty Forms and Resources folder in your course content.)*
- Prepare students for midterm and final exams through clear instructions (example questions, sample problems, study guides and review sessions)
- Review midterm and final exam questions for appropriateness prior to exam release.
- Review statistics on questions after exams to identify low success questions. Make scoring adjustments as needed if questions were incorrect, easily misconstrued or if the assessed content was not covered.
- Maintain a detailed class Calendar in GoVIEW.
- Monitor student progress.
 - Submit the students who are at-risk in your course in SEADS as warranted.
 - Reach out to students who are performing poorly and provide appropriate assistance and encouragement.
- Maintain a presence online at least one hour a day at **least five days per week**.
- Respond to student questions and emails within 24 hours (48 hours weekends).
- Provide frequent input and constructive feedback to students. Post five or more substantive **Discussion** messages each week.
- Be flexible and understanding of students' outside commitments. Provide opportunities for success, such as dropping of lowest quiz score, or occasionally providing alternate activities for students who miss an assignment.
- Require students to submit assignments through GoVIEW whenever feasible for documentary purposes.
- Post all grades to the GoVIEW Grades tool within one week's time. An assignment accepted late should also be returned and graded within 7 days.
- Submit Midterm grades by the posted deadline in INGRESS.
- Provide timely feedback that encourages student learning and persistence. Provide specific and descriptive feedback with all graded assignments, reviewing what the student did well and what the student needs to do to improve performance on future assignments.
- If you must be away from the class for more than three days, notify the students and the Director of Curriculum & Instruction.
- Actively participate in the eCore Garden of eCore Faculty Community. Your experiences and questions can help you and other instructors and improve overall program quality.
- Carefully read emails, announcements and reminders from eCore administrators and staff, notifying us of

questions or problems. Respond promptly when contacted by staff about student problems or complaints. Demonstrate a willingness to resolve them.

At the end of the semester:

- Notify your students two weeks prior to the end of the semester to complete the course evaluation.
- Submit final grades by the posted deadline in GoVIEW Grades tool and in INGRESS.
 - Submit last date of attendance in INGRESS for students with failing grades.
- Review course and instructor evaluation data provided by eCore and complete the online form documenting how you will use the data to improve instruction.
- Implement Course Outcome Learning Assessments (COLAs) for each required course objective.
 - Submit the COLA report annually for your Fall Semester course(s)

Further, I understand that:

- The eCore Administrative Staff will access my course on a regular basis.
- Faculty evaluation information may be provided to my department chair and the VPAA at my institution.
- 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. Please select all that apply:

Summer 2016

Fall 2016

Spring 2017

Print Name

Institution

Signature

Date