

GUIDELINES FOR INSTRUCTION

The following general principles are designed to help CGU faculty to provide instruction of the highest quality to students. They are designed to maintain a high level of student learning and satisfaction. Exceptions to these practices should be approved by the head of the relevant school or unaffiliated department and should be reported to the Provost's office.

1. Faculty are expected to meet their classes at the location and time specified in the "Schedule of Classes" issued for each semester, with beginning and ending dates as posted in the Academic Calendar of Claremont Graduate University. Typically, a semester provides 14 weeks of classroom meetings, with weekly seminars of two hours and fifty minutes each for four units of credit.
2. Faculty should distribute the following information at or before the time of their first meeting with each class:
 - A syllabus of the course listing the dates and time of the session, the topics to be covered, the dates of examinations, the nature and due dates of items to be created by students (such as assignments and term papers), proposed learning outcomes the basis for grading, similar information dealing with the administration of the course.
 - A list of the ways in which students may contact the faculty member, including office hours, phone numbers, and e-mail and fax addresses.
 - A specification and description of e-mail lists, if they are to be used, for communication among students and for students with the professor.
3. If a faculty member must miss a class session due to conflicting professional commitments or meetings that enhance their competence as professionals, such as attendance at a conference, arrangements should be made either to have a colleague replace them for that session or to make up the class at a time mutually agreed to between the students and the faculty member. Such times must accommodate the schedules of students to the greatest extent possible. Faculty members should also notify their Department Chair or Dean of the arrangements made. If faculty take ill or have a personal emergency, an arrangement should be made to make up the class, following the guidelines stated for missed classes.
4. CGU faculty shall make suitable and timely arrangements for students to review their graded course work.
5. Faculty members are expected to respond in a timely manner to student submission of field exams, dissertations, theses, or other major projects.
6. If a faculty member goes on a planned leave, including sabbatical, arrangements should be made to minimize the impact on students and their academic progress. Schools should communicate sabbatical and other leave schedules to students in advance. In addition, faculty on leave are expected to participate in person, by phone, video conference or other means in the writing and evaluation of field exams, defense of dissertation proposals, and defense of the final dissertation unless other arrangements have been made with their Department chair or Dean.
7. Faculty members should bring to their classroom instruction the latest research findings, viewpoints, and ideas so that students become aware of the full and current dimensions of their field.
8. Faculty members should make sure that teaching "ratings" are obtained for each course they teach. These ratings are to be obtained with the faculty member absent from the room, and their continuing confidentiality should be maintained. Evaluation forms will be available from department staff at least two weeks prior to the end of the semester.
9. CGU faculty must maintain a significant presence on campus throughout each semester in which they are employed by CGU, consistent with the scope of their appointment. Each faculty member should

assume a reasonable share of the administrative and committee work of their program and of CGU as a whole. Faculty members should have a regular schedule for being on campus several days per week so as to be available to students and colleagues in carrying out their responsibilities.

These guidelines should be implemented by individual schools or departments in keeping with the practices of their disciplines.

(as Approved at the April 13, 1998 Faculty Meeting; amended and approved FEC 11/05/07; Faculty 11/26/07; Faculty 11/10/08)