

**Part 5: Teaching**  
**Approved by the Faculty, 14 October 2015**

**PART 5: TEACHING**

**5.1 *Course Syllabi and Instructors' Office Hours***

5.1.1 Course Syllabi

Every NJIT course should have a course syllabus, available to the students electronically by the first day of class. Course syllabi should contain information on (1) the course (e.g., number, title, prerequisites/co-requisites, description, meeting-by-meeting outline), (2) course outcomes (see Section 5.1.1.1 below), (3) the instructor (e.g., name, contact information, and office hours—see Section 5.1.2 below), (4) required and optional materials (e.g., title, author, edition, publisher, and ISBN number of assigned texts), (5) tests and assignments, and (6) the course grading policy. Syllabi should also contain a statement on academic integrity (see Section 5.1.1.2 below).

5.1.1.1 Course Outcomes

Course outcomes refer to measurable knowledge and skills that students acquire in each course. Measures of student learning (i.e., homework, quizzes, exams, projects, papers) should be linked to course outcomes.

5.1.1.2 Academic Integrity

NJIT maintains a rigorous policy on academic integrity in all its courses and student work, embodied in the [University Code on Academic Integrity](#). Faculty should also consult the document titled [Best Practices related to Academic Integrity](#), which is maintained on the Provost's website.

5.1.2 Instructors' Office Hours

Faculty and Instructional Staff should post their scheduled office hours for each course online and at their office, and they should be available to students during those hours.

**5.2 *Examinations and Assessment***

5.2.1 Importance of Early and Periodic Assessment

Tests and other assignments should be returned in a timely fashion so that students know their status in the class. All instructors should grade and return a significant amount of students' work prior to the deadline for withdrawal from classes.

5.2.2 Final Examinations

In courses with final examinations, the final exam typically constitutes approximately one-third of the total course grade and must be given during the University final exam period. Modifications to the final exam schedule must be approved in writing by the Department Chairperson, and modified examination times must occur within the University final exam period. Other regulations relating to final and other major examinations, including the policy for resolving final exam conflicts, shall be approved by the Faculty Senate and the Provost and posted on the Provost's website.

5.2.3. Examinations in Online Courses

Examinations in online courses must be scheduled at times that are most convenient for students in the class, recognizing that students may be living in different time zones and that most students have full-time jobs during the daytime.

### **5.3 Course Evaluations**

Every semester the University shall conduct student evaluations of all courses, using an evaluation form and a procedure approved by the Faculty Senate and the Provost. These evaluations are intended to improve the quality of instruction and for use in promotion and tenure evaluations. They may also be used in the process of determining merit salary increases.

### **5.4 Course Scheduling and Class Meetings**

#### 5.4.1 General Principle of Course Scheduling

Academic departments should assign course schedules to their Faculty in coordination with the registrar, in a manner that—to the greatest possible extent—reduces randomness in the process, increases scheduling continuity and convenience, and takes into account both the diverse needs and policies of different academic departments and the special needs of students and Faculty relating to research, teaching, and personal circumstances.

#### 5.4.2 Course Preferences

Each semester, Faculty members should have an opportunity to indicate their teaching preferences, and these should be considered by the Chairperson and the Associate Chairperson when teaching assignments are made. Faculty members should normally receive teaching assignments requiring no more than two different preparations, and no Faculty member should receive an assignment requiring more than three different preparations. University Lecturers and Senior University Lecturers should normally receive teaching assignments requiring no more than three different preparations.

#### 5.4.3 Evening Classes

Faculty hired after February 1, 1965, may be required to teach one evening per week as part of their regular teaching load. Faculty hired prior to February 1, 1965, may teach one evening per week for extra compensation.

#### 5.4.4 Class Meetings and Cancellations

All classes should meet at their scheduled time and location unless special arrangements have been made with the Registrar's Office with the approval of the Department Chairperson. Individual classes should not be cancelled without the consent of the Department Chairperson. No classes should be scheduled during the University common hours without the approval of the Provost.

### **5.5 Teaching Loads**

#### 5.5.1 Teaching Assignment Criteria (TAC)

Teaching loads for each semester shall be assigned by the Department Chairperson in accordance with each Department's Teaching Assignment Criteria (TAC) and the Collective Agreement between NJIT and the PSA. Each Department shall formulate, and periodically review, its own TAC, using contact hours rather than courses, and submit it to the Dean for approval. Each Department's TAC shall go into effect when approved by the Department, the Dean, and the Provost. Modifications to the TAC require approval by the Department, the Dean, and the Provost.

#### 5.5.2. Teaching Load Transparency

TAC and load justification documents shall be maintained in Departments for three years and shall be made available to any NJIT Faculty member upon request. The teaching load of individual faculty of each department shall be made available to the faculty of the university every semester and be forwarded to the Faculty Senate.

### 5.5.3 External Teaching

A full-time member of the Faculty or Instructional Staff who wishes to teach a course during the academic year at another institution, in industry, or in the Division of Continuing Professional Education must submit a request to the Department Chairperson. If the Chairperson does not approve, the Chairperson shall, in a timely fashion, inform the Faculty member or member of the Instructional Staff in writing of his/her reasons. The Faculty member or member of Instructional Staff may appeal the Chairperson's decision to the Dean, who makes the final decision.

### ***5.6 Class Attendance***

The [policy for class attendance](#) by students shall be determined by the Faculty Senate and the Provost and posted on the Provost's website. It is the responsibility of all instructors to keep a record of attendance, as necessary, in order to comply with the policy.

### ***5.7 Attendance at Commencement Exercises***

Members of the Faculty and Instructional Staff should make every effort to attend annual commencement exercises. Every Department/Academic Unit should have substantial representation at commencement, including sufficient personnel to assist with the marshalling of students and other necessary functions.