



School of Library and Information Science Minimum Instructional Expectations for All Faculty

The items contained in this document reinforce and supplement expectations found in the SLIS Faculty Handbook (SLIS website under faculty resources) and Information for Unit 3 (Faculty) (Faculty Affairs website).

Teaching Expectations (for all faculty)

- provide a Greensheet/syllabus using the template provided by SLIS for form and substance; the Greensheet/syllabus should also meet the university's guidelines for distribution to your class
- submit textbook selections (required, recommended, none) by the deadline using the template provided by SLIS
- fulfill assignment and grading obligations as contained in your Greensheet/syllabus, in a timely manner and submit final grades by the deadlines established
- release course content on a pre-established schedule
- establish and fulfill your personal availability ("office hours") as they are scheduled each semester
- provide instructor-generated content within the course, e.g., provide regular (weekly or bi-monthly) lectures (text or audio or video); ensure ADA compliance
- show ongoing presence in the class (such as through email, discussion fora, announcements, substantive feedback)
- provide feedback on student progress within first third of the semester
- adhere to established class schedule with advance notice to students of schedule changes
- when working with a student on either a thesis or a special study, commit the requisite amount of time needed to ensure a successful completion of the project
- incorporate your own research and professional knowledge and experience in the class materials/meetings
- meet the SLIS written online teaching standards
- submit class requests for teaching assignments for upcoming terms when requested

Communication Expectations

- communicate with students, colleagues and staff in a respectful and timely (i.e., within 48 hours) manner
- when out of communication for an extended period of time set an automatic response to email and voice messages unless you are planning on checking/answering at regular intervals, or otherwise alert students to times when you will be unavailable
- respond in a timely manner to requests for information from administrative and technical staff



School of Library and Information Science Expectations of Full Time and Tenure-Track Faculty

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Advising Expectations

- be knowledgeable about specific degree requirements and resources as found on the SLIS website
- be knowledgeable about general SJSU graduate degree requirements as found on the on the SJSU website (Graduate Studies & Research) and in the current SJSU catalogue
- respond promptly, fully, and accurately to questions from advisees and/or refer them to where the information may be found
- create an advising site in the learning management system
- complete the evaluation of e-Portfolios within the deadlines established

Meeting/Service Expectations

- participate in all scheduled faculty meetings unless you have otherwise cleared your absence with the Director
- participate in other SLIS/CASA/SJSU committee/group meetings of which you are a member
- participate in annual commencement activities
- participate in professional/scholarly associations
- review faculty as assigned by the deadlines established