

Adherence to Teaching Expectations

The Teaching Expectations were initially developed and approved by Program Chairs to ensure faculty engagement in online courses. Recognizing the evolving needs of instruction, the document was updated in 2022 to apply across all teaching modalities.

Since early 2024, the Educational Effectiveness Coordinators (EECs) have utilized Canvas to monitor and track faculty presence and engagement in their courses. While the monitoring process remains consistent, EECs now also verify the submission of weekly attendance and final grades, both outlined in the updated Teaching Expectations document.

The use of Canvas provides several key benefits:

- **Real-time collaboration:** Facilitates timely communication and collaboration between EEC and faculty.
- **Standardized support and accountability:** Establishes a consistent framework for assistance, accountability, and reporting.
- **Culture of transparency and efficiency:** Promotes openness and streamlined processes.
- **Recognition and support:** Offers a clear benchmark for Academic Affairs to recognize and support faculty contributions.
- **Demonstrated oversight:** Reinforces the institution's commitment to faculty engagement, a key factor in satisfying Middle States accreditation standards.

EECs play a supportive role by reviewing each element of the Teaching Expectations and helping ensure adherence. Their goal is to help meet faculty expectations, thereby preventing any negative impact on student success. The EECs follow a structured process:

- **Early in the week:** Review courses for adherence to expectations.
- **Midweek:** Reach out to faculty members who have not met the expectations, requesting necessary adjustments.
- **Friday:** Conduct a final review to ensure compliance and update evaluations as needed.

Most faculty meet these expectations consistently, and the data collected through this process highlights both areas for support and opportunities for recognition. Faculty identified in the end-of-term report have been contacted by EECs but did not make the required adjustments.

The Center for Teaching Excellence (CTE) provides further support for faculty compliance through a structured process:

- **Step 1:** CTE issues one (1) written notification after a faculty member earns two (2) consecutive evaluative scores below 80% based on EEC reporting.
- **Step 2:** After a faculty member earns two (2) written notifications, CTE provides individualized coaching to help the faculty member meet the required Teaching Expectations.
- **Step 3:** If a faculty earns a third written notification, the Program Chair may assign the faculty member a semester or two-block break from teaching.
- **Step 4:** In cases of repeated non-adherence, the Program Chair, in consultation with CTE and the faculty member, will determine an appropriate course of action, which may include removal from teaching duties.

This collaborative approach underscores our commitment to fostering excellence in teaching and supporting faculty success, while maintaining high standards for student learning and engagement.

