

Unwritten Rules For Faculty Success

1. **Final exams** – Be sure to give your final exam at the scheduled time. Students are not to take exams early without prior approval from the Registrar.
2. **Do not modify class time**—Class meeting times are fixed and faculty members are not free to shorten or lengthen class meetings. Get permission from your chair for any changes.
3. **Missing class**—if you must miss a class, make arrangements with your department chair to have the class covered.
4. **Copying**—limit copying to what your students will actually use in class. Use the class FoxTale site to upload and send documents.
5. **Stick to your syllabus**— Develop reasonable expectations for your course, put these in your syllabus and then stick to the syllabus. Even dropping assignments can irritate students.
6. **Student evaluations**—All course evaluations are delivered directly to the student via email. Do remind students to complete the course evaluations.
7. **Be consistent**—Treat students equally. Some will seek extra credit. Be sure all opportunities for credit are available to all students.
8. **Attendance**— We recommend that you take attendance at each class session. Notify the Registrar if you have a student that is not attending your class. If a failed grade is posted at the end of the semester, you must post the last date of attendance.
9. **Late Work** - From the catalog guidelines for receiving late work: “Class work missed because of absence may be made up only in the case of prolonged or confining illness, death of relatives, or similar emergencies.” However, you must also accept late work from students with an excused absence from an official university event.
10. **Communication**—Students are expected to use their GFU email account for official communication.