**Instructor**

**Handbook**

**2018-2019**

**Department of History**

**University of Arkansas**

**416 Old Main**

**1125 W. Maple St.**

**Fayetteville, AR 72701**

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**Department of History – University of Arkansas**

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# Professional Guidelines for Instructors

Instructors have an enormous responsibility to strive to be excellent educators, to uphold high standards of teaching and evaluation in the classroom, and to act in a professional and ethical manner when representing the History Department and the University of Arkansas.

*Required Professional Standards*

The Department of History requires some common standards in how instructors design and teach their courses. Instructors must:

* Provide a high quality learning experience for their students by:
  + Assigning more than one book (i.e. textbook or reader). For example, an instructor might require a textbook and a primary source reader, a textbook and novel, or a number of articles could substitute for one book. Any books ordered must be submitted to the department by the required departmental deadlines each semester (see textbook policy)
  + Assigning a writing assignment in their course. While multiple choice examinations/quizzes are allowed, students must have at least one assignment (of 2-3 pages) that requires them to analyze and write. Examples of such assignments include an essay question on an exam, a book review, analytical essay, primary source analysis, etc.
  + Ensuring that the content of their classes is appropriate to each course as officially described in the catalog. They are responsible for confining classroom discussion to the subjects related to the topics of concern in the course and for conducting the class so as to facilitate learning for all students.
* Provide regular classroom engagement for students by:
  + Not dismissing their classes early. If the instructor finishes a lecture early he/she is encouraged to have an activity or discussion topic ready to fill the remainder of the class period time. Chronic cases of letting classes out early could result in dismissal.
  + Not cancelling classes unless they have a medical or other legitimate reason. If class must be canceled, [UA Academic Policy 1858.10](http://provost.uark.edu/policies/185810.php) requires notification of the Department (in this case the Department Chair) and all students in writing (email is acceptable) in advance of the class time. Chronic cancellations could result in dismissal.
* Support student success by:
  + Maintaining open communication with students by
    - Keeping at least two office hours per week and list these on their syllabi. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts and should include a “by appointment” option.
    - Answering emails from students within 2 business days unless extenuating circumstances (extreme illness, travel, etc) prevent such response
  + Providing timely feedback on student assignments and utilizing UA Connect to provide early progress grades (in 1000 and 2000-level courses)
  + Creating a course attendance policy that satisfies University guidelines and reporting students with low attendance as “at risk” on UA Connect
  + Meet expectations on student grade confidentiality in accordance with federal law (see statement on student privacy). Records and materials made and collected as evidence of student performance and learning are the primary source of data for the evaluation of students for grades. Instructors are responsible for maintaining such records as part of their teaching responsibilities. Such records should be retained for two years following the assignment of grades and transferred to the department upon leaving the University. (see policy on retention of records)
  + Holding final exams at the times and places approved for them (see final exam policy below)
  + Uploading all syllabi to [UA Connect](https://uaconnect.uark.edu/) by the first day of class so they can appear in the online syllabus bank
* Support departmental success by:
  + Attend all required meetings and trainings held by the department and the University including but not limited to:
    - Departmental Instructor Meeting (August each year)
    - University Diversity Training (online every three years)
    - Title IX, Sexual Assault/Sexual Harassment Training (online, every three years)
    - What is Discriminatory Harassment Training (in-person, every three years)
    - FERPA Training (online, every three years)
    - Preventing Campus Violence (in-person, every three years)
  + Actively discussing the benefits of a major and/or minor in History with undergraduate students and referring them to faculty or other resources on campus with their questions about the department or discipline
  + Maintaining communication by answering emails from the department within 2 business days during the regular academic year and meet departmental deadlines for any requested information unless extenuating circumstances (extreme illness, travel, etc) prevent such response
  + Provide updates (if needed) to their departmental website profile at least once per year and have their official university portrait taken at the beginning of their appointment (or previous appointment if a lecturer before)
  + Keep personal information updated in UA Connect and BASIS
* Maintain university standards of conduct in class, with students, and University peers, faculty, and staff including adhering to the [University Policy on Sexual Harassment](https://provost.uark.edu/faculty-handbook/5-employment-records-sexual-assault-harrassment/05.php) and the [University’s Faculty Handbook](https://provost.uark.edu/faculty-handbook/index.php)
* Direct all questions and concerns about their appointment to the Department Chair or Associate Chair

*Appointment of Instructors*

All appointments in the Department of History are one year appointments. Those wishing to apply for an instructor position must complete an application package at the time designated by the Department Chair. Applications will be reviewed by the Chair, Associate Chair, and the Executive Committee. The Chair is charged with making all appointments of instructors.

*Evaluation of Instructors*

Each year, the Department Chair, in consultation with the Associate Chair and Department Executive Committee, will evaluate Instructors based on their performance in the department as an instructor of record. Instructors will be expected to complete an “Annual Resume Update Form” listing all of their accomplishments related to teaching, research, and service. Note, however, that all instructors are considered full-time employees and on 100% teaching appointments. Therefore, while the department encourages engagement in the wider profession and research, you will be evaluated primarily based on your teaching.

Instructors should be actively engaged as a collegial contributor to the life of the department and should exhibit respect and cooperation in shared academic and administrative tasks. These collegial contributions (or lack thereof) will be evaluated by the Chair, Associate Chair, and Executive Committee.

For teaching, the following guidelines will be used in evaluation:

0 = University Core evaluation question ratings below 3.0; no curriculum development; no participation in undergraduate and graduate research supervision; absenteeism for reasons other than health or professional obligations; syllabi suggest course is insufficiently rigorous for class level; refusal to hold scheduled office hours; consistent pattern of students being unable to contact professor

1 = University Core evaluation question ratings in the 3.0-3.9 range; syllabi suggest course content is adequate in terms of rigor and written work is assigned; professor is minimally available to students for consultation

2 = University Core evaluation question ratings in the 4.0-4.5 range; curriculum development; syllabi suggest course content is rigorous in terms of reading and writing; professor is available to students for consultation

3 = University Core evaluation question of 4.5 and above; significant curriculum development; syllabi suggest that the faculty member is extremely rigorous in terms of requiring analytical work and original source readings; faculty member wins teaching prize; faculty member is inducted into the Teaching Academy; faculty member wins grant for curriculum development or outreach

# Departmental Guidelines for Instructors

## Required Components of a Syllabus

The syllabus is a contract between you and the student, and a document that must be constructed with great care. Sample syllabi are available on the sharepoint site, and the Teaching and Faculty Support Center offers some [helpful ideas](http://tfsc.uark.edu/150.php).

**All syllabi MUST be uploaded to** [**UA Connect**](https://uaconnect.uark.edu/) **by the first day of class so they can appear in the online syllabus bank.**

You are responsible for the creation of your own syllabus but there are university requirements of what must be included in every syllabus. The following must be included:

1) Contact Information: Office number; Phone number; Office hours; Email address

2) Course Information: Course and section numbers; Title of course; Meeting days and time; Classroom address; Course description; Goals and objectives

3) A list of required texts.

4) Policies on: Late assignments and Incompletes in Course

5) Attendance Policy (Approved by [UA Faculty Senate, October 2014](http://facultysenate.uark.edu/facsen2014to2015/minutes100814.html))

* Education at the university level requires students’ active involvement in the learning process. Therefore, students have the responsibility to attend class and to actively engage in all learning assignments or opportunities provided in their classes. Students should treat class attendance as mandatory. Instructors have the responsibility to provide a written policy on student attendance that is tied to course objectives and included in a course syllabus.
* There may be times, however, when illness, family crises, or university sponsored activities require a student to be absent from class. In these situations, the student is responsible for making timely arrangements with the instructor to make up work missed. The make-up work should be completed in a timeframe that has been arranged with the instructor. Such arrangements should be made in writing and prior to the absence, when possible.

6) Inclement Weather Policy (Fayetteville Policies and Procedures, [210.0](https://vcfa.uark.edu/policies/fayetteville/vcfa/2100.php) and [211.0](https://vcfa.uark.edu/policies/fayetteville/vcfa/2110.php))

* It is the policy of the university to remain open regardless of weather conditions. However, when inclement weather occurs, designated university officials assess weather and road conditions and decide whether it is necessary to close the offices and cancel classes. If the university remains open, each person is expected to make his or her own determination to work but **should make every attempt to get to work within the bounds of personal safety**.

7) Links to the University’s Academic Honesty Website (<http://honesty.uark.edu/>) and the following syllabus statement:

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University’s Academic Integrity Policy at honesty.uark.edu/policy. Students with questions about how these politics apply to a particular course or assignment should immediately contact their instructor.

Also a statement on how the academic honesty policy applies specifically in your course to your assignments in terms of what is allowed and what is not permitted

8) Paragraph about Emergency Procedures and link to webpage: (<https://emergency.uark.edu>)

EMERGENCY PROCEDURES

Many types of emergencies can occur on campus; instructions for specific emergencies such as severe weather, active shooter, or fire can be found at **emergency.uark.edu**.

**Severe Weather (Tornado Warning):**

* Follow the directions of the instructor or emergency personnel
* Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
* If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
* Stay in the center of the room, away from exterior walls, windows, and doors

**Violence / Active Shooter (CADD):**

* **CALL-**  9-1-1
* **AVOID-** If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
* **DENY-** Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it’s safe.
* **DEFEND-** Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

9) A statement supporting reasonable accommodations and link to the [Center for Educational Access (CEA).](http://cea.uark.edu/)  This statement must follow the guidelines set forth in [Academic Policy 1520.20](http://provost.uark.edu/policies/152020.php) which requires faculty to provide exam accommodations if they receive an accommodation letter from the CEA.

10) Clearly stated grading standards and criteria with breakdown of how final grade will be computed

11) Dates of all exams/assignments, including final

12) A Daily or Weekly Schedule of class topics/readings

13) **OPTIONAL STATEMENT ON CONCEALED CARRY**

**---**The below is an optional statement that you may put on your syllabus at your discretion. This, however, is the only statement you put on your syllabus regarding Concealed Carry of Handguns on campus.

**Reminder About Concealed Carry On Campus**

Handguns are only allowed on campus (including all classrooms) to the extent specifically authorized by state law.  Each individual who lawfully possesses a handgun and an enhanced carry permit is required to keep the handgun concealed from public view at all times and is responsible for carrying the handgun in a safe manner.

If an individual carries a concealed handgun in a personal carrier such as a backpack, purse, or handbag, the carrier must remain within the individual’s immediate vicinity (within arm’s reach).  During this course, you may be required to engage in activities that may require you to separate from your belongings such as taking a quiz or examination, and thus you should plan accordingly.  Any student who violates the concealed carry laws while on campus may be subject to criminal prosecution and/or discipline by the University, up to and including dismissal. If you observe someone displaying a handgun or other weapon on campus, it should be reported to the University of Arkansas Police Department.

*History Department Policy on Course Scheduling for Instructors*

Instructors will receive a request from the department to list all the survey courses (1113/1123/2003/2013) that they are able to teach as well as all the 3000-level and 4000-level courses and senior capstone courses that they could offer.

Instructors should be prepared to teach multiple survey courses or upper-level courses depending on departmental demand. Although the department will take into consideration preferences concerning courses taught and times offered, instructors should know that their teaching schedule will be dictated by departmental needs. The times courses will be offered is assigned by departmental needs as well. Instructors should be prepared to teach at times assigned by the department between 7:30AM and 5PM.

*History Department Policy on Incomplete Grades*

All Instructors in the Department of History who are instructors of record are responsible for assigning grades in their courses according to university guidelines. Incomplete grades or “I” grades should only be assigned when a legitimate good cause has prevented the student from completing all course requirements and work completed in the course up to the point of the “I” grade is of passing quality. Students have a maximum of 12 months from the end of the term the incomplete was assigned to complete the remaining coursework. (See also [University policy on Grades](https://registrar.uark.edu/faculty-staff/grading.php))

As instructors of record on year-to-year contracts, Instructors should only assign “I” grades in extreme circumstances, as the University might not employ them within the period that the student has to complete the course. In addition, any instructor wishing to assign an “I” grade must register that grade and receive approval to issue that grade with the Associate Chair in the Department of History. The Associate Chair will maintain a register of “I” grades issued by Instructors. Before the end of the instructors’ terminal contract, the instructor must submit all gradebooks and syllabi for the course to the department to ensure that any outstanding “I” grades can be resolved if the instructor is no longer employed by the University and/or does not wish to finish the incomplete with the student. If approved for the incomplete, instructors should make an agreement with the student in writing detailing the work remaining to be completed and the timeframe allowed to make it up.

*History Department Policy on Textbooks*

All Instructors in the Department of History who are instructors of record are responsible for choosing their own required texts to be used in their courses. They should, however, be aware of the pricing of textbooks and make efforts to assign works that are affordable to students.

All orders for textbooks to be used in a course will be submitted through the History Department staff for processing with the bookstore. The University is required to adhere to [Act 175 of the 2007 Arkansas General Assembly](ftp://www.arkleg.state.ar.us/acts/2007/public/Act175.pdf). Under this state law, all textbooks required in undergraduate courses must be displayed on the bookstore’s website and posted at the bookstore by noon on April 1 (for summer and fall courses) and by November 1 (for spring courses).

See also [Academic Policy 1406.30](http://provost.uark.edu/policies/140630.php)

In order to meet this deadline and adhere to state law, the bookstore sets a due date for the department to submit the proper forms and the history department sets a deadline for its instructors to submit their orders. This is done in order to process the very large number of textbook orders the department receives each semester from its instructors. All Instructors must adhere to the deadlines set for submitting textbook requests so the department can meet its legal obligations.

*History Department Statement on Student Privacy*

The University of Arkansas Board of Trustees (through [Board Policy 540.1](https://www.uasys.edu/wp-content/uploads/sites/16/2016/05/0540_1-Student-Education-Records-and-FERPA.pdf)) requires all instructors of record and GAs assigned to grade student work to adhere to FERPA, the Federal Educational Rights and Privacy Act of 1974. The University of Arkansas has created a [brief outline](https://registrar.uark.edu/student-records/ferpa/ferpa-for-faculty-and-instructors.php) for instructors to follow concerning release of student information.

The History Department adheres to the federal and University guidelines on the release of student information. Student information includes not only personal identifiable information but any student record (including papers, exams, assignments) that could be linked back to an individual student. No student information may be released in any manner including but not limited to: discussing student’s grades/assignments with those not eligible for access to this information (ie, those without a legitimate educational purpose to access it), posting student comments or assignments on social media (including private pages), distributing information about student assignments via any medium to anyone other than the student.

Beginning August 2018, any Instructor employed by the History Department must complete online FERPA Awareness Training for Colleges and Universities, offered by the US Department of Education at the following website: <https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities>

All Instructors must print out the “Certificate of Completion” offered at the end of the course and submit to the Associate Chair/Director of Graduate Studies by the beginning of the fall semester. Instructors must recertify themselves in this course each year.

*University Policy on Final Exams*

[Academic Policy 1500.20](http://provost.uark.edu/policies/150020.php) sets forth university policy regarding final exams and dead day. All Instructors are required to adhere to the following:

* Final exams are to be given during the scheduled final exam period.
* The last exam for the semester is considered the final exam, and it should be administered during the final exam period (not the last week of class---no exam should be required during the last week)
* Students **cannot** be required to participate in any class or extracurricular activities (including make-up exams) on Dead Day or Saturday or Sunday between Dead Day and the final exam period
* Students may not sit for more than two final exams in a single calendar day. Students with three or more final exams have the right to an alternate exam date for each exam exceeding two. They must submit a formal request for an alternate date in writing, along with an official copy of their class schedule for verification purposes, to the professors of those classes involved to see if one will voluntarily move the exam. If voluntary accommodation is not achieved, instructors of classes with lower enrollments will have to accommodate before classes with higher enrollments
  + Requests must be submitted on or before the last day to drop a full semester class with a mark of “W.” Professors will provide the student with an alternate exam date and time no later than one week after the last day to drop a full semester class or classes with a mark of “W.” All rescheduled final exams are to take place during the university designed final exam dates and times. If a student has an objection to the alternate exam date/time, she or he may appeal to the instructor’s department chair.
  + If a student does not submit the request before the last day to drop in a semester, the instructor is not required to make an accommodation, though the department suggests making an accommodation if possible.

*Policy on Retention of Records*

[Academic Policy 1480.10](http://provost.uark.edu/policies/148010.php) requires instructors of record to maintain records of student performance (ie grade books) for at least two years after the assignment of the final grade in a course. Any assignments that the instructor has not returned (ie bluebook final exams or final papers) must also be retained for two years. The department will keep all gradebooks and final exams of instructors after they leave University employment until the two year period has expired.

*Business Cards and Stationary*

Instructors have access to departmental stationary and business cards. Instructors receive one set of business cards during their time as an instructor in the department. Instructors choose when to receive business cards. There will be an open call in the fall to order.

Departmental stationary and envelopes are available in Old Main 416. Electronic stationary is available on the department’s sharepoint site.

*Summer Course Scheduling*

There are limited opportunities to teach summer courses for instructors. Courses will be scheduled according to seniority. Instructors should not automatically expect that a course will be available to them and should seek other employment opportunities over the summer. Courses must adhere to university guidelines for minimum enrollment as specified in [Academic Policy 1640.10](http://provost.uark.edu/policies/164010.php) (14 for a 1000 or 2000 level; 10 for a 3000 level).

*Helpful Numbers and Resources*

CEA – Center for Educational Access

<http://cea.uark.edu/>

209 Arkansas Union

(479-575-3104) or [ada@uark.edu](mailto:ada@uark.edu)

CAPS – Counseling and Psychological Services;

<http://health.uark.edu/departments/counseling-psychological-services.php>

Pat Walker Health Center

479-575-5276

U of A Cares

<http://uofacares.uark.edu/>

325 Administration Building

479-575-5004

* Suggested Syllabus statement: If something bad happens in your personal life that causes you to miss assignments or substantial portions of class, please contact the U of A Cares office (479-575-5004) in the Dean of Students Office (<http://uofacares.uark.edu/>). They can help you navigate troubles, connect you with resources, and contact all of your professors at once so you can stay on track academically.

CLASS+ (Center for Learning and Student Success)

<http://class.uark.edu/>

* Class+ in Gregson Hall (479-575-2885) or [elc@uark.edu](mailto:elc@uark.edu)
* +Writing Support in Kimpel Hall (479-575-6747) or [writcent@uark.edu](mailto:writcent@uark.edu)