



DA: July 14, 2017
FR: Donzell Lee, Ph.D., Provost & EVPAA
TO: Alcorn Faculty
RE: **AY 2017-18 CONTRACTUAL EXPECTATIONS**

A handwritten signature in black ink that reads "Donzell Lee".

Welcome to the new academic year. As we embark upon our continued quest for excellence, the expectations set forth below will help keep us on track as we achieve our mission.

Assure Student Learning

Instructors are expected to implement course activities that measure, monitor, and modify pedagogical methodologies to assure student learning outcomes. This praxis includes collecting, analyzing, reporting (i.e. SACS, NCAA Data Review, institutional effectiveness, and special accreditation requirements), and closing the loop for continuous learning improvement.

Conduct Classes per University Policies & Procedures

Faculty are to attend all scheduled class meetings at assigned times and places to ensure contact hour requirements are met in form and amount. No instructor may not alter final, published course schedules (i.e. face-to-face to online, Blackboard course to email, synchronous to asynchronous--or vice versa) without ultimate provost approval. As a best practice, approved syllabi must be posted in Blackboard no later than 24-hours before classes start. (Departments may have more stringent readiness requirements). Full-time *staff* may not instruct during business hours; and, faculty must gain written supervisor approval prior to teaching outside their units.

Submit Grades by University Deadlines!

Failure to submit (midterm, final) grades vexes University current-term close-out processes and next-semester startup operations. Virtually every unit is adversely affected by the slowdown. Failure to submit grades by deadline is grounds for disciplinary action, up to and including termination.

Accelerate Student Retention, Progression & Graduation

Faculty are expected to engage in designated activities to spur student retention and progression towards graduation: (i) attendance recording in Grade First/roll books; (ii) timely go.alcorn degree audits, substitutions, notations, flags; (iii) Grades First alerts, campaigns, and notifications; (iv) UW and last dates of attendance reports; (v) midterm/final grades submissions, (vi) academic advising (outreach, application for degree submission, degree audits, ensuring 15-credit per term enrollment for financial aid purposes, etc.); and, (vii) student grade appeals, complaints/grievances, grade change petitions).

Attend Required Meetings

Faculty members are to be present on campus to discharge required responsibilities per IHL policies, the *ASU Faculty Handbook §6.4* and as directed by supervisors such as maintaining office hours, researching, advising and counseling students, attending faculty meetings, and other duties required in the faculty member's position. Faculty are expected to report to posts on time, prepared to participate in university meetings (including school, departmental, committees); workshops/trainings (Title IX, sexual harassment trainings); commencement (Fall/Spring); and special call meetings as may from time-to-time be required

by the provost, dean, associate dean, and/or chair. Note: While every effort is made to announce meetings to be convened, exigencies may compel unannounced/impromptu meetings.

Maintain Confidentiality of Records & Sensitive Information

Faculty and staff are responsible for protecting the identity of students and keeping student records and information confidential. Grades, evaluations, advising information linked to personal identifiers (names, A#s, social security #s, credit card information, etc.) may not be publicly disclosed. Social security/credit card numbers should neither be collected nor stored without VPAA authorization/designation to do so. Employee access/maintenance of student information attaches personal responsibility for the security and the confidentiality of these records. [New normal: Breach of data security may be tantamount to breaking the law.] Regardless of how an un/intentional data disclosure occurs (e.g. phone, exposed file on desk, document left on copier, open grade book, student data on third-party servers, email, talk, text, voice mail, screen display, discarded document, etc.), said security breach may be a violation of state/federal law, IHL policy, and/or university regulations. Also, it may be grounds for disciplinary action up to and including termination. CAUTION: Be especially careful to confirm that a student has not suppressed release of even directory information (See [Opt-Out Policy](#)). Let us each do our part to ensure the privacy/confidentiality of student, academic, employment, health, or personnel information.

Discharge Duties per IHL & University Policies and Procedures and Applicable Law

Please follow official policies (e.g. have proper licenses, certificates, or credentials) and procedures (i.e. submitting leave, FMLA, employment disclosures forms) when conducting University business and financial activities so that Alcorn stays in compliance with relevant laws and IHL/accrediting body policies and guidelines. It is the responsibility of all employees to be aware of University Policies and Procedures: <http://www.alcorn.edu/academics/policies-and-procedures/index.aspx> [Academic Affairs]; <http://www.alcorn.edu/offices/finance/policies-procedures/index.aspx> [Business Affairs].

Timely Execution of Tenure & Tenure-Track Employment Contracts: Due to Academic Affairs on August 31, 2017

Alcorn disseminates Mississippi Board of Trustees Institutions of Higher Learning employment contracts per a defined process. Specifically, the Provost issues contracts to unit deans (issue date: August 15, 2017). Deans will deliver contracts on the day of receipt, if possible, to those faculty members who are employed at the time. Faculty members shall return their signed original contract to the Dean in a timely manner to enable the Dean to return all unit contracts to the Provost no later than 14-days from the issue date. Deans return all signed contracts to the Provost within 14-days as specified in the cover letter of the employment contract package. A faculty member's failure to return the signed contract within the 14-day period (or before the expiration of any written extension granted by the Provost) may subject the faculty member to disciplinary action up to, and including, termination. **The deadline to return IHL contracts to Academic Affairs is COB August 31, 2017.** *N.B.: Failure to return a signed contract by the deadline may result in abandonment of the faculty member's position with the university, revocation of the contract offer by the university, and/or termination of the faculty member's relationship with the university* (MS Attorney General's Office).

In conclusion, as we start the academic year with record-breaking, back-to-back, first-time freshmen enrollment, we can all take great pride in knowing we are doing our part to contribute to our nation's intellectual capacity by providing higher education access to our citizenry. We are all responsible for student success. As we work together in the spirit of cooperative excellence, let us strive to ensure that every student admitted has the opportunity to succeed and obtain the prized Alcorn degree in 4-years or less. Indeed, we can feel proud of all our efforts towards achieving this goal. Go Braves!