

Statement of ~~Good~~ Essential Teaching Practices

Apr 27, 2018

Scope: Who is Covered by this Policy?

Instructional Staff

Policy

Every instructor is responsible for creating an informative syllabus and organizing an effective, equitable, and inclusive learning environment by:

- ~~1. Informing his or her~~ Providing a written syllabus to students ~~within~~ the first ~~two~~ week ~~day~~ of the course ~~of,~~ including but not limited to learning outcomes class attendance policy (aligned with "Class Attendance" policy in the objectives, Policy Library), content, examinations and/or assignments, (including due dates), policy on return of student work, and examination procedure in each required course and, within reason, abiding by those statements;
- ~~2. Specifying in writing within the first two weeks of the course the methods by which the instructor determines the final grade in the course;~~
- ~~3.1. _____~~ Ensuring that all materials assigned are equally available to all students in the course; and technology, and method of grade calculation.
- ~~4. Informing students of the generally accepted conclusion on the subject matter of the course when those conclusions differ from the conclusions of the instructor;~~
- ~~5. Giving adequate advance notice of major papers and major examinations in the course;~~

~~6. Providing assignments to permit students to benefit from evaluative experiences during the course;~~

~~7. Being fair and impartial in evaluating all student performances, i.e., evaluating all students according to common criteria;~~

~~8. Allowing students to review papers and examinations in a timely manner after those papers and examinations have been evaluated;~~

~~9. Making oneself available for conferences during announced, regular office hours;~~

2. Adhering to the syllabus and communicating clearly any necessary modifications to the students;

3. Maintaining and informing students of regularly scheduled office hours (see Office House for Instructional Staff policy in Policy Library);

4. Ascribing to a standard of grading that follows the accepted practices within the discipline including providing and receiving feedback that is offered in a timely manner and is critical and respectful of others' views;

5. Informing students of Miami's Academic Integrity policy and adhering to its principles;

6. Utilizing a Miami University supported learning management system to communicate course information;

~~10-7. Treating students with courtesy and respect at all times. Courtesy and respect do not prohibit strong criticism directed at the student's academic errors and scholarly responsibilities;~~

~~11-8. Endeavoring to ensure that the classroom learning environment is free ~~from~~of discrimination and harassment based upon all forms of prejudice that negatively influence student learning, such as those based on age, ethnicity, gender, mental or physical impairment, race, religion, sexual orientation, or gender identity and inclusive of all students;~~

9. Following specific student accommodations received from Student Disability Services;

~~12. Adhering to the "Class Attendance Policy" (see Student Handbook);~~

~~13-10. Adhering to the following paragraph of the "Statement on Professional Ethics" in the policy titled "Professional Ethics and Responsibilities": **As teachers, professors encourage the free pursuit of learning in students. Teachers exemplify the best scholarly standards of their disciplines. They demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides**~~

~~and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect students' true merit. Faculty members respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. Professors protect their academic freedom. No faculty member shall be obliged to make the academic work of students available for inspection by any third party in the absence of compulsory legal process, without *bona fide* academic reasons, or without the express written consent of the student."~~

~~14. Assuming the positive obligation to confront students of suspected academic dishonesty.~~

Related Form(s)

Not Applicable.

Additional Resources and Procedures

Not Applicable

FAQ

Not Applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officers

Provost and Executive Vice President for Academic Affairs

Legal Authority

Not Applicable.

Compliance Policy

No

Recent Revision History

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[Amended July 2022](#)

Reference ID(s)

- MUPIM 5.4
- OAC-3339-5-04

Reviewing Bodies

- Administrative
- Miami University Senate