

INSTRUCTIONAL RESPONSIBILITIES

Approval Authority	President
Responsible Executive	Provost and Vice-President, Academic
Related Policies / Legislation	Attendance (62) Field Trips (56) Field Placement (57) Student Academic Misconduct (70) Grade Reporting (109) Student Non-Academic Conduct (204) Final Grade Appeal (217) UFV Collective Agreement, articles 10.4, 18.1 Board policy on Academic Freedom BRP-201.01 Freedom of Information and Protection of Privacy Act of BC

PURPOSE

The University of the Fraser Valley is a regional teaching-intensive university that strives to provide the best undergraduate education in Canada. This policy establishes an approach to instruction and learning that reflects a continuing commitment to maintain and promote teaching and learning excellence at UFV.

SCOPE

This policy applies to instruction for all courses offered for credit at UFV.

DEFINITIONS

Official Course Outline: The Undergraduate Education Committee or Graduate Studies Committee approved course outline form.

Course Syllabus: The expanded version of the official course outline, including content, instructional activities, student evaluation practices and learning outcomes, provided by the instructor for individual courses.

POLICY

This policy provides the framework for instruction and learning by which both instructors and students will have reasonable and consistent expectations of their rights and responsibilities with respect to each other:

1. Instructors shall be familiar and comply with all university academic policies and legislation.
2. Instructors shall treat students consistently and fairly, clearly communicate their expectations and requirements to students, and provide opportunities for consultation to support the

learning process.

3. Instructors have rights as set out in the Collective Agreement and university policies, including but not limited to the right to set and enforce class expectations and requirements.
4. Students are expected to comply with university policies and the course expectations provided by the instructors. They have the right to receive the information and feedback they require in a timely fashion.

REGULATIONS

Instructors must clearly communicate their expectations to students respecting the content of the course syllabus, class attendance and scheduling policies, office hours, evaluation procedures, and examinations and assignments.

Course Content and Information:

1. The course syllabus is to be provided to students at the first class of the semester or, for courses without regularly scheduled classes, within the first week of the semester.
2. The syllabus will include course title and description, the name of the instructor(s), contact information and office hours, grading system and evaluation procedures, schedule of class offerings, learning outcomes, and any special regulations or rules (e.g. field trips, use of electronic devices, etc.)
3. The instructor of a course has the responsibility to ensure that the course syllabus, including the course title, description, and learning outcomes, is consistent with the official course outline.
4. Any substantive deviations from the original course syllabus after the start of the class should only be made in exceptional circumstances and then only with the consent of the class and on approval by the department or area head.

Class Attendance and Scheduling

1. In accordance with the Attendance policy, instructors will advise students in the course syllabus of consequences for lack of attendance. This will include expectations regarding field trips.
2. Instructors may cancel classes, with the prior approval of the appropriate administrator, for such reasons as professional development, articulation activities, or religious obligations. When cancellations are planned in advance, instructors are expected to announce the cancellation in a class prior to the class being cancelled, and to make up such classes when possible.
3. In the event that an instructor is unable to meet a scheduled class, must cancel a class due to unforeseen circumstances, or is unable to make up a cancelled class, the instructor shall notify the appropriate administrator.

Availability for Consultation and Communication with Students:

1. Instructors will consult and communicate with students in a timely and professional manner.
2. Instructors will make clear in their course syllabi when, and by what methods (e.g. in office, online, etc.) they are available to students, including during the examination period. Methods

of consultation shall be according to the format of the course (e.g. in classroom, hybrid, etc.), and periods for consultation shall be scheduled in a timely and regular manner and made known to the department or area assistant.

3. Instructors will respond to student emails within a reasonable period of time. Normally, and excepting when the instructor is away on vacation, research or other university related business or activities, response should be made within two instructional days.
4. Instructors are not expected to respond to student emails on weekends or statutory holidays.

Managing Classroom/Online Activities

1. Instructors have the right to expect students to participate in classroom based learning activities that are designed to contribute to the overall learning outcomes of the course. Consideration will be given to students who have disabilities as documented in writing by Disability Services with respect to participation in such activities.
2. Instructors have the right to expect students not to disrupt the learning atmosphere in a classroom or online setting. Students who disrupt the learning activities may be asked to leave the class or be removed from an online activity.

Evaluation, Examinations and Assignments:

1. Instructors will advise students in the course syllabus of the process that will be followed in determining grades for a course. When participation is a component of evaluation, the instructor will describe in the syllabus how participation will be assessed. The course syllabus will indicate the letter grade/percentage equivalent and the weighting of assignments.
2. Students will be informed as soon as possible of any changes of evaluation procedure or dates of midterm exams and may only occur if there are extenuating circumstances. Sufficient notice must be given to students in advance of any work on assignments subject to evaluation or midterm examination, and alternative arrangements for any student unable to accommodate the changed dates must be provided. The intent is to make the evaluation process as fair as the original to the students.
3. Students are responsible for submitting assignments in the form requested.
4. Students are required to submit all assignments on time and take all examinations at the times scheduled. Failure to meet these requirements may result in the instructor assessing penalties or refusing to accept the assignment. However, instructors are expected to be flexible when students miss an exam or assignment deadline due to documented medical circumstances, bereavement of immediate family members, or emergencies.
5. Assignments and exams shall be graded and returned to students in a timely fashion to allow students to use the feedback to improve their performance.
6. Instructors are expected to invigilate all examinations in their courses.
7. Wherever possible, the final week of instruction should remain as instruction. In some instances, such as with lab exams, there may be no alternative.

Examinations, projects, or presentations that constitute a final examination procedure are expected to be scheduled in conformity with the university examination schedule. For

courses adhering to a fifteen-week semester schedule:

- (a) Exams worth more than fifteen (15) percent of a course grade must not be held during the last five instructional days of the semester.
- (b) The due date of take-home exams normally must not be during the last five instructional days of the semester.
- (c) Exams must not be scheduled in the break between the last day of classes and the beginning of the examination period.

Any exceptions to these examination guidelines must be approved by the program/department head/director (whichever applies) and the applicable dean.

- 8. Instructors will retain examinations and final projects that have not been returned to the students for one year after they have been written and/or submitted. Unless instructors are absent from campus for such authorized reasons as vacation, professional development, emergency or illness, students' examinations should be available for student perusal during instructors' office hours or at some other time that is convenient for both student and instructor. Sessional instructors will make arrangements with their department heads and/or assistants as may be necessary to satisfy the requirements of the policy.
 - 9. Under Freedom of Information and Protection of Privacy legislation, instructors are required to protect the privacy of students. Therefore, students' assignments and/or exams may not be left in public places, and public posting or discussion of a student's grades is not permitted.
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