# VT Math Department Teaching Policies for Academic Year 2024

* **Do not sign force-add forms.**
	+ Force-add information is available on the Math Department website here: [https://math.vt.edu/undergrad-math/forceadd.html](file:///Users/nloehr/VTteach/o%09https%3A/math.vt.edu/undergrad-math/forceadd.html)
	+ All force-adds are handled through the online survey found at the end of the previous website.
	+ After Tuesday August 22, the Math Department office can do late force-adds, but only if the student has a compelling reason. After the add-period ends on Friday August 25, all adds will be done by the COS office.
* **Hold all scheduled classes and office hours.**
	+ Be available to students during your office hours (online or in-person). Inform students that they can make an appointment to see you if they cannot attend your regular office hours.
	+ The university expects all scheduled classes (online or in-person) to be taught. If you cannot teach a class, you need to find a substitute. Please let Tammi Johnston (231-6536) know the name of your substitute and the days that person will be substituting. If a last-minute emergency arises, please notify Tammi which classes you will not be able to teach. We will try to find someone to cover these classes.
* **Write a good class policy sheet.** Don’t call it a course contract. The university often calls it a syllabus, although that can be confusing. University requirements are in the faculty handbook, section 9.6.1; see <https://faculty.vt.edu/faculty-handbook/chapter09.html>. Include all of the rules you intend to enforce (e.g., cell phone policy). Include the required elements described on page 2 of these teaching policies and in the attached document "Syllabus Requirements and Guidelines, 2023-2024". Mentors, course coordinators, and other colleagues can help you with expected and effective wording.
* **Post your class policy sheet** on the Canvas website for your course for student access. (Virginia Tech's protocol is for class policy sheets to be hidden from people outside the university.) For the Math Department’s access, also post your class policy sheet in the following Google drive: <https://drive.google.com/drive/folders/1RC7lbW-da5pAq1DpHLYuz3c6f9BZb4cw>?usp=sharing

For this drive, use a filename consisting of your last name, first initial, course number, and CRN, as in this example: MorrisonT\_5125\_87256.pdf. If you teach several sections of the same course, it suffices to post one file using a pattern such as: KimD\_2114\_87137\_87138\_87139.pdf. Your name is important for ease of finding. The CRNs are important for inventory management.

* **Follow your class policy sheet**. The class policy sheet can be changed during the semester if you do so in writing and post the changed policy sheet at the locations mentioned above.
* **Grade in a fair and consistent manner.** Be aware of grading trends and policies in courses with multiple sections. A grade of “B” in, say, Math 2214, should mean pretty much the same thing from section to section.
* **Return graded work in timely manner.** Students should know where they stand in your course and have enough feedback on past assignments to prepare for upcoming assignments and evaluations. At least one major graded work (usually a test) must be returned before the drop date.
* **Erase your board after class**.
* **Student evaluations are mandatory.** Students will evaluate you in every class you teach by filling out SPOT surveys (student perception of teaching). The surveys are administered automatically online through the Canvas course websites. The response rate for the on-line evaluation is often low. For promotion and tenure purposes, you may want to consider ways to increase the response rates for your sections.
* **Tutors are available for some math classes.** Information about Math Department tutoring may be found at this website: <https://math.vt.edu/undergrad-math/tutoring.html>