Assessment of Course Performance
Throughout the semester, you should assess the quality of your course. This can be measured in several ways:

1. Student Performance: After each exam, you should calculate the mean and median for your course. As a guideline, the mean and median should be close to one another and the mean is usually around B-.

2. Instructor Performance: Twice during the semester, a faculty mentor will sit in on your course and give you feedback on your teaching. For faculty or visiting faculty, the CFDE (Center for Faculty Development and Excellence) provides teaching consultations. Visit \[http://cfde.emory.edu/teaching/teachingconsult.html\] for more details.

3. Quality of Class Materials: Every course MUST have a syllabus. The materials you produce for your class such as syllabi, exams, study guides, etc. should be typed up and professional. At the end of the term, we will ask you to turn in your course materials to the department. At a minimum, we will request your syllabus, grade-book, exams, and final exam for each course that you teach.

4. Student Evaluations: For graduate instructors and visiting faculty, students are given two chances to assess your course throughout the semester with Midterm and End-of-Semester evaluations. The Midterm evaluations are an internal evaluation given by the department and reviewed by you and the course coordinator or a mentor. The End-of-Semester evaluations are given college wide and reviewed by both the college and the department. Faculty only receive End-of-Semester semester evaluations.

Clarity in Grading
Emory students are very grade conscious. You should be transparent about how students are assessed and how grades are assigned. Some guidelines are:

1. Exams should be taken out of 100 points where all 100 points are accounted for on the exam.

2. Emory assigns Plus/Minus grades. The grading scale for how you plan to assign the grades should be published in your syllabus as well as how the final grade will be calculated.

3. Extra Credit or other grade boosters like test corrections should be used sparingly. If the course you teach is coordinated, then these modifications need to be approved by the course coordinator.

4. A clear rubric for how you graded each problem should be provided.

5. For each assignment students turn in, you should take the time to grade and give feedback.

6. Grade and return exams and homework in a timely manner.

Clarity in Policies
Students want to get the most out of their education and relationships with their instructors. Be clear in your syllabus how you can be contacted and what your policies are. Some guidelines are:

1. You should provide 3 to 4 office hours per week at different times, as to accommodate students with different schedules. Also, you MUST include office hours by appointment in case a student has a conflict with all the office hours you provide. You must plan to attend all of your office hours and they should be held on Emory Campus. Do NOT give out your phone number or home address in lieu of attending your office hours. In the event that you have to cancel your office hours please inform the department by emailing admin@mathcs.emory.edu
2. You MUST respond to student emails within 24 hours. Decisions do not have to be made in this 24 hour period but the instructor should recognize that the student’s inquiry has been made.

3. The Final Exam date and time MUST be listed on your syllabus. The date of the Final Exam may not be changed under any circumstances. We suggest that you also list any Midterm Exam dates and do your best to stick to these dates as the semester progresses.

4. Most of our 100/200-level courses have a *No Calculator* policy. Check the departmental syllabus to see what the standard is for your course.

5. The Honor Code and a comment about ADSR (Access, Disability Services, and Resources) should be on your syllabus as well as Homework and Quiz policies (including how a missed assignment or Midterm will be handled).

6. TAs should not grade exams. As the instructor, you are responsible for grading all exams including the final exam. TAs and graders can grade homework, in-class problems sets and quizzes. You are responsible for directing your TAs grading and ensuring they adhere to the standards you set forth.

7. You should only cancel class in cases of illness or emergency. You should not cancel class for vacation (example: starting Spring Break a day early). You should try to arrange a substitute for classes when the circumstances of your absence are foreseeable (example: attending a professional conference). See your course coordinator, mentor, (or Bree Ettinger, Steve La Fleur, or Valerie Summet) if you need help finding a substitute. Please email admin@mathcs should you need to cancel class for any reason and document the situation.

8. For other questions on departmental policies, please see the Q&A.pdf and the departmental syllabi for the courses you teach at: [http://www.mathcs.emory.edu/~betting/ResourcesForGraduateInstructors.html](http://www.mathcs.emory.edu/~betting/ResourcesForGraduateInstructors.html) or ask Steve La Fleur or Bree Ettinger or Valerie Summet.

**Etiquette**

The following is a code of behavior that defines basic expectations of an instructor of record.

1. Be well prepared and on time to every class.

2. Be professional and courteous in your appearance, manners, and interactions with students and colleagues.

3. You are in charge of your classroom. However, you cannot use academic penalty for disciplining your students.

4. You should maintain a professional relationship with your students inside and outside of class. *Emory policy:* no personal instructor-student relationships

5. Respect student privacy (FERPA). This applies to all aspects of a student’s performance, including exams and grades.

6. Do NOT judge veracity. You should always refer to the department or a Dean for religious or health-related (physical and emotional) matters. The Honor Council will decide if cheating occurred and what penalties to impose. You provide evidence for the case of cheating and let The Honor Council be the judge.

7. Do NOT comment on colleagues, professors, departments, or the university.

8. Do NOT discuss personal or sensitive matters in class, i.e., religion, politics, or someone else’s grade.

9. Do NOT make remarks that could be construed as inappropriate.

10. Do practice discretion and show enthusiasm and finally, enjoy teaching!