



Colleagues,

Welcome to WSU Tech. For some of you, teaching is a new experience you are excited to begin. For others, you are returning for another semester with our students. We are excited you are on our team! As we prepare for the 22/23 academic year, please remember the following important policies and procedures.

- The academic calendar is attached. Please take note of important dates.
- You will receive a Faculty Load and Compensation (FLAC) Agreement for each class you are assigned. Please review and approve each FLAC agreement within the week it is received.
- Syllabi should be uploaded and approved through Simple Syllabus 5-7 days prior to the beginning of class. Simple Syllabus is a two-step approval process; please plan accordingly.
- Please take attendance regularly. WSUTech is an attendance taking institution; Financial Aid is required to keep accurate and up-to-date attendance records.
- Census day rosters are typically due after 25% of the course has been completed. You will receive an e-mail from the Registrar prompting you to certify your roster. It is important this is done in a timely manner.
- Post final grades by the deadline. Please read the information from the Registrar's office regarding final grades to ensure a smooth and error-free submission.
- Incomplete grades should not be issued to a student without prior approval from your Dean and a signed contract between you and the student.
- Assessment activities are required. If you have questions regarding assessment in your class please reach out to your Program Director/Department Chair.
- If you need to be absent from a face-to-face class please notify your Program Director/Department Chair and/or Dean in advance. Do not cancel class without prior approval.
- Please respond to student communication via e-mail or Blackboard course mail within 48 hours.

- Maintain an accurate and up-to-date gradebook. Clearly state in your syllabus the turnaround time for grading assignments and exams. If a student misses a deadline, enter the zero in the gradebook promptly so they are aware of the impact to their grade.
- Faculty teaching in a lab: enforce safety rules and uniform (if applicable) requirements consistently.

If you have any questions or concerns throughout the academic year please don't hesitate to reach out to your Dean or Vice President. We are here to support you!

Best wishes,

Jennifer, Scott, & Sarah
Academic Vice Presidents

Doug, Jena, Jessi, Jim, Lynn
Academic Deans