

**FACULTY INVENTORY
SAS GRAUDATE DIVISION**

This inventory faculty/instructors should be used for course preparation and delivery.

Faculty/Instructor Expectations and Responsibilities

| Faculty/Instructor Responsibilities to TAs | Notes/Details |
|---|----------------------|
| Discuss course goals and objectives with TAs | |
| Review syllabus and collaborate with TAs on assignments, grading, policies and expectations. | |
| Discuss specific TA responsibilities and any other issues that affect instruction. | |
| Provide clear guidelines for assessment; offer models for grading, preferably by sharing some of those duties. | |
| Review expectations for attendance at lectures, leading labs or recitation sections. | |
| Discuss preferred modes of and expectations for communication with students. | |
| Create clear guidelines for TA and faculty office hours. Set well-defined standards and boundaries for accessibility. | |
| Schedule regular meeting times with TA/s | |

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| If you have more than one TA, be sure to create equitable distribution of responsibilities. | |
| Faculty/Instructor Responsibilities to Students | |
| Create Canvas site. Remember that your Canvas site is the key source for your students to understand all dimensions of your course. Therefore, rather than conceiving the syllabus as a discrete document, construct your Canvas site with greater specificity about each task/reading/assignment. | |
| Outline learning objectives and course goals. Be specific about modes of instruction, discussion boards, group work, and clearly indicate teaching and learning expectations. | |
| Provide specific details about how students in the course should contact or expect to hear from the instructor and TA through e-mail, online or in-person meetings. Establish regular office hours. Set clear boundaries for availability of both instructor and TA. | |
| List required /recommended books, articles, and other resources. | |
| Provide clear information about exams and assignments. Detail the nature and modes of assessment (e.g. exams, papers, final project, individual or group projects, participation). Include varied assignments and options. | |
| Be explicit about grading policies as well as policies on late work or extensions. | |
| Specify standards for lecture or section attendance and participation. | |
| On syllabus: Include statement on accommodations for students with disabilities. | |
| On syllabus: Penn Wellness Resources https://www.wellnessatpenn.com/ | |
| On syllabus: Code of Academic Integrity https://catalog.upenn.edu/pennbook/code-of-academic-integrity/ | |