

**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	

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/	