

## Teaching in the Clark Honors College

Tenure-related and non-tenure-related faculty from other UO schools and colleges and retired UO faculty

Task	Term You Are Teaching:		
	Fall	Winter	Spring
Confirm course descriptions and course titles	Early March	Late September	Early December
Respond to request for preferences for teaching days and times	Early April	Late September	Early December
Confirm final course schedule details (days, times and classroom location)	Mid-April	Late October	Mid-January
Class schedule is published online by Registrar's Office	Early May	Late October	Early February
Course descriptions are posted to CHC website	Early May	Early November	Mid-February
Initial registration period opens	Late May	Mid-November	Late February
Complete office hours survey for posting to CHC website	Late September	Early January	Early April
Submit course syllabi for CHC course archive	Early December	Early March	Early June

*\*Regardless of the term in which you are teaching, you must either submit or update information for your CHC Faculty profile by September 1<sup>st</sup> for the following academic year.*

### Faculty Expectations When Teaching in the Clark Honors College:

- **Office Hours:** All faculty are expected to make office hours available to students on campus each week. Affiliated faculty may reserve the CHC Peer Advising Room, 209 Chapman, for office hours as long as they do not overlap with the Peer Advising schedule. Stop by the CHC Reception Desk to reserve space.
- **Class Session Cancellation:** Affiliated faculty members should contact the CHC Reception Desk if they must cancel a class session for illness or emergency (a sign will be posted on the classroom door if the class is held in Chapman Hall). The CHC Reception Desk will maintain a log of cancelled class sessions.
- **Course Cancellation:** A CHC course that has 10 or fewer students enrolled before the start of term will be cancelled for inadequate enrollment. The CHC Associate Dean for Undergraduate Studies will notify the affiliated faculty member. No courses will be cancelled within one business week of the start of term.
- **Reviews:** Affiliated faculty will receive performance reviews either annually or at the end of the academic year in which they taught (if they taught only one term).