

Boston University School of Hospitality Administration

928 Commonwealth Avenue
Boston, Massachusetts 02215
T 617-353-3261 F 617-353-6328
www.bu.edu/hospitality



Boston University

School of Hospitality Administration



Faculty Guide

Updated August 2019

Boston University School of Hospitality Administration Faculty Guide

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Dear Faculty,

Welcome to the Boston University School of Hospitality Administration (SHA). Our goal is to provide SHA students with world-class knowledge and work experience so that our graduates have a head start in the field of hospitality. As a member of the SHA faculty, you will be supporting an academic program that is both challenging and well-rounded.

While SHA is the smallest of sixteen schools at Boston University, our students arrive with big dreams and plans. As a faculty member, you are vital to supporting, encouraging, and guiding these plans by teaching a curriculum that is rigorous and ambitious. Above all, your commitment to the students is most important. This commitment should include:

- A detailed syllabus that should be treated as a contract between you and the students
- Returning assignments in a timely manner with constructive feedback
- Respecting the diversity of students' backgrounds

As the semester begins, remember that your first class is an important opportunity to build rapport, establish a positive first impression, and convey this commitment that you will make to your students. This Guide will provide information about Boston University, SHA, and academic and teaching policies. Your colleagues and University resources are also here to help you plan and implement a memorable and enriching classroom experience.

If you have questions about the information provided in this Guide or need additional resources, please contact the Office of the Dean at 928 Commonwealth Avenue, Third Floor, Dean's Suite.

Thank you for your commitment to Boston University and the success of our students.

Sincerely,

Handwritten signature of Dr. Arun Upneja in black ink.

Dr. Arun Upneja
Dean & Professor

Handwritten signature of Leora Halpern Lanz in black ink.

Leora Halpern Lanz, ISHC
Chair, Graduate Program

Handwritten signature of Suzanne Markham-Bagnera in black ink.

Suzanne Markham-Bagnera, PhD
Chair, Undergraduate Program

BOSTON UNIVERSITY

Boston University, the fourth largest independent university in the United States, is at the hub of intellectual, scientific, and cultural activity. With more than 4,000 faculty members and 33,000 students, BU pursues the ideal of a research university: knowledge is best acquired in the pursuit of new knowledge, and both undergraduate and graduate students benefit by learning from individuals who are actively engaged in original research.

The University, the first American institution to be modeled on the European system, traces its roots to a school in Vermont founded in 1839, moving to Boston in 1867. Within the University, sixteen schools and colleges offer a total of more than 250 degree programs. Academic departments and research institutes serve as small communities for faculty and students, who also participate fully in the excitement and variety of the larger University community.

Boston University is coeducational and nonsectarian. Our campus extends over 100 acres from the historic Back Bay section of Boston, westward along the south bank of the Charles River. The University is accredited by the New England Association of Colleges and Secondary Schools, Inc., and is a member of the American Council on Education, the Association of American Colleges, the Association of Urban Universities, and the Council of Graduate Schools in the United States.

SCHOOL OF HOSPITALITY ADMINISTRATION

The School of Hospitality Administration was founded in 1981. Over the years, we have entrenched ourselves in the global hospitality industry in order to understand what our students need to launch a successful career upon graduation. Courses are offered at the Charles River Campus in the SHA building (928 Commonwealth Avenue) and at the 808 Kitchen (808 Commonwealth Avenue).

As part of the degree requirement, full-time students will acquire 800 hours of work experience and an international experience. SHA students also have the opportunity to earn a dual-degree or minor from another school at BU, and earn a master's degree in Gastronomy in only two additional semesters.

CONTACT & BUILDING INFORMATION

Boston University School of Hospitality Administration

928 Commonwealth Avenue

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Email: busha@bu.edu

Website: www.bu.edu/hospitality

Social Media:

- Facebook: Boston University School of Hospitality Administration
- LinkedIn Group: Boston University School of Hospitality Administration
- Twitter: @BUHospitality
- Instagram: @buschoolofhospitality

Hours of operation:

Main Entrance Hours

Mon	7:15 am – 9:30 pm
Tue	7:15 am – 9:30 pm
Wed	7:15 am – 9:30 pm
Thu	7:15 am – 9:30 pm
Fri	7:15 am – 6:00 pm

Elevator Operating Hours

Daily	7:15 am – 6:00pm
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EMERGENCY INFORMATION

In the event of a University-wide emergency, faculty and staff will be alerted through the Send Word Now emergency notification system. The Send Word Now system is designed to communicate with cell phones, land lines, email systems, and pagers during a crisis or time sensitive situation on campus. To ensure that the University has your correct contact information on file, please go to the Personal Information section on either the Boston University [Employee Link](#) and update your information there.

If there is an emergency or disaster at SHA, Dean Arun Upneja and Assistant Dean Anna Monahan will contact all faculty and staff via email/phone to communicate instructions. If necessary, management will seek alternative workspace; until such time that alternative workspace can be arranged, employees are encouraged to access the SHA server through the [University's Virtual Private Network \(VPN\)](#) and work from home as feasible.

If there is an emergency inside the building and it must be evacuated, check all rooms and bathrooms and ensure no occupants remain behind. **DO NOT** use the elevator and proceed out of the building. All employees are to meet in front of 930 Commonwealth Avenue.

You are to remain outside until the 'all clear' is given by the Fire Department and the alarm has been turned off.

CANCELLATION DUE TO EMERGENCIES OR INCLEMENT WEATHER

The University may close due to inclement weather. Professors are not allowed under any circumstances to cancel class before a University announcement is made to do so. In the event that weather conditions cause an all-day closing, the University will make announcements between 6am and 9am on the following local television and radio stations only:

Radio:

- WBUR 90.0 FM
- WRKO 680 AM
- WBZ 1030 AM

Television:

- WBZ-TV Channel 4
- WCBV-TV Channel 5
- WHDH-TV Channel 7

In the event of inclement weather, to hear about University delays, school closings, and daily announcements, call 617-353-SNOW (7669). Do not call the SHA Office of the Dean, BU Police, or the media stations listed above.

Information will also be listed on the BU homepage (www.bu.edu) and the WBUR (www.wbur.org) website. For partial cancelations, the University will usually make announcements by 3pm. On such occasions, Human Resources will notify all vice presidents, deans, and directors so that they may inform their employees, and all faculty will be notified via email.

Faculty also have the option of adding their mobile number to the BU Alert System on the Employee Link. BU Alert is an emergency notification system designed to ensure rapid and reliable mass communications to the University community. Employee Link: www.bu.edu/employeeelink

CHECKLIST OF KEY NEEDS

Equipment needs:

- Key(s) – Office, Media
- Business Cards (optional)
- Phone list/ Map
- BU ID Card – Building Access programmed

Codes:

- Kerberos Password
- Copy Code

Links:

- SHA Website
- BU Works (Employee self-service)
- BU Links
- Blackboard

Machines:

- Computer / Printers
- Copier
- Scantron
- Classroom technology

Other:

- Faculty Introduction
- Staff Introduction
- Course evaluation procedures
- Exam procedures
- Holiday and Academic Schedule

FACILITIES AND RESOURCES

HUMAN RESOURCES ONBOARDING

Upon hiring, your first point of contact will be with the BU Office of Human Resources located at 25 Buick Street, Third Floor. Human Resources will contact you via email with two appointments: 1) Meeting with HR representative to complete your I-9, set-up your BU email account, and take your photo for your Terrier Identification Card and 2) BU New Employee Orientation session.

BOSTON UNIVERSITY EMAIL

<http://www.bu.edu/tech/accounts/email>

Instructors are required to have BU email accounts so that students and administration can contact you. Important information will be communicated via e-mail, including important dates, contracts, administrative and academic policies, and course evaluation results. We request that instructors use their BU email to correspond with students. Instructors should also encourage their students to set up a BU email account. Much important information is only accessible with a valid BU login and password through the BU Link (www.bu.edu/link) where you are required to access your student lists and submit grades. Information on setting up and working with your BU email account and special features such as creating a mailing list and [message forwarding](#) is available at the address above. It is required that you regularly check your BU e-mail account in order to stay up to date on administrative and academic communications between staff, faculty, and students.

TERRIER IDENTIFICATION CARDS

<http://www.bu.edu/terriercard>

It is to the advantage of every instructor to obtain an identification card, which allows access to athletic and cultural events at the University, computer labs, the Faculty/Staff Dining Room, borrowing privileges at the library, and a discount at the University Bookstore. You will have your picture taken and receive your Terrier ID card during your onboarding meeting with Human Resources.

BU LOGIN & KERBEROS PASSWORD

Your Boston University login (Kerberos password) is required for almost any online computer resource on campus. Not only does it create an email account, but it also gives you access to online grading, course web tools, and the Faculty Link. If you are new to Boston University, you will be able to set up your account only after you meet with Human Resources to verify your I-9 documents. The HR representative will be able to help you set up your account.

EPORTFOLIOS

<http://www.bu.edu/eportfolio/howto/create-an-eportfolio-2/>

E-portfolios are available to faculty and students and allow users to share professional and academic experiences using text, photos, and other media. You can learn how to set-up your [e-portfolio here](#).

FACULTY OFFICES

Full time faculty offices are located on the SHA third floor. The Assistant Dean will provide you with a key to an adjunct office on the second floor and add your BU ID into the swipe card system if you need to come into the building after hours. There is a seating area located outside faculty offices for students who are waiting to meet with faculty.

MAILBOXES

Faculty mailboxes are located outside the faculty offices on the SHA third floor.

COURSE TEXTBOOKS/BOOK ADOPTIONS

Please work with our Administrative Coordinator to place textbook and Course Pack orders. He/she will contact you six weeks prior to the start of each semester to determine your needs.

CLASSROOM TECHNOLOGY SERVICES

All SHA classrooms have a permanent desktop computer that you can access by using your BU login and Kerberos password. They are also equipped to hook up to your personal laptop and devices. Please see the overview of technology in all SHA classrooms. All faculty and professors will be given a classroom technology training, but please feel free to ask for special assistance during class when needed.

- **Whiteboards:** All classrooms have dry-erase boards, not chalkboards. All rooms have an eraser and markers. Please let SHA staff know if any of these are missing or if you require more supplies.
- **Desktop computer:** Desktop can be used by students, faculty, staff, and guests. Students, faculty, and staff can sign-in with their BU log-in and Kerberos password. Guests can sign-in with the listed “presenter” log-in.
- **Document camera:** This can be used in place of an overhead projector. Do **not** write directly on the surface.
- **Lecture capture:** Using Echo360 software on the desktop computer, presenters can record their voice and presentation that is being used on the computer. Video capture is not available.
- **Air Media:** This feature is used to share presentations from mobile devices without having to connect directly to the projector system with cables.
- **Confidence monitor:** The television in the back of every classroom mirrors what is being displayed on the main projector at all times.
- **Webcam:** The webcam above the projector screen is used for video conferencing. Remotes are housed in the SHA Dean’s Suite.
- **Microphones:** Hanging microphones project presentation sound and pick up sounds during video conferencing.
- **Lapel microphone:** A wireless lapel microphone is housed in the media closet in each classroom. Once turned on, it automatically picks up the correct frequency to be used during

video conferencing. It does not amplify sound, but will slightly overpower the sound of the hanging microphones during a call (this helps to diminish background noise from the audience).

- **Assistive Listening:** Students who are hearing impaired will receive special headphones from the disability office. When wearing the lapel microphone, a speaker's voice will be amplified into the student's headphones.
- **Media rack:** The rack in the media closet includes additional VGA and HDMI ports, and a VHS and DVD player.
- **Guest Wireless:** Wireless internet is available to guests via the BU Guest network.

After using any technology, please remember to turn everything off to avoid overheating or bulb burnout.

If you have trouble using any of the following technology, please contact Learning & Events Technology Services (letshelp@bu.edu or 617-353-3227) for immediate assistance, or an available SHA staff member.

Additional equipment is housed in the SHA Dean's Suite:

- **For Apple Products:** MAC adapters (DVI-to-VGA) are available to borrow at the front desk in the SHA Dean's Suite.
- **For presentations:** Wireless clicker devices are available at the SHA front desk for ease of presentations.
- **For Webcam:** Webcams are mounted, remote controls are available in the SHA Dean's Suite so you can Skype/Zoom or google Hangout.

MUGAR MEMORIAL LIBRARY

Mugar Memorial Library, at 771 Commonwealth Avenue (617-353-3704), is the main University library. Hospitality books can be found on the 5th Floor, Technology section (call number: TX).

During the academic year the library hours are:

Monday-Thursday: 7am-2am

Friday: 7am-11pm

Saturday: 8am-11pm

Sunday: 10am-2am

Library tours are available for faculty and students with the library and its services. Information regarding the other campus libraries can be found here: <http://www.bu.edu/library/about/>

Library Reserves

Faculty can place books, articles, and other readings on reserves for students. Physical items can be placed on loan for a 2 hour period in the library, or circulate for 24 hour or 3 day period. Electronic items can also be placed on reserved and should be noted when placing item on reserve. Use this link to reserve items: <http://www.bu.edu/library/services/reserves/place-items-on-reserve/>

PHOTOCOPY SERVICES/DUPLICATION OF COURSE MATERIALS

Faculty will be issued a copy code to be used on the SHA copier by the department Staff & Events Coordinator. For duplication of course materials and large photocopy services, please see the front desk staff for assistance. Please be mindful of printing quantities; faculty are encouraged to post material on their Blackboard class sites.

COPYRIGHT REGULATIONS

Boston University respects the rights of authors and publishers under the Copyright Law. In 1991, the University established a policy intended to ensure that faculty members seeking to reproduce copyrighted material for their students did not infringe copyrights. As part of this policy, neither the University Copy Center nor any other Boston University copy service normally accepts copyrighted course materials for reproduction or sale. These functions are the responsibility of the Coursebook Department of Barnes & Noble at Boston University.

The Office of General Counsel may be contacted for more specific questions at 617-353-2326, and more information is available here: <http://www.bu.edu/handbook/ethics/copyright-policy/>

EDUCATIONAL FAIR USE POLICY

This policy provides a limited exception to the exclusive rights of the copyright holder. It gives educators limited rights to use portions of copyrighted material for educational, noncommercial purposes without securing the prior permission of the copyright holder.

Eligibility:

- Faculty, instructor, curator, librarian, archivist, or professional staff
- Engaged in noncommercial instruction or curriculum-based teaching activities at a nonprofit educational institution
- Copyrighted works must be lawfully acquired through purchase, gift, or license agreement
- Using multimedia projects for face-to-face instruction, assigning them to students for directed self-study, or for remote instruction to students over the institutional network

Copyrighted portion must be less than:

- 10% or 1,000 words for text
- 10% or 3 minutes for motion media
- 10% and no more than 30 seconds of music and lyrics from an individual music work
- 10% or 15 images from a published collective work
- 10% or 2,500 fields or cell entries from a copyrighted database or data table
- 5 images or photographs from the same artist or photographer

For more information, please see: <http://www.bu.edu/tech/services/teaching/krasker-film-video/order/copyright-regulations/>

SHA PRINTER

For the convenience of the students there is a MyPrint station on the 2nd floor (near the vending machines).

POLICY ON COMPUTING ETHICS

<http://www.bu.edu/tech/about/policies/computing-ethics/>

Thousands of users share the computing facilities at Boston University. These facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt University business or the work of others. You are therefore required to exercise responsible, ethical behavior when using the University's computing facilities.

COMPENSATION

Paychecks are issued on the last working day of the month – four times per semester. Through BUWorks all pay is received through direct deposit. To set up direct deposit and fill out your W-4, please visit the Employee Self Service portal at <https://ppo.buw.bu.edu/>. Questions regarding paychecks may be directed to the Assistant Dean.

PART-TIME FACULTY WEBSITE

<http://www.bu.edu/parttimefaculty/>

Here, you'll find information and resources concerning the rights, protections, and dialogue channels for our valued part-time faculty, as well as ways the University is working to enhance professional development and job security.

PARKING

Please see the Assistant to the Dean or Administrative Coordinator about parking passes. Parking is available at the Agganis Arena garage at 925 Commonwealth Avenue.

BU CENTER FOR TEACHING & LEARNING (CTL)

<http://www.bu.edu/ctl/>

The Center for Teaching & Learning was established in 2001 to promote and support exemplary teaching, to facilitate the continued professional development of faculty as teachers, and to introduce new faculty to the culture of excellence in teaching at Boston University. The Center provides a forum for discussing the knowledge, tools, and spirit of inquiry that are central to the teaching and learning processes, and cultivates teachers who can transmit their own passion for inquiry and curiosity about what remains to be discovered. The Center encourages teachers to motivate students to participate actively in their own education and to become lifelong learners.

Online resources: Faculty are encouraged to review the [online resources on the CTL website](#). These resources include information about course design, engaging your students, teaching with technology, and more.

FOOD & BEVERAGE

<https://www.bu.edu/dining/where-to-eat/>

There are numerous places on campus to eat. BU Dining services has information about options on their website. There is a lounge/kitchen on the 3rd floor. The fridge is emptied each Friday, so don't leave items longer than the week! A Keurig & Nespresso machine are available for use. There is a "bring your own pod" policy.

DEPARTMENTAL EQUIPMENT USAGE

Equipment provided to you to complete your work is University property. This includes all computer equipment and phones as well. You are responsible for equipment that leaves the building. The following guidelines will help ensure that you are computing safely at BU and beyond.

- Make sure that you have [antivirus and spyware detection](#) software installed.
- Remember that you should **never leave your laptop or device unattended** in a public area or unlocked office.
- **Remember to back up your important files** using whatever is the recommended data back-up method for your department.
- **Remember that no one at BU will ever ask you for your password.** Beware of [phishing](#) scams that ask you to click on a link and provide personal or account-related information.
- **Don't open unexpected email attachments** since they can infect your computer with a virus or spyware.
- Be aware of the [Data Management Guide](#), [Data Protection Standards](#) and [Minimum Security Standards](#) to ensure an understanding of how to handle *Confidential* or *Restricted Use* information properly.
- Use [SecureMail](#) when you need to ensure that specific messages go out with the highest level of encryption.

WIRELESS INTERNET

Boston University's wireless network is available for use by guests visiting the University.

Accessing the BU Guest network

The **BU Guest** network allows visitors to access the Internet through BU's wireless network. To access **BU Guest** simply select it from your list of available networks. You will then be prompted to **Request a Guest account**. After you complete the registration process, you will be provided with a Guest username and password, which you can then use to log in.

- Your Guest account will be valid for 30 days; however, you will be prompted to provide it (by logging in) every 24 hours.
- After your Guest access expires, you can apply for a new Guest account using the same email address.

- Guests will not have access to University-specific resources, but will have full access to the Internet.

ADDITIONAL UNIVERSITY INFORMATION & RESOURCES

Boston University	www.bu.edu/info/about/dna/
Ethics	www.bu.edu/ethics
OMBUDs	www.bu.edu/ombuds
Conflict of Interest	www.bu.edu/ethics/conflict.pdf
Faculty Handbook	www.bu.edu/handbook
Provost Office	www.bu.edu/provost
President's Office	www.bu.edu/president
Dean of Students	www.bu.edu/dos
Human Resources	www.bu.edu/hr
Information Services & Technology	www.bu.edu/tech
BU Police	www.bu.edu/police
Travel Guidelines	www.bu.edu/comp/travel
Accounts Payable	www.bu.edu/comp/acctpay
Environmental Health & Safety	www.bu.edu/ehs/manual/index.html
Equal Opportunity Office	www.bu.edu/eoo/
University Office of the Registrar	www.bu.edu/reg
International Students & Scholars Office	www.bu.edu/isso
Sexual Assault Response & Prevention Center	www.bu.edu/sarp/

ADMINISTRATIVE AND ACADEMIC POLICIES

PROFESSIONAL STANDARDS AND EXPECTATIONS

The School of Hospitality Administration strives to provide a classroom experience that will both educate students in the business of hospitality and prepare them for real-world professional situations and successful careers as leaders in the industry. Habits and practices that students develop and exhibit in the classroom will translate directly into the working world. For these reasons, a working group of SHA faculty and students collaborated to develop a comprehensive set of Classroom Professional Expectations. The goal of the Expectations is to make explicit the personal responsibility that each member of the SHA community has to promote and adhere to SHA's high standards of academic and professional conduct.

1. General Conduct

- a. **Class attendance is mandatory.** Excessive absence will be reported to the administration.
- b. **Arrive to class on time and stay until dismissed.** Tardiness disrupts class. A late student should take a seat as quickly and quietly as possible. If a student knows of a reason the student will be late or need to leave early, the student should inform the faculty member in advance. Travel time is built into the class schedule to accommodate back-to-back classes.
- c. **Be attentive and engaged during class.** A student's full attention should be devoted to classroom activities during class. A student should arrive ready to participate, whether that means answering questions, engaging in the discussion, or taking notes. Students must stay awake in class.
- d. **No food or drink is allowed in the classroom.** Students may only bring water to class unless there is a medical reason other food or drink is needed and the faculty member has been informed.
- e. **Dress appropriately for class.** When guests are invited to class, appropriate dress is business casual or business professional attire. On other days, students should wear clean, neat clothes. Hats and hoods are discouraged, other than when required for religious or medical purposes.
- f. **Leave the classroom clean.** Students should clean up after themselves before leaving the classroom, including helping to rearrange chairs in row arrangements and disposing of trash.

2. Using Technology in the Classroom

- a. **Silence and put away cellphones.** Cellphones should be silenced and put away at the beginning of class and not used for the duration of the class period, except in an emergency or as required for classroom activities. If a student expects to receive a call that must be taken during the class period, the student should make arrangements with the faculty member before class to do so.

- b. **Use laptops only for classroom work.** If the faculty member permits use of laptops in class, students should use them for taking notes and pertinent classroom work during class time, not for recreational purposes. Faculty members may require students to put laptops away if they become a distraction and may provide for certain restrictions on use in their course syllabi. If exceptions to a faculty member's restrictions are needed, students should discuss with the faculty member.
- c. **Do not bring other unnecessary electronics to class.** Students should not bring any electronics that they do not need for class activities to class or should store them in a bag or other place out of sight for the duration.

3. Communications Etiquette

- a. **Address faculty, administrators, and peers respectfully.** Students should address faculty, administrators, and their peers respectfully and courteously, whether meeting in person or communicating by email or phone. When communicating in writing, students should be sure to spell the recipients' names correctly and begin with a proper, respectful salutation (e.g. "Dear Professor Oshins" or "Dear Dr. Oshins").
- b. **Identify yourself.** Written communications should conclude with the writer's name and identifying information like class and class section. Similarly, emailed assignments should be labeled with the student's name, course number, and section.
- c. **Use BU email address for BU-related communications.** Faculty members can more readily identify students using their BU email.

4. Handling Concerns with Faculty

- a. **If appropriate, try first talking to the faculty member directly.** When students have concerns about academic or classroom issues, students may find it most helpful to approach the faculty member directly to talk about the concern.
- b. **If not, or if talking to the faculty member doesn't resolve the issue, other SHA administrators are here to help.** Students may schedule a meeting with the Director of Student Services to discuss concerns. If the Director is unable to resolve the matter, students may schedule a meeting with the Associate Dean for Academic Affairs. If the Associate Dean is unable to resolve the matter, students may schedule a meeting with the Dean.

SHA ACADEMICS AND CURRICULUM

<http://www.bu.edu/hospitality/academics/>

SHA offers a full-time, four-year bachelor's degree program, with two tracks: Bachelor of Science in Hospitality Administration and Bachelor of Science in Hospitality & Communication. Students also have the opportunity to earn a dual degree with another school or college at BU, or elect to apply to our 4+1 program, which gives students the opportunity to earn a master's degree in gastronomy in as few as two additional semesters. Please review the SHA academics and curriculum website to familiarize yourself with the program and classes.

CLASS MEETING TIMES

Not starting classes on time or dismissing the students before the required end of class time is considered a serious violation of University standards and contracts. For example, if your class's published time is 9:00am-10:45am, you may not dismiss the students before the stated time. The University has already allotted extra time for students to get to their next class.

Due to the number of Monday holidays, the Registrar can assign official "substitution days" (for example, a Monday schedule held on a Tuesday) to ensure at least a minimal number of class meetings. The Registrar's calendar is available at: <https://www.bu.edu/reg/calendars/>.

ATTENDANCE

Students are expected to attend class regularly and behave in a proper manner. Faculty members are required to maintain accurate student attendance records.

The Office of Disability Services is the only office that may grant accommodations for students. When a student is in need of a short term release from an academic requirement and there is no clear "disability" involved, students may request clemency from their professors. When students miss classes for legitimate reasons, instructors should try to make accommodations within reason. Clinicians at Student Health Services generally do not write excuse letters or emails advocating for a student who is requesting release from an academic requirement. Clinicians will provide a business card to the students as proof of a visit if needed.

Attendance Verification:

Each semester, the Registrar conducts a study called the Attendance Verification Project to determine actual attendance in courses. This is an essential means by which the University reconciles its finances. Since the faculty member is often privy to information beyond official enrollments, your cooperation is essential. Please respond quickly and accurately to the request for verifying who is attending your classes.

RELIGIOUS ACCOMMODATION

You must respect the rights of students to observe religious holidays. This means that you must allow students to make up any work (including exams) missed and that you cannot penalize students for absences because of such observances.

According to Chapter 151C of the General Laws, Commonwealth of Massachusetts, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day, shall be excused from any such examination, study, or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said students such opportunity. No adverse or prejudicial effects shall result to students because of their availing themselves of the provisions of this section.

LEARNING DISABILITIES

If a student in your class has identified him/herself as having a learning disability and has presented appropriate University documentation, you are required by law (the Americans with Disabilities Act of 1990) to provide any and all reasonable accommodations required by the student in order to successfully complete your course. Please note that the ADA also applies to students with physical and psychological disabilities.

It is best to discuss with the student, in private, the accommodations s/he will require. Students will be provided with documentation that will explain the required accommodations. Typical accommodations include time-and-a-half and/or a private room for exams or an assigned note taker. Students should work with the Assistant to the Dean to prepare necessary accommodations.

CLASS CANCELLATION / ABSENCES FOR PROFESSIONAL REASONS

Occasionally, professional business may require a faculty member to miss one or two days/classes. The faculty member is responsible for class coverage and the make-up of missed material. The Chair of Undergraduate or graduate programs must approve the absence and the faculty member's plans for alternate instruction **in advance**.

In the rare occasion that you find it necessary to cancel a scheduled class during the semester without advance notice, please notify the chairs and the Office of the Dean immediately. If you cancel a class, it is your responsibility to contact your students before the scheduled meeting. You can email students via the Faculty Link (see next page). In the case of an emergency and you are not able to access your class list, please contact the SHA staff and they can notify your class of cancellation.

FACULTY LINK

www.bu.edu/link

The Faculty Link at Boston University is an Internet resource for all faculty regarding student records. It provides access to class schedules, class lists, final exam schedules, advisee lists, class photographs, and links to course websites. Access to certain data sets is limited to certain user groups. Access to these useful faculty resources requires a BU login name and valid Kerberos password, obtained through the IT Help Center @ Mugar, 771 Commonwealth Ave, or [online](#).

BLACKBOARD LEARN

www.learn.bu.edu

Blackboard Learn is a courseware program supported by Boston University to help faculty manage their classes:

- Getting Started: <http://www.bu.edu/tech/services/teaching/lms/blackboard/#GettingStarted>
- Blackboard Training: <http://www.bu.edu/tech/about/training/classroom/courseware/>
- Blackboard Manual: <http://www.bu.edu/tech/services/teaching/lms/blackboard/instructors/>
- Support: <http://www.bu.edu/tech/contact>

You must have a Kerberos password to create and access courseware sites. You can request a site for a course from the class list found in the faculty link. Course materials can be copied from prior semesters.

COURSE SYLLABUS

A course syllabus and course schedule must be submitted and approved by the Chair of the program at the beginning of each semester. Please send a copy of approved syllabus and course schedule to the Administrative Coordinator. Please email the Chair of your program for a syllabus template there is also a word template available.

Undergraduate Chair, Suzanne Bagnera: sbagnera@bu.edu

Graduate Chair, Leora Lanz: lhlanz@bu.edu

NEW COURSE DEVELOPMENT AND COURSE REVISIONS

Any new courses, changes in course titles, course descriptions, or program requirements must be first approved by the SHA Academic Policy Committee.

CLASS REGISTRATIONS

Students must meet all prerequisites before they can register for a class. Class auditing is handled on a case-by-case basis. Questions should be discussed with the Director of Student Services.

CLASS DROPS

Eligible students may use WebReg to drop classes until the deadline for dropping with a 'W' grade.

Drop deadlines will be communicated to faculty each semester and can also be found here:

<http://www.bu.edu/reg/dates/semester-dates/>

OFFICE HOURS

Office hours are an extremely important part of every course, as instructor accessibility is a key component of successful learning environments. The Administrative Coordinator will help to schedule office hours in our available space and provide a key to the office prior to the start of the semester. Office hours should be included in the course syllabus and announced in the first class, and are expected to be held on a weekly basis. It is also important that timely responses to your students' emails be made – the standard expectation is to reply within one business days. Virtual office hours via Zoom/ Skype are permitted. Please make sure that students know how to reach you via Skype/Zoom prior to virtual hours. Provide your username on the class syllabus.

COURSE AND TEACHER EVALUATIONS

At the end of each semester, the School requires its instructors to take 15-20 minutes of class time to allow students to evaluate the course in which they are enrolled. These evaluations are conducted electronically and online instructions will be provided. These evaluations must be completed before examination week.

The integrity of this process requires that the evaluations be conducted without faculty involvement or being present in the classroom while the evaluations are being done.

The main purpose of this evaluation process is for the School and the instructors to learn how the students view the course content and teaching methods. The Dean will provide the results of course evaluations and help develop a plan for improvement if necessary.

MID-SEMESTER EVALUATIONS

You are encouraged to conduct an anonymous mid-semester course evaluation to get feedback from students about the class thus far. Mid-semester course evaluations will allow you to make any necessary adjustments during the second half of the semester. Below are three brief questions that are suggested to include in a mid-semester evaluation.

- 1) STOP (What would you like the instructor to stop doing)
- 2) START (What would you like the instructor to start doing?)
- 3) CONTINUE (What would you like the instructor to continue doing?)

GUEST SPEAKERS/CLASS VISITORS

Instructors can occasionally decide to bring guest speakers into their classes. The purpose should be for classroom enrichment through the expertise of a distinguished guest speaker, and not as a replacement for the instructor. Baring this in mind, please limit the number of total guest speaker hours for 4 credit courses to a maximum of 6 hours (360 minutes) per semester. For 2 credit courses, the maximum number of guest speaker hours should not exceed 4 (240 minutes). If the structure of the course requires more than the maximum number of hours allotted, the instructor must obtain approval prior to the beginning of the semester from the Chair of the program.

At the beginning of the semester, please provide the name, title, and arrival and departure time of the guest speaker to the Administrative Coordinator to coordinate guest parking and to the Director of Marketing for the purposes of a welcome message on the Visix screen.

Guest Speaker tips from *Success Strategies for Adjunct Faculty* by Richard E. Lyons (127)

- Clearly identify the learning objectives for your students. A common objective is to have the speaker demonstrate how course concepts are applied in the “real world”.
- Obtain a resume or biographical sketch in advance so that you can prepare an appropriate and enthusiastic introduction that energizes the speaker and prepares the class for the learning opportunity.

- At the close of the class meeting before the presentation, encourage students to ask questions at the end of the guest's presentation and clearly indicate areas that are out of bounds.

SITE VISITS

Your students may benefit from a site visit (hotel, restaurant, private club etc.) during the semester. When possible, site visits must be included in the syllabus at the beginning of the semester. All site visits need to be approved by Chair of the Program. Transportation needs should be coordinated with the Assistant to the Dean at least one month in advance.

EXAMS

<http://www.bu.edu/reg/general-information/final-exam-information/>

You are expected to proctor your exams or find a colleague (faculty) to do so. SHA Staff are not permitted to proctor any exams.

- Please let the Assistant to the Dean or Administrative Coordinator know if you need blue books or Scantron grading sheets at least 2 days in advance.
- A container of pencils and calculators is available for faculty to bring to the exam in case students need them.

Final examinations at SHA are administered only during the final exam period at the end of each semester as stated on the Academic Calendar. Final exams should not be given on the last day of class of the semester as this detracts from required teaching hours. You will have a chance to request or deny an exam slot in the beginning of the semester. Directions will be emailed.

MAKE-UP EXAMINATIONS

Any arrangement for make-up examinations is made between the instructor and the student. Exams must be proctored by the faculty member and classroom reservations can be coordinated with the Assistant to the Dean.

EXAM FEEDBACK

Faculty are also responsible for providing feedback. Exams and papers should be graded as soon as possible after completion and should be returned to students within a week. Examinations and papers should be viewed as learning opportunities as well as measures of performance. Every effort should be made to provide students with an opportunity to learn more from their mistakes and successes.

Students may review their own midterm or final exams. However, we do not give exams back. Instructors should keep exams on file for one calendar year after the date of the exam.

UNIVERSITY GRADING SYSTEM – UNDERGRADUATE ONLY

The University uses a system of letter grades and grade honor point equivalents for evaluating coursework, as shown in the chart below. Individual schools and colleges, however, may place restrictions on the use of certain grades, such as Pass/Fail. Grades cannot be changed after a student has been made an official graduate

Grade	Honor Points	Percentage-Based Grade Score	Explanation
A	4	93-100	Excellent
A-	3.7	90-92	
B+	3.3	86-89	
B	3	83-85	Good
B-	2.7	80-82	
C+	2.3	77-79	
C	2	74-76	Satisfactory
C-	1.7	70-73	
D	1	60-69	Low pass
F	0	Below 60	Fail, no credit
P	Not applicable		Pass with credit
I	Not applicable		Incomplete; additional work required
J	Not applicable		Registration in same or continuing course necessary to complete requirements
AU	Not applicable		Audit; no credit
W	Not applicable		Withdrew
MG	Not applicable		Missing grade; grade not assigned

Semester Grade Point Index (GPI)

The Grade Point Index for a semester is computed by dividing the total semester honor points earned at Boston University by the total semester credits of those subjects completed, with the following exceptions:

- The following grade symbols are not given grade honor points, and work recorded with any of these symbols is not used in calculating grade point averages: J, P, W, AU, and MG
- I grades are not computed until additional required work is fulfilled and an appropriate letter grade assigned. The grades and credits of all repeated courses are calculated in the GPA.

- J grades are not computed until the continuing course is completed; at that time, the grade and honor points will apply to both the J-graded and continuing courses.
- Although “F” grades are awarded zero honor points, the number of attempted credits (per failed course/s) is computed into the cumulative grade point average.

Cumulative Grade Point Average (GPA)

The four stipulations listed above for the semester GPI also apply to the cumulative grade point average. The cumulative grade point average is attained by dividing the cumulative honor points earned by the cumulative credits of all those courses completed at Boston University, until each an undergraduate or graduate degree is earned.

GRADE INFLATION

Grade inflation is not in the best interests of our students or the reputation of our institution. Faculty have a responsibility to differentiate the performance of their students, and to reward only those who do exceptionally well with high grades.

Grade of A or A minus should be limited only to those students truly distinguishing themselves in the course.

INCOMPLETE GRADES

An incomplete grade is a transitional grade that is granted when a student cannot complete course requirements on time due to serious extenuating circumstances for which the student is not responsible.

- Examples of such extenuating circumstances include serious illness of the student or other unforeseen life events that would reasonably be expected to have significant impact on the students’ ability to complete remaining course requirements on time.
- Incomplete grades are not granted to students for improper time management, academic overload, or outside employment conflicts.
- The ‘I’ grade is restricted to cases in which the student has satisfactorily completed a substantial part of the course work.
- The incomplete grade is not to be used as a substitute for a failing grade.

Please see the Director of Student Services to receive the required paperwork for Incomplete Grades.

POSTING GRADES

It is not acceptable or legal for faculty to post grades with any form of identification (BUID, initials, names, etc.) Distributing individual student grades to an entire class with information that can be followed back to specific students is in violation of FERPA. Violating student privacy is illegal and can result in being reprimanded by the University. If you would like your students to be aware of their academic standing in your class, you will need to inform them individually.

GRADE SUBMISSION

Final grades must be submitted via the WebGrade function on the Faculty Link

(<http://www.bu.edu/link>) within 72 hours of the final examination or 48 hours after the last class session. Any delay in filing a final grade may prevent a student from graduating or receiving financial aid awards. Instructions for WebGrading can be found at:

<http://www.bu.edu/reg/files/2011/12/instructions-for-webgrading.pdf>

GRADE CHANGE FORMS

Grade Change forms need to be submitted for approval within one week to the Director of Student Services. In the case of instructor error, the form will be approved. If a Grade Change form needs to be submitted remotely, the Director of Student Services will fill it out and have it signed by the Dean.

ACADEMIC COUNSELING AND STUDENT SERVICES

The Director of Student Services provides academic counseling and support for students, and scheduling and enrollment support for faculty. Below is an overview of services offered to students and faculty.

For students:

- **Academic Advising:** This includes everything from first semester to applying to graduation. The Director of Student Services meets with the students to discuss their plan for upcoming semesters as well as study abroad options. This also includes questions about pursuing a dual degree, minor, or specific electives. Students now also meet with their faculty advisors to discuss course planning. Career questions from students are forwarded to the Director of Career Services.
- **Confidential Support:** If a student needs to take a leave of absence or withdraw for any reason, they will first meet with the Director of Student Services.
- **Campus Resources:** If a student is struggling in a course, they will meet with the Director of Student Services to refer them to necessary resources.

For faculty:

- **Scheduling and Enrollment:** Questions about the size of your class or the students enrolled can be directed to the Director of Student Services. If you should have questions about curriculum structure and syllabus, please contact the Associate Dean for Academic Affairs.
- **Confidential Support:** If you are concerned about a student and his/her academic performance or well-being, please contact the Director of Student Services.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT - FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education records. In compliance with FERPA, Boston University does not disclose personally identifiable information contained in student education records, except as authorized by law. You should not discuss a student's record, academic performance, or grade with any outside parties,

including parents, unless authorization is already filed with the University. If authorization has been filed, it will be posted on the student's record which you can view through the Faculty Link.

Complete information about students' rights under FERPA and Boston University's implementation of FERPA is located online at: <http://www.bu.edu/reg/general-information/ferpa/>

Current student records are stored in the SHA Advising Office in fireproof cabinets. Information regarding previous students is stored in the storage room on the 2nd floor, room 211. Stored information is kept on file for seven years. Financial information is also stored for seven years.

SEXUAL HARASSMENT

The most up-to-date Sexual Harassment Policy can be found here:

http://www.bu.edu/cfa/files/pdf/form_harrassment_policy.pdf

The Director of Student Services serves as the Title IX Representative for the School of Hospitality Administration.

Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Boston University will undertake a fair and thorough investigation with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline up to and including termination of employment and, if the person is a student, expulsion from Boston University.

Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or,
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment.

Examples of Conduct Which May Constitute Sexual Harassment

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances including the pervasiveness or severity of the conduct.

The Massachusetts Commission Against Discrimination lists the following as examples of conduct which may constitute sexual harassment:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute sexual harassment, conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

As a university, Boston University, its employees, and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Boston University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

Complaints: If you have questions or concerns about sexual harassment, or if you wish to file a complaint of sexual harassment, you are strongly encouraged to contact immediately the appropriate office listed below:

Faculty, staff, or applicants for employment: **Contact the Equal Opportunity office, 19 Deerfield Street, 2nd Floor, 617-353-9286. Medical campus employees and applicants may also contact the Medical Campus Human Resources office, 801 Massachusetts Avenue, Suite 400, 617-638-4610.**

Students: Contact the Dean of Students, 775 Commonwealth Avenue, 617-353-4126, or the Equal Opportunity office, 19 Deerfield Street, 2nd Floor, 617-353-9286. Students living in campus residences may also contact their local hall or area office.

Applicants for admission: Contact the Equal Opportunity office, 19 Deerfield Street, 2nd Floor, 617-353-9286.

Employees covered by a collective bargaining agreement

Specific provisions of the agreement may provide additional options for addressing a sexual harassment complaint.

Some of the schools and colleges at Boston University have also established their own procedures for handling issues of sexual harassment. Faculty, students, and staff who are members of academic units may contact the office of their dean to determine whether to use these complaint procedures.

Nothing in this policy is intended to limit the authority of Boston University to take appropriate disciplinary action against any individual who violates University rules or policies, whether or not the conduct constitutes sexual harassment under law or University policy.

State and Federal Agencies: In addition to the above, you may file a formal complaint with the government agencies listed below:

Faculty, staff, applicants for employment, or students:

Massachusetts Commission Against Discrimination
One Ashburton Place, Room 601
Boston, Massachusetts 02108
617-994-6000

Faculty, staff or applicants for employment:

United States Equal Employment Opportunity Commission
John F. Kennedy Building
475 Government Center
Boston, Massachusetts 02203
800-669-4000

Students, applicants for admission, faculty, staff, or applicants for employment:

Office for Civil Rights
U.S. Department of Education
33 Arch Street, Suite 900
Boston, Massachusetts 02110

All personnel are required to complete a **mandatory** sexual misconduct awareness training within two weeks of their start date. You will receive an email from BU Human Resources at the start of the semester with more information about how to access this e-learning module.

DEPARTMENTAL COMPLAINTS AND SUGGESTIONS

If an employee or student has an issue that needs attention or a suggestion to improve something in the School, they can address issues to the Dean.

PERSONAL GIFT POLICY

<http://www.bu.edu/policies/administrative/giftpolicy/>

Boston University is committed to the highest standards of honesty, integrity, and fairness in both actuality and appearance. Consistent with this commitment, University employees and members of their immediate families are prohibited from soliciting any personal gift, gratuity, favor, service, or other benefit (collectively, a “gift”) from individuals or companies seeking any advantageous action by, or relationship with, the University.

The acceptance of a personal gift, even if unsolicited, is also prohibited in most instances. A gift valued in excess of \$50 or of undetermined value, unless employed for a University purpose or shared widely within the University or a unit thereof, must be declined or returned immediately. Multiple gifts from a single source in any calendar year are prohibited. Gifts of promotional items without significant value distributed by vendors to clients, and courtesy copies of professional printed matter, may be accepted. However, employees are prohibited from accepting gifts of money or their equivalent, regardless of the amount, at any time.

PERFORMANCE APPRAISAL

PART-TIME FACULTY PERFORMANCE APPRAISAL

In accordance with the provision of the CBA Agreement between Boston University and SEIU Local 509, part-time faculty members may expect to receive regular performance evaluations. (Art. 13-Section 2/a-b). Please find the pertinent form on the following pages:



**BOSTON UNIVERSITY SCHOOL OF HOSPITALITY ADMINISTRATION
PART-TIME FACULTY PERFORMANCE REVIEW**

Confidential

I. COVER SHEET

Part-Time Faculty Member: _____

Evaluator's Name: _____ Position: _____

Evaluation period: _____ (Semester/Year)

The above part-time faculty member was evaluated in accordance with the provision of the CBA Agreement between Boston University and SEIU Local 509 and determined to be

- Satisfactory Needs to Improve Unsatisfactory

Comments:

Printed Name of Evaluator: _____ Date: _____

Signature of Evaluator: _____

This report has been discussed with me. Signing this form does not necessarily mean that I agree with this performance rating.

Printed Name of Part-Time Faculty Member: _____ Date: _____

Signature of Part-Time Faculty Member: _____

Printed Name of Reviewer (Dean): _____ Date: _____

Signature of Reviewer (Dean): _____

II. EVALUATION (Place an X in the appropriate Box and comment as necessary)

	N/A	Satisfactory	Needs to Improve	Unsatisfactory	Comments
Departmental Responsibilities and Expectations					
Is knowledgeable about and abides by school policies and procedures					
Orders instructional materials in a timely fashion					
Submits grades in a timely fashion					
Works well with peers and administration					
Regularly informs student services about challenging student situations					
Review of Syllabus and Course Documents					
Completes course syllabi, submits it in a timely fashion					
Coordinates course contents and methods with other faculty members as needed					
Professional Growth and Currency					
Demonstrates a pattern of academic/professional updating or currency					
Continually revises and updates course content and methods of instruction					
Student Course Evaluation					

The course overall rating by students					
Student Instructor Evaluation					
The instructor overall rating by students					
Classroom Observation (See Attached Documentation)					
Organization and Classroom management					
Instructional Delivery and Presentation					
Rapport and Interaction with Students					

PART TIME FACULTY CLASSROOM OBSERVATION

In order to assess teaching effectiveness, the Department Chair, Program Director, or other designee may observe classes of any Part-time Faculty Member under his/her supervision at any time (Art. 13-Section 2/c). Please find the pertinent rubric below:

BOSTON UNIVERSITY SCHOOL OF HOSPITALITY ADMINISTRATION
PART TIME FACULTY - CLASSROOM OBSERVATION (Confidential) (Version – 8-15-2016)

Instructions: In order to assess teaching effectiveness, the Department Chair, Program Director, Vice President or designee may...visit classes of any Part-time Faculty Member under his/her supervision at any time.(Art. 13-Section 2/c)

Part-Time Faculty Being Observed: _____ Course/Section:

Semester/Year: _____ Date of Observation: _____

Students Present: _____ # Students Enrolled: _____

Observer: _____ Observer's Position: _____

Based on your observations, place an X in the appropriate box and comment as necessary.

	N/A	Satisfactory	Needs to Improve	Unsatisfactory	Comments
ORGANIZATION AND CLASSROOM MANAGEMENT					
Is prepared for class (e.g. comes with notes or outline, handouts are ready)					
Communicates effectively (e.g. audible, appropriate pacing, clear articulation, clear writing, positive body knowledge)					
Utilizes technology appropriately					
Uses class time effectively					
Supports Classroom Professional Expectations					
INSTRUCTIONAL DELIVERY AND PRESENTATION					
Demonstrates knowledge of the subject matter					

Communicates a sense of enthusiasm toward the subject matter					
Encourages student participation					
Uses teaching strategies to engage and challenge students					
Uses a variety of instructional techniques that address diverse learning styles.					

RAPPORT AND INTERACTION WITH STUDENTS					
Treat students with respect					
Answer's students' questions effectively					
Respects diverse point of view					
Provides an alternative explanation is student does not understand a point					
Creates a positive and productive learning environment					

Summary of Observations / Additional Comments

Overall, the above named part-time faculty member's evaluation was:

- Satisfactory Needs to Improve Unsatisfactory

Part-Time Faculty Member's Comments: (Optional)

Signatures:

Observer: _____

Date: _____

Part-Time Faculty Member:* _____ Date: _____

* This report has been discussed with me. Signing this form does not necessarily mean that I agree with this performance rating.

Distribution: Original to Departmental File – Copy to Part-Time Faculty Member

CODE OF ACADEMIC CONDUCT

Boston University's Academic Conduct Code is designed to assist in the development of a supportive and productive learning environment. It is both a description of the University's ethical expectations of students as well as a guarantee of students' rights and responsibilities as members of a learning community. The Code provides clarity related to policy and procedure regarding academic conduct.

For students, the Code establishes an environment of integrity and professionalism that helps to assure each individual of receiving appropriate recognition for his or her work. The ethical decisions that students face in an academic environment are similar to those they will encounter routinely in the professional world they will enter upon graduation or where they are currently employed. The Code allows faculty to conduct a fair and accurate evaluation of student performance and to maintain a supportive and just learning environment. Academic integrity is a critical component of such an environment, giving faculty the freedom to extend their role as educators to include serving as mentors and colleagues as well as instructors. For administrative staff, the Code gives them the ability to deal more effectively with students, and to work on a student's behalf both within the University and outside it.

This respect for universally recognized ethical values affects the University's reputation in both the academic and professional communities of which it is a part. This reputation is essential to the success of not only the current generation of students, but previous and future generations as well.

All students entering Boston University are expected to maintain high standards of academic honesty and integrity. It is the responsibility of every undergraduate student to be aware of the Academic Conduct Code's contents and to abide by its provisions. The Academic Conduct Committee of the individual School or College, which is composed of students, faculty and staff, has jurisdiction over all charges of academic misconduct brought against students.

In all charges of academic misconduct against a student, the student is entitled to full procedural fairness in any disciplinary proceedings. The Academic Conduct Code details the guidelines governing disciplinary proceedings. It also articulates the University's philosophy of discipline, defines violations of the code, and enumerates penalties applicable under the code.

Please review the Code of Academic Conduct in its entirety here:

<http://www.bu.edu/academics/policies/academic-conduct-code/>