
LECTURER SURVIVAL GUIDE: QUESTIONS TO ASK IN YOUR DEPARTMENT

ADAPTED FROM CAL STATE NORTHRIDGE

LECTURER ROLES AND RESPONSIBILITIES

If I am part-time, am I invited or expected to participate in any activities besides teaching?

If I am full-time, what are the department's expectations of me regarding:

Advising

Department/College meetings

Committee work

Curriculum work

Research or creative activity

Extracurricular/student activities

What are the departmental policies and practices regarding teaching evaluation? What are the departmental criteria for evaluation?

TEACHING-RELATED ISSUES

What is the department's policy on syllabi – do they need to be online, does the department need a copy? Are there sample syllabi available? Can I get sample syllabi for all the courses I am teaching this year?

Is there a textbook already in place for any of my classes? Does the department need to approve my textbook? Does the department help me order textbooks?

Are there any department policies or practices in addition to University policies about adding/dropping students? What are the department policies or practices in addition to University policies about giving Incompletes or other non-letter grades?

What is my responsibility for arranging coverage for my classes in case of absences, predicted or unpredicted?

What is the department policy and general practice regarding office hours, beyond university policy?

How are decisions made about course offerings and faculty assignment to courses and scheduling? When will I know if I am scheduled to teach next quarter?

GRADING, ADVISING AND STUDENT BEHAVIOR

Are there any department policies or practices in addition to University policies about grades? Do we use +/- in this department?

What is the acceptable range of a class G.P.A. in this department?

I know the University's policies on academic dishonesty are in the current University catalog. Are there department policies or procedures in addition?

DEPARTMENT OFFICE POLICIES/PROCEDURES

Am I expected or invited to attend faculty meetings, departmental gatherings, seminars, etc.?

What is the department procedure for having course materials (syllabi, exams, etc.) duplicated? What is the department procedure for making copies in general?

What clerical help is available?

How do I order supplies? What supplies does the department provide?

Who is the emergency building marshal? Where do we go in case of an emergency evacuation?

What conference rooms are available in the department and on campus? How can I reserve them?

Is there a dress standard that faculty generally follow?

What other departmental policies and procedures should I know about?

EQUIPMENT AND FUNDING

What computer facilities are available?

What is the procedure for requesting new or additional instructional equipment?

If I am expected or want to engage in research, what is the department policy for asking for research equipment or funds?

Is there money for professional travel to conferences? How do I apply for it?

What intradepartmental, College, or University grants are available?

THE MOST IMPORTANT QUESTION

Which faculty in the department can I go to for further questions and advice?