

School of Politics, Security, and International Affairs (SPSIA) Classroom Responsibilities Policy

Approved unanimously at the February 13, 2024 faculty meeting

In the spirit of the College of Sciences' broader mission to promote and support student success, SPSIA faculty are committed to delivering students an exceptional UCF learning experience. To do so, SPSIA Instructors of Record (including tenured faculty, tenure-earning faculty, all ranks of instructors/lecturers, adjunct faculty, and graduate teaching associates) embrace certain responsibilities both inside and outside of the classroom. The following policies outline those commitments as of February 2024. Throughout this document, 'course' is defined as a 3 or 4 credit hour teaching assignment.

SPSIA Instructors' Responsibilities in the Classroom

Synchronous Courses (in person or remote): All Instructors of Record will be present for all class meetings of their assigned courses that include a synchronous component. All class meetings will be delivered by the listed Instructor of Record as scheduled, for the entire length of the semester. Instructors of Record will not change their course's modality during the term.

When Instructors of Record for synchronous courses have research/service responsibilities that benefit UCF—and/or have personal obligations—that conflict with any of the above principles, those instructors will take steps to maintain the integrity of the courses for their students. Classes will not be canceled; instead, the Instructor of Record will notify the Director (or designee) in advance of their expected absence, and together, both will seek a solution to cover the class meeting in a way that contributes to the stated learning outcomes of the course. Potential solutions may include asking another faculty member to substitute as course instructor, or the creation of a reasonable alternative online/in-person activity that approximates the course material that would have otherwise been learned). While it is expected that no more than one week of instruction per semester will be missed (and covered as outlined above) for professional or personal reasons, exceptions can be approved by the Director. If an Instructor of Record is unable to teach an assigned class due to unexpected illness, they will notify the Director and report the missed time as Sick Leave in Workday.

Asynchronous Courses: All asynchronous Instructors of Record will deliver their course(s) for the entire length of the semester, and will not change the course modality. When they are traveling for research or service responsibilities that benefit UCF, asynchronous Instructors of Record are expected to continue teaching their assigned course(s). If they experience personal obligations or unexpected illness that conflict with the asynchronous course commitments, the Instructor of Record will notify the Director (or designee) in advance, and together they will develop a solution that mitigates any impact on the course.

Resources:

- [UCF 4-403.1 Required Elements of the Course Syllabus](#)
- [FTCL's Guide to Teaching at UCF](#)