

While the Department will try to accommodate the wishes of each member of the faculty, in order to meet curricular and scheduling needs it is necessary to implement the following policies:

1. Scheduling: Each faculty member should expect to teach one semester per year on a MWF schedule.
2. Evening Classes: Each faculty member should expect to teach one course commencing at 5:30 PM at least once every three years when asked to do so.
3. Online Teaching: In order to meet the requirements of our online BA degree program, each faculty member may be asked to occasionally teach an online course. The Department Head will consider an instructor's preference and suitability for instructional mode and will ensure that online course assignments are distributed equitably. Faculty teaching online must have completed the university required training modules. Faculty must regularly offer face-to-face courses and may not teach exclusively online.

At the discretion of the Department Head or his/her designee, exceptions to these rules can be made as needed for the good of the Department.

These are minimum requirements; faculty are welcome (encouraged) to teach any of these modalities more regularly to help meet departmental scheduling needs.

-adopted by History Department faculty on February 25, 2022