Faculty members are a vital part of the Johns Hopkins Carey Business School in terms of both their contributions to student learning and the life of the school. In order to continue its trajectory toward excellence, the Carey Business School expects its faculty members to interact with students, conduct classes, and adhere to the School’s policies and procedures on the following dimensions.

Teaching Expectations
a. Teach content appropriate to the learning outcomes of the course and to the level of the course.

b. List on the syllabus available office hours at the center before/after class OR available time by phone (by appointment is not sufficient)

c. Use Blackboard as the learning management platform for the course and make the course site available to the students two weeks before the start date of the class, at the very latest

d. Post course syllabus and supplementary material on Blackboard

e. Provide timely (within one week) and detailed feedback of submitted student work

f. Conduct all classes face-to-face in person unless the course is listed as online or hybrid in ISIS. Instructors should notify the Center Staff where the course is located for appropriate procedures in case an emergency necessitates cancelling the class.

Performance Expectations
a. Maintain above average course evaluations

Professional Development Expectations
a. Attend at least one faculty development activity, in person or online, each semester

b. Attend at least one Blackboard workshop per year, in person or online

c. Attend a professional faculty orientation

d. Attend the faculty summit held twice a year

Policies and Procedures Expectations
a. Adhere to the Carey Business School grading policy, which is stated in every standard syllabus

b. Adhere to the published standardized syllabus for the course, where available, in delivery of class material

c. If the standardized syllabus is not available for the course, adhere to the Carey syllabus template

d. Post to your course syllabus to the Blackboard site at least two weeks prior to the start of class

e. Provide guidelines to students regarding response time for e-mail messages and adhere to it

f. Provide timely responses (within 72 hours) to Carey Administration requests for information

g. Submit final grades within 3 days of the last class meeting, including final exams (72 hours)

h. Update your Digital Measures profile with your recent academic and professional advancement

Name: _________________________________  Semester: _________________________________

Signature: _______________________________  Date: _________________________________