



**Office of the Provost and
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Academic Affairs**

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Date: August 24, 2016
To: All Teaching Faculty
From: Uday Sukhatme, ScD, Provost
Subject: Welcome to AY 2016-2017

It is with great pleasure that I welcome you back to the new academic year at Pace University. I sincerely hope you had a restful yet productive summer.

Many good things have transpired over the past several months and I would like to share some of those achievements with you. The Pace Path has developed further and updates can be found here: [Pace Path](#). I am also pleased to report that the Transfer Credit Evaluation Team implemented a series of initiatives to streamline the processing and finalizing of transfer credit evaluations.

The Office of the Provost has compiled some helpful information and tools for success to support your work with students, both in and out of the classroom. You will find a summary with accompanying links below. Presenting to students your commitment to follow these guidelines provides a perfect opportunity for you to concurrently explain your expectations for student behavior and to underscore the mutuality of the faculty/student relationship. The resulting improvements will surely help our goal of improving the retention and graduation of Pace students.

Thank you for your hard work and commitment to Pace University. My best wishes to you for a successful academic year!

Faculty-Student Expectations



1. **Classes & Final Examinations:** Faculty members are required to be present at all scheduled classes. Please make every effort to teach all scheduled classes as specified by the academic calendar. Students have pointed out that some faculty cancel classes or end classes early particularly during the first and last weeks of the semester. New York State Education Department guidelines require that a full number of credit hours are to be taught in every course every semester, and Pace has to certify this annually. All final exams are scheduled for the last day of each class. Any courses which do not have final exams should use the scheduled final exam time for a lecture, review, student presentations, etc. Refer to the calendar for information regarding the first day of class, the last day of class, the last day of instructional class and the final exam date. [16-17 Academic Calendar](#)

2. **Substitute Teaching:** If you are absolutely unable to teach some classes during the term, a common way to address a missed class is to ask a colleague from your department to conduct your class. You must inform your department chairperson about your absence and the department chairperson must approve the substitution. At a later date, you may want to return the favor to your colleague. (See Section D.15 of the 2013 Faculty Handbook.) Please note that students are encouraged to report the absence of an instructor from the classroom to the department chair and his/her advisor after 15 minutes from the start of class time.
3. **Syllabi:** Syllabi are *required* for all courses, per Middle States accreditation guidelines. Department chairs should collect syllabi of all departmental courses (including late start courses) within the first week of every semester. It is strongly suggested that syllabi be uploaded to the course [Blackboard](#) or emailed to registered students at least a week before classes begin so that students can purchase textbooks and begin assignments. If you need help to upload the syllabus, please contact [Academic Technology](#). A syllabus should include the following: professor contact information; description of topics covered, expectations to assess a student's performance; student learning outcomes, and the University disability policy. The syllabus should describe the basis for assigning final course grades, for example, homework 10%; midterm exam 30%; class participation 20%; and final exam 40%. The grading policy must be applied consistently and fairly for all students. The University disability policy requires that students seeking an accommodation must contact the Office of Disability Services at (212) 346-1526 in New York City or (914) 773-3710 in Westchester. [Syllabus Template](#)
4. **Early Assessment:** As part of our University-wide retention and student success efforts, we are concentrating on identifying students very early on who are in need of timely interventions. The first step in this process is to have some kind of formal assessment in your course(s) during the first three weeks of the Spring Semester, since this is the most critical time for effective intervention. This can include, but is not limited to, homework, a quiz, a test, structured writing/reflection assignment, etc.
5. **Starfish | Student Success Solution:** Research shows that identifying “vulnerable” students (those at risk of not persisting), and providing early targeted intervention is critical to an institution's retention strategy. We are pleased to be rolling out the *Starfish* Student Success platform to faculty, advisors, administration and students in the Fall 2016 semester. Starfish provides a simple and readily accessible means to share information, connect students to various University support services and highlight areas of academic concern or success – all in one place! Going forward, **Starfish** will be used for our **Early Alert** process in which Faculty provide feedback during the first weeks of the semester for those students they believe to be at risk . In utilizing Starfish for this important Early Alert process, faculty share concerns and connect students with resources and support.

A Starfish training session will be offered during Instructional Development Days (8/24 in NYC and 8/25 in PLV). In addition, training dates are scheduled for Monday, September 12, in Pleasantville and Wednesday, September 14, in New York City. Look for announcements and registration details. Additional information, including Starfish video tutorials and quick guides can be accessed [online](#).

6. **Missing Grades:** Final grades must be submitted within 5 business days after the end of the semester, except for graduating seniors whose final grades are due within 48 hours after the end of the semester. Failure to submit grades in a timely manner often results in serious consequences for students, and negatively impacts student transcripts, graduation eligibility, financial aid, New York State TAP eligibility, tuition reimbursement, employability, and enrollment verification with the U.S. Department of Education (for student loan borrowers), which creates audit issues for the University.

7. **Academic Expectations and Resources:** It is useful to let students know that in order to do well in class they are expected to study 2 to 3 hours per week for every credit hour they are registered. Students should also be reminded about some useful academic resources to support their success.
 - [Academic Policies and General Regulations](#)
 - [Center for Academic Excellence](#)
 - [Library Services](#)
 - [Tutorial Services](#)
 - [Writing Center](#)

8. **Faculty Center for Innovative Teaching & Professional Development:** The Faculty Center offers workshops and opportunities to assist all Pace faculty. See the Center's complete schedule of events at: <http://www.pace.edu/faculty-center/events>

9. **Other Useful Links:**
 - [Blackboard Help](#)
 - [Faculty Resources](#)
 - [Guide for Faculty & Staff to Address Student Behavior](#)
 - [How to Report Student Concerns](#)
 - [Information for Pace Faculty](#)
 - [Pace Path](#)
 - [Pace University Statement on Self-care](#)
 - [Starfish](#)
 - [Student Behavioral Chart](#)
 - [Syllabus Template](#)

ITS has developed a convenient checklist and toolkit to increase communication, enhance learning, and create continuity in case of closings:

- [Virtual Presence Checklist](#)
- [Digital Toolkit](#)
- [Echo360 Lecture Capture](#)

- Please create a [Help Desk](#) ticket with Ed Media to install the program.

If you have any questions or comments about this document, please contact Associate Provost for Academic Affairs, Adelia Williams, at awilliams@pace.edu or [914-773-3306](tel:914-773-3306).