

Department of Asian Studies Departmental Expectations 2021-22

Class Meetings and Absences

Faculty members are expected to meet their classes in adherence to the college schedule. Alert your department chair in case of absences, in advance if at all possible. Also be sure to alert the departmental AAA, Laurel Brook so that notice of your absence can be posted and questions fielded regarding the cancelled class. Please plan alternative activities for your classes during absences due to conferences.

As the pandemic continues, encourage students to stay out of the classroom when ill and to follow all [campus-wide COVID-19](#) policies (e.g., mask wearing).

Academic Advising

Academic advising is viewed by the college as an integral part of the faculty member's responsibilities. It is considered to be an element of teaching and is evaluated in the personnel reviews. Faculty members with advisee assignments must offer sufficient meeting time to confer with students about their course of studies and to help them develop a plan for their four years at St. Olaf.

"Quiet Weeks" are designated to allow proper time and space to meet with advisees before registration. Departments are asked to refrain from scheduling meetings or other activities during these times. Quiet Weeks occur in October and March.

Course Books

Order course books on time per requests from the campus bookstore. Follow up by putting books on reserve at the library, following [these procedures](#). Should students report difficulty affording texts, you can recommend that they request [Emergency Fund](#) support.

Office Hours / Communication With Students

Sufficient opportunity for students to meet with their professors is an important aspect of teaching at St. Olaf College. You may choose to interact with students regarding course work in a number of ways, including in person, phone calls, email, zoom and other electronic communications. You may confer with your department chair regarding the best balance of these forms of interaction for you in any particular semester.

A good rule of thumb in order to ensure availability is to schedule a minimum of 2 posted office hours per week. In setting the number and distribution of office hours, department members should avoid concentrating the hours at a single time of day or on a single day (e.g. MWF 10-12 will be very difficult for most students to make), scheduling against chapel and community time, or during times for department or faculty or committee meetings.

Post your office hours on your office door, in SIS and on syllabi. Be sure to share your hours with the department chair and AAA. If you must miss any given office hours, be sure to alert the AAA and post the alternate meeting times on your office door.

Department Meetings and the Academic Life of the Department

Generally, departmental meetings are held every other week. All faculty on tenured or tenure-track contracts are required to attend and participate. Faculty and department staff on non-tenure track contracts are encouraged to attend and participate as often as possible. Likewise, it is a part of your departmental responsibility to take part in admissions events, department invited talks, presentations, etc.

All-Faculty Meetings and the Academic Life of the College

Generally, all-faculty meetings are held during Community Time on the first Thursday of each month in the Black and Gold Ballroom. All faculty are expected to attend. Likewise, we expect department faculty to participate in Opening Convocation, Honors Day, Commencement, and other events of importance to the college.

Scholarly Work

We have a strong departmental ethic and culture promoting our own scholarly and creative work. We value personal research time as a complement to our teaching. Set aside a certain number of hours per week for professional work in order to allow yourself sufficient time to engage professionally.