

## Department of Romance Languages Expectations regarding citizenship and service

The Department of Romance Languages strives for excellence in teaching and research in a collaborative, collegial environment in which creativity and innovation are encouraged and supported. We are a diverse community in terms of the languages we teach (French or Spanish); our areas of expertise; the types of experience we bring to the classroom and to leadership to the department and the college; our ways of teaching; and how we organize our time and our work. However, what unites all of us is our commitment to the value of a liberal arts education in a residential setting to prepare students for the 21<sup>st</sup> century. We are teacher-scholars dedicated to educating students of French and/or Spanish; supporting one another in our teaching and scholarly pursuits; and being active members in the department and in other St. Olaf communities.

Our ethos is to be accessible to students, supportive of one another, and engaged in the life of the College in ways that allow us to share our individual gifts. In light of this, we propose the following guidelines for faculty. This document should be shared with incoming faculty members, as part of a conversation about departmental expectations. Our intention is that providing guidelines for all Romance Languages faculty will help us all successfully navigate the culture of the Department and of the College.

### Departmental presence and office hours

We expect that faculty members ...

- be on campus (but not necessarily in their office) three or four days per week.
- faculty members provide one hour of office hours per week (in addition to availability by appointment) per class for a normal total of three hours per week plus availability by appointment. [Information relative to this item is found in the *Faculty Manual* (Section 3, Ch. VI, B).]
- not hold office hours during Chapel unless at the student's request
- will make clear how to contact them outside of office hours in their syllabus
- leave their door open during office hours (unless they are with a student). At other times, there is no expectation that the office door be open.
- will consider the time of semester, the nature of the courses one is teaching, student needs, and one's own commitments when considering availability. Students should know how to contact instructors, and what alternative means of communication are possible and preferred (email, videochat, phonecall) if they cannot meet in person.

### Participation in departmental and college events

We expect that faculty members ...

- attend events such as the beginning-of-the-year French picnic, the end-of-year Spanish banquet.
- make a reasonable effort to attend events organized by colleagues such as the visit of invited speakers or panel presentations involving St. Olaf colleagues.

- encourage and support student-centered events (language house events, conversation tables). There is no expectation that faculty members attend these events.
- attend all or nearly all department meetings.

attend all or nearly all faculty meetings. [This expectation is made clear in the *Faculty Manual* (Section 3, Ch. III, B). Note that all full-time faculty have [voting franchise](#).]