

## Department Citizenship Guidelines

### The Education department expects faculty to:

- attend some department events organized by the Department; there are no expectations for attending events organized by students (although attending Aspiring Educator events is encouraged!).
- attend all or nearly all department meetings.
- attend most full faculty meetings.
- be on campus at least three days per week (Mondays and teaching days)
- usually have their office door open when in the office (a closed door indicates you do not want to be disturbed; it is OK to shut door when meeting with students).
- provide 5-6 office hours per week (depending on teaching load).
- share GoogleCalendar with other faculty members, Sue, Mijung. Make events public when on campus.
- collaborate and help out when needed, including partnership with TRIO, helping with department events, volunteering for and attending school partnership events.
- find a “substitute” or guest speaker when you need to miss class (if you know in advance) or leave an assignment for students to complete.
- respond (relatively) promptly to emails from colleagues, students, principals, host teachers, student teachers.
- not manage difficult situations alone. Work with colleagues to problem-solve and brainstorm solutions.
- maintain confidentiality of student discussions and faculty meeting content.
- Other: