Faculty Senate Resolution on Grading

Date Proposed: 03/15/24.

Approved by the Faculty Senate: 3/15/24.

**Whereas,** there are no policies regarding the timeliness of faculty grading, and

**Whereas,** the Faculty Job Description lists among the duties and powers of the Faculty

* To administer appropriate evaluations and tests to demonstrate achievement of general education and course objectives.
* To maintain accurate records of class attendance and grades.
* To submit accurate grade reports and other requested administrative information promptly according to institutional due dates.

**Whereas,** the Faculty Senate Constitution lists among the duties and powers of the Faculty Senate

* To express the collective opinion of the faculty to the administration of the college on any matter of concern to the faculty, and to provide for the administration a significant avenue for the dissemination, discussion, and evaluation of all matters of concern to the faculty.
* To initiate faculty input for the planning and implementation of college programs, policies, and facilities, and to serve as a vehicle for recommendations faculty make to address current college issues, problems, and institutional goals.
* To provide a forum for the open discussion of faculty grievances and student concerns involving the faculty as a whole.

**Whereas,** the Academic Dean job descriptions lists among the duties and powers of the Academic Deans

* To be responsible for all aspects of the academic programs within their area of supervision.
* To supervise and assist faculty in the conduct of their duties.

**Be it resolved** that faculty are expected to return grades for any given assignment within two weeks of student submission. Providing timely grading throughout the course helps to promote success by allowing students to address issues before the end of the semester. Furthermore, timely grading allows students to make critical decisions concerning course drop dates and withdrawals; and ensures that final grades do not come as a surprise to students.

It is understood that certain disciplines/assignments may require additional time to effectively grade (such as projects or written papers). Faculty within these disciplines are expected to effectively communicate with students by providing a timeline as to when they can expect a graded assignment returned.

Should a faculty member fail to consistently return grades in a timely manner, and/or receives numerous substantiated complaints concerning late grading, Academic Deans should intervene with said faculty member to improve accountability. Academic Dean interventions may include the following:

* Monitoring course shells in Momentum/D2L to ensure best practices for timely grading are implemented.
* Requiring the use of the Momentum/D2L gradebook (or similar alternative) to increase student visibility of grades.
* Implementing an improvement plan that works with the faculty member to establish a timeline for returning grades.
* Requiring the submission of mid-term grades.
* Imposing sanctions such as limited overloads, summer assignments, and grant work.
* The number of late occurrences may be considered in the faculty member’s annual evaluation by the Academic Dean.

The aforementioned listing is not exclusive. Other approaches may be implemented at the discretion of the Academic Dean to address timely grading deficiencies.