



University at Buffalo

Department of Theatre and Dance

College of Arts and Sciences

Graduate & Teaching Assistant Handbook

2019-2020

Revised 9.9.2019

INTRODUCTION TO ASSISTANTSHIPS

The university supports the employment of students and realizes the benefits of accomplishing necessary campus work. Through Assistantships students have the opportunity to gain valuable work experience, explore career options, obtain transferrable skills, work with faculty and staff who understand student life, and earn financial support to cover the cost of their education.

Graduate Assistants (GA) and **Teaching Assistants (TA)** are graduate students receiving stipends for services they provide or to assist them in meeting graduate program requirements.

Graduate Assistants normally perform non-instructional duties whereas **Teaching Assistants** are directly involved in instruction.

The Department of Theatre & Dance conforms to all [SUNY Student Employment Policies](#) and [UB Handbook for Faculty & Staff](#), which are available in their complete listing online, although some material may be repeated here for emphasis. GA/TAs should be familiar with these policies and consult the Office of the Registrar for [class schedules](#) and [academic calendars](#) for related information.

Every effort has been made to ensure consistency with the policies of UB and the Graduate School. In the event of contradiction with established policies, this handbook may be revised accordingly. GA/TAs will be informed via the graduate student listserv of any changes or updates to the handbook.

TABLE OF CONTENTS

Introduction To Assistantships	2
Table of Contents	3
Graduate Assistantships	4
Graduate Assistantships	4
Awarding an Assistantship Position	4
Receiving New Assistantship	4
Continuing an Assistantship	5
General Responsibilities	5
Required Training	6
Teaching Assistantship Responsibilities	7
Orientation	7
Syllabus	7
Books & Materials	7
Supervision	8
Course Evaluations	8
Faculty Observation	8
Graduate Student Faculty Teaching Observation	8
Grading	9
Teaching Resources	10
Salary, Tuition, & Benefits	12
Salary and Hours	12
Graduate Tuition Scholarship	12
Health Insurance	12
Waivers	13
Maintaining Full-Time Status	13
Master’s Students:	14
Doctoral Students:	14
New York State Residency	14
Application Filing Deadlines	15
Contact Information	16
Appendix I: Graduate Student Teacher Observation (Sample)	17
Appendix II: University Policies – 2019 Memo	20
Appendix III: 2019-2020 Critical Dates and Links	25

GRADUATE ASSISTANTSHIPS

Graduate Assistantships

Graduate GA/TAs on a full assistantship are generally expected to provide 20 hours of service per week. Employees in this bargaining unit are engaged in professional activities of such a nature that the output produced or the result accomplished often cannot be precisely measured in relation to a given period of time. It is therefore anticipated that there will be fluctuations above and below these general expectations. Students' professional activities will generally relate to their program of study.

Assistantships may entail a wide range of duties and responsibilities, including research and teaching. GA/TAs are assigned by the Director of Graduate Programs in consultation with graduate faculty and the Department Chair, and with consideration for student skills and interests.

An Assistantship assignment is equal to 20 hours/week over the academic calendar year. Assistantships start the week before classes begin and conclude at the end of the spring term. All aspects of the position (e.g., duties, timesheets, feedback) are overseen by the student's advisor or direct faculty supervisor and the Director of Graduate Dance and Theatre. Teaching and graduate assistantship appointments are typically made by individual departments, usually on an annual basis.

Assistants must be full-time matriculated graduate at UB who are able to devote their full attention to their graduate program.

Teaching and graduate assistants on the state payroll are unionized at the University at Buffalo and receive benefits through their affiliation with the Graduate Student Employee Union, including state-subsidized health insurance and a transportation fee waiver.

Awarding an Assistantship Position

The Department of Theatre & Dance criteria for the awarding of an assistantship may include, but is not limited to: undergraduate grade-point average, standardized test scores, past experience or training, audition and/or portfolio review, assistantship essay, interest in the field of study, letters of recommendation, and/or personal interview. Assistantship appointment is not guaranteed annually and renewal may be subject to a performance review.

Receiving New Assistantship

If you have been awarded a graduate assistant position, you will receive a contract letter. Sign and return the contract letter to the Department of Theatre & Dance immediately to accept an assistantship.

You must also complete new hire paperwork and other forms with the Department of Theatre & Dance. Contact the Assistant to the Chair in order to set up an individual appointment to complete this paperwork.

Continuing an Assistantship

An annual appointment letter will be sent to returning GA/TA's each year. Paperwork must be signed each year to continue receiving an assistantship.

GENERAL RESPONSIBILITIES

Each semester GA/TAs will be assigned duties that draw upon their skills and research interests, and cultivate professional proficiencies. Assistantship responsibilities are determined by the Director of Graduate Studies and the program's Graduate Faculty. GA/TAs will receive assignments in advance by midterm of the semester before the beginning of the assignment. GA/TAs will be notified of these assignments via mail, it is the student's responsibility to assure that the mailing address indicated in their HUB Student Account is up to date. Please note that some letters may require a signature of acceptance and must be returned to the Department of Theatre and Dance by a specified acceptance deadline.

- TAs assigned teaching responsibilities should contact their advisor, the Director of Graduate Studies, or the Director of their program, with any questions regarding their teaching assignments, the creation of syllabi, issues with students in class and other related concerns throughout the semester.
- GA/TAs assigned to assist with a course or with non-teaching duties should contact the supervising professor prior to the start of the new semester to clarify duties, hours, meeting times and any other important information. Ideally, assistants should check in weekly with their faculty supervisor.
- GA/TAs assigned to non-teaching duties should track their own hours. The hours per week should generally average the hours indicated with the duty. It is expected that some weeks might be more, some might be less. If you have questions or concerns about the number of hours you are working, please discuss with the faculty member assigned to their duties. If you have an additional concerns about work hours or duties that are not being addressed, please schedule a meeting to discuss with the Director of Graduate Programs or the Director of your

program.

Teaching Assistants will be provided with a copy code, key to the Graduate Student Suite, and access to a shared desktop computer and printer. TA's are expected to have a current CV on file with the department, and are asked to provide a brief biography and headshot. Please send these to Rachel M. Olszewski at rachelol@buffalo.edu.

REQUIRED TRAINING

UB is committed to ensuring a safe, secure and healthy environment for all our employees. We have made training available online for you to take at your convenience to help you understand how we work together to achieve this goal.

- [CAS Graduate/Teaching Assistant Orientation](#) [required]
Orientation event held by the College of Arts & Sciences (CAS) for all Graduate and Teaching Assistants, usually held one week prior to the fall semester.
- [Departmental Orientation](#) [required]
This training is required annually and is usually held at least one week prior to the fall semester.
- [Workplace Violence Prevention Training](#) [required]
This online class reviews UB's Workplace Violence Policy and helps you to identify potentially violent situations so that you can help to keep our campus safe and secure.
- [Preventing Harassment & Sexual Violence \(Title IX/Campus SaVE Act\)](#) [required]
This online class focuses on preventing unlawful harassment in the workplace. Learn how to identify potentially harassing situations and what you can do if you feel threatened. This training is offered in part by the Office of Equity, Diversity and Inclusion.
- [Information Security: Everyone's Responsibility](#) [required]
This online class will help you recognize the tactics used by others to obtain sensitive and protected information. In the university environment, most of us deal with sensitive information on a daily basis — sometimes without realizing it. We all have a responsibility to ensure that UB data remains secure.
- [Right-to-Know Training](#) [required]
Take the online training on New York State's Hazard Communication and Right-to-Know

program, intended for the entire New York State workforce.

- [Technology Training](#) [recommended]

This online training covers instructional technology facilities, applications and services support UB's faculty and students.

TEACHING ASSISTANTSHIP RESPONSIBILITIES

Orientation

CAS Assistantship Orientation is required for all GA/TAs and offered one week prior to the fall semester. In addition, the Department of Theatre & Dance offers mandatory Teaching Assistant Orientation which will provide important information regarding department specific responsibilities and expectations.

Syllabus

A course syllabus is an essential document that guides the faculty and students through the course. Additionally, it clearly and concisely explains expectations and policies of the course. An instructor can reference this document at any time to remind students of their responsibilities. Furthermore, UB requires syllabi be distributed during the first week of classes.

- [Syllabus Guidelines](#) can be accessed via UB's Center for Educational Innovation Website.

TAs assigned to teach will be required to complete a syllabus. A draft of the syllabus must be submitted to the Director of Graduate Studies and/or Faculty Supervisor for no later than 2 weeks/months prior to the beginning of a semester. TAs should use the Syllabus Template provided online on the [Center for Educational Innovation \(CEI\)](#) website.

Books & Materials

UB uses Follett Higher Education Group to procure books and instructional materials that students can purchase for your class through the Campus Bookstore. To order books, visit the [Campus Bookstore Website](#), and in the Faculty Services section locate the [Online Adoption to Order Course Materials](#) section. You may need to set up an account for eFollett. You can order book by searching the title, author or ISBN. You need to place your order the semester before your class.

Supervision

TAs assigned to teach or assist with a course should contact the supervising professor prior to the start of the new semester to clarify duties, hours, meeting times and any other important information. Ideally, assistants should check in weekly with their faculty supervisor.

Course Evaluations

[UB Course Evaluations](#) provide the opportunity for students to share their opinions about the effectiveness of the UB academic experience and provide feedback on their instructors.

Instructors can log into UB Course Evaluations to view reports and use an interactive dashboard to compare their results to aggregated results from other departments, academic units or all of UB.

Faculty Observation

Department of Theatre & Dance Faculty will periodically observe a TA's class in order to review an instructor's performance. Advisors and other faculty should be invited to observe teaching twice throughout the semester. Observing faculty will provide written documentation of their assessment via a rubric.

Graduate Student Faculty Teaching Observations

Purpose

Graduate student faculty will be observed twice each semester as part of the Department of Theatre and Dance's commitment to graduate mentoring and teaching excellence. The purpose of the classroom observations are to provide necessary feedback and support to graduate student faculty at the very early part of their university teaching careers and to generate a written record of graduate student faculty teaching for both the department and graduate student faculty members.

Before the observation

- Classroom observations will be conducted by the graduate student faculty member's advisor and another member of the Graduate Committee. Those conducting the observation need not be members of the degree program of the course under observation (i.e. dance faculty can observe theatre graduate student faculty and vice versa).

- Classroom observations should occur in the first ten weeks of the semester.
- Those conducting the observations should contact the graduate student faculty at least two weeks in advance of the proposed classroom visit and should suggest at least two possible dates for the observation.

During the observation

- Observing faculty should take notes and otherwise not intervene or participate in the class. An observation notetaking form will be available for observing faculty but is not the report that will be filed. *See Appendix I: Graduate Student Teacher Observation (Sample)*

After the observation

- Following the classroom observation, observing faculty will prepare a narrative, written report that offers a clear description of classroom activities that notes those parts of the class that were particularly well done as well as support and suggestions for future improvement. The reports should be submitted to the academic manager or staff assistant within ten days. The report will then be forwarded to the Director of Graduate Study, the director of the appropriate graduate degree program, and the graduate student faculty member who was observed.
- Within five days of receiving the report, the graduate student faculty member is encouraged to schedule a meeting with the observing faculty member. Such a meeting is optional and should occur within two weeks of the request for a meeting. The Director of Graduate Study and the director of the appropriate graduate degree program should be notified of the meeting and may attend such meetings as necessary.
- No later than the last day of classes for the semester, the graduate student faculty member who was observed may also include a written response to the observation report that should be forwarded to the academic manager or staff assistant, the Director of Graduate Study, and the director of the appropriate graduate degree program. The response will be filed along with the observation report.

Grading

Determination of grades is at the discretion of the TA teaching the course. Grading must align with UB's [Grading Policies and Critical Deadlines](#).

The Office of the Registrar [public website](#) offers the definition and calculation of a grade point average, important grading deadlines, important policies regarding the timing of grade changes in relation to degree conferral and other relevant information.

If you have questions regarding grading, please contact the Director of your program, your advisor, or the Director of Graduate Studies.

Teaching Resources

- **Center for Educational Innovation**

[The Center for Educational Innovation \(CEI\)](#) partners with university deans and faculty to positively impact student learning outcomes through the art of teaching and the science of learning. The website offers valuable teaching resources through the Core Curriculum for Faculty Development program. This program provides faculty with the essential content needed to create effective learning experiences for students and is divided into three sections: Designing Experiences, Teaching Effectively and Understanding Learning.

Content Includes:

- [Educational Technology](#)
- [ePortfolios](#)
- [Feedback](#)
- [Instructional Video](#)
- [Lesson Planning](#)
- [Online Teaching](#)
- [Open Educational Resources](#)
- [Rubrics](#)
- [Syllabus](#)

- **HUB Faculty Center**

Accessible through MyUB, the [HUB Faculty Center](#) is a portal through which faculty and graders can view class rosters, add, change and submit grades, and communicate with students.

Grades must be uploaded to the MyUB > HUB Faculty Center > Grade Roster page at the end of the semester. If you choose the upload file option on the HUB Grade Roster page, follow these steps to prepare your UBLEarns grade center file for upload. Remember, you can also manually enter your final

grades into the HUB Grade Roster page. You can access more information via the [UB Information Technology website](#).

- **UB Curriculum: Course Development Toolbox**

The [UB Curriculum Course Development Toolbox](#) provides information Teaching Assistants need to learn about UB's innovative general education program, its components, and how to teach a UB Curriculum course.

- **UBlearns**

Blackboard on [UBlearns](#) is the centrally supported Learning Management System (LMS) at UB. UBlearns provides faculty an online environment to create, deliver, and manage their course content, as well as monitor participation and assess performance among learners.

Instructors should review the [Blackboard Instructor Manual](#) and keep informed on [updates to the UBlearns / Blackboard system](#).

SALARY, TUITION, & BENEFITS

Salary and Hours

Graduate/ Teaching Assistants in SUNY are in the Graduate Assistant negotiating unit currently represented by the Graduate Student Employee Union (GSEU) and are eligible for negotiated benefits, indemnification and workers' compensation. They are generally funded from temporary service and paid on the NYS administrative payroll usually on a biweekly basis.

Stipends are generally taxable, as income, unless they are provided to all program participants in support of some required educational experience.

For [paycheck](#) information or to manage your [attendance and leave](#) visit the Administrative Services Gateway.

Graduate Tuition Scholarship

Tuition scholarships are applied to tuition charges only and might not equal the full amount of the students' tuition bill. Other charges such as student fees, dormitory charges, student insurance, etc. are not covered by the tuition scholarship and are the students' responsibility.

Please note that the students' financial aid award may need to be adjusted based on the addition of the Graduate Tuition Scholarship. The Office of Student Accounts will credit Tuition Scholarships to the students' account. If a credit does not appear on the account, the student should follow-up with the funding department/funding supervisor.

If you choose to drop a course covered by a tuition waiver you will be responsible for a portion of the tuition amount incurred. You may be responsible for refunding to UB any tuition scholarship funds awarded to you that are forfeited if you voluntarily leave the University after the deadline for dropping courses without financial penalty.

Health Insurance

You must have health insurance to attend UB if you are a full-time undergraduate or graduate student, or if you are an international student.

The SUNY Student Employee Health Plan (SEHP) is available to eligible graduate assistants represented by [GSEU](#). Additional information for Graduate GA/TAs is available through [SUNY Administrative Services](#).

Bi-weekly health insurance payments are automatically deducted from your pre-tax paychecks.

If you enroll in the Student Employee Health Plan (SEHP) plan, you do not need to carry the student health insurance. Human Resources will send a waiver to the [Student Medical Insurance Office](#) (SBI) for the duration of the time that you are enrolled in the SEHP plan. The fee will be removed from your tuition bill once the waiver is complete.

If you do not enroll in the SEHP plan but have other insurance, you must complete a waiver directly with the Student Medical Insurance Office (SBI). You may otherwise be automatically enrolled in coverage and charged on your tuition bill. [Please visit the SBI Insurance website for information about waivers, including deadlines.](#)

Please note: You must complete a waiver for the SEHP Plan as well as the Student Medical Insurance Plan in order to avoid insurance charges on your account.

Waivers

- **[Comprehensive Fee Waiver Request:](#)**
Students may apply for a waiver for the current or next semester. A new waiver must be submitted for each semester. Students cannot waive the College Fee, Program Fee, Technology Fee, or the Transcript Fee components.
- **[Student Medical Insurance:](#)**
Waiving the **Health Services Fee** does not automatically waive the Student Medical Insurance charge. For questions on how to waive your insurance charge, contact the Student Medical Insurance Office at asksmi@buffalo.edu or visit healthinsurance.buffalo.edu.
- **[Student Activity Fee:](#)**
In order to receive a waiver of the Student Activity Fee, a student must contact the executive board of their student government to review their waiver request. In order to determine to which government you pay a Student Activity Fee towards, please refer to your billing statement.

MAINTAINING FULL-TIME STATUS

In order to retain tuition scholarship benefits students must assure that Full-Time status is maintained, students are responsible for completing Certification of Full-Time Status paperwork and submitting it to the department when registered credit hours in any semester are less than the minimum required by the Graduate School for Full-Time Status.

Master's Students:

A Certification of Full-Time Student Status form must be submitted by Master's students who need to be considered full-time and who are registered for a minimum of one credit hour, but fewer than 12 credit hours (or fewer than nine credit hours with a TA, GA or RA position) and whose department verifies they are working full-time on the master's capstone requirement, completing final courses, or working full time on an internship related to their program.

- [Certification of Full-Time Student Status for Master's Students](#)

Doctoral Students:

A Certification of Full-Time Student Status form must be submitted by Doctoral Students who need to be considered full-time and who are registered for a minimum of one credit hour, but fewer than 12 credit hours (or fewer than nine credit hours with a TA, GA or RA position) and whose department verifies they are working full-time on a doctoral practicum, preparation for a doctoral qualifying exam, doctoral research, dissertation writing, or completing an AuD/DNP final project. Doctoral students may be certified full-time until the anticipated degree conferral date on the Application to Candidacy (up to a maximum of seven years from your admission date).

- [Certification of Full-Time Student Status for Doctoral Students \(PhD, DNP and AuD\)](#)

NEW YORK STATE RESIDENCY

If you are a US citizen who is not a New York State resident, you must apply for New York State residency.

Graduate Assistants (GA), Teaching Assistants (TA), Research Assistants (RA) and Fellows can be considered for residency for tuition purposes in NYS after only one semester. This means that if a six-month residency requirement or one semester's worth of documentation are submitted, a GA/TA/RA or Fellow may qualify for residency for tuition purposes in the second semester.

- [Residency Application for New York State Tuition Purposes](#)

If all other requirements are met, a GA/TA/RA or Fellow may qualify for residency for tuition purposes in their second term. The Residency Application for New York State Tuition Purposes must be used and appropriate documentation must still be provided for a one term period of time.

Application Filing Deadlines

- Summer Term: June 1
- Fall Term: September 1
- Winter Session: January 15
- Spring Term: February 15

If you've submitted a residency application and have not received a decision from our office, you are still responsible for paying the amount due by the billing due date. Failure to pay the amount due will result in a late payment fee. You should also be aware of the [financial liability deadlines](#), as these may occur while you are waiting for a decision from our office.

- Communications are conducted through UB email, United States mail, or telephone. You will receive an approval or denial letter in the mail once a decision has been made.
- If applying for **Winter/Spring** - Documents must be dated **September 15th** of that year or prior.
- If applying for **Summer/Fall** - Documents must be dated **February 1st** of that year or prior.

CONTACT INFORMATION 2018-2019

Contact	Phone	Email
DGS and Director of Graduate Theatre Studies: Eero Laine	716-645-0777	eerolain@buffalo.edu
ADGS and Director of Graduate Dance Studies: Ariel Nereson	716-645-6891	anereson@buffalo.edu
Assistant to the Chair: Veronica Sedota	716-645-1803	valaskay@buffalo.edu
Graduate Staff Assistant: Rachel M. Olszewski	716-645-6076	rachelol@buffalo.edu
Human Resources	716-645-7777	ub-hr@buffalo.edu
International Employment Unit	716-645-7777	ub-hr@buffalo.edu
The Graduate School	716-645-2939	grad@buffalo.edu

APPENDIX I: GRADUATE STUDENT TEACHER OBSERVATION (SAMPLE)

UB Theatre and Dance

Graduate Student Teacher Observation

[Note: This form is for notetaking only and should not be submitted as a final report.]

Preparation, promptness, and conduct:

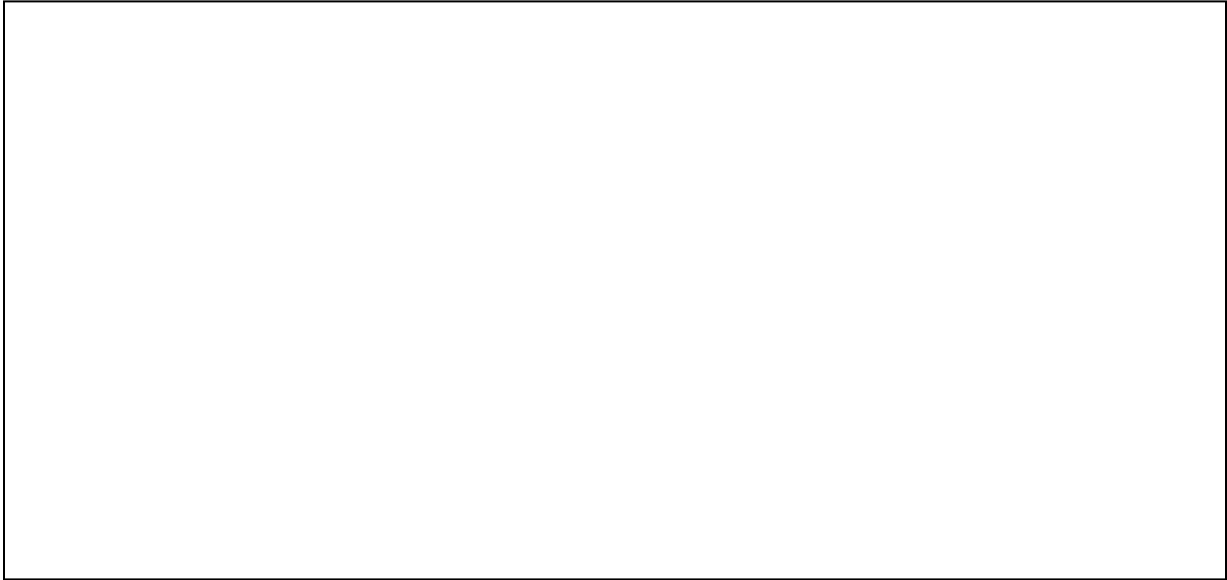
Starting on time, ending on time, conduct and demeanor, preparation of material and activities

Organization and clarity:

Teaching style, shifting between topics/activities, use of time, logic, objectives

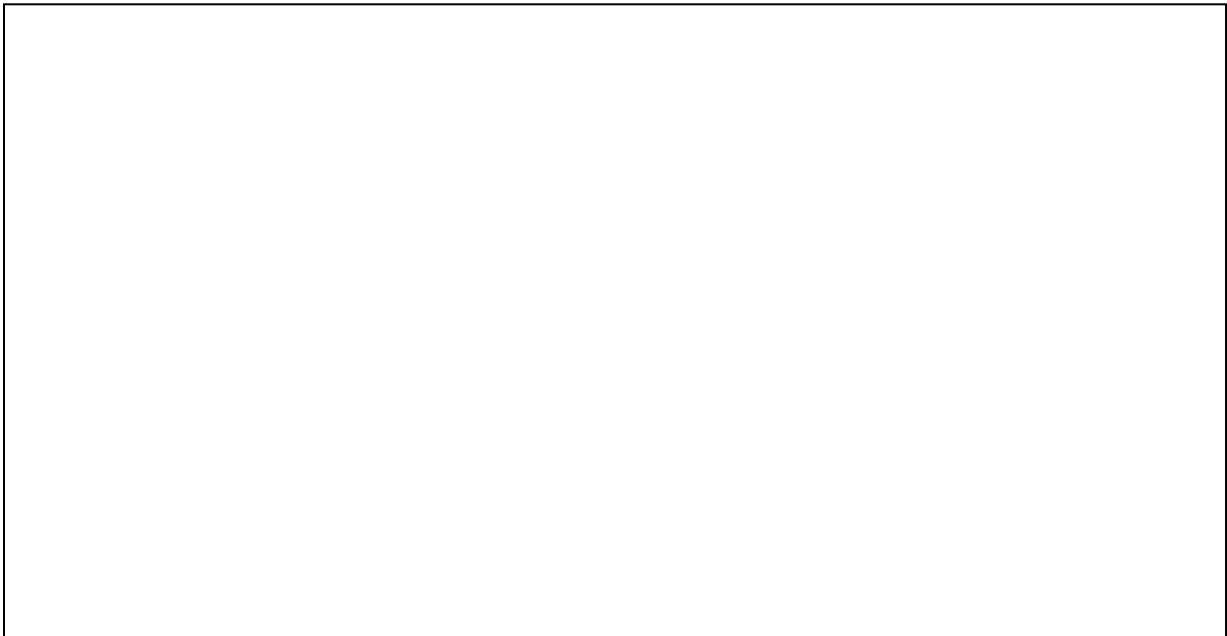
Knowledge of material:

depth of knowledge, ability to address questions or expand on points, ability to make connections between areas, effectiveness of coaching



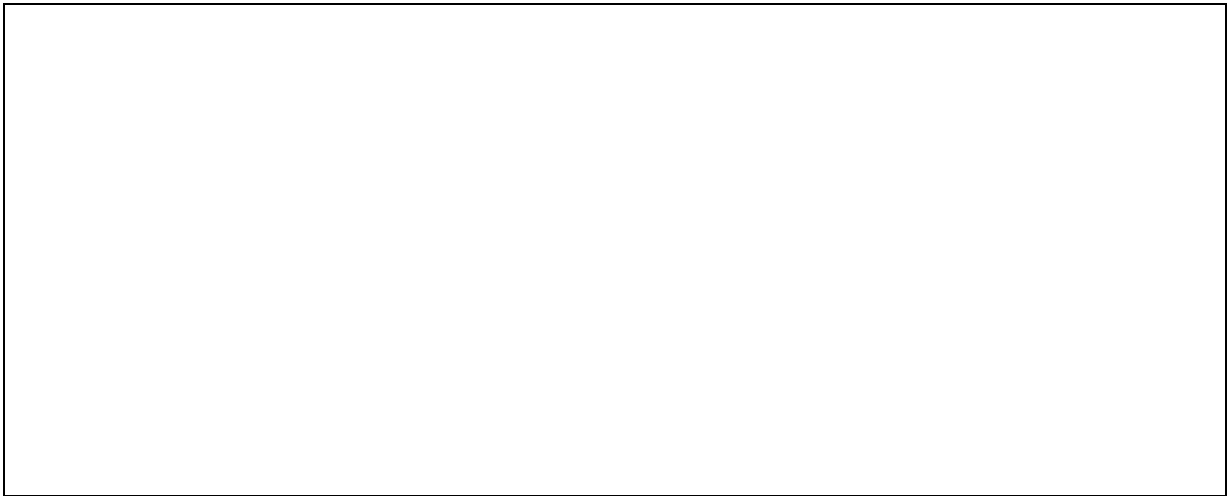
Student rapport, interaction, and engagement:

student engagement, respect for questions, dynamism, activities, helpfulness



Course materials and methods:

Appropriateness, sophistication, prompting of higher-order thinking, effectiveness of methods, effectiveness of materials



APPENDIX II: UNIVERSITY POLICIES – 2019 MEMO

Subject: Fall 2019 Semester Start up

August 19, 2019

To: All UB Faculty

From: Graham Hammill

Vice Provost for Educational Affairs

Re: Fall 2019 Semester Start-Up

As we approach the start of the fall 2019 term at UB, I want to bring to your attention important semester-related information as well as ask for your assistance to ensure critical policies and practices are addressed at the beginning of and during the semester.

New for Fall 2019

Academic Integrity: The university's new academic integrity policy and associated process take effect in fall 2019. As part of the new process, faculty now have access to an online Academic Dishonesty Report form to enable ease of reporting academic integrity infractions. The form is available in the faculty updates module inside [UBlearns](#), as well as on the [Office of Academic Integrity website](#).

Syllabus Statements on Mental Health & Sexual Violence: In May 2019, the Faculty Senate approved a resolution regarding the inclusion of statements on sexual violence and mental health in course syllabi. Faculty are strongly encouraged to include text, or a link to the text, informing students of the help and services that are available to them in these areas. By including this information in their syllabi, faculty can help to educate students about mental health resources and UB's policies and resources on sexual violence. Language recommended by the resolution is available on the [Undergraduate Education Syllabus page](#) and the [Graduate Course Syllabi Guidelines](#).

Tutoring and Academic Support Services: Tutoring resources are available to undergraduate students through [Tutoring and Academic Support Services \(TASS\)](#). A destination for studying, collaboration, support, and growth, TASS helps undergraduate students improve their academic performance by providing resources that enable academic success. Free services for all undergraduate students include walk-in tutoring, tutoring by appointment, study group sessions, academic coaches, skill-building workshops and events, as well as the use of computers and study areas. TASS is anticipated to open in mid-September. For more information, email asktutoring@buffalo.edu.

Syllabus, Class Attendance and Course Information

Class Attendance: To promote student responsibility, each class instructor determines and conveys through the course syllabus specific class attendance policies as well as dates and times for classes, exams, and all other required activities.

Classes are to meet at the time and location listed in the official university course schedule unless changed with the consent of the entire class.

Participation in various university-sanctioned activities (e.g., athletics), religious observances, documented illness, military obligations, public emergencies, and documented personal or family emergencies may require class absences that are excusable. In these cases, the student is responsible for notifying the instructor in writing with as much advance notice as possible, and instructors may determine the coursework required to make up for the absence. Students are responsible for the prompt completion of any alternate assignments.

In the winter months, faculty are reminded that any student unable to attend a class or exam or complete assignments because of weather-related conditions should be offered reasonable accommodations as indicated in the university [Class Attendance policy](#). As you plan your syllabi, you may wish to consult an [interfaith calendar](#) when scheduling any major class requirements, such as exams.

Course Evaluations: Instructors will be notified by Nov. 10 regarding fall semester course evaluations. If you are teaching in the fall and do not receive an email by this date, please contact ubce@buffalo.edu. Instructors are permitted to add three customized questions to course evaluations; you may add your questions using the system between Nov. 10 and Nov. 25.

Course-Related Fees: Before any fees are levied for course activities, they must be fully approved according to UB and SUNY policies using the detailed process on the [Administrative Gateway's Develop and Manage State Fees page](#). For assistance, contact your chair and unit business officer.

Final Exams: As you plan for final exams, please note the Faculty Handbook requirement that *final examinations shall be offered as officially scheduled, not during the final week of classes*.

Scoring Services: The [Office of Educational Effectiveness](#) provides scoring services. Scoring Services is now located in 226 Capen Hall (inside Silverman Library) and is open Monday through Friday, 9 a.m. to 4 p.m. Scoring Services will open in its new location on Tuesday, Sept. 3. For questions about scoring pre-tests in the first week of classes, please call ubscore@buffalo.edu.

Syllabus: As stated in Faculty Senate policy:

A course syllabus must be finalized and distributed to the class during the first week of classes.

During the semester, instructors are expected to conform to their course syllabi, except as unanticipated circumstances require deviation. In such situations, instructors should inform all students and provide an opportunity for discussion with students prior to making a final decision regarding changes in the course syllabus.

Faculty should ensure their syllabi have all the Faculty Senate-required elements as found in the [Undergraduate Degree & Course Catalog 2019-2020: Course Syllabi](#) or [Graduate School Syllabus Guidelines](#).

Of particular significance is the requirement that every syllabus (regardless of level) must include:

- enumerated student learning outcomes,
- each required class activity (assignment) with corresponding deadline,
- which activity (assignment) assesses which outcome, and
- how the class outcomes link to larger unit program outcomes.

For assistance, please see the Center for Educational Innovation's [Syllabus Resources and Templates](#).

Undergraduate Mid-Semester Review: Early assessment of student progress can be pivotal in helping students address academic issues. When contacted by the Office of the Registrar, please evaluate your students using the tools provided.

Course Grading and Records

Changing Grades Online: Faculty can change grades via the HUB Faculty Center until the day after grades are due. After the grade change deadline, undergraduate, graduate, and pharmacy grade changes must be submitted via the [electronic grade change tool](#). (UBIT name and password required.) The completed form will automatically be routed to individuals within your department for necessary approvals, and will then be sent to the Office of the Registrar for processing. For more information, please visit the [Office of the Registrar website](#). (UBIT name and password required.)

Grading–FX Grade: UB does not require faculty to take attendance. However, in 2011, the Faculty Senate approved the **FX** grade to enable instructors to indicate the reason for a student’s failure in a course. Whereas a grade of **F** indicates failure based on performance on assigned activities, an **FX** grade indicates a failure due to lack of attendance (or participation where attendance is not applicable). When entering grades in HUB or on an external roster, please select “**FX**” for any student whose record indicates that s/he stopped attending and/or participating in the course altogether, signifying that the student’s grade is a result of that lack of participation. Students who earn a failing grade but have been engaged for at least 60 percent of the term (through the ninth week) should be awarded an **F** grade rather than an **FX**. This standard meets federal mandates to identify the reasons for a student’s failure when determining financial aid eligibility. Both the **F** and **FX** grades are calculated as 0 grade points in a student’s grade point average (GPA).

Posting of Student Grades: Student exam, paper, and final grades are sensitive data not to be publicly posted using any identifier that can be known or determined by others (e.g., name, birthdate, UBIT name, or any portion of a person number). To distribute grades, use UBlearns with assistance at [UBlearns Help](#).

Records Retention: All course materials that contributed to assessment and grading must be retained for one year following the conclusion of the semester. Materials include papers, exams, quizzes, or other graded work, as well as scoring sheets and grade books and rosters. Retention for one year after course completion meets the SUNY/SED mandates regarding student records maintenance.

Resources for Students

Accessibility Resources: Students who require assistance to ensure their ability to participate fully in class should be referred to [Accessibility Resources](#) for determination of any appropriate accommodations, which students should then share with you to guide your instruction.

Students of Concern: Faculty sometimes encounter a student whose well-being or circumstances raise concerns. [Students in Distress](#) is a resource that can help you identify students who may need assistance. You may either refer such a student to various [UB resources](#) or contact [Student Conduct and Advocacy](#), which will then reach out to the student directly.

As you ready your courses for fall 2019, I wish you a successful semester and a fruitful learning experience with your students. Please let me know if my offices may assist your efforts.

cc: President

Provost

APPENDIX III: 2019-2020 CRITICAL DATES AND LINKS

Office of the Registrar

Important Dates for 2019-2020 Sessions (undergraduate, graduate)

For the full academic calendar, please see registrar.buffalo.edu/calendars/academic.

Fall Semester 2019	
Date	Event
Monday, August 26, 2019	Classes Begin
Monday, September 2, 2019	Labor Day Observed
Wednesday, November 27 - Saturday, November 30, 2019	Fall Recess
Monday, December 2, 2019	Classes Resume
Friday, December 6, 2019	Last Day of Classes
Saturday, December 7 - Sunday, December 8, 2019	Reading Days
Monday, December 9 - Monday, December 16, 2019	Semester Final Examinations
Tuesday, December 17, 2019	Winter Recess Begins

Winter Session 2020	
Date	Event
Monday, January 6, 2020	Classes Begin
Monday, January 20, 2020	Martin Luther King, Jr. Day Observed
Friday, January 24, 2020	Last Day of Classes

Spring Semester 2020	
Date	Event
Monday, January 27, 2020	Classes Begin
Monday, March 16 - Saturday, March 21, 2020	Spring Recess
Monday, March 23, 2020	Classes Resume
Friday, May 8, 2020	Last Day of Classes
Saturday, May 9 - Sunday, May 10, 2020	Reading Days
Monday, May 11 - Saturday, May 16, 2020	Semester Final Examinations
Friday, May 15 - Sunday, May 17, 2020	Commencement Weekend

Grading Deadlines – Fall 2019

Fall 2019 Grading Calendar					
Session	Begin Date	Last Day to Drop/Add	Last Day to Resign	Last Day of Classes	Grades Due
15 Week (Standard)	8/26/19	9/3/19	11/8/19	12/6/19	12/23/19
7 Week 1	8/26/19	9/3/19	8/27/19	10/15/19	10/22/19
7 Week 2	10/16/19	10/19/19	11/17/19	12/6/19	12/23/19

Grading deadlines for other sessions are available online at registrar.buffalo.edu/grades.

*Your participation in submitting midterm grades for all undergraduate students is greatly appreciated, as it provides students and advisors with valuable feedback and supports the university's Finish in 4 initiative.

Please see the registrar's faculty/staff website for more information about midterm grading: registrar.buffalo.edu/office/faculty/mid-term.php. (UBIT name and password required.)

**Final grade rosters will be available on the first day of final exams.

Need assistance with class rosters or grade submission in your HUB Faculty Center?

<p>Help yourself: Find HUB Faculty Center tutorials and FAQs at hubsupport.buffalo.edu/faculty/howto.php. Additional information about faculty assistance can be found on the registrar's faculty/staff website.</p>	<p>Let our faculty support team help you: Call: 716-645-5576 Email: HUB-grading-list@listserv.buffalo.edu</p>
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Classroom Concerns – Who should I call?

CONCERN	UNIT RESPONSIBLE	CONTACT INFORMATION
Heating/cooling	University Facilities	716-645-2025
Chalk, erasers, dry erase markers	University Facilities	716-645-2025
Locked classroom	University Facilities	716-645-2025
Cleanliness, vandalism, furniture concerns	University Facilities	716-645-2025
Room reservations	Mike Formato	(716) 645-0611
Instructional Technology (requests and help)	Instructional Technology	716-645-3542 or buffalo.edu/ubit/information-for-faculty.html
Lock combinations	buffalo.edu/ubit/service-guides/teaching-technology/classrooms-and-learning-spaces/look-up-your-classroom-combination.html	

Helpful Links

Faculty/Grading Listserv	716-645-5576 or HUB-grading-list@listserv.buffalo.edu
UBlearns assistance	716-645-6188 or buffalo.edu/ubit/service-guides/teaching-technology/ublearns.html
Office of the Registrar public website	registrar.buffalo.edu
Office of the Registrar faculty/staff website	registrar.buffalo.edu/office/faculty/index.php (UBIT name and password required.)
Graduate Policy Library	grad.buffalo.edu/succeed/current-students/policy-library.html
Undergraduate Degree & Course Catalog	catalog.buffalo.edu
Support for working with distressed or disruptive students	buffalo.edu/vpsl/committees/students-of-concern.html
Electronic Grade Change Tool (Undergraduate, Graduate, and Pharmacy)	registrar.buffalo.edu/office/faculty/grading.php

