Faculty Availability to Students & Colleagues
KSU is proud of its reputation of faculty being available to students and colleagues outside of class time. To ensure this positive reputation continues KSU expects its faculty to use a variety of means to be available for student questions or conferences as well as consultation with colleagues, whether in person or virtually. Departments must establish guidelines that establish a minimum number of hours during each week that faculty should be available on campus beyond scheduled classes. Faculty should be flexible, within reason, in making appointments with students and colleagues. As a professional courtesy, faculty should reply to phone calls, e-mails, and bulletin board questions from students in a timely manner.

Course Syllabi
The syllabus helps both faculty and students accomplish the primary mission of teaching and learning.

All regularly scheduled undergraduate and graduate courses for which students receive credit, regardless of method of delivery, must have a syllabus or equivalent documentation, with the following elements: 1) course goals and objectives, 2) course requirements, 3) course content, 4) methods of evaluation, 5) meeting times, modalities, course schedule, 6) statement on feedback expectations and feedback turn-around time, 7) faculty contact information, 8) KSU Academic Integrity statement, and 9) any other required BOR or KSU course syllabus policies.

In order to be most useful to students, syllabi must be distributed at the beginning of the course. The faculty member should make a reasonable effort to follow the course syllabus yet changes to the course syllabus can be made for extenuating circumstances with due notice of changes given to all students.

A course syllabus is required whenever a new KSU course is proposed and presented for review or vetting by curriculum committees at each level.

Faculty teaching general education course(s) should include the “General Education Course Syllabus Common Language” information found on the curriculum website at http://curriculum.kennesaw.edu/ in their syllabi.

Faculty may use KSU’s course syllabus template, which includes the required elements above and additional best practices elements. The template can be accessed through KSU’s learning management system.