

## UHD Faculty Requirements for Engaging Students Updated October 19, 2022

- *Response Times:* To maximize best practice, faculty are generally expected to respond to student questions or issues within 48 hours (excluding weekends), if only to acknowledge the question/issue. Please address communication strategies and expectations on your syllabus where relevant. [NOTE: this expectation does not apply to grading processes, though certainly timely feedback is best practice.]
- *Required Class Meetings:* If there are required class meeting times on the schedule, faculty should remind students of the commitment, and students are expected to attend classes. Faculty should not require students to attend class meetings during times that have not been advertised to students on the schedule. E.g., if you have an asynchronous online class, you should not require students to attend any specific time-bound events, though such events can be optional; you can schedule synchronous meetings and encourage participation, allowing some flexibility, but there should not be a specific penalty for non-participation.
- *Required Exam Formats:* Please be sure that your plans for final exam offerings are consistent with the expectations for class modality. For example, fully online courses must allow students to complete final exams virtually.
- *Open Your LMS course shells by First Class Day:* All faculty must open their course Learning Management shell for every scheduled class (even independent study or practicum) on or before the first day of classes each semester (the day all classes start). We strongly encourage all faculty to open the shell during the week before classes start, with some information to support students in setting up required technology, getting textbooks, etc. Also, faculty should ensure that they include any university-wide components recommended in their course shells.
- *Zoom Video Presence:* Faculty may require students to participate via live video in any class meeting in order to fulfill specific assignments or requirements related to a course learning outcome, assignment, or test, or when the participation supports the attainment of course outcome. Faculty should notify students of potential for requirements for video presence on the syllabus; as with any significant changes in course policy, faculty should provide advance notice to students. Students with concerns regarding any requirement to participate in live video for specific course learning outcomes and/or assignments should consult their instructor.
- *Accessibility and Ally:* The Office of Disability Services (ODS) will contact faculty as usual (via email) for any accommodations needed by students. Faculty should work with ODS and department chairs to identify any issues in meeting ADA requirements. For testing in cases in which in-person testing is not viable, the ODS may identify options for proctored online testing.

Also, we maintain our commitment to accessibility in general—please use the Ally tool to guide updates and changes to make materials more accessible. For information on how to use the tool, see [this Ally resource](#). Direct any questions or concerns about challenges to our Provost Office Ally hotline: [allygator@uhd.edu](mailto:allygator@uhd.edu) or 713-221-8003.

- *Regular and Substantive Interaction (RSI)*: For online courses, UHD requires “regular and substantive interaction” with students throughout the course as a best practice as well as to comply with Department of Education financial aid eligibility requirements. Minimum RSI requirements can be met by ensuring that you post and be available for scheduled office hours and by providing regular and individualized feedback on key student assignments throughout the semester. However, there are many ways to comply—please see our [RSI website](#) .