

## Mason Gross School Policies

This document outlines important school policies. If you have questions, please contact your department chair/director, department administrator, or the Mason Gross Dean's Office.

**Office Hours.** Every full-time faculty member is asked to hold two in-person office hours per week during each academic semester; outside those hours, full-time faculty members are asked to make every effort to meet with students in person. Lecturers may hold office hours by appointment and may meet with students remotely if necessary. Office hours should be posted on course syllabi and Canvas sites as well as on or near your office door. All office hours should also be submitted to your chair/director for posting at a central location within the department.

**Syllabi.** A syllabus is required for all courses. A copy of the syllabus must be made available to students in the first week of the semester, and also submitted to the administrative office of each department at the same time. The syllabus should clearly outline the learning goals and expectations of the course, as well as clear criteria for grading. Issues such as the role of attendance in the final course grade and the use of technology in the classroom (for example, use of phones, recording devices, etc.) are at the discretion of the instructor, as long as they adhere to university policies. A syllabus template, including suggested policy language and information on student resources, can be found in the "Curriculum and Teaching" section of the Mason Gross website at <https://www.masongross.rutgers.edu/resources/faculty-staff/>.

**X-Hour.** All full-time faculty are expected to be available for school meetings, departmental meetings, committee meetings, etc., during the Mason Gross Wednesday X-hour (12:10 p.m.–1:30 p.m.). Please do not schedule outside activities or events during this time.

**Short-term Leaves of Absence.** The Mason Gross administration recognizes that instructors must sometimes be absent from class. All instructors are required to notify their department chair/director when they will be absent. In some instances, faculty absences must be reported to University Human Resources. Faculty members should work with their chair/director and the dean's office to determine whether this applies.

In addition to unanticipated absences that are beyond a faculty member's control, absence from the classroom will sometimes be required as a result of professional opportunities. It is important to weigh such opportunities against the primary obligation that we all have to our students, and therefore you should consult with your department chair and/or faculty mentor before accepting engagements that will involve a prolonged absence. The policy and electronic application form for short-term leaves of absence for professional reasons can be found in the "General Resources for Faculty and Staff" section of the Mason Gross website at <https://www.masongross.rutgers.edu/resources/faculty-staff/>.

**Sabbatical and Competitive Fellowship Leaves.** Requests for sabbatical leaves and competitive fellowship leaves by full-time faculty members must be made to the department chair/director and the dean in line with university policies.

**Increasing the Visibility of Mason Gross.** We are proud of the work that you do as scholars and practitioners of the arts. Please help raise the profile and visibility of Mason Gross by citing your affiliation with the school when you present your work in public, **giving the affiliation as "Mason Gross School of the Arts, Rutgers University."**



**Publicity Materials.** To ensure the strongest possible public image for Mason Gross, please run the design of any promotional items you create for your programs—advertisements, brochures, flyers, etc.—past Laurie Granieri ([lgranieri@mgsa.rutgers.edu](mailto:lgranieri@mgsa.rutgers.edu)). As Director of Communication, Laurie will ensure that we are coming across to the public in a manner that is artistic, professional, and consistent, and that all promotional materials contain the appropriate boilerplate language about Mason Gross and the university.