

Professor Accountability & Communication Expectations

Accountability Expectations

- *From Faculty Handbook:*

Under Grading: Returning Graded Work to Students/Updating Students on Grade Progress

- The timely grading and returning of student work is vital to the educational process. As such, all student work that is submitted on time must be graded and returned within two (2) weeks of its receipt (one week is preferable). Student work that is submitted late should be returned in a reasonable amount of time, but the two-week requirement is not in force.
- Professors must regularly inform students concerning their grade progress. The easiest way to accomplish this is through use of the online course management system, Moodle. If the professor does not choose to use Moodle for grading, he or she must make grades available to students at regular intervals during the semester (at least every three weeks).

Communication Expectations:

- *From Faculty Handbook*

Under Resources: Email Address

Highlighted texts: Approved by Provost Council on December 17, 2025

- All faculty members receive an LPU email address upon hire, which usually consists of the person's first initial and last name. This will be used for primary communication to the professors from the University and students, therefore, it is important that professors check their email regularly. Professors may request to have LPU emails automatically forwarded to their personal email to avoid having to check an additional email account. *Faculty are required to respond to student emails within 48 hours on weekdays to provide the needed student support. In the event of an emergency, the faculty member should notify the school and all students.*