**Faculty/Instructor Rights and Responsibilities**

--It is your RIGHT to impose reasonable rules of deportment and decorum—DO SO

--It is your RESPONSIBILITY to maintain a classroom environment that is conducive to the educational process.

--Accomplish BOTH through prevention/proactive techniques and reacting to undesirable behavior.

**I. Prevention and Proactive Techniques**

A. Set an example (punctuality, respectfulness, preparedness, etc.)

B. Learn student names and use them

C. Maintain eye contact whenever possible

D. Communicate rules and expectations through syllabus and verbally
   1. civility and respectfulness
   2. terms of address
   3. hand-raising
   4. tardiness/leaving early/anticipated absences/ bathroom/illness procedures
   5. cell phones and texting
   6. side conversations
   7. sleeping
   8. guests (inc. children)
   9. eating/drinking
   10. laptops
II. Reacting to Undesirable Behavior

A. Assess on a three-point continuum:

Instructor Preference—Classroom Disruption—Physical Danger

B. Respond now or outside class?

1. Group behavior best addressed immediately
   a. always be respectful
   b. remind of existing rule or make a request (e.g., “please don’t…”)

2. Individual student behavior
   a. if behavior not too disruptive, talk to student after class
   b. always communicate four points
      1) describe the specific behavior (make an observation, not an interpretation)
      2) state why behavior is unacceptable (disrupts other students’ learning)
      3) clearly request that behavior cease
      4) what you will have to do if it doesn’t

3. If behavior not too disruptive, consult before addressing it
C. Responding to major disruptions

1. First priority is physical safety
   (you are NOT expected to physically intervene)

2. Call 911 (if appropriate)

3. Cancel class

4. Contact your supervisor as soon as possible

5. Document incident