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| Policy Source: Gwinnett Tech | Owner: Vice President of Academic Affairs                    | Effective: 7/2009 |
| Division: Academic Affairs   | Reviewed: 2/2010, 4/2011, 5/2019, 12/2020<br>Revised: 6/2011 |                   |

#### **5.5.8 GT Faculty Administrative Responsibilities**

All faculty members are responsible for completing administrative duties. The following are examples of these administrative responsibilities:

- Properly taking, recording and verifying attendance
- Submitting no shows in Banner accurately by the due date and time
- Entering grades correctly into Banner by the due date and time
- Accurately reporting incomplete grades and incomplete grade extensions
- Properly filing grade changes with all appropriate documentation

If any of the following errors occur a faculty member can be subject to disciplinary action:

- A faculty member fails to report no shows or reports individuals as no shows who were in class
- Attendance is not taken correctly in class and a student remains in a class who is not on the roster
- The wrong grade is issued to a student as a result of the instructor miscalculating the grade or the instructor does not fill out the correct paperwork for incompletes in a timely fashion
- Not submitting no shows or grades in a timely fashion