

Teaching of College Geography

San Diego State University, Department of Geography

4th Session: Sensitive Issues in the Classroom, and a Partial List of Faculty Activities and Responsibilities

Sensitive issues in the classroom

- Dealing with cheating or plagiarism
- Handicapped students
- Students who challenge your authority
- Grievance procedures (SDSU Center for Student Rights and Responsibilities)
- Sexual Harrassment

A Partial List of Faculty Activities and Responsibilities

Teaching

- Prepare for classes
- Teach
- Hold office hours; advise students
- Grade
- Make up exams
- Administrate classes (drops, adds, excuses, etc.)
- Develop exercises, labs, reading lists and other materials
- Coordinate computer use for classes
- Meet with TAs
- Communicate with office staff and lab/personnel
- Read curriculum proposals circulated through the department
- Advise own students
 - Read and critique their work
 - Listen and react to ideas

- Write letters for them
- Develop proposals for new courses
- Develop new courses

Professional Development

- Write proposals (under deadline)
- Carry out grant obligations (e.g., budgets, personnel, purchasing, travel, meetings, reports)
- Do research
 - Review literature
 - Operate methods
 - Develop methods
 - Collect and analyze data: field work, travel
 - Write
 - Work with others: meetings, discussions
- Contribute to journals
 - Correspondence with editors
 - Revise and resubmit manuscripts
 - Work with others: meetings
 - Read books, write reviews
- Review proposals and papers of others
- Conference presentations
- Abstracts written, chair sessions, organize sessions, give papers, participate on panels, lead workshops, enroll in workshops, posters, field trips
- Some faculty edit journals
 - Correspondence with authors, referees, publishers
 - Many decisions and responsibilities
- Take part in extra-university professional activities
- Activities in international, national, and regional organizations (committees, officer, travel, participation)

Service

- Department meetings
- Department committees
- Hiring, personnel, awards, speakers, internal operations, curriculum, etc.
- Undergraduate, Master's, and Ph.D. (joint doctoral coordinator) committees and coordination
- Tenure review – internal to the department
- Curriculum committee (college and university)
- Search committees (department and university)
- Special university committees (chair, Intercollegiate Athletics Authority Board)
- Ad hoc committee
- Senate (committees of the senate)
- Field station and coastal and marine study committees
- Outside (other universities) tenure and promotion reviews
- Letters for associates in other departments
- Take part in awards and graduation ceremonies (help plan and participate in)
- Community service
- Historical preservation, neighborhood improvement, environmental work, technology advising, local boards (school, water, etc.)