

Requirements for all instructors in ECPS:

When taking on a teaching role for ECPS you are taking on a very important role that comes with a number of responsibilities/requirements. Please read the following carefully so as to make sure you are familiar with and agree to adhere to these requirements in all your courses.

Communicating with Students:

- All communications with students (and everyone on campus) should follow the principles of the [UBC Respectful Environment Statement](#). This Statement provides a guide for us to create safe and inclusive environments in our classrooms in which respect, civility, diversity, opportunity and inclusion are valued.
- All communications with students should maintain student privacy. This means not sharing students personal information, and following [UBC and FIPPA's Privacy Guidelines](#)
 - Part of this guideline **requires the use of UBC Email** (or UBC Canvas messaging) in all communications with students. More information can be found at: <https://privacymatters.ubc.ca/>
- Part of teaching is being available to students both via email or Canvas and in live meetings (face-to-face online or in person). Your course outline should indicate your availability for office hours (either by day/time or via appointment).

Understanding Student Accommodation Policies:

- UBC's [Centre for Accessibility](#) facilitates disability-related accommodations for students. If a student provides a letter/email from the Centre for Accessibility you are required to follow those accommodations.
- It is important that all disability related accommodations are vetted through the Centre so that the appropriate barriers for students with disabilities and ongoing medical conditions can be removed. If a student is requesting academic accommodations in your course, please ask them for a letter from the Centre for Accessibility and if they don't have one please refer them to the Centre.
- You should also become familiar with the [Disability Accommodation Policy \(pdf\)](#) (Policy LR7) which provides guidance for students, faculty, and staff to understand the process by which accommodations for students with disabilities are made at the University.
- Note that it is not appropriate to ask the student the nature of their disability/condition, all the information you need will be contained in the letter.
- You also must keep all information private, including the fact that a student has a letter of accommodation. This information can only be shared on an as needed basis with a course coordinator or department head. Please contact the Centre if you have any questions.

Submitting Grades:

- It is your responsibility to enter the grades for your course through the [Faculty Service Center](#) (FSC). You should be aware of the grading practices from the [UBC Calendar](#) and [ECPS Grading Policy](#).
- **Grades should be entered within 7 working days after course completion.** Please have final assignments due on, or near to the end of the course, so that you can complete your marking in a timely manner.

More information can be found on ECPS's website under Forms and Resources and "[Instructor's Guide](#)"