

FROMM INSTITUTE FACULTY GUIDELINES

Welcome to the faculty of the Fromm Institute at the University of San Francisco. You are part of a learning community founded in 1976 by Alfred and Hanna Fromm and dedicated to the premise that older students should be able to learn within a peer setting and be taught by emeritus professors of their own age.

COURSE STRUCTURE: The academic year consists of three eight-week sessions. Classes meet once a week at either 10 a.m. or 1 p.m. for ninety minutes. Faculty members have the freedom to structure their courses in ways that complement their own teaching style and are responsive to the needs of a diverse student body. Some classes may be conducted lecture style, others in an intimate seminar setting. Technological components are strongly supported by a capable and knowledgeable staff and may include audio/visual and computer-assisted, web-based elements. Continuing and open dialogue with students is encouraged through informal gatherings and Q/A sessions. Grades and the writing of papers are not parts of the curriculum.

COURSE OFFERINGS AND PLANNING: Members of the faculty are urged to ‘teach to their curiosity’ and courses may not be repeated within five years of their initial offering. This ensures a vital approach to new subject matter, and provides an opportunity for growth not only for the faculty but the student-body as well.

Each spring, current faculty members are encouraged to submit course proposals for the next academic year. (Normally, faculty members will be selected to teach one course in an academic year. In exceptional cases, two courses may be offered.) After an administrative review by the Executive Director and the Academic Advisor, offers of employment are extended to faculty members who have submitted accepted proposals. Course proposals are evaluated in terms of their appeal to the student body, their relevance within the larger curriculum of a particular term, and following serious consideration of student evaluations from previous terms.

REMUNERATION: Faculty members are offered contracts for each course and are considered independent contractors. An honorarium is paid to all instructors in the fourth week of classes (midway through each session).

PARKING: Faculty members are provided on-campus parking permits for the session in which they teach.

PRINTED MATERIALS: Supplemental materials such as syllabi, reading lists, and research materials may be provided through the administrative office. The office will email duplicated materials to students enrolled in your classes, and provide sufficient printed materials for students who do not use email. Excessive use of these materials is discouraged. (If you believe your duplicating may exceed more than 100 pages in the eight-week period, please consider using a reader which can be prepared in advance and made available to students without email for a minimal charge to supplement our duplicating costs.) The administrative office will provide guidelines as to deadlines for the production of such materials.

COURSE EVALUATIONS: Toward the end of each session, students are provided with extensive evaluation forms. These concern the subject matter of the course, the quality of its presentation, the knowledge of the professor and students’ over-all experience of the course. Faculty members are provided with copies of these evaluations during the weeks following the course. The evaluations are also used to evaluate the professor in light of future employment by the Institute.

THE FROMMCAST: Some faculty members may be asked to participate in the Institute’s on-line academic program. All class sessions are video-taped and made available to registered students through the Fromm web-site. If a faculty member participates in this program, he/she will be remunerated in addition to the regular compensation.

FACULTY ASSISTANCE: The development and growth of the curriculum and the faculty is on-going. To that end, both the Executive Director and the Academic Advisor are available to assist colleagues in their course planning and interactions with the student body. Conversations about new ideas for classes, student participation, and the general environment at the Institute are always welcome.

Each classroom is outfitted with an internet connected Apple laptop and projector for use with Keynote or PowerPoint. Faculty can bring their presentations to class on a flash drive or email the presentation to themselves for download directly to the laptop via the internet. Additionally, prior to each class session, Fromm Institute staff will be available in each classroom to assist faculty with audio visual and technology needs.

AUDITING CLASSES: All members of the faculty are encouraged to participate as guests in other activities at the Fromm Institute including special events, lectures and regular classes. If you or your spouse intend to enroll in classes, please inform the Fromm Institute staff who would be happy to assist in your decision making and may be able to help you enroll in classes that may have closed.