

Checklist for New Faculty

This checklist has been designed with faculty needs and questions in mind. It is intended as a prompt in case there are things you have not considered as you prepare for your teaching assignment. It is not intended to replace any checklist(s) you have received from your division/department/program. (Please note that some *general* information regarding these topics is available in the CTE's Faculty Guide to Resources and Services and will be indicated as such by the page numbers. If no page number is indicated, please check with your department for specific information.)

Your Personal Contact Information

Name: _____ LCC Email Address: _____
Division: _____ Department: _____
Program (if applicable): _____
Employee ID: _____ TUID: _____
Mail Code: _____ Office Phone Number: _____

Name, Phone Number, and Office of Key Personnel in Your Division/Department/Program

Name	Phone Number	Office Location
Dean _____	_____	_____
Dean's Secretary _____	_____	_____
Div. Instructional Leader _____	_____	_____
Dept. Chair _____	_____	_____
Dept. Lead Support _____	_____	_____
Program Director/Team Leader _____	_____	_____

Department/Program Communication

- ___ Department/Program Meetings (when, how often, compensation?) (p. 57)
- ___ Primary source of information from department/program
- ___ When to contact your Department Chair (pp. 57-60)
- ___ Role of your Team Leader/Program Director (p. 57)
- ___ Chain of command (pp. 58)

Mail and Email

- ___ Mailbox (location and checking) (p. 58)
- ___ Intercampus mail (courier service)
- ___ US Mail
- ___ Collaboration Suite (pp. 63)
 - ___ Star Port email (pp. 64)
 - ___ Workspace for shared files (allows access to department files)

Telephone

- ___ Voicemail (obtaining an account)
- ___ Cisco phone systems (training available through Learning Management System)
- ___ Attendant extension (Who do I "zero" out to?)
- ___ Returning calls
- ___ Long distance calls (department office policy)
- ___ Corporate/LCC Directory (available through LCC phones and on LCC's website)



Office Processes and Clerical Support

- ___ Role of lead support staff
- ___ Role of other support staff (p. 58)
- ___ Star Card (p. 59)
- ___ Xeroxing/Printing (policies, access to copiers/printers)
- ___ Clerical work requests (p. 58)
- ___ Classroom/office supplies (How do I request supplies?) (p. 58)
- ___ Keys (What keys do I need? Where do I get keys?) (p. 58)
- ___ Office and classroom access (for on and off campus classes) (p. 58)
- ___ Parking sticker (p. 58)
- ___ Parking access/locations (p. 59)
- ___ Faxing
- ___ Room scheduling (for meetings, classes, etc.) (p. 45 and 60)
- ___ Faculty work space (Department office, Continental building, CTE in TLC 324)
- ___ After hours support

Classroom/Course Policies

- ___ Standard Syllabus/Individual Syllabus (pp. 53 and 77)
- ___ Course Content (How much flexibility do I have over course content?) (pp. 57)
- ___ Course Textbooks/Supplements (How much flexibility do I have in selecting the textbook?)
- ___ Enrollment Verification/Requirements/Cancellations (p. 51)
- ___ Class scheduling (seniority, availability, etc.)
- ___ Maximum teaching load
- ___ Office hours (department and college policy) (p. 57)
- ___ Accessing class lists
- ___ Classroom location(s)
- ___ Start and end of class/semester calendar/Spring Break/Holidays
- ___ Final exams
- ___ Grades due and grade entry support (pp. 66-67)
- ___ W's and I's (When can they be granted? Process for my department?) (pp. 52-53, and 66)
- ___ Field Trips (using LCC vehicles versus personal vehicle)

Absences and Substitutes

- ___ What to do if you must be absent (p. 59)
- ___ Whom to contact when you are going to be absent (p. 59)
- ___ Substitute procedures (p. 59)
- ___ Requests for time off
- ___ Importance of holding all classes and starting on time

Student Issues/Problems (pp. 58 and 80-81)

- ___ Process for dealing with the issue/problem
- ___ Who to go to
- ___ Grade appeals
- ___ Student complaints
- ___ Classroom discipline

Timekeeping and Pay

- ___ Rate of pay calculation
- ___ Pay dates
- ___ Direct deposit
- ___ Timekeeping Training (through Learning Management System)
- ___ Professional development pay

We suggest taking a tour of the following areas on campus, if you have not already done so: Library (TLC), Computer Lab (TLC), Center for Teaching Excellence (TLC), Fitness Center (GB), Student Services (GB), Assessment Center (GB), Writing Center (A&S), LCC East, and the West Campus.

