

# 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, reimbursements?) (p. 55)
- \_\_\_ Primary source of information from department/program
- \_\_\_ When to contact your Department Chair (pp. 55-58)
- \_\_\_ Role of your Team Leader/Program Director (p. 55)
- \_\_\_ Chain of command (pp. 56)

## Mail and Email

- \_\_\_ Mailbox (location and checking) (p. 56)
- \_\_\_ Intercampus mail (courier service)
- \_\_\_ US Mail
- \_\_\_ Collaboration Suite (pp. 61)
  - \_\_\_ Star Port email (pp. 62)
  - \_\_\_ Outlook email (p. 61)
  - \_\_\_ 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 at the bottom of LCC's website)

## Office Processes and Clerical Support

- \_\_\_ Role of lead support staff
- \_\_\_ Role of other support staff (p. 56)
- \_\_\_ Star Card (p. 57)
- \_\_\_ Xeroxing/Printing (policies, access to copiers/printers)
- \_\_\_ Clerical work requests (p. 56)
- \_\_\_ Classroom/office supplies (How do I request supplies?) (p. 56)
- \_\_\_ Keys (What keys do I need? Where do I get keys?) (p. 56)
- \_\_\_ Office and classroom access (for on and off campus classes) (p. 56)
- \_\_\_ Parking sticker (p. 57)
- \_\_\_ Parking access/locations (p. 57)
- \_\_\_ Faxing
- \_\_\_ Room scheduling (for meetings, classes, etc.) (p. 43 and 58)
- \_\_\_ Faculty work space (Department office, Continental building, CTE in TLC 324)
- \_\_\_ After hours support

## Classroom/Course Policies

- \_\_\_ Standard Syllabus/Individual Syllabus (pp. 52 and 75)
- \_\_\_ Course Content (How much flexibility do I have over course content?) (pp. 55)
- \_\_\_ Course Textbooks/Supplements (How much flexibility do I have in selecting the textbook?)
- \_\_\_ Enrollment Requirements/Cancellations
- \_\_\_ Class scheduling (seniority, availability, etc.)
- \_\_\_ Maximum teaching load
- \_\_\_ Office hours (department and college policy) (p. 55)
- \_\_\_ 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. 64-65)
- \_\_\_ W's and I's (When can they be granted in my department? Process for my department?) (pp. 50-51, and 64)
- \_\_\_ Field Trips (using LCC vehicles versus personal vehicle)

## Absences and Substitutes

- \_\_\_ What to do if you must be absent (p. 57)
- \_\_\_ Whom to contact when you are going to be absent (p. 57)
- \_\_\_ Substitute procedures (p. 57)
- \_\_\_ Requests for time off
- \_\_\_ Importance of meeting all classes on time

## Student Issues/Problems (pp. 56 and 78-79)

- \_\_\_ 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.