

## CHECKLIST OF RESPONSIBILITIES FOR FACULTY

### Beginning of Each Semester

1	Check campus mailbox for Beginning of Semester Information Packet; and bookmark online version on your computer for further reference	
2	Complete faculty information card and turn in to Campus Manager's Office	
3	Update on-line office hours (Faculty Online Access)	
4	Check online directory for accurate ACC personnel information	
5	Obtain parking permit if you are new for the semester	
6	Obtain all appropriate keys for doors and storage cabinets, if needed	
7	Pick up instructor copy of textbook from department	
8	Pick up library card (if needed)	
9	Establish routine of checking ACC email at least twice a week.	

### Prior to First Day of Class

10	Review Academic Calendar for important dates: 1 <sup>st</sup> class day, 12 <sup>th</sup> class day (Census day) withdrawal deadline, holidays, last day of classes	
11	Review Administrative Calendar: paydays, faculty evaluation dates, eStaffing timelines, grade reporting dates, etc.	
12	Create class syllabi and review all college required elements on checklist	
13	Duplicate Course Master/Instructor Class syllabi for all classes taught	
14	Pick up essential instructional supplies from department	
15	Review and print class rosters from ACC Faculty Online Services	
16	Know and enforce course prerequisites	

### First Two Weeks of Classes

17	After Drop-Add period check online rosters for accuracy (Report to A&R any students who have never attended. Refer to A&R any students attending but not on official roll.)	
18	Turn in copies of course syllabi to department chairs	
19	Distribute student information forms for future reference (System of Success)	

### Mid-Semester

20	Perform Faculty Evaluations on stated calendar dates	
21	Process on-line self-evaluation form- Faculty Input Form	
22	Supply Portfolio to Department Chair where appropriate	
23	Distribute Student Progress Analysis to students and make referrals as appropriate (System of Success)	

### End of Semester

24	Submit grades on-line (ACC Faculty Online Services)	
25	Print out grades from ACC Faculty Online Services and make copies	
26	File copies and supporting documentation for at least one year	
27	Supply one copy of grades to Department Chair (if requested)	
28	Return textbooks, keys, and other materials that will not be used in the next semester	
29	For any "incomplete" (I) grade awarded at the end of the semester, complete and distribute a "Report of Incomplete Grade" form after assigning grades	