

Checklist of Faculty Responsibilities

BEGINNING OF EACH SEMESTER

1. Check campus mailbox for Semester Information Packet from Vice President
2. Fill-out a faculty information card for each campus where you teach and turn it in to Campus Manager's Office.
3. Update on-line office hours. Faculty Online Access web address is:
<https://www3.austincc.edu/it/fachours/edit.asp>
4. Check Datatel and ACC Online for accurate personal information.
5. Renew Parking Permit for academic year (fall only).
6. Obtain all appropriate keys for doors and storage cabinets to which you need access.
7. Establish routine for checking your ACC email at least twice a week.

PRIOR TO FIRST DAY OF CLASS

1. Review Academic Calendar for important dates: 1st class, 12th class day, withdrawal deadline, holidays, and last day of classes.
2. Review Administrative Calendar for important dates: paydays, faculty evaluation dates, eStaffing timelines, grade reporting dates.
3. Create class syllabi and review all college required elements on checklist.
4. Download class rosters from ACC Faculty Online Access.
5. Know and enforce course prerequisites.

FIRST TWO WEEKS OF CLASSES

1. After Drop-Add period, check 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. Do not allow students to attend your class who are not on the class roll.
2. **Turn in copies of course syllabi to Laura Ore, NRG in the first week.**

MID-SEMESTER

1. Perform Faculty Evaluations on stated calendar dates.
2. Process on-line self-evaluation form: Faculty input form.
3. Submit Portfolio to Department Chair when appropriate.

END OF SEMESTER

1. Submit grades on-line at ACC Faculty Online Access.
2. Print out grades and make copies. Keep copies and supporting documentation for at least one year.
3. For any "incomplete" (I) grade awarded at the end of the semester, complete and distribute a "Report of Incomplete Grade."
4. Return keys and any other materials that will not be used in the next semester.
5. **Fill out a data collection form with EXIT exam scores for each of your classes and send it to Frank Cronin, NRG**