

Department of Physics, Astronomy, and Engineering

Administrative Tasks Required of Faculty

Start of the Semester Tasks

Task	Deadline	Ultimately Who Requires it
Enter Office Hours in LightHouse	First Day of Classes	ACC
Enter Syllabus in LightHouse	First Day of Classes	THECB
Submit Syllabus to Department Google Drive Folder	1 st Week of Classes	SACS
Certify Attendance	12 th Class Day	THECB, Dept. of Education
Safety Training	Before Students conduct a lab	ACC
Safety Contracts	As soon as all students have signed	ACC

End of the Semester Tasks

Task	Deadline	Ultimately Who Requires it
End of Course Evaluation	Typically 14 th Week	ACC
Submit Final Grades to Online Services	Usually Wednesday after last day of Semester (sometimes Tuesday)	ACC, SACS
Submit Assessment Results	When Final Grades are Due	THECB, SACS

Required Training

Task	Deadline	Ultimately Who Requires it
ADA Awareness	Two years since last completed. Immediately if never completed	THECB
Sexual Harassment Training	Two years since last completed. Immediately if never completed	THECB
Cyber Security Training	September 30	ACC
VAWA Training	?	ACC
General Training 12 Hours FT, 6 Hours IA, 4 Hours Adjunct	August 31	ACC

Evaluation

Task	Deadline	Ultimately Who Requires it
Submit Portfolio Years 1, 2 and 3. Every third year thereafter unless on an improvement plan.	1 st Friday in November (But no later than the first Evaluation committee meeting)	ACC
Faculty Input Form	Early February for AF, Early March for FT	ACC
Return Evaluation Summary	Usually within 2 weeks of receipt (typically in April)	ACC