

## ***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 <sup>st</sup> Week of Classes	SACS
<b>Certify Attendance</b>	12 <sup>th</sup> 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
<b>End of Course Evaluation</b>	Typically 14 <sup>th</sup> Week	ACC
<b>Submit Final Grades to Online Services</b>	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. Within 30 days of initial employment.	THECB
Sexual Harassment Training	Two years since last completed. Within 30 days of initial employment.	THECB
VAWA Act	Two years since last completed. Within 30 days of initial employment.	ACC
<b>Cyber Security Training</b>	October 31 (Will be available on 9/6)	ACC
General Training 12 Hours FT, 6 Hours IA, 4 Hours Adjunct	August 31	ACC

#### **Evaluation**

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