CHECKLIST OF INFORMATION FOR NEW FACULTY

WELCOME! Here is some information to help you know what is expected of you and to make you feel at home at NCCC.

Before Teaching
   Have official transcripts of colleges and universities from which you have received degrees sent to the Division Chairperson (Part-time) or Human Resources (Full-time).
   Fill out necessary forms in Payroll Office, A205.
   Obtain ID Card from Security Department, G126.
   Check with division office about:
      Syllabi for courses you will be teaching
      Required meetings
      Rooms where classes will be held
      Mailbox
      Office space (if available)
      Typing and duplication service
   Learn your way around

First Week of Semester
   Obtain class roster(s) from mailbox or division office.
   Take attendance in each class (this is mandatory); students should be allowed to attend a class only if they are on the roster or have the section listed on a printout of their schedule.
   Distribute a written copy of course requirements, course objectives, grading and attendance policies.
   Review emergency evacuation procedures and posted signs.
   Encourage students with disabilities to consult with you immediately if they need special accommodations.
   Inform students of your office hours.

Third Week of Semester
   Take copy of roster to Records Office (A202); sign to verify attendance of students
   If a student is not attending, you are encouraged to contact him/her by mail or phone. If necessary refer the student to the Records Office to withdraw from a class or to Admissions to withdraw from the College (all classes). Students who have concerns which you are not able to address should be referred to Student Development (A161) or the Wellness Center (C122).

Mid-semester
   Mark rosters for students in danger of failing; return all rosters to Records Office. Be sure that rosters contain sufficient numerical and letter grades to justify and support the final grade. Also include a key denoting the meaning of attendance symbols.

End of Semester
   Conduct student evaluations.
   Give final exam or notify division office what evaluative activity you intend to use during the designated final week of instruction. Some form of academic final activity is required.
   Turn in roster, in person, no later than 48 hours after exam (or after beginning of exam period if there is no exam).
   Record grades online.
   Do not give a grade of “I” (incomplete) unless the student has a good chance of completing the course within the one year limitation; make sure the student knows the deadline for the work. “I” grades should be avoided if possible because of the potential unavailability of part-time faculty members from semester to semester. An “N” grade should be given if the student lacks sufficient work or attendance to warrant a performance grade of A, A-, B+, B-, C+, C, C-, D+, D, D- or F. (“*” indicates an Academic Foundation course)

All Semester
   Ask questions, attend meetings and visit with other faculty in offices, lounges and eating areas to get acquainted.