# New Faculty **Onboarding** Checklist

**SAN DIEGO CITY COLLEGE**

# Welcome

Welcome to San Diego City College! We are happy you have joined our team and college community. This checklist has been prepared to support new faculty during their first year with the college. You can use this checklist, along with the accompanying Faculty Onboarding Resources Guide and District Faculty Resource Handbook, to orient yourself to the college/District processes and your faculty position.

Sincerely,

Faculty Professional Learning Workgroup
The Office of Professional Learning

# Week By Week Faculty Checklist

| Important Resources |
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| **For information on most checklist items, visit the [mySDCCD Info Hub](mySDCCD Info Hub) and navigate to the [Faculty Support Center](Faculty Support Center).**<br><br>**Visit the [SDCCD Faculty and Staff Webpage](SDCCD Faculty and Staff Webpage) for quick links to your email and Microsoft Apps.**<br><br>**For online instructors, review the [District Online Education Pre-Semester Checklist](District Online Education Pre-Semester Checklist).** |

| Pre-semester | |
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| **Pre-Flex** | ❑ Complete the hiring process (facilitated by Human Resources, your dean, and your dean's administrative assistant).<br>❑ Access [email and other Microsoft Apps](email and other Microsoft Apps).<br>❑ Access [Campus Solutions/mySDCCD Portal](Campus Solutions/mySDCCD Portal) once your hiring process is complete. Visit the [mySDCCD Information Hub](mySDCCD Information Hub) to learn about the functions and features of your mySDCCD portal. You will use this portal for the following:<br>    o Viewing class schedules and accessing the Academic Calendar and Semester List of Key dates<br>    o Accessing class rosters, waitlists, and student information<br>    o Contacting students<br>    o Accessing permission numbers and adding students<br>    o Dropping, reinstating, withdrawing students<br>    o Initiating student Honors Contracts<br>    o Recording attendance and submitting Census reporting<br>    o Submitting grades<br>    o Accessing Documents and Forms including the District Faculty Resource Handbook<br>❑ Review your Class Schedule and Accept your Tentative Assignment Offer (TAO). Non-classroom faculty should review the monthly time-recording process.<br>❑ Review the [Faculty Resource Handbook](Faculty Resource Handbook) prior to preparing your courses each semester. Available in the [mySDCCD Info Hub](mySDCCD Info Hub) and through your faculty portal in Campus Solutions/mySDCCD.<br>❑ Confirm departmental textbooks/publishers; for publisher help contact publisher representative |

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| | ❑ Submit textbook requisitions (due when you receive your course assignment)<br>❑ Obtain keys and access codes for classrooms (facilitated by your dean and your dean's administrative assistant). Or otherwise plan for access to your classroom and other required locations. Review alarm codes and procedures with dean's administrative assistance.<br>❑ Register for your Parking Permit through mySDCCD Employee Portal<br>❑ Request Canvas Development Shells for building online courses. Shells for individual sections are automatically generated for all online and face-to-face classes.<br>❑ Online instructors: Review the [Distance Education Pre-semester Checklist](#)<br>❑ Get added to School/Department filesharing resources (Teams Site or Canvas Shell) if applicable |
| **Flex** | ❑ Find a faculty "buddy" in your department, school, or through Professional Learning who can be your lifeline this semester when you have questions. Have a pre-semester "what should I expect" conversation.<br>❑ Review your flex hours obligation and enroll for flex-designated Professional Learning activities.<br>❑ Finalize syllabi (Review guidelines and requirements for syllabi in the [Faculty Resource Handbook](#))<br>    ○ Obtain Course Outlines through CurricUNET under your mySDCCD Faculty Portal. Student Learning Outcomes (SLOs) for departmental assessment are included in Course Outlines.<br>    ○ Obtain SLO assessment and reporting information from chair or departmental SLO coordinator. Plan how and when to assess course SLO within your specific class(es) and confirm end of semester reporting procedure.<br>    ○ Review any department-specific course procedures or regulations.<br>    ○ Request/schedule English, Math, Tutorial and Library orientations and other services<br>    ○ Request/schedule Computer Labs as needed<br>❑ Request student evaluations<br>❑ Learn how to [order duplicating and find your mailbox](#) (request the duplicating budget number from your department chair)<br>❑ Complete an orientation to your classroom technology (facilitated by the Office of Classroom Technology Management)<br>❑ Part-time faculty submit paid Office Hour form (supplied by your dean or your dean's administrative assistant)<br>❑ Place reserve textbooks at library for student access<br>❑ Submit paperwork for speakers |

| Regular 16-week Semester |
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| **Week 1** |
| ❑ Publish Canvas Courses if you have not already<br>❑ Access DSPS Accommodation Letters in my DSPS Instructor portal<br>❑ Record attendance<br>❑ Provide permission numbers to waitlisted students and crashers as spots become available. Confirm that students successfully add the course by the add deadline.<br>❑ Drop non-participating students (reinstatement by faculty is possible until the Withdrawal deadline) |
| **Week 2** |
| ❑ Record attendance<br>❑ Provide permission numbers to waitlisted students and crashers as spots become available. Confirm that students successfully add the course by the add deadline.<br>❑ DEADLINE: Drop non-participating students (reinstatement by faculty is possible until the Withdrawal deadline)<br>❑ Submit syllabi to dean |
| **Week 3** |
| ❑ Continue recording attendance for LKAA (Last Known Academic Activity) required when dropping a student. Attendance records should be maintained with final grade records. |
| **Week 4** |
| ❑ Review attendance and withdraw non-participating students |
| **Week 5** |
| ❑ Remind students who need to see a counselor for Education Planning to make appointments |
| **Week 6** |
| ❑ Review attendance and withdraw non-participating students |
| **Week 7** |
| ❑ Email students with irregular attendance in advance of the Withdrawal deadline. |
| **Week 8** |
| ❑ Review attendance and withdraw non-participating students<br>❑ Recommended: Complete grade "check-ins" with students who may be considering dropping but who could still pass the course.<br>❑ Celebrate! You are halfway through your first semester at City. |

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| **Week 9** | ❑ Connect with your "buddy" and ask them what to prepare for in the second half of the semester.<br>❑ Recommended: Complete grade "check-ins" with students who may be considering dropping but who could still pass the course. |
| **Week 10** | ❑ DEADLINE: Withdraw non-participating students. No reinstatement of dropped or withdrawn students after the withdrawal deadline. We recommend processing your withdrawals well in advance of this deadline so that you do not inadvertently drop a student who could remain in the class with support or accommodation. |
| **Week 11** | ❑ Recommended: Remind your students to look for their enrollment dates and preload their classes for next semester in their carts. |
| **Week 12** | ❑ Recommended: Remind yourself and your students that you are doing an amazing job! |
| **Week 13** | ❑ Connect with your "buddy" to get ready for the end of the semester. |
| **Week 14** | ❑ Recommended: Completing grade "check-ins" with students who may be struggling but still able to pass the course. |
| **Week 15** | ❑ DEADLINE: [Complete and submit flex (professional learning) activities](#) |
| **Week 16** | ❑ Report SLO Data |
| **Post Semester** | |
| **Week 17** | ❑ DEADLINE: Submit final grades (see each semester's Calendar and Dates in mySDCCD for specific deadlines)<br>❑ Download and archive gradebooks from Canvas |
| **Ongoing Responsibilities** | |
| | ❑ Report sick or other leave (mySDCCD Employee Portal)<br>❑ Submit hours for assignment that requite employee time reporting (mySDCCD Employee Portal)<br>❑ Assign and facilitate student evaluations. These must be completed before the end of the semester. (mySDCCD Faculty Portal) |

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| | ❑ Complete required trainings (monitor your district email)<br>    o District trainings (ie., sexual harassment)<br>    o Teaching online training (online instructors only – must complete before the start date of first online class).<br>    o Safety Training<br>    o CCAP Trainings including Mandated Reporter<br>❑ Submit paperwork for field trips<br>❑ Apply for Professional Development Funding as needed |

# Checklist of Syllabus Inclusions

## COURSE SPECIFIC

For course specific information, refer to the course outline in CurricuNET Meta (available in your mySDCCD faculty portal)

- Course title, course number, CN.
- Instructor contact information
- Office hours (mandatory for contract faculty only)
- Student Learning Outcomes (CurricuNET/Department Chair or Department SLO Coordinator)
- Grading standards & grading system
- Required texts & materials
- Important dates (drop, withdrawal, etc.)
- Attendance/participation expectations

## GENERAL: FACULTY RESOURCE HANDBOOK

- Add/drop statement
- Evaluative grade statement
- Code of conduct statement
- Accommodations statement
- Evacuation assistance statement
- Title IX pregnancy statement
- Title IX grievance statement

# SAMPLE: ENGL C1002 Introduction to Literature