

Faculty and Associate Faculty to-do list -

August

- Associate Faculty meeting – August 14, 2014
- New faculty orientation
- Send fall syllabi to the department secretary
- Post instructor fall office hours
- Online faculty ensure that online class(es) are ready for students by midnight of the first day of BOL Session 1 & 2
- Certificate program submission for Summer completers is August 31st, email word document to degree@bartonccc.edu
- Essential skills

September

- Review course fees list for the next year, submit recommended changes to supervisor (Reminder: course fee changes only at Bulletin deadlines; visit with Mark Dean)
- First and second year full-time faculty evaluations and classroom visits
- CAT deadline for full-time and associate faculty announced <http://tinyurl.com/submitCAT>
- Complete certification rosters for Coordinators/Department Heads
- Spring textbook requests due to Coordinator/Supervisor
- Plan professional development

October

- Jack Kilby Day – Thursday of Fall Break (October 16, 2014)
- Spring bulletin deadline
- Review Summer course fees
- Spring textbook requests due to the bookstore by Coordinator/Supervisor/Department Head
- Review Summer schedule
- CAT's are due by full-time and associate faculty <http://tinyurl.com/submitCAT>

November

- Student evaluations are due-faculty should encourage students to complete
- Summer bulletin deadline
- Non-tenured first and second year faculty evaluations/classroom visits due at end of the month (Fall evaluations)
- Perkins equipment requests due by mid-November
- Spring bulletin reprint deadline
- Submit field trip and/or guest speaker feedback to Supervisor/Department Head and to LaVonne Gerritzen (Perkins reporting purposes)

December

- Fall grade/attendance documentation (full-time and associate faculty)
- CAT's are due by full-time and associate faculty <http://tinyurl.com/submitCAT>

January

- File spring syllabi. Due to department secretary
- Post instructor spring office hours (full-time)
- 2nd week of classes faculty check student majors
- Check for non-census and incomplete students for campus and session 1 & 2 BOL
- Faculty review fall class student evaluation (course shells and hard copy)
- Certificate Program submission for Fall completers is January 31st (email word document to degree@bartonccc.edu) by Coordinators/Department Heads

February

- Evaluations and classroom visits (non-tenured first, second and third year), as applicable to required schedule
- Prepare for Perkins requests-due in March
- CAT deadline to faculty (full-time and associate) to be announced <http://tinyurl.com/submitCAT>
- Review course fees list for the next year
- Plan Professional Development
- Review of fall schedule, course offerings
- Summer and fall textbook requests due to Coordinators/Department Heads

March

- Mid-term grades, full-time and associate faculty
- Certificate completers for graduation due (March 10)
- Perkins requests due the end of March
- Certificate program submissions for potential spring and summer completers-March 31 (email word document to degree@bartonccc.edu) Coordinators/Department Heads
- Essential skills

April

- CAT's are due (full-time and associate faculty) <http://tinyurl.com/submitCAT>
- Every three years, tenured fourth year and beyond faculty evaluation/classroom visits

May

- Have students fill-out "status" document (to help with follow-up reporting)
- Spring grade/attendance documentation (full-time and associate faculty)
- Online faculty ensure that their online class(es) are ready for students by midnight of the first day of the BOL session
- Summer syllabi for faculty
- Post instructor summer office hours
- Submit field trip and/or guest speaker feedback to supervisor or Lavonne Gerritzen (Perkins reporting purposes)
- Spring grade/attendance documentation (full-time and associate faculty)

June

- Fall bulletin reprint
- Grade/Attendance documentation for completed summer classes (full-time and associate faculty)
- Review spring class student evaluation (course shells and hard copy)
- Certificate program submissions for Spring completers-June 30 (email word document to degree@bartonccc.edu – Coordinators/Department Heads)

July

- One week prior to start of session 1 & 2 ensure that online class(es) are ready for students by midnight of the first day of the BOL session
- Summer class syllabi to department secretary
- Grade/Attendance documentation for additional summer classes (full-time and associate faculty)
- CAT's are due by full-time and associate faculty <http://tinyurl.com/submitCAT>