New Faculty Checklist

Getting Started Basics		Completed ✔
Complete all paperwork in Human Resources and Payroll.	• *Faculty are paid on the first of each month, and the pay for a term occurs in five payments, starting in September. If you have questions, contact* your *Representative in Human Resources (805-546-3129)* • *For additional HR contacts and information, visit the Human Resources website.*	
How do I find contact information for other faculty and staff of the college?	• *Use the Cuesta website to locate the link to the Staff Directory* • *Use the Office of Instruction Directory and refer to the Instruction Organizational Chart* • *Contact your division assistant.*	
Preparing for Class		
Confirm your textbook(s) for your class(es) have been ordered	• *Your Division Chair and/or Division Assistant will have this information.* • *If not, contact the Bookstore (805-546-3206) for textbook order info and deadlines.*	
Purchase a parking permit	• *Parking Permits are required to park on campus. Permits can be purchased through your myCuesta portal following the instructions linked HERE.*	
Pick-up keys for your office building and classroom	• *Please talk with your Division Chair, Director or division assistant to have them request keys for your usage.*	
Personal mailbox in your division	• *Please contact your Division Chair, Director or division assistant for the location of your faculty mailbox.*	
Getting Computer Access, and how to Access *myCuesta* and faculty tabs	• *To initiate Computer Access, Contact your Division Chair or Director for assistance.* • *myCuesta provides you access to the Cuesta Information Portal, your class rosters, important information, and the ability to email your classes directly.* ○ *Your user name and your password information will be coming from IT, and will be sent to your division/department prior to the beginning of the semester (check with your division assistant).* • *Use the Tips and How to Page or contact Carrie Buhl in IT (805-546-3248).* • *For more Faculty Tech Tips and Tech Trainings*	
Login to your Cuesta email	• *It is important that you use your Cuesta Email. Please refer to the Outlook Email Resources. Important information and news from your department, Vice President of Instruction and the President is sent throughout the semester to your Cuesta email account.*	

Get help with using Canvas	• *Help for using Canvas can be found in the [Canvas Teacher Community](#)* • *[Faculty Tech Training Schedule](#) with Cynthia Wilshusen* • *[Faculty Resources](#)*	
Prepare to distribute your course syllabus or make accessible to your students online	• *Ask your division chair for sample syllabi from other instructors and use the Face-to-Face [Syllabus Standards](#) or the [DE Syllabus Standards](#)* • *You can post your syllabus in [Canvas](#) or duplicate it with our printing contractor.*	
Duplicating syllabi and other course materials	• *Small numbers of copies can be managed on the division office copier, but full class sets of materials need to be sent to Cuesta's Printing Contractor through [Reprographics](#).* • *If your division requires copy ID and Code, please ask your [division assistant](#).* • *For printing services please review the [Reprographics Webpage](#) on how to submit a printing request workorder, or contact your [division assistant](#) for information and assistance.*	
Visit each classroom where you are teaching before class starts to get familiar with the technology resources and location on campus	• *Ask your [Division Chair, Director](#) or [division assistant](#) to schedule some time to show you around, so you'll be comfortable on the first day* • *It's good time to check in on the AV resources you'll have as well. For help with AV equipment contact [Information Technology (IT)](#) (805-546-3248)* • *Don't forget to locate the restroom nearest to your classroom.*	
In preparing to teach your course(s) and syllabi preparation you can review the curriculum and course outline of record	• *Review Course Outlines of Record (COR), which are official commitments by the college to thestudents and the state concerning the parameters of the curriculum. Copies of your COR will be distributed at the new faculty orientation you attend.* • *You can look up any course as a guest before your ID is entered by going to the [CurrIQunet](#)* • *Review required [syllabus protocol](#), and the standards for face-to-face and distance education syllabi, [syllabus check-list and templates](#).* • *Determine when your final exams are [scheduled](#) and include that on your syllabi (you are required to have a final by contract)* • *When you've completed your syllabus for each course, send an electronic copy of it to your division chair or director. (Don't forget to include the official Student Learning Outcomes for each course!)* • *Contact your [Division Chair, Director](#) for assistance.*	
Consider taking advantage of the mentoring program available to new faculty	• *Contact Mike Kinter at mkinter@cuesta.edu for more information*	
Familiarize yourself with the library hours and resources	• *Check the [College Library Website](#) and [Faculty Information](#).* • If you have questions, *contact the Library Division Chair, Carina Love (805-546-3159)*	

Policies and Campus Procedures		
Adding or dropping students from your course(s)	• *Review the A&R Policies, current term calendars and* • *If it's still unclear, contact Admissions and Records/Enrollment Services (805-546-3140)* • *Meeting deadlines is critical. If you cannot meet the deadline, contact your Division Chair, Director and the Director Admissions and Records/Enrollment Services of (805-546-3140)*	

Contact Public Safety/Campus Police 546-3205 (SLO) or 546-3911(NCC) if you have concerns about:
• **The safety of your classroom**
• **Behavior that violates the Student Code of Conduct, need to report a student incident**
• **Worried about the well-being of a particular student**
• **Need to report a student accident or illness**
	• **Safety in the classroom:** *Contact Campus Police/Public Safety if you have concerns about the safety of your classroom, are concerned about a particular student's behavior or well-being, and/orbelieve the student is a threat to him/herself or others.* **(805-546-3205 San Luis Obispo Campus or 805-591-6205 North County Campus).**
	
	• **Student Incidents – Violations of the Student Code of Conduct:** *Complete a **Student Incident Report** and submit it to the Vice President of Student Services **on the San Luis Obispo Campus (805-546-3116)** or to the Dean of North County Campus **(805-591-6220)** within 24 hours of incident.*
	
	• **Student Well-Being Concerns:**
	  ➢ **Student requesting immediate assistance; is a threat to him/herself or others:** *Contact **Campus Police** (805-**546-3105 San Luis Obispo Campus or 805-546-3911 North County Campus**) or the Student Health Center **(805-546-3171)** if student is a threat to him/herself or others or if the student is requesting immediate attention. Submit a **Student Well-Being Concern** to the Vice President of Student Services **or** Dean of North County Campus and South County Center.*
	
	  ➢ **Student exhibiting the need for support services regarding mental health or emotional issues:** *Contact the Vice President of Student Services **on the San Luis Obispo Campus (546-3116)** or to the Dean of North County Campus and South County Center on the North County Campus **(805-591-6220),** or the Student Health Center **(805-546-3171)** for assistance and direction. Submit a **Student Well-Being Concern** to the Vice President of Student Services **or** Dean of North County Campus and South County Center.*
	
	  ➢ **Student Accident or Illness in the classroom:** *Contact **Campus Police** for assistance. Theywill respond and evaluate the student. (805-546-3105 San Luis Obispo Campus or 805- 546-3911 North County Campus). Submit a **Student Accident and Illness Report** to the Student Health Center within 24 hours of the incident.*	

Calling in sick or unable to make class	• *Call your [division assistant](#) , they will post a sign on your classroom door that says "class is cancelled"* • *Email your students notification of the class cancellation* • *Submit a [Faculty Request for Leave](#) form to your Chair and Division Assistant when you return to campus.*	
Preparing and understanding the evaluation process	• *Review the [Collective Bargaining Agreement](#), Article 7 on evaluation* • *Review the [forms](#) that will be used for your evaluation, so you're familiar from the outset about the expectations.* • *Start drafting your self-evaluation.* • *Contact your [Division Chair and/or Dean](#) if you have any questions regarding the process*	
Be prepared for the important dates and deadlines to know: **i.e, census, the drop date, flex contract due date and final exam dates.**	• *Review the [Academic Calendars](#)* • *Review the [Term Calendars](#)* • *Your dean will be sending directions for how to complete the [flex contract](#) that delineates your responsibility to commit time to professional development. Look for the email, follow the directions, and contact the dean if you have questions. Be mindful of the deadlines.*	
Learn how to complete your drop and census rosters and submit grades for your courses	• *Review the [Banner Resources](#) webpage.* • *Review the [Faculty Tech Resources](#) webpage.* • *Instructions for [Drops and Census Rosters](#). Review the how to [video demo](#).* • *[Instructions for posting grades](#). Review the [video demo](#) on how to submit grades as well.* ◦ *Be mindful of deadlines! If you do not submit your grade sheets on-time you will hold upgrades for ALL students at the college!*	