NEW FACULTY CHECKLIST

Dear New Faculty: Please use this checklist as a resource in your very important role as a new faculty member at the Fischler School of Education and Human Services at NSU.

I. General Information
   — Administration of NSU and FSEHS
   — NSU distance sites and locations
   — Field Services and associates
   — Instructional delivery systems
   — Student profiles and demographics
   — Program offerings

II. Job Responsibilities
   — Teaching Load Matrix (48-credit load)
   — Responsibilities to students
   — Professional conduct
   — Faculty retreat information
   — Performance evaluation

III. Course Preparation
   — Syllabus
   — Instructional materials (e.g. syllabus, textbook, etc.)
   — Available resources
   — Contact with associate dean/lead faculty
   — Technology tools and training (i.e. WebCT, Elluminate, etc.)

IV. Academic Policies and Procedures
   — Attendance/contact hours/meeting times
   — Instructional strategies
   — Assignments/writing standards/APA format review
   — Examinations
   — Grading and feedback
   — Submission of grades

V. Documents and Forms Received
   — Faculty Handbook
   — Form and Style Manual
   — Student Handbook
   — FSEHS Catalog
   — Instructional materials
   — Local site policies (if applicable)