

ICP new faculty checklist

Check off each step. This form is fillable - open it in a PDF reader, tick the boxes, and save.

Before the semester

- Confirm course, dates, and times with your co-chair
- Adjuncts: read your intent/welcome letter and the CIIS Adjunct Handbook
- Core faculty: read the ICP Student Handbook and CIIS Faculty Handbook
- Read the ICP syllabus template and review sample syllabi for your courses
- Sign your contract
- Complete ICP faculty orientation; watch for CIIS new faculty orientation invitations
- Begin syllabus preparation - choose required texts
- Sign your I-9 and upload required documents
- Complete Paychex Flex payroll paperwork
- Activate (or confirm activation of) your CIIS email address
- Upload book adoptions or your course reader to Akademos
- Put required texts on reserve in the library and/or on Canvas
- Familiarize yourself with Colleague/Ellucian
- Familiarize yourself with Paychex; confirm bank and payment preferences
- Complete the Canvas tutorial if needed
- Complete FERPA training (required annually)
- Complete sexual harassment training (required every 2 years)
- Finalize your syllabus and send it to your co-chairs and program coordinator
- Set up your courses in Canvas
- Publish your courses on Canvas
- Send a welcome message and first assignments 2 to 6 weeks before the semester

During the semester

- Adjuncts: complete timesheets bimonthly
- Grade and provide feedback on student assignments within 3 weeks
- Check your CIIS email regularly (core faculty: daily; adjuncts: 3+ times per week)
- Respond to all student emails promptly
- Use your CIIS email for all university correspondence - not your personal email

Contact the appropriate co-chair promptly about student issues, illness, or emergencies

End of semester

Complete clinical evaluation forms

Submit all grades and written feedback by the grade deadline

Input grades in Colleague/Ellucian