

New Faculty & Chair Checklist

	Items to Discuss	Initials Chair/Faculty	Date Completed
Department Requirements			
	Office hours expectations		
	Department academic misconduct action		
	Department meetings		
	Annual report		
	Evaluation		
	Tenure track		
	Research expectations		
	Publication expectations		
	Service expectations		
Office Needs			
	How to use your office phone		
	How to access the office building after hours and gaining card swipe access		
	How to use the copier or gaining copier codes		
	Travel reimbursement form		
	Travel advance form and procedures		
Teaching			
	Textbook adoptions		
	Department grading expectations and grade scale		
	Students with accommodations		
	Athletes missing class and making up assignments		

