

2016-2017
FACULTY ESSENTIAL TO DO LIST

- Complete all payroll & HR forms: 301.846.2622.
- Visit Security for photo ID badge and parking permit.
- Get to know your Department Chair, Program Manager, and Academic Office Manager (**AOM**).
- Gather textbooks and supplies from your AOM.
- Activate your FCC PeopleSoft and Outlook accounts; see your AOM for account login/activation instructions.
- Check mailbox weekly in FCC's mail room in the A/B knuckle (ID badge required for access).
- Review FCC Policies and Procedures at www.frederick.edu.
- Review the Emergency Response Guidebook.
- Sign-up for FCC Alerts at www.frederick.edu.
- Attend Blackboard Basic Training. NOTE: Advanced Training is REQUIRED prior to teaching hybrid/online courses. Call 301.846.2445 to register.
- Complete course syllabus by due date. See AOM for syllabus template and guidance. Post approved syllabus in Blackboard.
- Access in PeopleSoft:
 - ✓ Class & Grade Rosters
 - ✓ Attendance Rosters
 - ✓ Student Success Alerts
 - ✓ Study Skills Information
- Print preliminary & final Class Rosters.
- Take attendance at 1st class and throughout the semester.
- Complete Attendance Roster (related to financial aid reporting) and Grade Rosters by the posted deadlines.
- Use Blackboard companion sites to conduct student course evaluations and communicate with students.
- Locate assigned classroom(s) and review teaching technology.
- IT questions? Call the IT Service Desk at ext. 2222.
- Plan to use all scheduled class time. Notify AOM immediately upon class cancellation. For evening courses, contact Christine Gaites at 301.846.2492.
- Attend Center for Teaching & Learning professional development, e.g., Teaching & Learning Hours.
- Review salary scale procedures, requirements, and deadlines.

Emergency Numbers and Campus Security

- ✓ **Frederick County Dispatch: 911**
- ✓ **FCC Security**
 - On-campus phone: 2543 or 4444**
 - Off-campus or cell phone: 301.846.2453**
- ✓ **Maryland Poison Control: 800.222.1222**

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