
PREPARING FOR YOUR FIRST DAY AS A FACULTY MEMBER

As a new member of the faculty, you have few things that should be done before arriving for class. This page is intended to guide you to the basics of preparing for your first day of class.

- **Curriculum:** Shortly after you are hired your department chair will confirm your specific assignment. If you are a classroom instructor, you should request copies of the official course outlines, and inquire about the textbook adoption policy. You will also be required to give your students a course syllabus.
- **Prerequisites, Corequisites, Advisories and Limitations on Enrollment:** Consult with your department chair and/or division administrator for more information on any department or division policies on prerequisites. These are governed by the District's curriculum policy adopted in consultation with the Academic Senate.
- **Class Rosters:** You will need copies of your class roster before classes begins. Ask your department chair about the college's policy on handling waiting lists and students who want to add the class after it begins. Rosters and add slips are available from the Admissions and Records Office at your campus. After your computer access account is set-up, you can access class rosters on line from the [Faculty Services – Instruction System](#) page of the District's Website.
- **Ordering Textbooks:** Your department chair will explain if textbooks were ordered for the classes you are scheduled to teach. If not, you should immediately contact the college's textbook buyer and have an order placed. If you wish to use a book that was not approved / adopted for use in the class you are teaching, you must complete the textbook adoption form and obtain your department chair's signature before the textbook can be ordered.
- **Copying Services:** Ask your department chair how copying services are provided at your college. Some colleges use small department copiers for making limited numbers and use a centralized service for larger quantities. While there is no charge to you personally for classroom copying services, departmental chargeback systems are common.
- **Keys:** Your department chair / division will explain the key policy at your college and initiate a request for keys to be issued to you. The college staff may unlock traditional classrooms before classes begin to allow time for faculty to request keys. Rooms such as computer labs are often on restricted key and expected to remain locked when not in use. Keys are generally issued through the Physical Plant at each college.
- **Disability Accommodation Services:** If a student gives you a form from the Disabled Students Programs and Services indicating special needs and accommodations, consult the Disabled Students Programs and Services Office on your campus regarding the resources and services available. Students may be accompanied by interpreters for the deaf, note takers, or request alternate media.