Molloy College Faculty: Semester Checklist

Some time before semester begins:

- Place textbook order in Molloy College Bookstore - in the Public Square (Check with Dept. /Division)
  This can be done online: efollett.com

- Develop course outline (see enclosure for components). E-mail a copy to the Chair/Dean of your department/division, who then reviews it and sends it to Associate Dean for Academic Affairs.

- Submit any material to be typed/duplicated to appropriate dept. personnel. (For special office services, see Printing Guide available in the Administrative Services Department on the lower level of Kellenberg Hall.)

- If applicable, place copies of books/articles on reserve in Tobin Library. (Find appropriate forms for this transaction in the Library, second floor of Kellenberg Hall, or online.)

- If applicable, reserve audiovisual material in the Library. Follow reserve policies promulgated by the Library.

- Shortly before semester begins, class rosters may be obtained from Lion’s Den on the Molloy College website (online faculty access)

- Register your car and obtain sticker at Public Safety Department.

Within the first two weeks of classes:

- Obtain ID card from Public Safety Department.

- Full-time faculty should post office hours in designated spot in department/division and on course outlines.

- Complete “non-attending” class report requested by Registrar...watch for e-mail regarding this.

- Get in habit of checking your mailbox in Faculty Mailroom (K322) on a regular basis and your e-mail on a daily basis.

- Start to keep a record of student grades and absences. The law requires that specific dates of student absences must be recorded. Keep accurate records of all graded assignments.

Before the 7th week:

- Administer at least one (preferably more) graded assignment before the middle of the term for the purpose of charting student progress.

  **Make note of any marginal or failing students. Submit any mid-semester appraisal notices online by due date. Separate directions for doing this will be forthcoming on Lion’s Den.**
During 6th-7th weeks:

☐ For **Full-time faculty**: Prepare for Advisement Period (dates delineated in academic calendar.) Post dates & times for students to sign up for individual appointments. Appropriate planning for fulfilling all requirements for general education and academic discipline is responsibility of student in conjunction with advisor. Follow department/division protocol for notifying your advisees about upcoming advisement period. Watch for important e-mails from Registrar, Sue Fortman. Additional material and input about advising students is part of new full-time faculty orientation sessions.

☐ Review records of your assigned advisees on Lion’s Den. Update status sheets where appropriate and applicable.

☐ Keep notes on your session with each advisee. Keep in student file.

**Note:** During the Spring advisement period, request an advisor evaluation from your advisees. Save these and include them with material you are saving in your promotion and/or tenure portfolio. Use advisement evaluation form available in *Faculty Handbook*.

Also note: Online Course evaluations will take place in the 2nd half of each semester. Results will be returned to you during the following semester. **These evaluation results are needed for promotion and/or tenure procedures.**

Near week 12:

☐ Start to prepare for end of semester. Prepare final exam, if applicable. Exam dates will be scheduled by Registrar’s Office and schedule will be on Molloy College website and distributed via e-mail.

☐ Administer any other course evaluations you desire. Some approved sample forms are in Faculty Handbook.

End of semester:

☐ Post grades and attendance data online in Lion’s Den in accordance with policies of Registrar’s Office.