

A&S New Faculty Checklist

✓ Getting Started

Who to see / Where to go

Pick-up Faculty ID

<https://www.seattleu.edu/its/access/campus-card/>

Arrange Canvas & CDLI Training

Canvas@seattleu.edu;
<https://www.seattleu.edu/cdli/>

Transportation Options (Bus pass, parking pass)

<http://www.seattleu.edu/transportation/>

Office Keys and Copying Processes

Dept. Administrative Assistant (AA)

Complete FERPA Training

Human Resources emails a link with your individual log-in information

Complete Sexual Harassment Training

Human Resources sends a link with your individual log-in information

Send CV and Directory information for the A&S Website

Karen Bystrom, bystromk@seattleu.edu

✓ Before Class Starts

Who to see / Where to go

Have texts/readings and/or textbooks confirmed

Dept. Chair

Order textbook

Dept. AA for help ordering through Campus Store

Review Academic Calendar for holidays, class days, and final exam period

<https://www.seattleu.edu/registrar/academic-calendar-/>

Review syllabus with chair. Should align with course description

Dept. Chair

Discuss grading criteria with chair and grade distributions for this class.

Dept. Chair

Access class roster on SUOnline.

<https://suonline.seattleu.edu>

If teaching hybrid or face-to-fac (F2F) visit classroom to check the technology, find nearby restrooms, and get a sense of the space

Send copy of syllabus to AA

Dept. AA

Send syllabus and first day class materials to students via SUOnline or via Canvas

<https://suonline.seattleu.edu>
<https://seattleu.instructure.com>

✓ Class Management

Who to see / Where to go

Verify class roster by 10th class day

<https://suonline.seattleu.edu>

Let students know the learning outcomes and how they can succeed in the class

Have clear communications strategies for the students.

Provide feedback early and often

Consider mid-quarter evaluation

Review courses to be evaluated by students and send corrections

The Dean's Office emails a link when it's time to review.

Remind students to complete end of the quarter evaluations

Submit grades in a timely manner

<https://suonline.seattleu.edu>
