



New Instructor/Faculty Onboarding Checklist

Instructor/Faculty Member Name: _____

S#: _____

Date: _____

Center: _____

Chair Name: _____

This checklist serves two functions:

1. It will be given to the instructor/faculty member in electronic form. This will allow them to click on the hyperlinks at any time in the future when they develop questions about the processes and procedures listed here.
2. The HR proxy and chair will use this checklist in printed form to ensure that instructors/faculty are completely and consistently briefed on their role as a member of Community College of Denver.

Please date and initial when you have covered each topic.

- Second column is the HR Proxy (Office Administrator or Administrative Staff) or Chair, and the third column is the instructor/faculty member being on-boarded.

Onboarding Check List	HR Proxy Initials & Date	Instructor/ Faculty Initials & Date
Received information on how to view pay.		
Discussed Employee Policies and Procedures , and center expectations.		
Received information on how to get an eco-pass . Given the college I.D. form.		
Knows how to make photocopies, get to their mailbox, find their classroom, and teaching supplies.		
Shown available workspace.		
Referred to the Employee Handbook and the Faculty Handbook .		
HR proxy has given the instructor/faculty member their S# and explained how to use the system for emails and to log into computers.		

Mailing Address: Campus Box 200 | P.O. Box 173363 | Denver, CO 80217 | Fax: 303.556.4602

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Onboarding Check List	HR Proxy Initials & Date	Instructor/ Faculty Initials & Date
Discussed instructor level differences , including pay. Provided contact information for employees who wish to submit an ADA request now or in the future to: CCD's ADA Coordinator Administration Building, Room 310 Denver, CO 80217-3363 Telephone: 303-352-3310		
Provided contact information for employees who may wish to submit a discrimination and/or harassment complaint in the future to: CCD's Title IX Coordinator/Equal Opportunity Coordinator Administration Building, Room 310 Denver, CO 80217-3363 Telephone: 303-352-3310		

Onboarding Check List Instructor/Faculty Role and Responsibilities: Chair	Chair Initials & Date	Instructor/ Faculty Initials & Date
Reviewed Instructor Job Description .		
Discussed departmental expectations and rules.		
Discussed how classroom observations and student course evaluations are used in the department. More information can be found in the Faculty Handbook .		
Reviewed professional development opportunities and expectations at CCD, including the Teaching Learning Center.		
Reviewed Committees at CCD (there is a specific tab for faculty/instructor opportunities).		
Received the course materials, and discussed proper use, including WCAG compliance .		
Explained that CCD has a library and tutoring .		
Explained course competencies, syllabus development , including the required CCNS language .		
Explained how to report Academic Dishonesty .		

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Onboarding Check List Instructor/Faculty Role and Responsibilities: Chair	Chair Initials & Date	Instructor/ Faculty Initials & Date
Explained that FERPA is the privacy act for higher education. Explained that at CCD it means that student information must be kept confidential and cannot be shared with others.		
Explained the importance of, and how to use CCD's Early Alert System , the Care Report , and Incident Report .		
Explained that this video on emergency procedures must be shown on the first day of every class.		
Explained how student accommodations work in the classroom.		
Discussed the important role that student retention and completion play within job responsibilities, including concrete steps that can be taken.		
Explained the importance and expectation that instructors/faculty will use our learning management system (D2L) in their teaching.		
Explained the expectations for the assessment of student learning.		
Discussed the importance of being clear and transparent with students in regard to their learning. Grade books must be updated every two weeks, and clear communication must be given to students about how they are doing in class. Faculty/Instructors should discuss grades with students.		
Explained how the learning outcomes for the course scaffold with program and institutional outcomes.		
<p>Showed them how to find the Faculty Handbook, including Instructor/Faculty Council information and how to know their rights and obligations. The Colorado Community College System office (CCCS) is another resource for information about your rights and responsibilities including:</p> <ul style="list-style-type: none"> • All Instructor/Faculty: <ul style="list-style-type: none"> ○ Employment Practices for Instructors ○ Employee Grievance ○ Code of Ethics ○ Workload 		

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Onboarding Check List Instructor/Faculty Role and Responsibilities: Chair	Chair Initials & Date	Instructor/ Faculty Initials & Date
<ul style="list-style-type: none"> ○ Copyrights and Patents ○ Anti-Discrimination • Faculty: <ul style="list-style-type: none"> ○ Due Process for Faculty ○ Faculty Peer Review Process ○ Evaluation of Faculty Job Performance ○ Family and Medical Leave 		
Discussed expectations of communication and calendar of meetings and events for the department including, use of email and when to reach out to the Chair.		
Discussed discipline specific standards for grading, absences, and other processes.		

Onboarding Check List to do after the Instructor/Faculty has an S# and Email	HR Proxy Initials & Date	Instructor/ Faculty Initials & Date
Review CCD's D2L Learning Management System (LMS) using CCD's guides . Made an appointment with Teaching Learning Center experts if you have any questions: TLC@ccd.edu , CHR 224.		
If you want to set your CCD email to forward to another email account, please refer to these forwarding guidelines .		
CCD Connect		

New Instructor/Faculty Orientation

You will receive a checklist from the New Faculty Orientation Facilitator during the first week of orientation.