

CJC Faculty Second Semester Checklist and Itinerary

“Everyone has inside of him a piece of good news. The good news is that you don't know how great you can be! How much you can love! What you can accomplish! And what your potential is!”

-Anne Frank

- Faculty or peer mentor assignment (all faculty). [College mentoring policy](#)
- Teaching assignments and schedule (undergraduate).
- Formally review the criteria for student teaching evaluations with dept chair or mentor.
- Review the criteria for/form used for annual self-evaluation (due in March). [CBA Information on Evaluations](#)
- Clarify if the candidate assignment will include graduate faculty membership
- The call for Dean's Seed Money applications for research funding usually goes out by mid-way through the fall semester. New faculty get priority, but they still need to be able to put together a strong proposal. Also, the fund runs out pretty early, so even if the faculty member isn't planning the project until Spring, he/she should consider applying in the fall. (This is obviously dependent on when they are hired.)
- Know how late in the semester students can still drop a course. [Information on dropping courses](#). [Approved academic calendars](#).
- Make sure you understand how to submit grades and deadlines to do so. [Grading toolkit](#)
- Understand the Honor Code and how to submit a violation of such. [Honor code process](#)
- Check in with your mentor (every semester).