

McKendree University Part-time Associate Faculty Activity Checklist

Activity	Details	Time Frame	Contact Person
Agree to teach a course		Before the start of the semester	Division/School Chair or Program Director
Complete necessary paper work	Forms with HR Sign IT user agreement	Before the start of the semester	Division/School Chair or Program Director Also HR
Turn in materials	Transcripts, 3 letters of reference, and current vita	Before the start of the semester	Associate Dean
Verify and obtain textbook	In some cases, the book may already be selected; in other cases may have to order book	Before the start of the semester	Division/School Chair or Program Director and Bookstore
Upload your syllabus	Go to assessment.mckendree.edu	Early in the semester	Associate Dean
Check course roster	You can see current roster on WebAdvisor	After first week of class	Academic Records Office
Provide student referrals	If a student is missing class, If a student needs writing or tutorial help, If a student needs counseling, Incident/Referral Reporting Form via WebAdvisor	Throughout the semester, the earlier the better for the student	Student Affairs Writing Center Academic Support Center Student Health Services
Complete student-athlete progress reports	You will receive an email with a spreadsheet for athletes in your class	Throughout the semester	Athletics
Submit midterm grades	Midterms are A, B, C, D, F submit via WebAdvisor	At midterm	Academic Records Office
Submit final grades	WebAdvisor	At end of course	Academic Records Office
Encourage your students to complete their course evaluations	Please encourage students to go to assessment.mckendree.edu	BEFORE the last day of class	Associate Dean
Complete the teaching inventory for your course	Go to assessment.mckendree.edu	Up to 7 days after the last class	Associate Dean
View your course evaluations	Go to assessment.mckendree.edu	14 days after the course has ended	Associate Dean
Attend Teaching for Excellence (T4E) workshops and other training options	We have T4E workshops each August, January, and May. We have other workshops on Blackboard, etc. during the year.	August, January, May and others during the year	Associate Dean, Division/School Chair or Program Director