

Faculty Checklist

Each semester, please submit the following

	Due Date
1. Submit syllabi to Division Assistant for posting to the SON website. (Required) The online syllabus does not have to contain all the info in the version submitted to students. The online version must contain: <ul style="list-style-type: none">• The course number and title• The instructor's name, office location, and office hours• TA's names, office locations, and office hours• An overview of the class, including prerequisites, course descriptions & objectives, and topics for each class• Grading policy, including whether attendance is used in determining the class grade, that no plus/minus grades will be assigned for the final grade• A brief overview of all major course requirements and assignments, along with the dates of exams and assignments that count for ≥ 20 percent of class grade• Final exam date and time• A list of required and recommended materials (e.g., textbooks, supplies, & packets)• Class Web site, if any• A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259 Format for the online syllabus: <ul style="list-style-type: none">• Name your file with the course # and semester (N500_fall2010.doc). If a course has more than one unique number and each faculty is using a different syllabus, then include the unique # in the name (N500_345589_fall2010.doc). PDF format preferred.• Email your syllabus to Division Assistant to be posted on the SoN website.	1 week before 1 st class day
2. Fill out online form for Beginning of Semester Information (BOSI).	1 week before 1 st class day
3. Make syllabus available to students (e.g., post on Blackboard). (Required) See #1 above for items that must be included in a syllabus. If your course is cross-listed, you must furnish a syllabus to the other department by the first day of class.	1 st class day
4. Check SON Faculty website listing of your faculty information (title, office #, etc). Enter your changes in a word doc and email it to: prijaltrimble@mail.nur.utexas.edu	2 nd week of class
5. Check classroom assignment. Email concerns or room change requests to: vdennington@mail.nur.utexas.edu	May 1 for fall & summer, Dec 1 for spring
6. Check MyCIS site for accuracy of Course Instructor Survey (CIS) order.	When CIS email is sent (Oct for fall, March for spring)
7. Submit text book orders	Apr 1 for fall & summer, Oct 31 for spring