

FACULTY LIAISON CHECKLIST

Below are items faculty liaisons need to complete every term for all the courses s/he oversees.

Please refer to the faculty liaison resource guide and the [Faculty Liaison SharePoint site](#)

for additional information on requirements.

- ☐ **Review instructor syllabi for each course using the [CC Syllabus Submissions](#) list.**
 - **Fall/full-year due: September 30**
 - **Spring due: February 28**

- ☐ **Contact instructors who need to be observed & set up time to visit.**
 - Observations must be done the first two times an instructor teaches a new course early in the term. Thereafter, observations are done at the discretion of the liaison, but at minimum once every three years.
 - Things to consider:
 - Do you want to visit when they are teaching a particular lesson?
 - Discuss scheduling to visit on a day when you will get the best picture of the instructor's teaching style and avoiding days when students might be doing independent work or taking a test.
 - Submit the [instructor observation form](#) within 30 days of your visit. Once you submit, you will be emailed a copy of the form. Please forward the form to the instructor and ask them to acknowledge they received it by following the link at the bottom.

- ☐ **Maintain oversight of the instructors who you are not observing this term. Remember to:**
 - Document dates, mode of communication, and topics discussed, questions, and concerns

- ☐ **Submit [course oversight documentation form](#) for all instructors after the term has ended.**
 - Fall courses: submit between January 16-February 28
 - Full-year & Spring courses: submit between June 16-July 31

- ☐ **Submit [mileage reimbursement](#) (if applicable) by end of the term to JadeBarber@sunyjc.edu.**

- ☐ **Set up a professional development workshop for the academic year.**
 - [Submit your workshop proposal](#) at least 30 days before your event.
 - Inform your instructors early about date/time/location & collect RSVPs
 - One week prior to workshop, confirm number of instructors that will be attending by emailing ChristinaBair@sunyjc.edu or calling Christina at 716.338.1160.

- ☐ **Submit [workshop meeting minutes](#) within 30 days of the event.**
 - Instructors must attend one half-day (approx. 4 hours) of professional development annually.
 - Include list of those in attendance and those absent.
 - Include date, start time, and end time.

- ☐ **Participate in departmental assessment (if needed.)**