

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 for additional information on requirements.

- Review syllabi for each course to make certain they align with master syllabus.**
- Submit syllabi for all courses at beginning of term to LisaCooper@mail.sunyjcc.edu.**
- 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 instructors teaching style and avoiding days when students might be doing independent work or taking a test.
 - Observation form is available at www.sunyjcc.edu/CCliaisons under “Resources.”
- Maintain oversight of the instructors who you are not observing this term.** Remember to:
 - Document dates, mode of communication, and topics discussed
 - Keep oversight forms until the end of the term so you can document all conversations, questions, and concerns.
 - Oversight form is available at www.sunyjcc.edu/CCliaisons under “Resources.”
- Submit observation & oversight forms for all instructors to LynnKlingensmith@mail.sunyjcc.edu.**
 - Fall courses: submit by January 30
 - Full-year & Spring courses: submit by June 30
 - Observation forms must be sent to the instructor and signed by them or acknowledged via email.
 - Oversight forms should have all communication documented and be submitted at the end of term.
- Submit mileage reimbursement (if applicable) by end of the term to JadeBarber@mail.sunyjcc.edu.**
- Set up a professional development workshop for the academic year.**
 - Fill out workshop proposal form at www.sunyjcc.edu/CCliaisons
 - Inform your instructors early about date/time/location & collect RSVPs
 - Confirm number of instructors attending with Lynn Klingensmith one week prior to workshop
- Submit minutes from professional development workshop to LynnKlingensmith@mail.sunyjcc.edu within 30 days of the event.**
 - Include list of those in attendance and those absent
- Participate in departmental assessment (if needed.)**