

Kennesaw State University/College of Computing and Software Engineering (CCSE) New Faculty Onboarding

1. As a new faculty member, you should have been added to the official listserv ccse@list.kennesaw.edu (full-time faculty) or ccse_pt@list.kennesaw.edu (part-time faculty). If you have not received a weekly newsletter, contact your unit office manager. All important information is distributed via ccse@list and ccse_pt@list.
2. Meet with the department chair/school director about KSU assigned computer/laptop. Fill out the request form for UITs working with the Office Manager.
3. Meet with the CCSE Director of Computer Labs to discuss technology/software needs in the classrooms.
4. Meet with the Office Manager concerning door access to the department office/personal office/CCSE faculty doors.
5. Read CCSE faculty teaching expectations on the [Faculty Resources](#) website. Note that not meeting these expectations can lead to not meeting teaching expectations for annual review. Make sure to ask any clarification questions to your chair.
6. Refer to the following documents for rules, procedures, and policies:
 - a. [KSU Faculty Handbook and University Handbook](#)
 - b. [College and Unit Bylaws](#)
 - c. [College and Unit P&T Guidelines](#)
 - d. [Reviews tools and calendars](#)

Note: Candidate submits portfolio to digital portfolio workflow at the beginning of the academic year

Faculty and staff are expected to read CCSE/KSU policies and keep themselves up to date with changes.
7. Understand and engage with the operational procedures at Kennesaw State University, specifically within the College of Computing and Software Engineering (CCSE)
 - a. [CCSE Faculty Recourse Guide](#)
8. Complete the required [Security Forms](#): [Buckley Form](#) and [FERPA training](#)
 - a. They are needed to have access to faculty resources on **the faculty tab on OwlExpress**
9. The [Behavioral Response Team](#) (BRT) can help identify and assist individuals who are distressed and/or exhibit abnormal, threatening, or dangerous behavior. Red flag resources and reporting
10. To promote a greater awareness and understanding of the rules of the student code of conduct and address issues of student academic misconduct and disruption of campus life see [Student Conduct and Academic Integrity](#) (SCAI) resources and reporting
11. Teaching-related information:
 - a. For online and hybrid courses, a faculty must use the [template course shell](#) provided by the department/school. Each course has a dedicated [course coordinator](#). The faculty should actively work with the course coordinator on course delivery. The faculty may change the course content with consent from the course coordinator.
 - b. An online or hybrid course cannot be offered until it is approved. According to the [CCSE Digital Policy](#), if the change in the approved course content triggers a new course review, the course must be officially reviewed again before it can be offered
 - c. Use department/school approved template for course syllabi. You must not change course descriptions, textbooks, or outcomes. The changes to the textbook and outcomes must be

approved by the department. Changes to the course titles, descriptions, and outcomes must be approved by the unit, college, and KSU curriculum committees.

- i. The faculty will receive an email from the college on course syllabi. Please follow the instructions and upload your syllabi. Please note that all courses, including thesis and directed studies, must have a syllabus.
- d. Faculty must complete [Faculty Course Assessment Report](#) (FCAR) at the end of the semester. FCAR should already be built in the master course shell. After the course content is copied to D2L, the faculty should go to Other-> Competencies and verify the course learning outcomes and assessments are set up correctly. If in doubt, please contact the [course coordinator](#). If there is no course coordinator, please consult the department chair/school director.
 - i. The faculty will receive an email from the college on the course assessment report. Please follow the instructions and upload your report.
- e. If a new textbook is approved by the department, please contact the [bookstore](#)
12. (Full-time faculty only) Create an account in [Concur](#). It is needed for full-time faculty members who plan to [travel](#) (to submit travel approval and reimbursement requests). Notice that all travel must be approved **PRIOR** to paying for any expenses and that approval might take several weeks to be processed.
13. (Full-time faculty only) For any questions and support about research resources (this also includes physical and computational resources, grant submissions), contact the Associate Dean for Research
14. (Part-time faculty only) A part-time faculty must report monthly their time on [One USG](#). Check with your chair/director for instructions. Department/school may stop scheduling classes in future terms if the faculty fails to do so.
15. If you have any questions or concerns, start with your department chair/school director. You can also reach out to your Department/School Faculty Council and/or College Faculty Council
 - a. You can find the list of the committee members on the [Employee Resources](#) page under “Onboarding, Checklists, Tips, Guidelines & More”
16. Work with a mentor and participate in [CCSE](#) and university events.

I have read the CCSE faculty expectations and can see the faculty tab on the Owl Express.

Name: _____ Date: _____

Resources

1. [New Faculty Orientation and Resources](#)
2. [New Faculty Resources - Research](#)
3. [Campus maps](#)
4. [CETL Faculty Resources](#)
5. [CCSE Faculty Resources](#)
6. [Instructions for D2L Competencies and Learning Outcomes and Faculty Course Assessment Reports \(FCARs\)](#)
7. [Academic Calendar](#)
8. [Undergraduate and Graduate Catalogs](#)
9. [Talon One](#) - door access