Checklist for Academic Items for New Faculty

Welcome to Ramapo! Have you connected with your Dean and Lead/Convener?

Preparing Your Course & Support

☐ Obtain copy/ies of past syllabi from Dean/Convener.
☐ You can use the Syllabus Template (also review and incorporate Course Policies)
☐ Post syllabi and materials in Canvas (LMS) before the first class (Academic Calendar available) - ask if you can import from the instructor/faculty who taught the same class and remember to publish to make it viewable to students. Use Canvas for course materials, communication, assignments, and grading.
☐ Explore Faculty Resource Center (FRC) for teaching resources and development.
☐ Use Instructional Design Center (IDC) for online teaching, classroom tech, and AI tools.
☐ Confirm textbook orders through the Ramapo Bookstore.
☐ When applicable, place course reserves with the George T. Potter Library.
☐ When applicable, coordinate accommodations with Office of Specialized Services (OSS).
☐ When applicable, follow procedures for independent study and study abroad.

Teaching & Grading

☐ Follow Ramapo's official Grading System and Grading Options.
☐ Report violations under the Academic Integrity Policy.
☐ Submit final grades in Web Self-Service.

Curriculum (For full time faculty - *meetings to be planned throughout the year*)

☐ Review ARC (Academic Review Committee) for the curriculum procedure & CourseDog.
☐ Review GECCo (General Edu Curriculum Committee) for Gen Ed structure and expectation.
☐ Review WAC (Writing Across the Curriculum) & FYS (First Year Seminar) for their guidelines.
☐ Review CWAAC (college-wide academic assessment committee) for its guidlines.

Governance & Academic Policies *(For full time faculty - meetings to be planned)*

☐ Engage in governance and leadership through Faculty Assembly.
☐ Refer to Academic Policies are available for your information.

Advising & Student Support

☐ Learn about DegreeWorks and review Faculty Advising Resources.
☐ Be familiar with Academic Standing Policy.
☐ Maintain confidentiality under FERPA.
☐ When needed, refer students to Center for Student Success, Center for Reading & Writing, Counseling, and Career Services (including Co-Ops).

Need more reminders? Visit the New Faculty Orientation Site!