NORCO COLLEGE

Department Chair worksheet
Teaching Assignment Checklist

As you communicate with colleagues about their proposed Teaching Assignment for the term, please consider the following.

With the Faculty member

	Confirm ___ course and sections number ___ term dates ___ days & meeting times ___ amount of break time required for section & break policies ___ tentative room assignment
	Confirm payroll code ___For fulltime faculty (D1 or D9) – consult ___For associate faculty – remember to assign reassign time

	Confirm Method of Instruction
	___ Lecture
	    ___ Face to Face only
	    ___ Web-Enhanced
	       ___ Faculty site (WordPress) - Default
	       ___ Blackboard (training required) – must OPT-IN
	    ___ Distance Education (Blackboard only | training required)
	       ___ Hybrid
	       ___ Fully online

	Forward to faculty member ___ Academic calendar or link ___ Instructions about submitting book order ___ Norco College Finals schedule

Provide CSAR rollover with modifications made in red to IDS.

Additional resources for Norco College Department Chairs can be found at:
http://norcocollege.edu/employees/faculty/Pages/Department-Chair-Resources.aspx