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. Opt-in to receive KSU Today newsletter https://ksutoday.kennesaw.edu/
3. Meet with the department chair/director about KSU assigned computer/laptop. Fill out the request
   form for UITS working with the Office Manager.
4. Meet with the lab manager about technology/software needs in the classrooms.
5. Meet with the office manager concerning door access to the department office/personal
   office/CCSE faculty doors.
6. Read CCSE faculty teaching expectations https://ccse.kennesaw.edu/faculty-resources/forms-
   documents.php Notice 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.
7. Refer to the following documents for rules, procedures, and policies:
   a. KSU Faculty Handbook, University Handbook https://catalog.kennesaw.edu/
   b. College and Unit Bylaws https://ccse.kennesaw.edu/faculty-resources/shared-
      governance%20.php
   c. College and Unit P&T Guidelines https://ccse.kennesaw.edu/faculty-resources/shared-
      governance%20.php
   d. Reviews tools and calendars. https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/review_tools.p
      hp 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.

   They are needed to have access to faculty resources on the faculty tab on the Owl Express.
9. Teaching-related information:
   a. For online 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 by no more than 10% with consent from the course coordinator.
   b. An online course cannot be offered until it is approved. If the approved course content is
      changed by more than 10%, the course must be officially reviewed again before it can be
      offered, https://ccse.kennesaw.edu/faculty-resources/forms-
   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, KSU curriculum committees.
d. The faculty will receive an email from the college on course syllabi. Please follow the instruction and upload your syllabi.

e. Faculty must complete Faculty Course Assessment Report (FCAR) at the end of the semester. FCAR should be already 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 step up correctly. When in doubt, please contact the course coordinator. If no course coordinator, please consult the program coordinator/director for general course information.

f. The faculty will receive an email from the college on the course assessment report. Please follow the instructions and upload your report.

g. If a new textbook is approved by the department, please contact the bookstore.

10. (Full-time faculty only) Create an account https://www.concursolutions.com/ 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 email travel@kennesaw.edu might take several weeks to be processed.

11. (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.

12. (Part-time faculty only) A part-time faculty must report monthly their time on One USG https://oneusgconnect.usg.edu/. Check with your chair/director for instructions. Department/school may stop scheduling classes in future terms if the faculty fails to do so.

13. 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 (the current members are listed here: https://ccse.kennesaw.edu/faculty-resources/shared-governance%20.php)

14. 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 Employee Orientation - Faculty Affairs (kennesaw.edu) https://facultyaffairs.kennesaw.edu/new_faculty_information/new_employee_orientation.php
2. New Faculty Resources - Faculty Affairs (kennesaw.edu) https://facultyaffairs.kennesaw.edu/new_faculty_information/new_faculty_resources.php
3. New Faculty Resources - Research https://research.kennesaw.edu/new-faculty-resources.php
5. CETL Faculty resources: https://facultydevelopment.kennesaw.edu/facultysuccess/new-faculty.php
6. CCSE Faculty resources https://ccse.kennesaw.edu/faculty-resources/forms-documents.php
7. Instructions for D2L Competencies and Learning Outcomes and Faculty Course Assessment Reports (FCARs) https://ccse.kennesaw.edu/faculty-resources/forms-documents.php
8. Academic calendar https://registrar.kennesaw.edu/academic-calendars/
9. Undergraduate and graduate catalogs https://catalog.kennesaw.edu/
10. Talon card https://talon.kennesaw.edu/ is used for door access.
11. Policy library https://kennesaw.policytech.com/?public=true&siteid=1
12. Application downloads http://apps.kennesaw.edu