

## 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](mailto:ccse@list.kennesaw.edu) (full-time faculty) or [ccse\\_pt@list.kennesaw.edu](mailto: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](mailto:ccse@list) and [ccse\\_pt@list](mailto: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.php](https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/review_tools.php) 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.
8. Complete the **Buckley form and FERPA training** <https://uits.kennesaw.edu/banner/forms.php>. 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-documents/CCSE%20Digital%20Learning%20Policy%2010-21-2021.pdf> .
    - 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 <https://bookstore.kennesaw.edu/SiteText.aspx?id=24126>
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](mailto: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](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](https://facultyaffairs.kennesaw.edu/new_faculty_information/new_faculty_resources.php)
3. New Faculty Resources - Research <https://research.kennesaw.edu/new-faculty-resources.php>
4. Campus maps <https://www.kennesaw.edu/maps/index.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>