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  
cirse@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 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.
6. 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  
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.
8. 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  
https://www.kennesaw.edu/dean-of-students/brt  
9. 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 https://www.kennesaw.edu/dean-of-  
students/scai.
10. 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 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, 
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, and KSU curriculum committees.

d. The faculty will receive an email from the college on course syllabi. Please follow the
instructions and upload your syllabi.

e. 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.

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

11. (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.

12. (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.

13. (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.

14. 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)

15. 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://policy.kennesaw.edu
12. Application downloads http://apps.kennesaw.edu