

FACULTY CHECK-OUT

Due: May 29th, 2018

Name _____

This sheet is a checklist to help you complete all the end-of-the-year details. When you are finished with everything that applies to you, please place it in the appropriate box in Mr. Poulos office.

- ___ 1. STUDENT TEXTBOOKS are all checked in and stored....see specific directions in #7 below.
Report of students with missing texts given to Kathy Hurt.
Assist department chairperson with book location lists (on faculty/staff drive).
- ___ 2. GRADES ARE DUE **by 3:00 p.m., Friday, May 25th**.
Follow directions on previous emails sent regarding grade submission.
- ___ 3. SEMESTER FAILURES: Complete the semester two Summer School Remediation form as soon as possible.
- ___ 4. PROFESSIONAL FOLDERS: If you have any items (certificates of in-service, conference attendance forms etc.) that need to be added to your professional folder, give them to Sr. Joanne.
- ___ 5. ROOM RESPONSIBILITIES FOR CLEANING have been completed and cleaning checklist is turned in to the office:
- ___ 6. REMOVE ANY ITEMS THAT ARE YOURS FROM THE FACULTY DINING ROOM AREA/FACULTY WORK ROOM, on shelves, in the **refrigerator**, in/on **bookcases or window ledges**. Anything left will be discarded.
- ___ 7. DEPARTMENT TEXTBOOK INVENTORIES:
On the shared **faculty/staff share drive**, there is a “**Textbook Storage**” sheet.
Department chairpersons should complete and/or update the department inventory of textbooks on the sheet located there. This includes the location of department chairperson resources.
- ___ 8. SEMESTER EXAMS: Save a copy of your semester exam to the Office Turn-in folder.
- ___ 9. BLACKBOARD:
Mark any classes **not** attached to a Master Class for **DELETION** or as **TEMPLATE**.
DO NOT mark Master Classes- they continue year to year automatically.
Susan Ancheta about any Summer Classes, if you have not done so already.
- ___ 10. TURN IN TO:
Chris Poulos:
___ **Work orders**
___ Completed **cleaning lists**
___ **This Check-out list**
___ All keys and Fobs (**ONLY IF YOU ARE LEAVING NDCL**).

Joe Waler:

_____ Complete Mandated Services form on-line according to directions.

Sr. Joanne:

_____ Notified regarding which courses in CODA are ready to be checked?

Kathy Hurt:

_____ Any miscellaneous school forms

_____ **Textbook information:**

1. Collect texts from **exam rooms** or provide directions for proctors regarding text delivery.
2. Collect texts from **extended time** (usually the O'Brien Center)
3. Collect texts from the **mail shelf in faculty dining room**.
4. Turn in the text book loan card of **students who did not turn in a text book**. **Please include the price of the book on the card.**

Jenny Backos:

_____ **Club/Class report** and membership list