Conestoga’s Onboarding Checklist for New Faculty

Welcome to Conestoga! This document is intended to ensure you have the key information you need before you start teaching.

Essential Information

This information will be provided to you by your Chair or their designate when you are hired. **Expectations vary by program and campus.** For clarification, consult with your Chair or designate.

|  |  |
| --- | --- |
| Information | Details |
| Faculty Name |   |
| School |   |
| Program(s) |   |
| Credential level |   |
| Course(s) AssignedAnd Delivery Mode(s) |   |
| Start Date |   |
| Chair/Program Manager |   |
| Program Coordinator(s) |   |
| Program Assistant |   |
| Suggested Faculty Contact(s) |   |
| Synchronous Online Teaching | * For basic Zoomtraining, please contact IT Training.
* For help with using Zoom for synchronous online teaching, or any other technologies in teaching, contact Teaching and Learning
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| Course Resources | * This is an [eText course](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.conestogac.on.ca.mcas.ms%2Fetext%2F%3FMcasTsid%3D15600&McasCSRF=e235a54f05a689bb1b4068a4c3e4f41dec22242806c91ef4b98fb5267eddfd7e).
* A hard copy of the textbook is provided.
* A copy of the textbook should be requested from the Bookstore.
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| eConestoga Course Shell | * An eConestoga course shell is available and ready to be copied.
* Access to an eConestoga course shell needs to be requested, cc’ing Chair or Program Manager.
* An eConestoga course shell does not exist for this course and needs to be generated in the Employee Portal.
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| Cohort of International Learners | * Yes.
* May be a blend of international and domestic students.
* Primarily domestic students.
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| **For support, mentorship and workshops relating to teaching and tech-enabled practices, contact Teaching and Learning:** **teachingandlearning@conestogac.on.ca** |

After Receiving your Contract

* [Review the New Employees section of the IT Support site.](https://it.conestogac.on.ca/employees/newemployees) Complete all recommended processes there.
* Submit scanned Direct Deposit and TD1 forms to Payroll.
* Purchase a [parking permit](https://conestoga.aimsparking.com/) or download the **Honk Mobile** parking app.
* **Part-time faculty** – Instructions will be sent automatically with your contract notification(s).
	+ Note whether the contract is **Auto-Release** or **Time Reporting**
* **Full-time faculty** –Submit pension and benefits forms if applicable, proof of education, and any other documentation requested by Human Resources.

With Support from Chair or Designate

* Send the completed and signed **Access Control Form** to Access Control for entry access to particular buildings or areas.
* Locate available working space(s).
* Obtain printing codes for photocopiers and the [M&T Print Shop](https://www.conestogac.on.ca/printing-services).
* Confirm that an eConestoga shell is available.
* Obtain teaching supplies, such as whiteboard markers or card stock for name tents.
* Read and understand the **Class Cancellation by Faculty** document provided by your Chair.
* Any additional school-specific items.

Independently

Before your first class, please ensure you have:

* Completed all the **Mandatory Training** modules in the [Employee Portal](https://employeeportal.conestogac.on.ca/CollegePortal/Pages/Login/Login.aspx),
	+ In the **Human Resources** tab, click **Employee**, then **Training**.
* Reviewed [**Academic Policies** **and Procedures**](https://www.conestogac.on.ca/about/corporate-information/policies)**,** including:
* [Course Delivery Procedure](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/course-delivery-procedure.pdf);
* [Academic Integrity](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/academic-integrity-policy.pdf?_gl=1*unn5zk*_gcl_au*OTMzNzk4Mjc3LjE3MTUxNjI5Mzc.*_ga*MTQzNDIwMTkzMi4xNzIyNDUzNjE0*_ga_RN8C0HR85Y*MTcyMjgwNTM1OC4xLjAuMTcyMjgwNTM2NS41My4wLjY1MTIwMDI3NQ..) Policy; and [Academic Integrity Procedure](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/academic-integrity-procedure.pdf);
* [Evaluation of Student Learning](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/evaluation-of-student-learning-policy.pdf) Policy and [Procedure](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/evaluation-of-student-learning-procedure.pdf?_gl=1*3ug1iu*_gcl_au*OTMzNzk4Mjc3LjE3MTUxNjI5Mzc.*_ga*MTQzNDIwMTkzMi4xNzIyNDUzNjE0*_ga_RN8C0HR85Y*MTcyMjgwNTM1OC4xLjEuMTcyMjgwNjI0NS41MS4wLjY1MTIwMDI3NQ..);
* [Grading Procedure](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/grading-procedure.pdf);
* [Academic Advancement and Achievement Policy;](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/academic-advancement-and-acheivement-policy-effective-fall-2024.pdf) and
* [Religious Holidays](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/religious-holy-day-and-spiritual-observance-procedure.pdf?_gl=1*en9xu3*_gcl_au*OTMzNzk4Mjc3LjE3MTUxNjI5Mzc.*_ga*OTg2MTEzNzA1LjE3MjE3NTMyMTE.*_ga_RN8C0HR85Y*MTcyMTkyNTU0MC4xLjEuMTcyMTkyNTc3Ni4zMi4wLjU3MDg5MzQ1NA.." \t "_blank)
* Reviewed and prepared to uphold [college Policies, Procedures, and Guidelines](https://www.conestogac.on.ca/about/corporate-information/policies) including:
* [Acceptable use of Technologies Policy;](https://www-assets.conestogac.on.ca/documents/www/about/policies/information-technology/acceptable-use-of-technology-procedure.pdf)
* [Accommodation for Employees with Disabilities](https://www-assets.conestogac.on.ca/documents/www/about/policies/human-resources/accommodation-for-employees-with-disabilities.pdf);
* [Faculty Support and Development](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/faculty-support-and-development-policy.pdf);
* [Online Learning Technology](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/online-learning-policy.pdf);
* [Student Appraisal of Teaching](https://www-assets.conestogac.on.ca/documents/www/about/policies/curriculum/student-appraisal-of-teaching-procedure.pdf);
* [E-mail, Voicemail and Corporate Calendar](https://www-assets.conestogac.on.ca/documents/www/about/policies/human-resources/email-voice-mail-and-corporate-calendar-policy.pdf);
* Reviewed:
	+ [the Accessibility and AODA information](https://www.conestogac.on.ca/about/college-initiatives/accessibility-at-conestoga).
	+ [the processes for Scheduling Tests for Students with Accommodations](https://studentsuccess.conestogac.on.ca/myLearning/BookATest)
* [the faculty responsibilities for adhering to copyright regulations](https://lib.conestogac.on.ca/copyright-faculty-staff).

Prepare for the First Day of Teaching

**Get to Know your Course(s)**

In the [Employee Portal](https://employeeportal.conestogac.on.ca/CollegePortal/Pages/Login/Login.aspx), complete the following tasks. Access your **timetable**.

* Access **attendance tracking** spreadsheets.
* View the students registered in your course.
* View your **Course Outlines**.

For assistance, find tutorials on the [**Employee Portal for Faculty**](https://tlconestoga.ca/employee-portal-for-teaching/) page. To ensure consistency in processes, consult withcoordinator(s) or others teaching the same course(s).

**Get to Know your Program(s)**

Review your [Full Time](https://www.conestogac.on.ca/fulltime/) or [Part Time](https://continuing-education.conestogac.on.ca/programs) program information.

* + Search the **program codes** to review and understand:
* how your course(s) fit into the program(s);
* what the program learning outcomes are;
* what courses students might have taken previously or be taking concurrently.
* Review the **program credential(s)** and the [Ontario Qualification Framework](https://www.ontario.ca/page/ontario-qualifications-framework). For support, contact Curriculum (curriculumplanning&operations@conestogac.on.ca).
* Review the **Program Handbook** found on the “More Info” tab of your program home page and note academic processes, such as:
* whether or when late marks might be deducted
* exam information, including protocols for missed exams; and
* academic information.

**Get to Know your Classroom**

Build your familiarity with the campus and classrooms at which you will teach.

* Locate the **room numbers** from your timetable on [the campus maps](https://www.conestogac.on.ca/about/campuses-and-locations).
* Orient yourself to the technology available in [**classrooms and labs**](https://it.conestogac.on.ca/support/room-setup)on campus.
* Print double-sided [student name tent templates](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ftlconestoga.ca%2Fwp-content%2Fuploads%2F2021%2F11%2FStudent-Name-Tent-Template.docx&wdOrigin=BROWSELINK) for your students use these and the attendance sheets (above) to track attendance through the semester.

**Get to Know eConestoga**

Orient yourself to eConestoga.

* Register to attend the mandatory course, [**EDEV0660: eConestoga’s Learning Management System (LMS) and Technologies for Teaching**](https://continuing-education.conestogac.on.ca/courses/EDEV0660)(one of the 4 mandatory courses).
* Apply the [Essential Elements](https://tlconestoga.ca/overview-of-the-essential-elements/) when building your course(s).
* Prepare or update an [Instructional Plan](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Flms.conestogac.on.ca%2Ffacultysupport%2Fip_GuidelinesForFaculty.docx&wdOrigin=BROWSELINK) or a [Dynamic Instructional Plan](https://login.microsoftonline.com/4ddd393a-e98a-4404-841f-c4becdd925a5/saml2?SAMLRequest=jdG9asMwEADgvdB3MNpt2XIcOcIOhHYJpEvSduhSZOmUGGzJ1cmlj18lIaVjtvvh4Lu7ZjOHk93D1wwYku1zS1COg7%2fmn3qpO6MYZ7mpFtwwyXQBq1pXS1VUKw0keQePvbMtYVlOki3iDFuLQdoQSzlbpDlPWfVarETJBasyzhmvef1Bkg0i%2bBBnn5zFeQR%2fAP%2fdK3jb71pyCmFCQalyNjrcUWYasPfABpDeZsqNVLOBDhOV0U8Hd%2bwtPct35yiLPZL8jIPFlszeCiexR2HlCCiCEofNy05EsJi8C065gawfH5KkufD9PYPyhifrG7WspTS5WaZFZ2S66EpIa85NWnbaFBVTzIDMAth4Gsw63x9PASep4LLMH72hV0QENfT%2fb9a%2f&RelayState=%2fd2l%2fle%2fcontent%2f316295%2fviewContent%2f11208257%2fView&whr=conestogac.on.ca&sso_nonce=AwABEgEAAAACAOz_BQD0_2h8ZjuXOyzYqe4olj8uJp3Wun_tCsZPLnh0HXoGPI5lFmNodMMhwNalFaVXUWvcfJkXrgSTNxGT-x7MPn57ObIgAA&client-request-id=4146ea13-3af6-46bd-a55e-05f5ac300bb8&mscrid=4146ea13-3af6-46bd-a55e-05f5ac300bb8) for each course.

**Get to Know Teaching and Learning**

Throughout the semester, visit the [Faculty Learning Hub](https://tlconestoga.ca/overview-of-the-essential-elements/).

* Register for the mandatory courses in [**Teaching at Conestoga**](https://continuing-education.conestogac.on.ca/micro-credentials/M1042/course-list). Complete these four courses **within your first semester** of contract/hire.
* Contact Teaching and Learning