

Faculty Quarterly Administrative Check List

FA WI SP

Week 1

- Print out the class rosters for your TAs (if applicable)
- Notify Beverly of your office hours if you haven't already done so
- Email Beverly a copy of your syllabus if you haven't already done so- indicate whether it can or cannot be posted on the website

Week 5

- Submit your textbook adoption request to the UCSD Bookstore or Groundwork Books for next quarter
- Email your textbooks list for next quarter to Beverly if you need a desk copy, have a reader, or TAs
- Send Electronic Course Reserves request to UCSD library (if applicable)

Week 8

- Submit a printing order for your syllabus for next quarter through Imprints.
- Email Beverly a copy of your syllabus for next quarter- indicate whether it can or cannot be posted on the website
- Check your Enrollment numbers; notify Grad Coordinator if reader will be needed.

Week 9

- Email Beverly your office hours for next quarter
- Submit a printing order for your Final Exam (with Buckley Waiver) through Imprints

Finals Week

- Turn in your key to SSB 101/414 to Beverly (if applicable)

Week Following Finals Week

- Turn in Grade Sheets on Tuesday before 2pm
- Submit your graded final exams with Buckley Waivers to Beverly

Faculty Annual Administrative Check List

- March-** Begin Spring Evaluations for Grad students
- June-** Email Summer Plans to Beverly
- July-** Email Katrina adds or changes to your individual faculty webpage
- Email Beverly any updates for the FACT Sheet
- August-** Email Stephanie changes to personal contact information
- November-** Email your annual teaching schedule preferences to Shannon

Need another copy? Find it at our website under Instructional Support!

<http://sociology.ucsd.edu>