University 101 Annual Instructor Check-List

☐ Submit the Request to Teach (RTT)  
  o Request your supervisor’s permission and discuss their expectations regarding teaching first  
  o New instructors: send transcript from highest degree earned to University 101 Programs

☐ Submit the Peer/Graduate Leader Matching Form  
  March

☐ Attend a Course Planning Workshop with your co-instructor  
  April

☐ Attend the Building Connections Conference  
  May

☐ Submit your supplemental reading selection(s) via the online form  
  June

☐ Schedule your Campus Partner Presentations via ScheduleCenter  
  June

☐ Read and review your instructional resources  
  May-August  
  o New editions of Transitions and the Campus Resource Guide  
  o First-Year Reading Experience selection  
  o The Faculty Resource Manual and SharePoint

☐ Attend Summer Workshops as interested  
  June & July  
  o New instructors: attend the TEW Reunion and Syllabus Building Workshop

☐ Complete your Dual Employment Paperwork (mailed to you mid-summer)  
  Before August

☐ Submit your completed syllabus to University 101 Programs  
  August

☐ Facilitate a discussion with your class about the first-year common read  
  September

☐ Teach UNIV 101  
  August-December  
  o Meet weekly with your co-instructor  
  o Read the weekly newsletter and share pertinent information with your students  
  o Consider utilizing the Dinner Dialogue and/or Beyond the Classroom Funds  
  o Complete evaluations of Campus Partner Presentations  
  o Encourage your students to complete the First-Year Seminar Assessment (online) in Nov/Dec  
  o Administer the University 101 End-of-Course Evaluations on or before the last class meeting

☐ Attend Faculty Meetings, Brown Bag Lunches, & Lessons from the Road Workshops  
  Fall

☐ Complete Peer/Graduate Leader Evaluation and UNIV 101 Faculty Survey  
  December