**University 101 Annual Instructor Check-List**

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

- **€ Submit the Peer/Graduate Leader **Matching Form**  

- **€ Attend a Syllabus Preparation & Teambuilding Workshop** with your co-instructor

- **€ Attend the Building Connections Conference**

- **€ Submit your supplemental reading selection(s) via the online form**

- **€ Schedule your Campus Partner Presentations via ScheduleCenter**

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

- **€ Attend Summer Workshops as interested**
  - New instructors: attend the **TEW Reunion and Syllabus Building Workshop**

- **€ Complete your Dual Employment Paperwork** (mailed to you mid-summer)

- **€ Submit your completed syllabus** to University 101 Programs

- **€ Facilitate a discussion with your class about The Measure of Our Success** *(the first-year common read)*

- **€ Teach UNIV 101**
  - Meet weekly with your co-instructor
  - Read the weekly list-serv and share pertinent information with your students
  - Consider utilizing the Dinner Dialogue and/or Beyond-the-Classroom Funds
  - Complete evaluations of Campus Partner Presentations
  - Encourage your students to complete the First-Year Seminar Assessment (online) in Nov/Dec
  - 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**

- **€ Complete Peer/Graduate Leader Evaluation and UNIV 101 Faculty Survey**