Departmental and College-Wide Instructor Responsibilities

The college and/or the division is required on a regular basis to gather from instructors the following information and materials:

- Census Rosters
- Grade Rosters
- Course Syllabi
- Instructor Office Hour Information
- Textbook Orders
- Teaching Materials, such as handouts, assignments, and syllabi (during semesters of required student evaluation and class observation)
- Signed Evaluation Forms (during semesters of required student evaluation and class observation)

Important! Late- or non-submission of these materials may result in removal from the rehire list and/or reduction of course load.