2018 - 2019
FACULTY TO DO LIST

- Complete all payroll & HR forms: 240.629.7854.
- Complete Title IX Training.
- Visit Security for photo ID badge and parking permit.
- Get to know your Department Chair, Program Manager, and Academic Office Manager (AOM).
- Gather textbooks and supplies from your AOM.
- Activate your FCC PeopleSoft and Outlook accounts; see your AOM for account login/activation instructions.
- Check mailbox weekly in FCC’s mailroom in the A/B knuckle (ID badge required for access).
- Review the Emergency Response Guidebook
- Sign-up for FCC Alerts at www.frederick.edu.
- Attend Blackboard Basic Training. NOTE: Advanced Training is REQUIRED prior to teaching hybrid/online courses. Call 301.846.2445 to register.
- Complete course syllabus by due date. See AOM for syllabus template and guidance. Post approved syllabus in Blackboard.
- Access in PeopleSoft:
  ✓ Class & Grade Rosters
  ✓ Attendance Rosters
  ✓ Student Success Alerts
  ✓ Study Skills Information
- Print preliminary & final Class Rosters.
- Take attendance at 1st class and throughout the semester.
- Complete Attendance Roster (related to financial aid reporting) and Grade Rosters by the posted deadlines.
- Use Blackboard companion sites to conduct student course evaluations and communicate with students.
- Locate assigned classroom(s) and review teaching technology.
- IT questions? Call the IT Service Desk at ext. 3333.
- Plan to use all scheduled class time. Notify AOM immediately upon class cancellation. For evening courses, contact Christine Gaites at 301.846.2492.
- Attend Center for Teaching & Learning professional development, e.g., Teaching & Learning Hours.
- Review salary scale procedures, requirements, and deadlines.

Emergency Numbers and Campus Security
✓ Frederick County Dispatch: 911
✓ FCC Security
  On-campus phone: 2543 or 4444
  Off-campus or cell phone: 301.846.2453
✓ Maryland Poison Control: 800.222.1222
ESSENTIAL LINKS & CONTACTS for FACULTY

FCC Faculty & Staff Website
http://www.frederick.edu/faculty-staff.aspx
provides direct links to:
- PeopleSoft
- Blackboard
- FCC Alert
- MS Outlook
- Service Desk
- Faculty Resources

Faculty Resources: http://www.frederick.edu/faculty-resources.aspx provides direct links to:
- Department Contacts
- Faculty Instructional Guides
- Professional Development and Training
- New Faculty Orientation

Allied Health & Wellness 301.846.2605
Communications, Humanities & Art 301.846.2512
Computing & Business Technology 301.846.2505
English 301.846.2600
Math 301.846.2530
Nursing 301.846.2524
Science 301.846.2510
Social Sciences 301.846.2507
Center for Teaching & Learning 301.846.2521
Continuing Education 240.629.7903
Evening Adjunct Support (until 6 pm) 301.846.2492

Class Cancellations: Evening Classes Only
cgaites@frederick.edu

Blackboard Training 301.846.2445
Bookstore 301.846.2464
Center for Student Engagement 301.624.2793
Counseling & Advising 301.846.2471
Dean of Arts and Sciences 301.624.2761
Dean of Career Programs 301.624.2826
Dean of Students 301.846.2469
Distributed Learning (Online/Hybrid) 301.846.2401
Dual Enrollment 301.846.2443
Faculty Professional Development 301.846.2521
Human Resources 240.629.7854
IT Service Desk 301.846.2509
Library Services 301.846.2444
Multicultural Student Services 301.846.2531
Office of Adult Services 301.846.2556
Office of Diversity, Equity, and Inclusion 301.624.2711
Payroll 301.846.2461
Printing Services 301.846.2454
Services for Students with Disabilities 301.846.2409
Sign Language Interpreter Service 240-629-7819
STEM Learning Center 301.846.7839
Testing Center 301.846.2522
Tutoring and Writing Center 301.846.2520
Veteran Services 301.624.2836
Welcome & Registration Center 301.846.2431

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