



Department Chair worksheet
Teaching Assignment Checklist

As you communicate with colleagues about their proposed Teaching Assignment for & meeting times
 ___ amount of break time required
 ___ tentative room assignment

	Confirm payroll code <input type="checkbox"/> For fulltime faculty (D1 or D9) – consult <input type="checkbox"/> For associate faculty – remember to assign/reassign time
	Confirm Method of Instruction <input type="checkbox"/> Lecture <input type="checkbox"/> Face to Face only <input type="checkbox"/> Web Enhanced <input type="checkbox"/> Faculty site (WordPress) Default <input type="checkbox"/> Blackboard (training required) – must OPT IN <input type="checkbox"/> Distance Education (Blackboard only training required) <input type="checkbox"/> Hybrid <input type="checkbox"/> Fully online
	Forward to faculty member <input type="checkbox"/> Academic calendar or link <input type="checkbox"/> Instructions about submitting book order <input type="checkbox"/> Norco College Finals schedule

Provide CSAR rollover with modifications made in red to IDS.

Additional resources for Norco College Department Chairs can be found at:
[http://norcocollege.edu/employees/faculty/Pages/Department Chair Resources.aspx](http://norcocollege.edu/employees/faculty/Pages/Department%20Chair%20Resources.aspx)