

Department/Location Information Checklist (New Faculty)

- **Most recent update:** 9/2/2026
- **Who this guide is for:** This checklist is designed to help new faculty navigate onboarding with their departments.

Discuss the following items with your dean, manager or Instructional Administrative Assistant (IAA).

Departmental Processes

- ☐ Scheduling a substitute for planned and unplanned absences
- ☐ Scheduling and posting office hours
- ☐ Department specific information or guidelines such as:
 - ☐ Department-specific code for making copies
 - ☐ Using classroom technology and equipment

Campus/Center Specific Information

- ☐ Campus Scheduling (booking rooms, reserving computer labs)
- ☐ Scheduling a library session for your class
- ☐ Evacuation Procedures and Exit Routes
- ☐ Obtaining classroom keys if necessary – [Request with FMS](#)

Other Information

- ☐ Sanctuary College Resolution and procedures for PCC staff to follow regarding federal immigration enforcement authorities including ICE enforcement on campus
- ☐ Curriculum initiatives and the Curriculum Office