

New Faculty Orientation Checklist (NEXUS)

welcome to Contra Costa College! These activities will help you get oriented to our services, departments, or majority of the activities will be scheduled on specific **Fridays** throughout your first year (usually early afternoon) such as the District and Service Area tours are offered at the beginning of Fall and/or Spring semester. Some activities are available multiple times throughout the year as scheduled by the Professional Development Office or a committee. Some activities are mandatory during the first year of employment; others are mandatory within the first two years of employment. Please track your hours as you complete them.

Contract obligation: New full-time tenure-track faculty must complete **50 flex hours** during 1st year and 40 hrs

| Activity | Mandatory Year 1 | Mandatory Year 2 |
|-------------------------------------------------------------------------------------------------------------|------------------|------------------|
| District Service Area tour (scheduled by D.O.) | 8 | |
| MEETINGS: | | |
| Academic Senate – attend 1 meeting (meets every other Mon.) | | 2 |
| Curriculum and Instruction Committee | | 1.5 |
| All College Day in August (always mandatory) | 5 | 5 |
| All College Day in January (always mandatory) | 5 | 2.5 |
| College Council, Planning Committee, Professional Development | | 2 |
| TRAININGS/WORKSHOPS: | | |
| Academic Integrity: Helping Students Avoid Plagiarism & Cheating | | 1 |
| eLumen | | 2 |
| District Orientation (scheduled by D.O.) | 8 | |
| Classroom Assessment Techniques | | 2 |
| Classroom Management | 2 | 1 |
| Orientation to Flex: Professional Development | 3 | |
| Learning Management System (CANVAS) any DE workshop | 3 | |
| Library Resources & Services for Faculty | | 1 |
| Student Learning Outcomes: Writing & Measuring SLO's | 1 | 2 |
| InSite: class rosters & grade entry | 1 | |
| Teaching to Men of Color sponsored by CORA | 8 | |
| Pedagogy Conference | | 5 |
| Safe Zone (LGBTQ + Training). Do we have all underserved groups represented in the workshops (APL, Latino)? | | 3 |
| UndocuAlly | | 2 |
| Reducing the Achievement Gap - Change to an equity in teaching approach | | 2 |
| Other Activities chosen by faculty member | 6 | 6 |
| TOTAL: | 50 | 40 |

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