

Block Visitors -- Departmental Checklist (Last updated June 27, 2024)

This document provides a checklist of tasks to review and accomplish to welcome a block visitor. Some of the items are relevant to all block visitors, and others are more pertinent for first-time block visitors.

Prior to arrival on campus

- Introduce the new colleague to teaching on the block plan. Share [New Faculty Guidebook](#).
- Share some sample syllabi of the class(es) they are teaching and any class materials (e.g., readings, assignments, exams, projects, class activities, etc.) that may be helpful in preparing for the block.
- Make sure they know how to use Canvas and prepare their Canvas page prior to the beginning of the block.
- Make sure textbooks are ordered and available at the bookstore, if applicable.
- Make sure they are familiar with [credit and grades policy](#).
- Discuss how paraprofessionals, learning assistants, librarians, and other staff can support the course, as applicable.
- Provide information about housing. A limited number of on-campus apartments are available on a first-come first-serve basis. To inquire about availability or to learn more about the visiting faculty housing program, contact Kim Taylor at (719) 389-6200 or ktaylor@coloradocollege.edu, or you can print and complete a [Faculty Housing Request Form](#).
- Check to see if the faculty member has questions about parking, dress code (daily and for departmental events).
- **International Faculty:**
 - If a block visitor has visa needs, ask to be informed about the progress of the visa applications and contact the associate dean of the faculty if visa approval is delayed.
 - Refer faculty to the International Student and Scholar Specialist if further consultation is needed.

Workspace

- Make sure office space is available and ready.
- Request office cleaning and maintenance repairs if needed.
- Arrange for a clean work area and desk. If there are items (e.g., books, documents, office decoration, equipment) left behind in the office from the previous occupant, please check with the previous occupant and/or chair before throwing and repurposing them.
- Update office nameplate.

- Order keys and card access for the office and other rooms. The block visitor will need to pick up keys at Facilities (Van Briggie building).

Upon arrival on campus

General

- Schedule uninterrupted time to meet with the block visitor to welcome and orient them to CC, your department, and colleagues. Include roles and responsibilities of colleagues.
- Arrange opportunities for the visiting faculty member to meet departmental colleagues.
- Encourage the new colleague to attend the blockly block visitor orientation session (see the Crown Center website for dates and details).
- Invite the new colleague to the blockly coffee hour event (optional; First Tuesday of each block, 3pm-4pm, in Cossitt Lounge, hosted by the Associate Dean of the Faculty, Andrea Bruder).
- The chair should be the visiting faculty's departmental point-person, but they could alternatively identify a departmental colleague to serve in this role, as long as there is one person responsible for ensuring that onboarding tasks are carried out.
- Arrange for campus tour with a departmental colleague (if the new faculty member has not already visited the campus and wants one).
- Make sure they know how to use Banner (point to resources on the ITS website) and understand expectations for submitting grades on time via Banner.
- Show location of office supplies.
- Discuss what the Administrative Assistant, paraprofessionals and/or student worker are expected and not expected to do. Explain any departmental procedures by which faculty make requests of the Administrative Assistant and other staff.
- Remind the new faculty to pick up their keys from Facilities (Van Briggie building).
- Remind the new faculty to get their Gold Card (Worner desk).

Final Check on Technology Matters

- Make sure that block visitor has a computer (either their own or can check out a laptop computer from ITS).
- Ensure phone is set up. Point out how to find voicemail set-up information on the ITS website.
- Supervisor will receive an email from ITS, usually on the day following the employee's start date. Contact HR if an account needs immediate set-up.
- Ensure the new hire has access to email, department drive, Banner, and any other relevant applications.

- Refer new faculty member to online resources about printing and other departmental printing and administrative resources.

During the block

- Especially in the first week, check in as frequently as needed to make sure the faculty member is not experiencing challenges and frustrations that can be remedied to get off to a good start.
- Schedule a time to observe class and meet with the block visitor to provide feedback on teaching.
- Orient new faculty to key student support resources such as the Colket Center (Writing Center, Quantitative Reasoning Center), research librarians, Honor Council, registrar, ITS, Advising Hub, Student Life Office, Counseling Center, Sexual Assault Response Coordinator.
- See if they have questions about using Canvas, Office 365, and CC's online student course evaluations.
- Policy matters:
 - Review relevant academic and department policies and procedures.
 - Discuss handling of confidential information.
 - Explain departmental social media practices, if any.
 - Explain how to keep track of expenses, if applicable.

At the end of the block

- Make sure grades are submitted on time.
- Remind the visitor to drop off their keys and any other college property (e.g., laptop computer etc.)
- Review course evaluations and provide feedback. If there are any concerns about teaching, make sure there's a plan to address in future blocks.