

Associate Faculty Checklist for Teaching @RRU

PLEASE REVIEW

Contract (Should be in place before you begin work)

- Submit up-to-date CV and Credentials to program office
- Complete or update [Contractor Information Form](#) (CIF); return to program office
- Receive contract from program office; review; sign and return to program office
- Review [Contract Information](#)

Invoicing

[Invoicing](#) is based upon completed deliverables, as per contract. If student numbers have changed as of day one of the course, use new billing amounts provided by the program office.

- Invoice as per dates on contract; RRU pays within 30 days
- Follow invoice template (see [PDF version](#), [Excel version](#))
- Complete and return [Direct Deposit Authorization](#) to Finance if not already done

Getting Started

- Review [Associate Faculty Resources site](#) for detailed administrative and academic orientation information and resources

Getting Started: Admin

- Ensure you have received the following information from your program office:
 - Confirmation of RRU computer account and email (if new to RRU). [Review RRU account and email information](#).
 - Schedule and key dates for course

Getting Started: Academic

- Ensure you have received the following information from your program office:
 - Link to your course shell on Moodle: See Task Timeline for course-related tasks and timelines.
 - The [Service Level](#) assigned to course, i.e. what support is needed from the Centre for Teaching & Educational Technologies (CTET), and what [CTET program liaison](#) (Instructional Designer and/or Learning Technologist, depending on Service Level) you will work with. If the program office does not connect you with your CTET program liaison, take the initiative and contact them directly. Your liaison's name can also be found on the Tasks Timeline page in your Moodle course shell.
 - Student academic accommodation information (if applicable)
 - Program-specific academic regulations, including assignment/grading policies
- Ensure you have received the following from your Program Head/Faculty Lead:
 - Primary content, skills, and learning outcomes to be addressed in this course, and how to provide feedback that integrates the learning outcome Competencies for the course
 - How the course fits into the larger program (You can request a program schedule to see full listing of courses and timing of courses, e.g. what other courses are being taught concurrently; for a residency, you will receive a residency schedule)
 - Who the students are (demographic, prior experience and learning, goals for being in program, etc.)
 - Parameters of changes needing to be made to existing course (also see Tasks Timeline in Moodle for requested updates recorded there)
 - Whether necessary [ethical review\(s\)](#) are in place for course
- Be aware of academic and administrative [policies](#)
- Attend program/residency/term planning meetings, as specified by program

Faculty Development / Training

- If new to teaching at RRU, you will be asked to take:
 - “Instructional Skills Workshop”, for face-to-face teaching OR “Facilitating Learning Online”, for online teaching (also available as self-paced course)
 - Moodle training session (available as workshop or online self-paced)
- At your convenience, explore further [CTET development/training opportunities](#)
- Explore [Teaching & Course Design @RRU](#), a self-study resource designed to support new core and associate faculty as they prepare to teach
- Contact [CTET Studio](#) for on-demand assistance and training

Prep Work for Course to Go Live

- Refer to Task Timeline in course Moodle Shell (located at top of course page)
- Work with CTET Instructional Designer and/or Learning Technologist to complete prep work
- Contact [CTET Studio](#) for support
- Place textbook order with program office 8 weeks in advance of course start date (review textbook selection with Program Head/Faculty Lead)
- Note CTET deadlines for Copyright Review, Technical Review, etc. as per [Service Level 1](#) and [Service Level 2](#)
- Complete [Course Checklist](#)
- Program Head may review

Teaching

- Receive guidance, from Program Head, on marking and grading standards and expectations as well as exam protocols (if applicable)
- Note RRU [Attendance](#) and [Grading policies](#), and contact your program office for program-specific assignment and grading guidelines
- Contact your Program Head with any academic and student-related questions and concerns
- Contact your program office with questions regarding contract, invoicing, scheduling, resource needs
- Contact [technical support](#) (CTET, IT, Multimedia) as needed

End of Course

- Refer to program final grade submission requirements
- Be aware of requirements and timelines around an EG (Extension Granted) and INC (Incomplete) grade (see [Assessment and Grading](#))
- Note the following debrief opportunities:
 - Student evaluations will be sent to you for review and comment
 - An Instructor Feedback Form may be sent to you to provide reflections on your teaching experience. You can request one if it is not sent to you.
 - You can request a conversation with your Program Head to debrief your teaching experience
 - You can request a conversation with your CTET instructional designer, if you had one, to debrief course design and delivery
 - You can make notes in the Tasks Timeline section of Moodle to provide input into the next iteration of the course

Further Teaching Opportunities

- Discuss further teaching opportunities with program head
- Contact Isabel Cordua-von Specht, Faculty Affairs, at facultyaffairs@royalroads.ca, to be added to the Associate Faculty Recruiting Database; update your database record annually
- Respond to program-level requests for Expressions of Interest
- Check [Associate Faculty job posting site](#) for teaching opportunities