

## CJC Faculty First Semester Checklist and Itinerary

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**“Education** is the most **powerful** weapon which you can use to change the world.”  
– Nelson Mandela

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We are so excited that you have joining our team and hope you are settling in! As you continue through your next steps, here are some questions to discuss with your chair in your first semester as well as some resources to review while planning for your second semester and beyond.

New faculty orientation, University-wide and college specific, will takes place in late August for CJC. For more information, check out the [click here!](#)

### Meet with your chair early in your first semester to discuss the following:

- How are you finding the support provided by the department? How is your engagement in departmental business going, including attendance at department meetings?
- Do you have any gaps in the resources or training you need to be effective in teaching and research? [First Year Faculty Teaching Academy](#)
- In which professional organizations are you involved? Are there others that you may want to join or that your chair might recommend?
- How would you describe the connections you are making with the students you teach and mentor?
- Are there any affinity groups with which you would like to become involved? Are there specific extracurricular interests or activities that you would like to be connected with in Gainesville or Florida?
- Have you had the chance to get to know faculty in other departments? Can further introductions be made?
- Address any concerns that do not foster a culture of inclusion or the accommodations you feel should be discussed. Please feel free to reach out to your [CJC HR team](#).

### As you begin to plan for your second semester and beyond, consider the following questions:

- Are you on schedule in developing your [syllabi](#) and [setting up your Canvas courses](#) for next term? (Also note that [textbook adoption](#) deadlines come up earlier than you might expect—spring textbook adoptions are usually due in November, and fall adoptions due in July).

Although you should have a lighter service load in your first year, what are your plans to engage shared governance and service in years to come? Review the [CJC Governance page](#), including the Constitution and Bylaws.

Are there international concerns your chair should be aware of or can assist you in resolving? Review resources offered by the [UF International Center](#).

How ready are you for the Tenure and Promotion process (if applicable)? What can you be doing now to prepare? See “Promotions and Tenure” links on the [CJC Governance page](#).