


## New Faculty Checklist (Spring 2026)

Getting Started Basics		
<b>Complete all paperwork in Human Resources and Payroll.</b>	<ul style="list-style-type: none"> <li>• Faculty are paid on the first of each month, and the pay for a term occurs in five payments, starting in September. If you have questions, contact your <a href="#">Representative in Human Resources</a> (805-546-3129)</li> <li>• For additional HR contacts and information, visit the <a href="#">Human Resources website</a>.</li> </ul>	
<b>How do I find contact information for other faculty and staff of the college?</b>	<ul style="list-style-type: none"> <li>• Use the Cuesta website to locate the link to the <a href="#">Staff Directory</a></li> <li>• Use the <a href="#">Office of Instruction Directory</a> and refer to the <a href="#">Instruction Organizational Chart</a></li> <li>• Contact your <a href="#">division assistant</a>.</li> </ul>	
Preparing for Class		
<b>Confirm your textbook(s) for your class(es) have been ordered</b>	<ul style="list-style-type: none"> <li>• Your <a href="#">Division Chair and/or Division Assistant</a> will have this information regarding textbooks.</li> <li>• If not, contact <a href="#">the Bookstore</a> (805-546-3206) for textbook order info and deadlines.</li> </ul>	
<b>Purchase a parking permit</b>	<ul style="list-style-type: none"> <li>• <a href="#">Parking Permits</a> are required to park on campus. Permits can be purchased through your <a href="#">myCuesta</a> portal following the instructions linked <a href="#">HERE</a>.</li> </ul>	
<b>Pick-up keys for your office building and classroom</b>	<ul style="list-style-type: none"> <li>• Please talk with your <a href="#">Division Chair, Director</a> or <a href="#">division assistant</a> to confirm your keys/key cards have been ordered, and where they can be picked up.</li> </ul>	
<b>Personal Mailbox and Office Location</b>	<ul style="list-style-type: none"> <li>• Please contact your <a href="#">Division Chair, Director</a> or <a href="#">division assistant</a> for the location of your faculty in-person mailbox and office room number/location.</li> </ul>	
<b>Getting Computer Access, and how to Access <a href="#">myCuesta</a> and faculty tabs</b>	<ul style="list-style-type: none"> <li>• Once you were cleared by HR, your computer access request will be processed by IT.               <ul style="list-style-type: none"> <li>○ Contact your <a href="#">Division Assistant</a> if you haven't received access notification yet.</li> </ul> </li> <li>• <a href="#">myCuesta</a> provides you access to the <a href="#">Cuesta Information Portal</a>. There you will be able to access your class rosters, important information, and the ability to email your classes directly.               <ul style="list-style-type: none"> <li>○ Your user name and your password information will be coming from IT, and will also be sent to your division/department assistant prior to the beginning of the semester. Follow up with them if you haven't received any notifications.</li> </ul> </li> <li>• Use the <a href="#">Tips and How to Page</a> or contact <a href="#">Carrie Buhl</a> in IT (805-546-3248).               <ul style="list-style-type: none"> <li>○ For more <a href="#">Faculty Tech Tips</a> and <a href="#">Tech Trainings</a></li> </ul> </li> </ul>	

<p><b>Login to your Cuesta email</b></p>	<ul style="list-style-type: none"> <li>• It is important that you use your <a href="#">Cuesta Email</a>. Please refer to the <a href="#">Outlook Email Resources</a>. Important information and news from your department, Vice President of Instruction and the President is sent throughout the semester to your Cuesta email account.</li> </ul>	
<p><b>Get help with using Canvas</b></p>	<ul style="list-style-type: none"> <li>• Help for using Canvas can be found in the <a href="#">Canvas Teacher Community</a></li> <li>• <a href="#">Faculty Tech Training Schedule</a> with Cynthia Wilshusen</li> <li>• <a href="#">Faculty Resources</a></li> </ul>	
<p><b>Prepare to distribute your course syllabus or make accessible to your students online</b></p>	<ul style="list-style-type: none"> <li>• Ask your division chair for information regarding student communication via your course Welcome Letter and Syllabus.</li> <li>• <a href="#">Welcome Letter / Instructor Website Checklist</a></li> <li>• <a href="#">Syllabus Checklist &amp; Templates</a></li> <li>• You can post your syllabus in <a href="#">Canvas</a> or duplicate it with our printing contractor.</li> </ul>	
<p><b>In preparing to teach your course(s) and syllabi preparation you can review the curriculum and course outline of record</b></p>	<ul style="list-style-type: none"> <li>• Review Course Outlines of Record (COR), which are official commitments by the college to the students and the state concerning the parameters of the curriculum. <ul style="list-style-type: none"> <li>○ Copies of your COR will be emailed to you with your teaching load confirmation, and are also distributed at the new faculty orientation you attend.</li> </ul> </li> <li>• You can look up any course as a guest before your ID is entered by going to the <a href="#">CurriQunet</a></li> <li>• Review required syllabus protocol and the syllabus standards <ul style="list-style-type: none"> <li>○ for <a href="#">DE Syllabus Standards</a> &amp; <a href="#">Face-to-Face Syllabus Standards</a>.</li> </ul> </li> <li>• When you've completed your syllabus for each course, send an electronic copy of it to your division chair or director. (Don't forget to include the official Student Learning Outcomes for each course!)</li> <li>• Determine when your final exams are <a href="#">scheduled</a> and include that on your syllabi (you are required to have a final by contract)</li> <li>• Contact your <a href="#">Division Chair, Director, or Division Assistant</a> for assistance.</li> </ul>	
<p><b>Duplicating syllabi and other course materials</b></p>	<ul style="list-style-type: none"> <li>• Small numbers of copies can be managed on the division office copier, but full class sets of materials need to be sent to Cuesta's Printing Contractor through <a href="#">Reprographics</a>.</li> <li>• For printing services please review the <a href="#">Reprographics Webpage</a> on how to submit a printing request workorder, or contact your <a href="#">division assistant</a> for information and assistance.</li> <li>• If your division requires copy ID and Code, please ask your <a href="#">division assistant</a></li> </ul>	
<p><b>Visit each classroom where you are teaching before class starts to get familiar with the technology resources and location on campus</b></p>	<ul style="list-style-type: none"> <li>• Ask your <a href="#">Division Chair, Director</a> or <a href="#">division assistant</a> to schedule some time to show you around, so you'll be comfortable on the first day</li> <li>• It's good time to check in on the AV resources you'll have as well. For help with AV equipment contact <a href="#">Information Technology (IT)</a> (805-546-3248)</li> <li>• Don't forget to locate the restroom nearest to your classroom.</li> </ul>	
<p><b>Familiarize yourself with the library hours and resources</b></p>	<ul style="list-style-type: none"> <li>• Check the <a href="#">College Library Website</a> and <a href="#">Faculty Resources</a>.</li> <li>• If you have questions, contact the Library (805-546-3159)</li> </ul>	