

Appendix M: Annual Compliance Checklist

Item	Description	Compliance			
		On-Track	Off-Track	Significant Concerns	Not Applicable
Office Hours	Submitted office hours to the department by the end of the first week of classes and updated as assignments changed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Posted office hours outside faculty member's door using template per Section G, Academic Management Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Observed posted office hours and noted exceptions on the office door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Textbook Certification	Certified textbooks once per year (or whenever textbook changed) per Federal and State Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Canvas Course Setup	Loaded course content by noon on the day faculty returned for Fall and Spring and two days before the Summer term, per Section N, Academic Management Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance Verification – “Never Attended”	Reported non-attendance as required by federal law. (see Academic Services , Faculty Information , Faculty Handbook)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
End-of-Semester Procedures	Submitted grades, accurate attendance records, copy of final exam and other data as required. (see Academic Services , Faculty Information , Faculty Handbook)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mid Term Grading	Provided midterm grades as described on the College Website per the Faculty Contract .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Course Grades via Web	Posted Final course grades posted to PantherNet by required date each semester based on College calendar .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mandatory Duty Days	Attended all mandatory duty days, e.g., Development Day, Convocation, Commencements, Cluster Meetings etc., unless excused by supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gordon Rule	Met College's guidelines for Gordon Rule classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mandatory Training	Completed Palm Beach State College required training:				
	<i>Information Security Awareness and Training</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>ADA Training</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>FERPA Training</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Harassment & Discrimination Prevention Training</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

****This form replaces annual performance appraisal
Completed form should go to Human Resources

Faculty Name (Please Print)

Faculty Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date