Minneapolis College of Art and Design | **FALL 2024 Quick Start Guide**

❑ **Faculty Development Day:** **Wednesday, August 21**
Full-Time Faculty are required to attend.
Adjunct Faculty are welcome and will be compensated for attending - Academic Affairs will provide a Google form for this purpose.

❑ **MCAD Email:** **Check your MCAD email daily**. This is the main contact for all MCAD faculty. Contact the MCAD Help Desk if you have questions or email help_desk@mcad.edu.

❑ **MCAD Faculty Mailbox:** Documents may be delivered to your MCAD faculty mailbox. The MCAD mailroom is located in RM 133..
Visit the Mailroom Intranet Resource page for more information.

❑ **myMCAD (Records):** Log in to myMCAD to access important information such as class lists, grades, documents, and forms. (See Class Lists in the Faculty Guide)

❑ **Learning Management System (Canvas):** Required for syllabi. If problems arise, contact online@mcad.edu. (See Midterm and Final Grades, myMCAD and Learning Management System in the Faculty Guide)
LxDesign Lab online self-paced workshop and Course Consulting will be available during faculty prep week. Click here for LxDesign Lab

❑ **Paylocity (Payroll/HR):** **Log-in to Paylocity** to verify and/or update all personal information. Learn more

❑ **Syllabus:** Your syllabus is due in your Canvas classroom and submitted to your department chair via template the Friday before the start of your class(es). Please make sure your office hours are correct and your bio information is current.
Faculty are required to use the MCAD Syllabus template – follow the link for full instructions:
http://intranet.mcad.edu/kb/how-do-i-use-faculty-syllabus-template
There's an instructional video available here.

❑ **Textbooks/Materials:** Add Required Textbooks and Materials for your courses via myMCAD: Faculty Info Tab

❑ **Office Hours:** 1 office hour per 3-credit class.
Office hours may be held in person or remotely.

Your office hours will be listed on your syllabus and the MCAD Intranet Directory. You are required to include a Google Meet link to your virtual office hours on your syllabus and to communicate with students in advance whether your office hours will be held remotely or in person.

❑ **Faculty Offices:** Faculty are assigned offices by department chairs. All faculty who share the office space need to communicate with each other to coordinate on-campus usage of the office. To better facilitate communication, for each office, Academic Affairs will share a list of which faculty members have been assigned to that office.

❑ **Illness or Emergency:** **No classes can be canceled.** If illness/emergency prevents you from teaching your class, refer to the Google sheet of substitutes provided by your Department Chair to arrange for a substitute. Notify your Department Chair so that they can ensure the substitute receives compensation. If you are unable to find a substitute, contact your Department Chair *as soon as possible* to make other arrangements. *It is very important that every effort be made to reach your Chair.*

Weather emergencies are determined at the administrative level. *Sign up for e2Campus Emergency Alerts on the Campus Safety Intranet Page:
https://intranet.mcad.edu/department/campus-safety

❑ **Campus Space Reservations:** Classroom reservations and reservations for the Black Box Experimental Space can be found on the MCAD Intranet under Course/Room Schedule. Short-term reservations for collaborative spaces (e.g., conference rooms, critique areas, and screening rooms with no AV support) are located on the MCAD Places and Spaces system: pas.mcad.edu
See the Room Reservation QuickStart Guide for more information.

Campus Safety can help arrange reservation of a Campus Van. You can find an MCAD Vehicle Use Authorization Request Form and make vehicle reservation requests via their [Campus Safety MCAD Intranet Page](#)

- ❏ **Add/Drop Period:** 1st week of classes **(8/26 - 8/30).** Student add/drop requests are submitted by students via MyMCAD and delivered to the relevant department chair for approval. (See Class Lists in the [Faculty Guide)](#)

- ❏ **Attendance Verification:** Check Final Class list on myMCAD. Attendance Verification must be submitted to records by **Friday, September 6.** (See Attendance Policy and Class Lists in the [Faculty Guide](#))

- ❏ **Attendance Policy:** See Attendance Policy in the [Faculty Guide](#)

- ❏ **Institutionally recognized names/pronouns:** It is MCAD policy to recognize self-identification within our population and it strives to accommodate. (See Institutionally Recognized Names and Pronouns in the [Faculty Guide](#))

- ❏ **Student Alert Notice:** Student Alert Notices: found on the Faculty Info Tab on MyMCAD in "Online Forms"
  *Report any student with excessive absences or poor grades.
  *See Student Alert Notice in the [Faculty Guide](#).

- ❏ **Student Update/Midterm:** At midterm, letter grades are required to inform each student of how they are doing. Submit required grades through myMCAD. Midterm grades should be submitted between weeks 7 - 9 of the semester (Oct 6 - Oct 25).
  Midterm grades are due NO LATER THAN 9:00 p.m. on Tuesday, OCT 29th
  (See Midterm and Final Grades in the [Faculty Guide](#))

- ❏ **All faculty meeting:** Wednesday, October 23, 12:10 - 1:00 p.m., Auditorium 150
  Hold the date: details forthcoming
  Full-Time Faculty are required to attend.
  Adjunct Faculty are welcome and will be compensated for attending.

- ❏ **Incompletes:** See Incompletes in the [Faculty Guide](#)

- ❏ **Title IX:** See Title IX in the [Faculty Guide](#)

- ❏ **FERPA:** See FERPA in the [Faculty Guide](#)

- ❏ **Course Evaluations:** Course evaluations are done online through Watermark (See Course Evaluations via Watermark in the [Faculty Guide](#)). Students will receive access via MCAD email approximately 2 weeks before the final class and through Canvas notifications.
  *Please make sure you allow 10 minutes of class time for your students to complete the course evaluations during the last weeks of the semester.
  *You will receive an email with instructions to access your course evaluations after all final grades are submitted. ***

- ❏ **Student Work Samples:** For accreditation purposes, required samples of student work must be submitted for each class you teach. Check with your department chairs for details. (See Archiving Student Work at the End of the Semester in the [Faculty Guide](#))

- ❏ **Final Grades:** Grades are submitted through [myMCAD](#).
  (See Midterm and Final Grades in the [Faculty Guide](#))

GRADES ARE DUE TO THE RECORDS OFFICE BY NOON ON TUESDAY, DECEMBER 17TH:
NO EXCEPTIONS.

***IT IS MCAD'S POLICY THAT <u>NO</u> FACULTY COURSE EVALUATIONS WILL BE RELEASED FOR REVIEW UNTIL *EVERYONE'S* GRADES ARE IN
Visit the Academic Affairs Intranet Page for additional resources:
https://intranet.mcad.edu/department/academic-affairs
[Quick Link to the Academic Calendar](#)