



Office of Adjunct Administration
Faculty End of Semester Responsibility Form

Name: _____ ID# _____

Term: _____ Department: _____

Course #1 _____ Course #2 _____ Course #3 _____

Use one copy of this form for every department in which you teach. Please initial each category and obtain proper verification of each responsibility listed below.

This form, completed by faculty, along with documentation listed needs to be given to department ASAP in person, interoffice mail or US mail for the reassignment of teaching.

Grading & Attendance Responsibilities

Faculty Initials for each course:

#1 _____ #2 _____ #3 _____ Original Attendance Roster -- Signed & Dated (keep a copy)

#1 _____ #2 _____ #3 _____ Original Grading Roster -- Signed & Dated (keep a copy)

#1 _____ #2 _____ #3 _____ Final Grade WebAdvisor Roster -- Signed & Dated (keep a copy)

“N” Grade contract for each affected student must accompany each Final Grade Roster

***WebAdvisor Grades must be recorded in computer within 48 hours after your final class session. Student enrollment, financial aid, graduation and transferring is adversely effected by late entry of WebAdvisor grades.**

Public Safety Responsibilities

	*NO	*Faculty Initials	*YES	*Official Stamp(s) of Public Safety:
Owe Key(s)	<input type="checkbox"/>	_____	<input type="checkbox"/>	
Owe Parking Fine(s)	<input type="checkbox"/>	_____	<input type="checkbox"/>	

Keys: All keys other than *universal* classroom and bathroom keys need to be turned in to Public Safety in person for sign off. For your convenience, they can be officially reassigned to you then and there. **Parking Fines:** Must be paid in full by cash, money order or check in person at Public Safety for sign off. **Questions:** Lt. Edward Zingg * ezingg@bergen.edu

Library Responsibilities

	*NO	*Faculty Initials	*YES	*Official Library Signature:
Owe Books(s)	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Faculty Signature: _____ Date: _____

Department Signature: _____ Date: _____