

Adjunct Orientation Checklist

Each semester, thousands of adjuncts around the country are hired to teach classes mere days before the semester begins. Sometimes we are handed our syllabi, but often we need to cram all our planning into those very few days. When we arrive on campus, we are seldom provided any sort of new faculty orientation. We probably know the department chair who hired us, but we are not usually introduced to other key personnel in the department, in Human Resources, or in the administration.

Below is a checklist of steps to take which can help in lieu of a formal orientation.

Administration

1. Review the contract and salary schedule, sign in person or scan and fax, and keep a copy.
2. Visit Human Resources with required documentation: Social Security Card, State ID, and Direct Deposit banking information (a voided check or bank routing # and account #).
3. If a formal orientation is not offered, introduce yourself where possible and contact department secretary to ask for assistance/direction as needed.
4. Review the institution's adjunct handbook, if available. Inquire about office hour expectations, office location, and technology. New adjunct faculty may be appointed a mentor; if not, it does not hurt to ask.
5. Ask about evaluation procedures, if they exist. Find out who will evaluate your teaching and how often.
6. Once your employee number generates, get a Faculty ID with the appropriate sticker for library and facility access.
7. Locate office space and request a key if necessary.
8. Obtain a parking pass. These are usually available at public safety or campus security office.

Syllabus Design

1. Review department learning outcomes for specific course; copy and paste into your syllabus.

2. Review the institution's general handbook for policies/procedures; specifically, copy and paste the accommodations language and contact information.
3. Request archived sample syllabi or template and course requirements/methods/goals. If none exist, request sample syllabi directly from former instructors; it is acceptable to contact them. If they do not share information, then move ahead with independent course design, materials, best practices, and schedule. Review the academic freedom, intellectual property rights, and copyright policies.
4. Update contact information on university intranet portal; activate email and play around with settings; you should upload a picture and auto-signature with department details.
5. Whether teaching face-to-face, hybrid, or fully online, be sure to request a course shell in the given Learning Management System (LMS). There may be a faculty LMS workshop to attend, mandatory or optional.
6. If books are required, check on bookstore course materials forms/procedure. Your department may have a list of approved textbooks, you may be able to select your own, or opt for [Open Educational Resources](#) (OER). Electronic forms for book adoptions may be located on the bookstore website or intranet portal. Request exam copies directly from the publisher; more often than not, publishers require approval. Ask the department secretary to forward or sign off on your exam-copy request.

Building Relationships

1. If your institution is represented by a union, make contact with a representative and request the Collective Bargaining Agreement booklet or link; specifically, require about union dues, rights of members, appointment and assignment rights, faculty education fund and professional development, privileges and limitations.
2. You may request, but not be given, a faculty listserv. Be sure your name and institutional email address are correctly represented on the listserv.
3. Personally introduce yourself to fellow adjuncts and forge relationships.
4. Save important numbers in your phone: department secretary,

student success, support and services, information technology, and campus security.

5. Review campus emergency plans for evacuation, lockdown, and closure. Some campuses use a text alert system. Be sure your information is correct.