New Adjunct Checklist

**Pre-Semester:**

**General Employment**

* Communicate with your department liaison or supervisor; make sure you understand:
  + What time to arrive/work schedule
  + Where to [park on campus](https://www.weber.edu/financialservices/Parking.html)
  + Your supervisor’s phone number
    - [Points of contact for adjunct faculty](https://weber.edu/adjunctfaculty/dept-contacts.html)
* HR & Payroll Paperwork
  + What name you wish to go by, if it is different than your hiring paperwork:
    - Lynx Self-Service (through eWeber Portal)
  + Tax Forms
  + Benefit Enrollment
  + Direct Deposit
* Access to eWeber portal
  + From weber.edu, click the the person icon on the top right corner and go through the process of setting up new password, etc.
* [Explore Campus](https://weber.edu/GetIntoWeber/VisitCampus.html)

**Preparing Your Class**

* Create a syllabus for your course.
  + [General Syllabus Guidelines](https://weber.edu/tlf/Syllabus.html)
  + Consult your department administrative assistant about accessing a syllabus. Departments often have copies of syllabi on file.
  + Consult faculty members in your department who have previously taught the course who may be willing to share their syllabi.
* If you have the option to select your own text, submit a faculty materials request form through and to the Bookstore. (Faculty Textbook Adoption App through eWeber Portal)
* Establish office hours. If appropriate, inform your department administrative assistant as to your office hour times.
* Access your Canvas course and build content.
* Upload syllabus.
* Upload any assignments or other information necessary for students to be successful in your course.
* Publish your Canvas course.
* Send an email to your students welcoming them to the class.
* Get a copy of your textbook.
  + If you are teaching a General Education course, contact your department administrative assistant or representative to get a textbook.
  + If you are selecting your own text, contact the publisher to get a copy.
* Review the list of required trainings from Human Resources in order to plan your training schedule. (These are all included in the Adjunct Faculty Academy)

**Prepare for Day 1:**

**General Employment**

* Refer to Getting Established on [new employee training](https://www.weber.edu/newemployeetraining/resources.html) website
* Computer Station Set-up:
  + DUO - <https://www.weber.edu/ITDivision/duo_security.html>
  + Email set-up
    - Expectations of signatures and email etiquette (fonts, color, quotes, etc.)
      * [weber.edu/marcomm](http://weber.edu/marcomm)
      * <https://weber.edu/brand/emailsignature.html>
  + Check with your supervisor or direct co-workers to share access to
    - Google Calendars
    - Box Share
    - Google Drive
* Online Set-up Employee Specific:
  + Personal Information
  + Code Purple & Campus Alerts (App on eWeber portal)
  + [Parking permit](https://www.weber.edu/financialservices/parking.html)
  + [Phone/Phone directory](https://www.weber.edu/telecom/directory.html)
* Building Access:
  + [Keys](https://www.weber.edu/facilities/Service_Procedures/Workflow_Requests_for_Prox_Cards_and_Keys.html)
  + Door codes
  + [Wildcat Card (Prox Access, if applicable)](https://www.weber.edu/facilities/Service_Procedures/Workflow_Requests_for_Prox_Cards_and_Keys.html)
  + [UTA pass](https://www.weber.edu/Wildcard/edpass.html)
* Office Setup:
  + Location of restrooms, gender-neutral bathrooms, nursing rooms, emergency exits, AED machine, first aid kit, fire extinguisher, etc.
  + Office Mail - mail pick-up and delivery times and where/how

**For your classes**

* Locate your classroom.
* Learn how to use the classroom workstation.
  + Login to the classroom computer
  + Learn how to operate screen (if applicable).
  + Learn how to operate cameras (if applicable).
  + If you're using videos, check the sound.
* Contact the IT Service Desk at 801-626-7777. For assistance with classroom equipment, press 2.
* View your class rolls through eWeber.
  + Click on Faculty Dashboard.
  + Click on the camera icon to view picture rolls.
  + Familiarize yourself with student names.
  + If teaching face-to-face, print the class list to take with you on the first day of class, if desired.
  + If you print your class list, please keep it with you and secure as it includes student W#'s.
* Read the Chronicle article by James Lang, ["How to Teach a Good First Day of Class."](https://www.chronicle.com/interactives/advice-firstday)
  + Develop and devise creative, engaging learning activities for Day 1.

**Day 1/Week 1**

**General Employment**

* Learn your individual work information:
  + Phone extension
  + Email Address
  + Employee ID number
  + Work space - mailroom, printer, etc.
  + [Property control - items for work area](https://www.weber.edu/financialservices/Property_Control.html)
* [Register for WSU Trainings](https://www.weber.edu/newemployeetraining/resources.html) (follow this link for all needed trainings.)
  + (Automatic) REQUIRED: Welcome Orientation Breakfast
  + REQUIRED: WSU Orientation Trainings
  + **Department-Specific as Directed**
    - FERPA training (offered through your department or through Adjunct Academy)
    - HIPAA (offered through your department if needed)
    - Driving Training
    - Banner
    - CatTracks

**For Your Classes**

* Arrive early (whether virtual or face-to-face), introduce yourself to students as they enter the class.
* Create the classroom climate you want to project throughout the semester.
* Proceed with the creative, engaging learning activities you have developed as a result of reading the Lang article .
* Be sure that students have access to the course syllabus.
* Avoid just reading the syllabus and ending early. Remember, your first day of class sets the tone for the rest of the semester! (see “Making the Most of Your First Day” session in Adjunct Faculty Academy)

**Suggestions for Working with Students during the Semester**

* See [Adjunct Faculty website](https://weber.edu/adjunctfaculty/policies-procedures.html) for general policies and procedures
* Keep up with grading, especially formative assessments.
* Use Starfish (access through your eWeber portal) to provide periodic student feedback for the course.
* Adhere to accommodations for students registered with Disability Services (the student will provide a letter explaining the accommodation).
* For questions and complaints:
  + Talk to the student to understand the nature of the question/complaint.
  + If you are unsure about how to proceed, consult your department colleagues or department chair.
  + If you need additional assistance, please contact the Teaching and Learning Forum. We are here to support you any way we can.

**Your first 3 months:**

* Get to know others on campus
* Funding opportunities (adjunct grants, for example)
* Find out about [benefits](https://weber.edu/adjunctfaculty/benefits.html) and [resources.](https://weber.edu/adjunctfaculty/resources_adjuncts.html)
* Professional Development (through eWeber portal)
  + Training Tracker
  + LinkedIn Learning

**End of the Semester**

* Set up final exams as appropropriate. This year, we encourage assessments that do not require the use of testing centers.
* Encourage students to complete course evaluations. Students will receive notifications through their Canvas account.
* Input and submit final grades.
  + Access the faculty dashboard through your eWeber portal.
  + Click on input final grades.
  + Provide a date of last attendance if a student receives a grade of I, E, or UW.
  + Submit final grades by 11:59 p.m. on the Tuesday following the end of finals week.

**Your first year:**

* Campus events
  + President’s Breakfast
  + Block Party
* Specific groups
  + Faculty & Staff specific groups:
    - [FSGSA - Faculty/Staff Gay Straight Alliance](https://organizations.weber.edu/fsgsa/)
    - [UWHEN - Utah Women in Higher Education Network](https://www.weber.edu/uwhen/)
    - WOCC - Women of Color Coalition
    - [EIC -Environmental Issues Committee](https://www.weber.edu/sustainability/environmental-initiatives-committee.html)
    - College/Department Diversity Task team
    - [Circle of Elders (Men of Color) - Dr. Enrique Romo](https://www.weber.edu/accessanddiversity/Programs/CommunityEngagement.html)
  + Student-focused groups:
    - [First-Gen Club](https://www.weber.edu/firstgen)
    - [Clubs & Orgs Advisor group - Heather Cimino](https://www.weber.edu/co)
* Social groups/activities:
  + [Teaching & Learning Forum (TLF) book groups](https://weber.edu/tlf/BookGroups.html)
  + [FSA - Faculty Staff Association](https://www.weber.edu/fsa)
  + Committee Participation
  + Professional Development
  + See directory (A-Z index on weber.edu)