FORT HAYS STATE UNIVERSITY
ADJUNCT FACULTY ONBOARDING CHECKLIST

1. ORIENTATIONS AND TRAININGS

- ❑ **New Adjunct Faculty Orientation**
- ❑ **HR Required Trainings**
  - o Sexual Harassment (within your first year)
  - o Cyber Security (November)
- ❑ **Department Trainings**

2. MEET WITH YOUR DEPARTMENT CHAIR OR PROGRAM COORDINATOR

- ❑ **Roles and Responsibilities**
  - o Obtain a copy of your job description
  - o Review initial course/work assignments
  - o Review FERPA policies
  - o Request desk copies of textbooks
  - o Learn the functions of your department colleagues
    - ▪ Chair
    - ▪ Admin assistant
    - ▪ Course leads
    - ▪ Other faculty mentors Faculty who are teaching/have taught the same course

- ❑ **Policies and Procedures**
  - o Mid-Term Grading Policy (Online & On-Campus Classes)
  - o Timely Grading
  - o Last Day of Participation (LDAP)
  - o Academic Integrity Policy
  - o FERPA
  - o Adjunct FAQ Page
    - ▪ FHSU Policies and Procedures
    - ▪ Faculty Handbook
    - ▪ Paychecks

- ❑ **Identify Contacts When You Need Help With**
  - o Department issues
  - o Computer issues (email, ed-tech tools, software)
  - o Blackboard issues
  - o Workday issues
  - o On-Campus issues*
    - ▪ Office supply requests
    - ▪ Use of building after hours
    - ▪ Master keys in case you're locked out
    - ▪ Scheduling rooms
    - ▪ Campus security
    - ▪ Classroom technology
    - ▪ Custodial

Scan here for Adjunct FAQ

https://www.fhsu.edu/faculty-and-staff/Adjunct/faq/

- ❑ **On-Campus Essentials***
  - o Building/Office keys
  - o Parking permit
  - o Copy/Printer/Scan location and use
  - o Mail

3. INSTRUCTION PREP

❑ **Get Acquainted**
- Get course schedule
- How to obtain class rosters
- Review Learning Management System (Blackboard)
- Review expectations of communicating with students
  - Contact information and online office hours
  - Response to communications
  - Notifying students of change of instructor routine

❑ **Get Your Course(s) Ready**
- Review and update syllabi and submit to department
  - See TigerLearn blog for FHSU Syllabus Template
- Create a course calendar for semester
  - Grade book and due dates
- Before students have access to Blackboard Course
  - Review modules and course content
  - Post an announcement about textbooks required

4. TECHNOLOGY

❑ **Orient Yourself to Technology**
- Blackboard
- Email (Outlook = official email; Gmail = if requested)
- Workday
  - Rosters
  - Grade entry
  - LDAP
  - Directory

❑ **Request Additional Technology Access (if needed)**
- Gmail/Google Drive
- Microsoft Office
- Shared drive access
- VPN
- Zoom
- VidGrid
- Other EdTech tools supported by TILT
  - Department meeting minutes or other department files

5. PURSUE PROFESSIONAL DEVELOPMENT

❑ **Complete Adjunct Training Courses (pay scale incentives)**
- TILT 101: Foundations of Online Teaching
- TILT 201: Advanced Concepts of Online Teaching
- TILT 301: Perspectives for the Online Teacher

❑ **Apply for University Faculty Development Funding (eligible after 6 semesters)**

❑ **Attend an FHSU professional development event**

6. GET ENGAGED

❑ **Attend a department meeting**

❑ **Volunteer for committees** (university or department)

❑ **Watch for communications**
- Tiger Daily
- Tiger Weekly
- HR Smart
- From your department, chair, or adjunct liaison