

# Adjunct New Hire On Boarding Checklist Division Responsibilities

Adjunct Name \_\_\_\_\_ Division \_\_\_\_\_

Semester/Date & Year: \_\_\_\_\_ Course(s): \_\_\_\_\_

**On Boarding:**

\_\_\_\_\_ Notification of approval for hire date: \_\_\_\_\_

**Actions Items:**

\_\_\_\_\_ Confirm offer (HR will send hiring paperwork): \_\_\_\_\_  
 \_\_\_\_\_ Notification of completed hiring/payroll paperwork received on: \_\_\_\_\_

**Actions Items:**

\_\_\_\_\_ Generate Letter of Appointment (LOA) for Division Director's signature \_\_\_\_\_  
 \_\_\_\_\_ Mail/ E-mail signed LOA to Adjunct \_\_\_\_\_  
 \_\_\_\_\_ Call New Adjunct to verify they received info., and if they have questions \_\_\_\_\_  
 \_\_\_\_\_ Add Adjunct LOA information to LOA Tracking Data Base \_\_\_\_\_  
 \_\_\_\_\_ Signed LOA returned as indicated in LOA Tracking Data Base, and update database-Date: \_\_\_\_\_  
 \_\_\_\_\_ Notification of entry into Banner received from Payroll on \_\_\_\_\_

**Action Items:**

\_\_\_\_\_ Email Infotech, eLearning, Scheduling, CAO's office, (and Ja Sweat if needed), Date sent: \_\_\_\_\_

- Send request to create email account, add to distribution lists, & add phone or computer if needed [infotech@gfcmu.edu](mailto:infotech@gfcmu.edu) (Note: Name on email account must match name on payroll/Banner information-no nicknames)
- Request Scheduling to attach instructor to their course/(s) CRN
- Request eLearning to set up for D2L training
- Let CAO' office know of the new adjunct to be added to the orientation list
- Request mailbox from Ja in the print center- IF NEEDED.
- Advise CAO's office if MT teaching License for dual credit is needed or if Faculty has it
  - \_\_\_\_\_ Needs MT teaching license for dual credit; notify CAO office
  - \_\_\_\_\_ Has MT teaching license; Verified Folio ID \_\_\_\_\_
  - \_\_\_\_\_ Notification (w/in three B-Days ) from IT of email account set up Date: \_\_\_\_\_

\_\_\_\_\_ Notify Adjunct of email address: \_\_\_\_\_ and set up instructions, provide New Faculty with detailed information regarding above-mentioned items as well as with course materials (syllabi, textbooks, account information for computer-aided instruction

\_\_\_\_\_ Call New Adjunct to verify they have set up email account, or need help with doing so. \_\_\_\_\_

\_\_\_\_\_ Course Cancellation or Revision: Course(s) Cancelled: \_\_\_\_\_

- Revise LOA (if applicable) update LOA Tracking Database to indicate cancelled or revised
- Notify Payroll, HR, eLearning, COA's office, Scheduling, and Adjunct instructor of cancellation or revision - Date: \_\_\_\_\_

**Create Welcome Packet (based on course taught) to include:**

Name Tag w/ CLO's, Emergency #s,	Department Chair list w/subjects they are responsible for	Academic Semester calendar and Finals Calendar	Important Dates to remember for the semester & Adjunct office # & Code, gym code	Start and End of semester checklist
Payroll Calendar	Campus phone ext.	Campus Map	Campus Resource Guide	GFCMSU Fact Sheet
Semester Building Hours	Lifelong Learning pamphlet and info. on discounts	Placement chart (Math & Writing)	ASC Bookmark & Flyer	Campus Resource Guide
GFCMSU Organizational Chart	Mental Health Service Flyer	Disability Accommodations Info. (Blue Form)	Students Guide to Policies and Procedures Pamphlet	GFCMSU Swag: stickers, magnets, license plate info. etc.