

# Adjunct New Hire On Boarding Checklist

## Division Responsibilities

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

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

### On Boarding:

Notification of approval for hire received on \_\_\_\_\_

#### *Action Items:*

- Confirm offer
- Generate Letter of Appointment (LOA) for Division Director's signature
- Mail signed LOA; include Montana Educator licensure application and information if applicable
- Add to LOA Tracking Data Base

Notification of completed payroll paperwork received on \_\_\_\_\_

Signed LOA returned as indicated in LOA Tracking Data Base on \_\_\_\_\_

Notification of entry into Banner received from Payroll on \_\_\_\_\_

#### *Action Items:*

- Complete New Personnel Request for IT
- Notification from IT that email account is set up received on \_\_\_\_\_
- Notify Adjunct when e-mail is active
- Add Adjunct to Department e-mail distribution list
- Request Adjunct be attached to classes by Assistant Registrar
- Request D2L account from Distance Learning
- Request account from the Library
- Request mailbox (if applicable) from the Print Center
- Provide Adjunct with detailed information regarding above-mentioned items as well as with course materials (textbooks, access to shared drives/files, account information for computer-aided instruction, etc.)
- Syllabus on file (request if not on file)

If licensure to teach dual enrollment courses is required:

- Needs MT teaching license for dual credit; notify CAO office
- Has MT teaching license; Verified Folio ID \_\_\_\_\_

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

#### *Action Items:*

- Update LOA Tracking Data Base to indicate cancelled or revised
- Notify Payroll of cancellation or revision by e-mail
- E-mail 'Distribution – Scheduling Changes' with cancellation or revision
- If cancellation, delete Adjunct from Department e-mail distribution list
- Issue Revised LOA if applicable