

COLLEGE *for* Creative STUDIES

New Faculty Departmental Orientation Checklist

All new faculty are required to attend New Faculty Orientation for an overview of policies and procedures. The following template presents an outline of new adjunct orientation at the department level.

Prior to hire (specific to adjuncts; for full-time faculty, see section 3.8 of the Faculty Handbook)

- Department Chairs meet with prospective adjunct faculty to ascertain suitability
- Prospective adjunct faculty credentials must be submitted to Academic Affairs for approval with noted class assignments
- Approved adjuncts scheduled for classes
- Adjuncts assigned departmental mentor to assist with onboarding (preferably full-time but seasoned adjunct may also be assigned)

Prior to the start of the semester

- New faculty attend the New Faculty Orientation presented by Academic Affairs to review relevant College-wide policies and procedures, complete HR paperwork (if necessary), learn about student services, and participate in technology training
- New faculty meet with Department Chair or mentor either individually or as a group to review department-specific information:
 - Department expectations:
 - Department faculty meeting attendance
 - Monthly professional and classroom activities reporting
 - Substitute policy/making up missed classes
 - Maintaining office hours
 - Responding to student correspondence
 - Other department events, as applicable
 - Faculty and student development and visiting artist/lecturer funding requests
 - Field trips, outside assignments
 - Department-specific policies and forms
 - Archiving student work
 - Adjunct evaluation procedures
 - Curriculum/course management
 - Department Student Learning Outcomes review
 - Curriculum ladder review

- Working with Academic Facilities (shop facilities and procedures, work orders, prototyping and modeling, etc.)
- Sponsored projects, if applicable
 - Working with Institutional Advancement
 - Working with sponsors
 - Monitoring progress/deadlines
- Syllabi creation
 - Developing course learning outcomes
 - Developing semester class schedules, including time lines and assignment due dates
 - Developing assignment/project briefs
 - Developing rubrics
 - Grading and grade weighting
- Classroom management
- Providing student feedback (critique methods, written evaluations, etc.)
- Making changes to class schedules and assignments
- Course evaluations
- Technology
 - Blackboard
 - Department organization page
 - Making courses available
 - Posting syllabi
 - Posting assignments and rubrics
 - Making other information available
 - Posting announcements
 - Using Gradebook
 - Using Content Collection
 - WebAdvisor
 - Posting midterm and final grades
 - Taking attendance online
 - Zimbra
 - Email
 - Calendar
 - Briefcase
 - Other communication
 - Social media (Facebook, Twitter, Instagram, etc.)
 - File sharing (Dropbox, Google Drive, etc.)
 - Behance, Coroflot
 - Classroom technology
 - Login
 - AV

- Personal laptop
 - Other devices
 - Helpdesk
- Handling student issues
 - Student Success Center referrals
 - Academic advising
 - Reporting missing students/non-attendance
 - Medical referrals
 - Counseling referrals
 - Grade disputes
 - Grade change/incomplete policies
 - Managing parents/FERPA
 - Classroom disruptions
 - Student Ombudsman
 - Career Services
- Departmental office information
 - Adjunct faculty office location
 - Mailboxes
 - Departmental phone list
 - Office supplies
 - Department resources
 - Library
 - Special technology and equipment
 - Facilities
 - Department Administrator
 - ID cards
 - Keys, if applicable
 - Building hours
 - Campus access between semesters
 - Ordering studio supplies

Within two weeks of the start of the semester

- Finalize course syllabus and submit to submit to Department Chair for approval and forwarding to Academic Affairs

Within four weeks of the start of the semester

- In-class visit by Department Chair or mentor
- In-class visit feedback form to faculty and Dean

After the end of the semester (specific to adjuncts)

- New adjunct faculty final evaluation
- Hire/remediation/do not rehire decision to Dean and Associate Provost of Faculty Affairs