# New Adjunct Faculty Checklist

This checklist should be used to guide conversations between a new Adjunct Faculty Member and the Department Head and Designee. A copy of the signed checklist should be maintained in the department files.

Faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointment Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointment Type and Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting/Communication Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Unit Head (AUH)/Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your initials and signature below signifies the items below have been discussed.

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| **Actions or Discussions Completed** | **AUH/Designee Initials** | **Adjunct Faculty Initials** |
| *Teaching*  |  |  |
| Assigned Courses and Role* Catalyst – roster, schedule - <http://www.uc.edu/catalyst.html>
* Academic Calendar - <http://www.uc.edu/registrar/calendars.html>
* Grading policies
	+ Registrar’s Faculty Resources and Policies - <http://www.uc.edu/registrar/faculty_resources.html>
	+ Grade Changes
* Privacy – FERPA - <http://www.uc.edu/registrar/FERPA_and_records_privacy.html>
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| Physical Space* Badge and access
* Office/Keys
	+ Steps to take when locked out – building/classroom
* Computer/Printer
* Technical support
	+ Emergency assistance
* Building/room maintenance
* Campus and building maps
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| Public Safety - <http://www.uc.edu/publicsafety.html> * Safety Services
* Important numbers
	+ Emergency – 911
	+ Non-emergency – 513-556-1111/513-558-1111
	+ Office – 513-556-4900
* Bearcat Guardian App – Text alerts
* Safety training and plans
	+ Active Shooter Training
* Weather closing policies (include program specific policies)
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| **Actions or Discussions Completed** | **AUH/Designee Initials** | **Adjunct Faculty Initials** |
| Course Expectations * Learning Objectives
* Activities: Lectures, Laboratories, Examinations
* Textbook Ordering – Affordability Considerations
* Coordinated Course Policies and Handling, if applicable
* Syllabi (provide Faculty Senate guidelines for syllabi development)
	+ Other items to include: Academic Excellence and Support Services; Title IX, Special Needs Policy, Required Course Activities, Policy, Office Hours, Contact Information, Attendance Policy, Academic Integrity, Weather Policy, any Unit-Required Items
* Classroom scheduling
* Grading and Assessments
	+ General education assessments
* Program specific items (accredited/professional curriculum)Other program-specific items
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| Communication Expectations * Faculty to student
* Student to faculty
* Program/College Communications
* Suggested turnaround time for emails and assessments
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| Expectations for Availability * Office Hours for Student Meetings
* Program/Department/College Meetings
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| Handling of Student Concerns and Issues* Crisis, Assessment, Referral, Evaluation Team (CARE Team) - <http://www.uc.edu/sa/deanofstudents/crisis--assessment--referral--evaluation-team--care-team-.html>
	+ CARE Team Flow Chart - <http://www.uc.edu/content/dam/uc/sas/docs/CARE%20Team%20Flow%20Chart.pdf> and CARE Team Protocol <http://www.uc.edu/content/dam/uc/sas/docs/CARE%20Team%20Protocol.pdf>
	+ Resources Guide Folio
	+ Specific Program/Department/College Policies
* Academic Misconduct - <http://www.uc.edu/conduct.html>
* Student Complaints – College Policy
	+ Ombuds Office - <http://www.uc.edu/ombuds.html>
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| **Actions or Discussions Completed** | **AUH/Designee Initials** | **Adjunct Faculty Initials** |
| Student Support * Academic Advisors
	+ Starfish - <http://www.uc.edu/pathways/starfish.html>
* Academic Excellence and Support Services - <http://www.uc.edu/aess.html>
	+ Accessibility - <http://www.uc.edu/aess.html>
	+ Learning Assistance Center - <http://www.uc.edu/aess/lac.html>
	+ Testing Services - <http://www.uc.edu/testingservices.html>
* Veterans Programs and Services - <http://www.uc.edu/aess/vps.html>
* Title IX Office - <http://www.uc.edu/conduct/TitleIX.html>
* Counseling and Psychological Services - <http://www.uc.edu/counseling.html>
* Staff Support
* Program Director
* College Support Staff
* Financial Aid Office - <http://financialaid.uc.edu/>
* Registrar’s Office - <http://www.uc.edu/registrar.html>
* One Stop - <http://onestop.uc.edu/>
* First Year Experience
* Learning Communities
* Transition and Transfer Support
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| Instructional Design and Information Technology Support * University Support - <http://www.uc.edu/ucit.html>
* College Support
* Program/Department Support
* Blackboard - <https://kb.uc.edu/kbarticles/blackboard-landing.aspx>
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| College and Program Handbooks and Policies |  |  |
| Reappointment as Term Adjunct* Expectations/Guidelines
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| If appointment >65%* Faculty Union – AAUP - <http://www.uc.edu/hr/labor-relations-policy-development/collective-bargaining-agreements/aaup.html>
* Reappointment and Promotion Guidelines
* Faculty Senate Adjunct Faculty Representatives
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| Professional Development Opportunities |  |  |
| Faculty Mentor or Point of Contact |  |  |
| *University Information* |  |  |
| Provost Website for Adjuncts; Adjunct Faculty Handbook – * Provost Webpage - <http://www.uc.edu/provost/faculty1.html>
* Adjunct Webpage - <http://www.uc.edu/provost/about-us/peopleandoffices/academic-personnel/adjunct_resources.html>
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| **Actions or Discussions Completed** | **AUH/Designee Initials** | **Adjunct Faculty Initials** |
| Human Resources - <http://www.uc.edu/hr.html> * Benefits - <http://www.uc.edu/hr/benefits.html>
* Compensation - <http://www.uc.edu/hr/compensation-department.html>
* Learning and Development - <http://www.uc.edu/hr/lldc.html>
* Labor Relations - <http://www.uc.edu/hr/labor-relations-policy-development.html>
* Tools - <http://www.uc.edu/hr/tools.html>
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| UC Libraries - <http://www.libraries.uc.edu/>  |  |  |
| UC@IT (Information Technology) Resources - <http://www.uc.edu/ucit.html>  |  |  |
| Center for the Enhancement of Teaching and Learning (CET&L) Resources - <http://www.uc.edu/cetl.html>  |  |  |
| Public Safety – <http://www.uc.edu/publicsafety.html>  |  |  |
| Parking - <http://www.uc.edu/parking.html>  |  |  |

***Additional Comments and/or Discussion Items:***

Adjunct Faulty Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Unit Head/Designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_