# 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> |  |  |
| 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 |  |  |
| 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 |  |  |
| Communication Expectations   * Faculty to student * Student to faculty * Program/College Communications * Suggested turnaround time for emails and assessments |  |  |
| Expectations for Availability   * Office Hours for Student Meetings * Program/Department/College Meetings |  |  |
| 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 |  |  |
| 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> |  |  |
| College and Program Handbooks and Policies |  |  |
| Reappointment as Term Adjunct   * Expectations/Guidelines |  |  |
| 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 |  |  |
| 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> |  |  |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_