# Preparing to Teach: Adjunct Faculty Checklist

# This checklist is intended as a guide to ensure a successful teaching experience for you and your students. *Always check first with your department for questions about your teaching contract as well as specific department and college policies.* Many of these tasks below should already have been completed or are in progress.

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# In addition to the resources below, we encourage you to visit the online Adjunct Resource Repository to familiarize yourself with RIT and take a look at many other resources you will need to *hit the ground running*: <https://www.rit.edu/academicaffairs/facultydevelopment/adjuncts/helpful-links-adjunct-faculty>

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|  | Task/Activity | Contact or Website |
| *GETTING STARTED* | | |
|  | Return your signed contract to your department and all required forms requested from Human Resources and/or Payroll. | * Your department (see list of RIT’s Colleges): <http://www.rit.edu/overview/rit-colleges>. * Human Resources: <https://www.rit.edu/fa/humanresources> |
|  | Obtain your RIT computer/email account.  *After you complete your essential forms and contract, Human Resources will notify Information & Technology Services (ITS) to set up your RIT accounts. You will be notified when your accounts are ready.* | Once your account is active visit the ITS site for details on accessing your account from various devices: <http://www.rit.edu/its/services/email>RIT Computer Accounts: <http://www.rit.edu/its/services/user_accounts> |
|  | Obtain your ID card | Visit the [Office of the Registrar](https://www.rit.edu/academicaffairs/registrar/id-cards) (Eastman Hall, 1st floor) to have your photo taken and your ID created. |
|  | Register your vehicle; obtain parking pass | All vehicles on campus must be registered and have a parking pass displayed.  Visit: <https://www.rit.edu/fa/parking/> |
|  | Visit the academic calendar for important start and end dates for the semester | RIT Academic Calendar: <https://www.rit.edu/calendar/> |
|  | Learn about your department and College’s policies and procedures, such as syllabus protocol, etc. | * Your College website. See: <http://www.rit.edu/overview/rit-colleges> * Your department website * Your department chair/unit head, staff admins, and colleagues. |
|  | Check on status of your textbooks. | * Your department * Barnes & Noble @ RIT: <http://rit.bncollege.com> |
|  | Check with your department on available office space and access, mailroom, etc. *The facilities and resources available to you will vary by department.* | Your department can inform you if there is office space designated for you to hold office hours. The Wallace Center also has rooms you can reserve and plenty of open space to meet with students. |
|  | Familiarize yourself with RIT’s key compliance policies. | <http://www.rit.edu/academicaffairs/policies> |
| *GETTING READY TO TEACH* | | |
|  | Visit your classroom | Check with your department or the Student Information System for the location and find it on RIT’s Interactive Map: <http://maps.rit.edu>. |
|  | Request podium/projection orientation training | Academic Technology Support, 585-475-2551, press 1 |
|  | Familiarize yourself with the Student Information System and the Early Alert System and schedule training (*an overview is provided at adjunct orientation*). | * SIS: <https://sis.rit.edu/info/welcome.do?init=facultyStaff> * SIS Training: <http://www.rit.edu/sistraining/> |
|  | Visit SIS to review your class rosters | SIS: <https://sis.rit.edu/info/welcome.do?init=facultyStaff> |
|  | Schedule training for myCourses (an overview is provided at adjunct orientation). | myCourses training: <http://wallacecenter.rit.edu/events/register/1on1.cfm> |
|  | Ensure your course materials are prepared and posted to myCourses, especially if fully online. Online courses open a week prior to the start of the semester! | * myCourses: <http://mycourses.rit.edu/> |
|  | Submit media for captioning-*required if using ANY videos in your courses – online, face-to-face or blended!* | <https://www.rit.edu/ntid/teach2connect/content/captioning-media> |
|  | Send a welcome email to your students via myCourses or SIS |  |
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| *ONCE YOU GET SETTLED* | | |
|  | Meet with an instructional design consultant | <http://wallacecenter.rit.edu/events/register/1on1.cfm> |
|  | Meet your reference librarian | <http://library.rit.edu/research/meet-your-librarian> |
|  | Check your department’s policy on mid-course evaluations and final grade submissions. | * Your department. |
|  | *Enjoy the experience!* Take notes on how your course is going and what you might want to change the next time around! | * Use all the resources available to you, ask questions, network, and participate in your own professional development! |