Ivy Tech Adjunct Faculty New Hire Checklist-On Campus and Online

☐ Complete your new hire employment paperwork and get your “C” number(ID number) from Human Resources

☐ Sign and return your completed Adjunct Faculty Agreement

☐ Obtain your classroom keys and supplies

☐ Obtain parking permit and campus ID

☐ Log onto Campus Connect (http://cc.ivytech.edu)

☐ Obtain information about class location and confirmed class times

☐ Identify location of your campus mailbox

☐ Locate the Adjunct Faculty Office or workspace on your campus

☐ Confirm attendance at campus orientation for faculty

☐ Obtain a copy of the text/materials used in your course

☐ Obtain template for course syllabus and have approved by your program chair/supervisor

☐ Review and update lesson plans

☐ Obtain Copy of Class Roster from Campus Connect

☐ Complete BBRD 101 training for Blackboard

☐ Complete IVYC 101 training for Blackboard if you are teaching an online class

☐ Post Syllabus, Gradebook and Instructor Contact information in Blackboard

☐ Complete Ivy Advising training in Campus Connect under the Training Portal

☐ Complete Adjunct Faculty Orientation, Harassment, Privacy and Safety CBT’s

☐ Discuss with your program chair/supervisor any additional responsibilities, needs or questions