Ivy Tech Adjunct Faculty New Hire Checklist - Online Only

☐ Complete your new hire employment paperwork along with your Adjunct Faculty agreement and get your “C” number (ID number) from Human Resources

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

☐ Confirm registration at any required campus orientation

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

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

☐ Review and update lesson plans

☐ Verify Class Roster in Campus Connect

☐ Complete BBRD 101 training for Blackboard

☐ Complete IVYC 101 training for Blackboard

☐ 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