

EVER

UPWARD

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WSU New Adjunct Checklist

Human Resources | Office of Workplace Learning

Weber State University

Hello!

Congratulations on your new position here at Weber State University! We are excited for you to be a part of the Weber family!

Our hope is to provide as seamless a transition as possible for you as you start your new role here at Weber State University. This checklist will provide all the steps you will need to prepare you for the greatest opportunity of success. We want you to feel great fulfillment in your role and all you do to help students succeed.

We encourage you reach out, get involved, ask questions, try new things, join groups, be a part of events and committees, work with other departments as often as you can — do whatever it takes for you to get connected and feel at home in the Weber family. We know that as you do that, you will be able to gain from Weber an experience that will benefit you for years to come.

We are here to help you as you get started here at Weber State. Feel free to reach out to us anytime for assistance.

Welcome to Weber!

Office of Workplace Learning (OWL)

Our Onboarding Philosophy

As you begin your new journey with Weber State you will see, hear, and experience our core themes resonating throughout the work of our entire community. The themes of LEARNING, ACCESS, and COMMUNITY form the foundation of our onboarding philosophy. This is what we hope to provide to all those who choose Weber State as the place where they invest their time and energy — whether as a student, staff member, or faculty member.

ORIENT (*Learn*)

WSU will bring you up to speed with the policies, processes, cultures, expectations, and day-to-day responsibilities of your role in your office and department.

LAUNCH (*Access*)

WSU will ensure that you have been provided with everything you need to be equipped to do your job successfully. We want to make sure that you are engaged and feel satisfaction in your choice to join us at WSU.

CONNECT (*Community*)

WSU prides itself on its family feel and it is critical to your success, and the success of all, to offer opportunities for you to connect to personal relationships, information networks, and the legacy of the “Weber Way”.

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More information can be found on the Adjunct Faculty website:

weber.edu/adjunctfaculty.

ORIENT: Pre-Semester

GENERAL EMPLOYMENT

- Communicate with your supervisor or department liaison about the following:
 - Your Supervisor's phone number
 - [Adjunct Faculty Points of Contact](#)
 - What to bring to complete HR paperwork
 - Where to report and who to ask for
 - Transportation and/or [parking information](#)
- Access to eWeber Portal
 - Go to [weber.edu](#) & click the person icon on the top right corner and go through the process of setting up a new password
- Complete steps given by Human Resources & Payroll:
 - Name you wish to go by, if different than hiring paperwork:
 - Use [Lynx Self-Service](#) in the eWeber Portal
 - Tax Forms
 - Benefit Enrollment
 - Direct Deposit
 - Review list of Human Resources required trainings to plan training schedule — these are all included in the Adjunct Faculty Academy
- Explore Campus: [WSU Online Tour](#)

PREPARING YOUR CLASS

- Create a syllabus for your course
 - [General Syllabus Guidelines](#)
 - Consult your department administrative assistance about accessing a syllabus — departments often have copies of syllabi on file
 - Consult faculty members in your department who have previously taught the course and may be willing to share their syllabi
- If you have the option to select your own text, Submit a faculty materials request form to the Bookstore: [Faculty Textbook Adoption](#) in the eWeber Portal
- Get a copy of your textbook—either:
 - Contact the publisher to get your own copy
 - Or if teaching a General Education course, contact department administrative assistant or representative to get a textbook
- Establish office hours and inform your department administrative assistant of times
- Access your Canvas course and build content
 - Upload Syllabus
 - Upload assignments and other information necessary for student to be successful in your course
 - Publish your Canvas Course
- Email students and welcome to class

ORIENT: Prepare for Day 1

GENERAL EMPLOYEMENT

- Refer to Getting Established on [New Employee Training](#) website
- Computer Station:
 - Setup [DUO Two Factor Authentication](#)
 - Setup Email according to Brand guidelines & etiquettes (fonts, colors, quotes,
 - [WSU Branding](#)
 - [WSU Email Signature Generator](#)
- Check with Supervisor or direct co-workers to get access to:
 - Google Calendars
 - Box Share
 - Google Drive
- Employee Specific Setup
 - Request keys and building access: [Key & Electronic Access](#) App
 - Set up Proxy Card Access (with Wildcard)
 - Pick up keys at Facilities Management: Key & Lock Shop
 - Request [UTA Ed Pass](#) on eWeber Portal
 - Pick up at Union Building Wildcard Office
 - Set up Code Purple and Campus Alerts: [Code Purple](#) App
 - Request Parking Permit: [Parking Services](#) App
- Set up office/work area
 - Tour office/workspace, where personal effects can go, kitchen/breakroom, restrooms, supply room, printer/copier, etc.
 - Locate Office Mail: learn delivery & pickup times and process for use

FOR YOUR CLASSES

- Locate classroom
- Learn how to use the classroom workstation
 - Login to classroom computer
 - Learn how to operate screen (if applicable)
 - Learn how to operate cameras (if applicable)
 - If you're using videos, check sound
- Contact IT Service Desk at 801-626-7777
For assistance with classroom equipment— press 2
- View class rools through eWeber portal
 - Go to Faculty Dashboard
 - Click on camera icon to view picture rolls
 - Familiarize yourself with student names
 - If teaching face-to-tace, print the class list to take with you on the frist day of class if desired
 - If you print you rclass list, please keep it secure as it includes student W#s
- Read the Chronicle article by James Lang: [“How to Teach a Good First Day of Class”](#)
 - Develop and devise creative, engaging learning activities for Day 1

ORIENT: First Day & Week

GENERAL EMPLOYMENT

- Learn individual work information:
 - Phone extension
 - Email address
 - Get items for work area: [Property Control](#)
- Have supervisor or point of contact walk you through the [Leave Tracker](#) App:
- Register & take WSU Trainings (register in Training Tracker on eWeber Portal)
 - REQUIRED: Welcome Orientation (automatic registration and calendar invite)
 - REQUIRED: WSU Orientation Trainings
 - [Drivers Safety & Certification](#)
 - Department specific as Directed
 - [FERPA](#)
 - HIPAA
 - Banner
 - CatTracks

FOR YOUR CLASSES

- Arrive early (whether virtual or face-to-face) & introduce yourself to students as they enter the class
 - Create the classroom climate you want to project throughout the semester
 - Proceed with the creative, engaging learning activities you have developed as a result of reading the Lang article
 - Be sure that students have access to the course syllabus
 - Avoid just reading the syllabus and ending early
- REMEMBER: your first day of class sets the tone from the rest of your semester!
See "Making the Most of Your First Day" session in Adjunct Faculty Academy

LAUNCH: First Semester

GENERAL EMPLOYMENT

- Take steps to know others on campus: join book groups, activities, and events advertised
- Discover more about funding opportunities (for example, adjunct grants)
- Find out about [Benefits](#) and [Resources](#) available to you
- Check out Professional Development opportunities
 - [Training Tracker](#)
 - [LinkedIn Learning](#)

SUGGESTIONS FOR WORKING WITH STUDENTS

- See [Adjunct Faculty](#) website for general policies and procedures
- Keep up with grading, especially formative assessments
- Use [Starfish](#) to provide periodic student feedback for course
- Adhere to accommodations for students registered with Disability Services (student will provide letter explaining accommodation needs)
- For questions & complaints
 - Talk to student to understand nature of question/complaint
 - If you are unsure about how to proceed, consult department chair colleagues
 - If you need additional assistance, contact the Teaching & Learning Forum

END OF SEMESTER

- See [Adjunct Faculty](#) website for general policies and procedures
- Keep up with grading, especially formative assessments
- Use [Starfish](#) to provide periodic student feedback for course
- Adhere to accommodations for students registered with Disability Services (student will provide letter explaining accommodation needs)
- For questions & complaints
 - Talk to student to understand nature of question/complaint
 - If you are unsure about how to proceed, consult department chair colleagues
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CONNECT: 90 Days to One Year

90 DAYS TO SIX MONTHS

- ❑ Keep up to date on WSU information and events through website, announcements, newsletters, and social media channels

FIRST 6 TO 12 MONTHS

- ❑ Prepare goals for PREP Annual Review depending on Division calendar
- ❑ Annual campus events:
 - President's Back to School Breakfast & Summer Picnic
 - Block Party
- ❑ Further opportunities to connect across campus:
 - Faculty & Staff Specific groups:
 - [Utah Women in Higher Education Network](#)
 - [Faculty/Staff Gay Straight Alliance \(FSGSA\)](#)
 - Women of Color Coalition (WOCC)
 - [Circle of Elders \(Men of Color\) - contact Dr. Enrique Romo](#)
 - College/Department Diversity Task team
 - [Environmental Issues Committee \(EIC\)](#)
 - Student Focused groups:
 - [First Gen Club](#)
 - [Cubs & Orgs Advisor Group](#) — Heather Cimino
 - Social groups & activities:
 - [Teaching & Learning Forum Book Groups](#)
 - [Faculty Staff Association](#)
 - Committee Participation
 - Professional Development
 - Search directory and A-Z index on weber.edu