

## **Adjunct Instructor Beginning of Semester Checklist**

### ***IF this is your first semester teaching at JJC:***

- \_\_\_\_\_ Complete employment paperwork (I-9, W-4, Adjunct Faculty Personal Data Sheet, Direct Deposit Authorization)
  - See page II.6 of Administrative Policies section of Adjunct Faculty Handbook for details.
  
- \_\_\_\_\_ Confirm that your Adjunct Faculty File is complete.
  - See pages II.3-II.4 of Administrative Policies section of Adjunct Faculty Handbook for details.
  
- \_\_\_\_\_ Complete a Signature Card for use by JJC Data Distribution personnel
  - See page II.7 of Administrative Policies section of Adjunct Faculty Handbook for details.

### ***ALL Adjunct Instructors:***

- \_\_\_\_\_ Access official contract at [www.jjc.edu/hr/adjunctcontract/](http://www.jjc.edu/hr/adjunctcontract/) or through [www.jjc.edu/faculty/adjfac/center.htm](http://www.jjc.edu/faculty/adjfac/center.htm). Complete the contract online; click *submit*.
  
- \_\_\_\_\_ Review the Adjunct Faculty Handbook to assure you are aware of current policies and procedures.
  
- \_\_\_\_\_ Submit a Syllabus, based on the appropriate campus calendar, for copying.
  - See guidelines on pages I.2-I.3 of Classroom Management section of Adjunct Faculty Handbook for details about developing your Syllabus.
  - See pages III.4-III.5 of Institutional Support section of Adjunct Faculty Handbook for details about submitting your Syllabus for copying.
  - See page I.3 of Classroom Management section of Adjunct Faculty Handbook for information about Academic calendar.
  
- \_\_\_\_\_ If you are planning to use multi-media equipment, confirm that it is available in your classroom(s) and that you have access to it. If it is not available in your classroom(s), make arrangements to have equipment reserved.
  - See pages III.1-III/2 of Institutional Support section of Adjunct Faculty Handbook for information about reserving Audio-Visual Equipment.

- \_\_\_\_\_ Request a JJC voice mail extension.
  - See page III.5 of the Institutional Support section of the Adjunct Faculty Handbook for details.
  
- \_\_\_\_\_ If you are teaching on Main Campus, contact Campus Police (G1013) for a Faculty Parking Permit.
  
- \_\_\_\_\_ Confirm the location of your faculty mailbox.
  - See pages III.3-III.4 of Institutional Support section of Adjunct Faculty Handbook for details.
  
- \_\_\_\_\_ Pick up classroom supplies at appropriate JJC office
  - See pages III.4-III.5 of Institutional Support section of Adjunct Faculty Handbook for details.
  
- \_\_\_\_\_ Pick up Preliminary Class Roster(s) for your class(es)
  - See page I.5 of Classroom Management section of Adjunct Faculty Handbook for additional information.
  
- \_\_\_\_\_ Set up a gradebook for each of your classes.
  - See page II.5 of Administrative Policies section of Adjunct Faculty Handbook for additional information.
  
- \_\_\_\_\_ Sign-up for Adjunct Faculty Seminars
  - See page III.1 of Institutional Support section of Adjunct Faculty Handbook for additional information.
  
- \_\_\_\_\_ Request e-mail address from department secretary in order to use Blackboard and enroll in the Adjunct Faculty Listserv.
  
- \_\_\_\_\_ Enroll in Adjunct Faculty Listserv
  - See page III.1 of Institutional Support section of Adjunct Faculty Handbook for additional information.