Adjunct Instructor’s Checklist

Pre-Semester Duties

☐ Your Division/Site Secretary can look up your Calhoun ID in the Datatel system.

☐ Fill out and return your new hire paperwork to Human Resources or to Jessica Bradley at the Huntsville Campus within the first three (3) days of employment. The I-9 form must be completed by your 3rd day of work. Bring identification for this form that will provide proof you are eligible to work in the United States. A copy of your Social Security Card is required for payroll purposes.

☐ Contact Amy Woolfolk at 306-2596 in the admissions office to obtain Web Advisor access. (You must know Calhoun ID #)

☐ If you do not already have a Calhoun email, you may contact the Help Desk at 306-2700 to set-up your email, but you must know Calhoun ID #. Each Department is supposed to supply a list of adjunct instructors to the IT department to expedite this process.

☐ Have your Calhoun photo ID made on the second floor of the student center or the main office at Huntsville. You should wear this ID when on campus. Call the Student Affairs Office at 306.2870 for hours of operation.

☐ Register with CCCAlert so you can receive notifications about school closings, delays, etc. at http://www.calhoun.edu/CCCAalert/index.html

☐ Get parking decal from the Switchboard (Student Center) at Decatur or Chuck Brasher at Huntsville.

☐ Prepare syllabus for distribution on the first day of classes. Submit a hard copy to your Division/Site Secretary BEFORE classes begin. A general course outline/syllabi is available from the Dean or Lead Faculty.

☐ Get copy machine code and information from your Division Secretary.

1st Day Duties

☐ Take attendance in First Class email system on 1st day and every class meeting. This is extremely important, especially for student financial aid.

☐ Distribute and go over syllabus with students.

Other Duties

☐ Check the mailbox in your department everyday. Be sure to check your email several times a time, as well. Please respond promptly to student requests.

☐ Sign and return contract. (Should be located in mailbox 3rd or 4th week of classes.)

☐ Read the following Faculty Attendance Policy:

Attendance is very important. When students fail to attend class, their individual learning is impacted. However, when faculty members miss a class, the entire class misses an opportunity to learn. Any absences can have a negative impact on student success. Emergencies, illnesses, and extenuating circumstances may occasionally prevent a faculty member from teaching class. When a class needs to be cancelled, please ensure that the following takes place as soon as possible.
1. If you must cancel a class, notify your Lead Faculty, the Evening Director (if teaching at night), or the appropriate dean. It is very important that you speak with someone. Do not leave a voice mail.

2. If possible, provide an assignment for someone to pass on to the students. This helps reduce the amount of class time that is lost.

3. If you are teaching a course that has a Blackboard shell, please post a “cancelled class” message.

4. If a class is cancelled, **DO NOT mark attendance in fcConnect for that day.**

The college will make every attempt to accommodate emergencies and illnesses. If you are going to miss several class meetings, please find an approved substitute to teach the class. The substitute must be on the college’s approved teaching list. If you are not able to find one, the Lead Faculty can assist you. A faculty member who misses classes will meet with the Dean and/or Lead Faculty to discuss absences and to formulate a plan which addresses how any missed material will be made-up. Thank you.