Adjunct Faculty Semester Start Checklist

To help the semester get off to a great start, please do the following before classes begin:

- Check your college email account
- Ensure you can access Banner web with username and password
- Activate D2L course shell(s) for online and face-to-face classes
- Complete the syllabus for your course (using the correct template)
  - Check the academic calendar for non-class days
  - Check the finals schedule and include final exam day and time in syllabus
  *Both items can be found at http://www.gfcmsu.edu/academics/AcademicCalendar.html
- Send an electronic copy of your course syllabus to Stacy Lowry (stacy.lowry@gfcmsu.edu)
- Ensure you have a copy of the textbook(s) for your course
- Access needed software/computer programs (i.e., MyMathLab)
- Locate the adjunct office (if new and teaching on campus)
- Tour campus/classroom/work area (if new and teaching on campus)
- Locate your mailbox (if new and teaching on campus)
- Review your roster and be prepared to take attendance – Faculty will need to contact students who have not attended the first week of class, and if a student fails the class, Financial Aid will need to know the last date of attendance. Up-to-date rosters can be found by going to www.gfcmsu.edu, “Faculty and Staff,” “Banner Web,” “Enter Secure Area,” logging in, “Faculty Information,” and then “Summary Class List.”

If this is an evaluation period, you will need to do the following:

- Review the evaluation procedure and forms in the Adjunct Faculty Handbook
- Work with your department chair to schedule a class observation
- Write your self-assessment (see handbook)
- Submit your self-assessment to Leanne Frost prior to the summary meeting
- Work with Leanne Frost to schedule the summary meeting
- Participate in summary meeting before semester ends