Workload and Contract Process—Adjunct Faculty

Part II—Adjunct Hiring Process

- Create Contract
  - Send a copy to EE Director
    - (Dean’s Office)
- Workload Deadlines
  - Aug 15—Fall
  - Dec 15—Intercession
  - Jan 15—Spring
  - May 15—Summer
- Send Work Load to Dean’s Office
  - (Dept Chair)
- Complete New User Account Request Form
  - (Dept Chair)
- Invitation to New Faculty Orientation is emailed to New Hire August 28th
  - (CETL)
- Add name of Adjunct to Course Schedule
  - (Dept. Chair)
- Complete Blackboard Request Form
  - (New Hire Adjunct)
- Request Parking Permit
  - (New Hire Adjunct)
  - www.daemen.edu/parking
- Class Roster Printed
  - (Registrars)
- Attends New Adjunct Orientation
  - (New Hire Adjunct)
- Welcome email with account credentials for MyDaemen Account is sent to New Hire
  - (IT Dept)
- Blackboard Account is created a few hours after the MyDaemen Account.
  - (IT Dept)