

# Part-Time Instructors (Adjunct) On-board Meetings

## On-Boarding Meeting Agendas

### Meeting 1: Review New Faculty Orientation General Items:

Meeting with [Margaret Craft](#), Academic Operations Analyst

- SU ID | NetID: <https://netid.syr.edu>
- Faculty Center For Teaching & Learning resources: <https://answers.syr.edu/x/IAMSBQ>
- iSchool technology resources: <https://answers.syr.edu/x/ePVDG>
- iSchool website= <https://ischool.syr.edu/>
  - Academic Courses Advising
- MySlice = <https://myslice.ps.syr.edu>
  - Edit personal | profile information | access paychecks/set up direct deposit
  - Faculty Center – course roster, grade roster, etc.
  - Orange Success – track attendance, flag student concerns
  - CDR (Center for Disability Resources)
- EvaluationKIT – course evaluations (10 minutes SYNC time recommended)
- iSchool teaching culture
  - Values statements <https://ischool.syr.edu/about/vision-and-values/>
  - Inclusive learning environment
- Adjunct list-serv
- Email = <https://exchange.syr.edu>
- First day of class | week policies
  - International students
  - Religious observance
  - Inclusive learning environment
- Adjunct office: office hours, request through [Peggy Takach](#) or [Margaret Craft](#)
- Classroom demonstration
- Support for new hires = <https://answers.syr.edu/x/mrxDBG>

### Meeting 2: Course Development and Instructional Quality:

Meeting with [Peggy Takach](#), Director of Teaching Excellence and Assessment, Director of Faculty Center for Teaching and Learning (FCTL)

- Professor of Record (PoR)
- iSchool teaching culture
  - UG and Graduate Students
- Syllabus and course schedule
- First Day | Week of Class engagement and communication
  - Academic rigor | Academic Integrity
  - Methods | activities
  - Inclusive learning environment
- Classroom management
- Instructional teaching of their course
  - Invigorate Your Teaching – Kick-Start Your Semester
  - Bloom's Question Starter
  - Six Facets of Understanding
- Faculty Assistants
- Student engagement
  - Foster Interaction with Engaging Activities
- Blackboard
  - Online Master template
  - Course specific key points
- Answers =
  - FCTL and Instructional resources - <https://answers.syr.edu/x/IAMSBQ>
  - Technology resources - <https://answers.syr.edu/x/ePVDG>
  - Support for new hires = <https://answers.syr.edu/x/mrxDBG>

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## iSchool Orientation

For more information about [iSchool Orientation](#)