

**NICHOLLS STATE UNIVERSITY  
NEW ADJUNCT FACULTY ORIENTATION PLAN**

FACULTY MEMBER NAME: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ COLLEGE: \_\_\_\_\_

<b>ORIENTATION ACTIVITY</b>	<b>VERIFICATION (Initial each area reviewed with faculty member)</b>
<input type="checkbox"/> MEET THE COLLEGE DEAN	
• Objectives and Goals of the College	
<input type="checkbox"/> MEET WITH DEPARTMENT HEAD:	
• University Organizational Structure	
• University Policy & Procedure Manual	
<b>Section 2.2.1.2.2 Adjunct Faculty</b>	
<b>Section 2.4.3.3 Part-time or Adjunct Faculty</b>	
<b>Section 2.6 Faculty Rights and Privileges</b>	
<b>Section 2.7 Basic Responsibilities of Faculty</b> (includes course offerings and content, class cancellations, grading issues, student appeals, student evaluations of faculty, course syllabi requirements, student attendance policy, maintaining records, final exams, grade posting and record disclosure, reporting academic dishonesty, availability and office hours, use of the University-designated electronic delivery system and electronic-learning, etc.) (COPY ATTACHED)	
<b>Section 5.15.2 Emergency and Disaster Procedures</b>	
• Code of Student Conduct Including academic dishonesty procedures, disruption of class/lab activities, student academic grievances, appeal procedures, academic probation/suspension, anti-discrimination policy and procedures including students with disabilities, student complaints and resolutions, sexual offense policy and procedures, anti-stalking policy and procedures, and all other applicable policies stated in the handbook.	
• NSU Catalog	
• Academic Calendar	
• E-mail Account	
• Banner Account	
• 7 week grade reporting	
• Final exam policy	
• Colonel Card	
• Parking Decal	
• Academic Integrity Form – Multiple offenses (FORM ATTACHED)	
• Available Student Services	
• Faculty Senate Overview	

• Committee Structure and Functions	
• Digital Measures Review; Dossier Development (if applicable)	
• Faculty Development Opportunities – CAFÉ/Faculty Institute	
• Travel Regulations	
• Faculty Evaluation Plan and Process (if applicable)	
• SACS credentials and Faculty Development Plan	
• Faculty Advisor Role (if applicable)	
• Oriented to Banner/Moodle, Google Mail, Portfolium, etc.	
• Computer Services-New User Form	
• Adjunct Pay Scale	
• Timesheets	
• Office/phone/mailbox information	
• Key Request Form	
• Assignment of a Faculty Mentor within the department	
• R2 Submission	
• FERPA (Family Educational Rights and Privacy Act) (V:\Admins\FERPA)	
<input type="checkbox"/> OPTIONAL:	
• Library Orientation/Tour (contact Library)	
• Campus Tour	

**SPECIAL NOTES/COMMENTS:**

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**APPROVALS:**

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

After approval of the Dean, the original will be returned to the faculty member's department head for filing in the departmental personnel file, with a copy to Human Resources and Academic Affairs.