

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

FACULTY MEMBER NAME: _____ **SEMESTER:** _____

DEPARTMENT: _____ **COLLEGE:** _____

ORIENTATION ACTIVITY	VERIFICATION (Initial each area reviewed with faculty member)
☐ MEET THE COLLEGE DEAN	
• Objectives and Goals of the College	
☐ MEET WITH DEPARTMENT HEAD:	
• University Organizational Structure	
• University Policy & Procedure Manual	
Section 2.2.1.2.2 Adjunct Faculty	
Section 2.4.3.3 Part-time or Adjunct Faculty	
Section 2.6 Faculty Rights and Privileges	
Section 2.7 Basic Responsibilities of Faculty (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)	
Section 5.15.2 Emergency and Disaster Procedures	
• Student Policy and Procedure Manual 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 manual.	
• Nicholls State University Catalog	
• Academic Calendar	
• E-mail Account	
• Banner Account (my.nicholls.edu), Information Technology	
• 7 week grade reporting	
• Final exam policy	
• Colonel Card	
• Parking Decal	
• Academic Dishonesty Form – Multiple offenses	
• Available Student Services	
• Faculty Senate Overview	

• Committee Structure and Functions	
• Digital Measures Review; Dossier Development (if applicable)	
• Faculty Development Opportunities – CAFÉ/CTE	
• Travel Regulations – Controller’s Office Travel	
• Faculty Evaluation Plan and Process (if applicable)	
• SACSCOC credentials and Faculty Development Plan	
• Faculty Advisor Role (if applicable)	
• Oriented to Banner/Canvas, Google Mail, Watermark’s SSL, 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)	
☐ OPTIONAL:	
• Library Orientation/Tour (contact Library)	
• Campus Tour	

SPECIAL NOTES/COMMENTS:

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 an electronic copy to Human Resources and Academic Affairs.

FORM ADOPTION: SPRING 2011
Rev. 8.20.19
Rev. 7.15.2021
Rev. 12.4.2023
Rev. 6.5.2024
Rev. 7-18-2025