



New Adjunct Instructor Checklist

Prior to the First Day

- ☐ Your department will submit a personnel status form (PAF) to Human Resources.
- ☐ Your department will complete a service request (Help Desk ticket) for a [New Employee IT Account Set-Up](#). Your department will confirm email and Microsoft 365 access.
- ☐ Your supervisor (dean or department chair) will explain when and where to arrive, where to park, where to report, and expectations.
- ☐ If applicable, your department will set up your office/workspace, assign a desk, and assign a computer (*not all departments have offices for adjunct instructors*).
- ☐ If you are teaching on campus, your department will provide office supplies as needed.
- ☐ Your department (dean or department chair) will inform you of the calendar and schedule for the first weeks, including reporting requirements.
- ☐ Your department will provide any department specific information.
- ☐ If you are teaching on campus, your department will provide keycard access to the classrooms.

The First Day & First Week

- ☐ If you are teaching on campus, get your Employee ID (you and HR).
- ☐ If you are teaching on campus, your department or the Teaching & Learning Center (TLC) will provide a tour of the campus.
- ☐ Your supervisor (dean or department chair) will review role responsibilities, work schedules, and set expectations.
- ☐ Review contact information for the TLC representatives. The TLC can help you with course design, professional development, and more!
 - [Megan Gooding](#)
 - [Karissa Kienast](#)
 - [Sondra Richards](#)
- ☐ Your supervisor (dean or department chair) will explain department communication methods (texting, email, Teams, etc.)
- ☐ Your department will distribute technology and/or provide access to shared technology.



- ☐ You are your department will confirm single sign-on access to computer, Outlook, MyMCPortal, Canvas, and other essential applications.
- ☐ All MC accounts use multi-factor authentication. [Set up DUO Mobile App](#) to enable multi-factor authentication.
- ☐ If needed, your department or the TLC will provide an overview for how to use key applications (such as Canvas, Microsoft Office 365, LinkedIn Learning, etc.)
- ☐ Review the [academic calendar](#). It is always posted on the MC website.
- ☐ Review professional development opportunities provided by MC. You will be notified of opportunities during the semester.
- ☐ Review the MC Faculty, Student and Employee Handbooks. You will find the links on the MC website or in the [Midland College Adjunct Faculty Course](#).
- ☐ Review the performance review processes ([faculty evaluation](#)). Your supervisor (dean or department chair) will review. You can also find helpful information on the website and in the faculty handbook.

Complete Activities Linked Below

- ☐ [Canvas Training Module](#)
- ☐ Check out a [Canvas Demo Course](#) for ideas to structure your course.
- ☐ Create your [Email Signature](#)
- ☐ Add [MC Email to mobile device](#)
- ☐ Quarantine: [Releasing Email Instructions](#)
- ☐ MC Email – [International Access](#)
- ☐ Review the [Instructional Technology List](#)
- ☐ Submit or update your [Instructor Vitae](#)
- ☐ Add or update your information in the [MC Campus Directory](#)
- ☐ New Employment module
- ☐ [Parking Permits](#): Pick up permits at MC Police Department (SSC 136)
- ☐ Complete [Safe Colleges](#) compliance training by deadlines indicated
- ☐ Access [MyMCPortal](#) for course, student and faculty resources (course rosters, certification rosters, grade entry, grade change, student information, request for Academic Engagement services, student conduct, faculty evaluation, and more)