

Southeastern Technical College

ADJUNCT ORIENTATION

Welcome to Southeastern Technical College. The following is a guideline to ensure that all necessary information is disseminated to adjunct faculty. Adjunct faculty will be assigned a mentor and will be notified of their mentor during the hiring process. Adjunct faculty will meet with their assigned mentor before the beginning of each semester to review the information shown below.

Check off the items as they are reviewed with you by your mentor, and sign the bottom of the form when completed. Note: items such as email, voicemail, accessing drives, etc., should be demonstrated by the mentor. The adjunct instructor should feel comfortable accessing these items before the items are checked off.

- Accessing Rosters in BannerWeb
- Adjunct Email
- Completing IT Help Desk Requests
- Electronic Withdrawal Forms
- Emergency Procedures
- Blood and Airborne Pathogens
- Hazardous Chemicals
- Remote Lab Access (RLA)
- Location of mailboxes
- Location of Copier/How to Use Copier/Copier Code/Duplicate Request Form
- Reporting No Shows
- Student Accommodation Requests
- Early Alert
- Program Standards required by TCSG
- Syllabi and Lesson Plans
- Y Drive
- Library Services
- Work Ethics

- FERPA
- Academic Dishonesty
- Attendance
- Classroom Policies and Student Conduct
- Safety and Housekeeping Rules/Expectations
- Time Sheets, if applicable
- Adjunct Classroom Observation
- Student Evaluation of Courses
- Harassment Prevention
- Grievance Procedures
- Warranty Policy
- Grading/Record Keeping
- Security
- Weapons Policy
- Tobacco Use
- Drugs
- Student Organizations
- Tutorial services available at STC
- Accessibility

Adjunct Signature	Date
X	

Mentor Signature	Date
X	