


New Adjunct Faculty Employment Checklist

The following must be completed to ensure compensation. You will find all the new hire forms by going to the following link <http://www.svsu.edu/adjunctfaculty/employment/forms/> . All forms can be returned to the Office of Adjunct Faculty Support Programs (SE201) or Human Resources (W373). Once the forms are completed and returned to SVSU and the background check is completed, you will be eligible to go to the faculty link under Self Service on my.svsu.edu to access your Year Contract, Section Assignment, your class roster etc.

	Tech Access Letter	Review the letter, that you received in the mail from our office, to access your username and password. Once all of this is completed and approved you will have access to your course roster and the Year Contract/Section Assignment(s).
	A-Check Global	You will be contacted by A-Check Global through your personal email account to initiate the required background check. Be sure to check your personal e-mail account (including your junk/SPAM folder) and reply quickly. Any information they request should be specific and to the point. You will not be able to complete the Year Contract and Section Assignment process until the background check is complete.
	Print and Complete Tax Forms	Federal W-4, MI W-4, SW-4 (for City of Saginaw residents only). Complete and bring to the Office of Adjunct Support Programs or HR (W373) as soon as possible.
	Print and Complete SVSU Data Form	Complete and bring to the Office of Adjunct Support Programs (SE201) or HR (W373) as soon as possible.
	Print and Complete FERPA Form (Family Educational Rights and Privacy Act)	The purpose of this law is to afford students certain rights pertaining to their educational records. Complete and bring to the Office of Adjunct Support Programs (SE201) or HR (W373) as soon as possible. You will not be able to complete the Year Contract and Section Assignment process until the background check is complete.
	Print and Complete Form I-9	You must bring this form to the Office of Adjunct Support Programs (Se201) or HR (W373) <u>in person</u> and with the type of identification required in original form (see instruction sheet attached to I-9 form). Do not date this form until it is presented to SVSU.
	Parking Permit Application (Optional)	Adjunct Faculty are eligible for a free parking permit to park in lots reserved for Faculty/Staff. To apply for your permit go to www.svsu.edu/universitypolice click on Parking Information and follow the instructions for Faculty/Staff permits.
	Print and Complete Direct Deposit Form (Optional)	Return this form with a cancelled check to the Office of Adjunct Faculty Support (SE201) or HR (W373) if you would like your salary deposited directly into your bank account.

Additional Information:

Year Contract and Section Assignment	<p>Continually access your SVSU e-mail for information regarding your Year Contract and Section Assignment. You will need to accept the Year Contract once every Academic year. You will need to accept a Section Assignment for each course you are teaching every semester. Until these are accepted you will not receive your pay. For more information on how to accept the Year Contract and Section Assignment go to www.svsu.edu/fileadmin/websites/officeofadjunct/Forms/SA_Contract_Instructions.pdf</p>
Decide on a textbook	<p>Barnes and Noble is our College Bookstore. You will find comprehensive information on ordering text books by visiting http://www.svsu.edu/adjunctfaculty/instructionsfororderingbooks/ or speaking with your department chair.</p>
Create your syllabus	<p>Please see the online Adjunct Faculty Handbook found at www.svsu.edu/adjunctfaculty under “Instructional Requirements” for information regarding syllabus creation. Once your syllabus is completed be sure to give a copy to your chair and dean.</p>
Orientation (required)	<p>New Adjunct Faculty are required to attend the Adjunct Faculty Orientation which takes place in August of each Academic year. You will receive an invitation for this via email and it will include information for how to register.</p>
Adjunct Faculty Handbook	<p>This handbook has a wealth of information in it that you will find very helpful. Please take the time to review. You can also view it online at www.svsu.edu/adjunctfaculty</p>
Review Questions for your Department Chair	<p>Included in this packet are questions you might consider asking your Department Chair before you begin your teaching assignment for the semester.</p>
Get Familiar with Canvas	<p>Contact the Information Technology office 989-964-4225 for access and training on our classroom management system. Visit https://apps.svsu.edu/workshops/ to view other trainings available to you.</p>

All new adjunct faculty are required to review the documents below when accepting their Year Contract/Section Assignment:

Policies and Procedures for Adjunct Faculty available at:
<http://svsu.edu/adjunctfaculty/employment/policiesandprocedures/>

Adjunct Faculty Year Contracts and Section Assignments Instructions available at
<http://svsu.edu/adjunctfaculty/employment/yearcontractsandsectionassignments/>

Any questions can be directed to us at 989-964-4050 or adjunctfaculty@svsu.edu