

Onboarding New Instructors

(in an ideal world)



Just flap. Good luck.

Presenters



Polly Schulle
Assoc. Dean of Math
Richland College, Dallas
pschulle@dcccd.edu
972-238-6309



Fred Wittel
Assoc. Dean of Science
Richland College, Dallas
wittel@dcccd.edu
972-761-6835

Things We'll Talk About

Hiring

Campus Tour

Introduction to Co-Workers

Tools of the trade

Adjunct Orientation

Your Input



Scissor Tailed Flycatcher

Hiring

Around 15 new adjuncts per regular semester

Several “last minute”

Fingerprinting, online application, notarized documents

First impressions

Need email, employee ID



Cedar Waxwing

Campus Tour

Needed places

Classrooms, labs, administration, adjunct office, media, HR, high school

Fun places

library, gym, music and theater venues, birding sites



Cardinal

Introduction to Co-workers

Department office staff

Lead faculty

Lab coordinators

Adjunct office staff

The boss (Executive Dean)



Green Heron

Tools of the Trade

Course website / Learning Management System

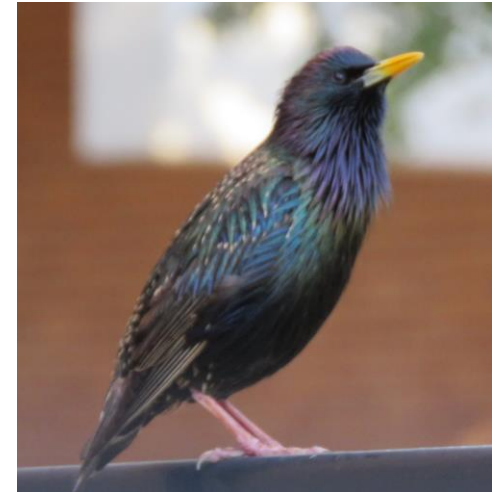
Homework software

Access to classroom and computer

Document camera, projector

Classroom technology

Professional Development Transcript System



Starling

Adjunct Orientation

Why?

Saves time to address a group

New instructors make friends

Instructors have their own questions

Collect transcripts and paperwork

Provide course materials and textbooks

Campus Tour



Killdeer

Your Input



Red-Bellied
Woodpecker chick

Adventure awaits