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| Three Rivers Community College Academic Division | |
| To: | Department Chairs/Division Directors |
| From: | Ann Branchini, Academic Dean |
| Date: | 9/3/2013 |
| Re: | Checklist for Adjunct Employment Onboarding |
| Comments: | \_\_\_\_\_\_\_\_\_\_ Banner ID Form to ADC (Kacey M.)  \_\_\_\_\_\_\_\_\_\_ Copy of Masters Transcripts/completed State of CT/TRCC applic. to ADC (Carole L.) – DC/PC  \_\_\_\_\_\_\_\_\_\_ Welcome email sent to adjunct from Academic Deans office – (Carole L.) – including:   * + - Banner ID Assignment/Number     - TRCC email address information     - Faculty Handbook link     - Educational Technology/Blackboard link     - Help Desk contact information     - Blackboard Learn expectation     - Academic Division Policies   \_\_  \_\_\_\_\_\_\_\_\_\_ Parking Pass Info to Administrative Services for generation of parking pass – (Christine M.)  \_\_\_\_\_\_\_\_\_\_ Key Request Form to Academic Dean’s office – (Carole L./Kayla M.)  \_\_\_\_\_\_\_\_\_\_ Employment package/Contract from HR when contract generated – Lori A. |
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