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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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