Adjunct Faculty Tip Sheet

Welcome to MCC! This checklist is intended to serve as a general guide as you prepare for your first semester. Since each department has specific procedures for its adjunct faculty, please work closely with your adjunct coordinator or faculty mentor to meet the criteria in your discipline.

Getting Started

- [Photo ID](#)
- Parking registration
- Keys
- Office assignment
- Mail folders
- [Voicemail](#)

- Copier info/code
- Outlook email training/password
- [Brightspace](#) and [classroom tech](#) training
- Access to MCC's M:drive
- Textbook orders (if applicable)

Beginning of the Semester

- Course information sheets (CIS)
- Syllabus/course outline/schedule
- Class rosters
- Room assignments
- Become familiar with classroom technology

- Identify students with special needs
- Post office hours on office door
- Provide copies of CIS and syllabus to department secretary (if applicable)
- [Online (Brightspace) teaching training (if applicable)](#)

Mid-Semester

- Attendance reporting in Banner
- Final exam schedule (if applicable)

- Watch **[MCC Tribune](#)** and **[TCC website](#)** for professional development activities

End of Semester

- Enter final grades in Banner
- Make note of "Incomplete" procedures
- Complete AFDR

- Clean office space/return keys if not returning the following semester
- If interested in promotion, contact department chair regarding the process.

Policies and Procedures

Review with your Adjunct Faculty Coordinator or Departmental Mentor.

- Grade change
- Incompletes
- Instructor absences and class cancellations
- Instructor Permission and waitlist
- How to put textbooks on reserve
- How to order video equipment
- Classroom management
- Dealing with concerned parents
- Classroom change request
- Student grievances
- Observations and evaluations
- Promotions
- Annual Faculty Development Report (AFDR)

Resources

- Classroom support
- Teaching & Creativity Center (TCC)
- Faculty Association
- Faculty Innovation Center (FIC)
- MCC Libraries