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**Orientation Checklist for Adjunct Faculty**

**Hiring Procedures**

* Take your social security card and, if foreign, take your visa documentation to Staff Employment (D-70 ASB) to complete an I-9.
* Complete your contract by following the instructions in the email sent by Staff Employment.
* Once your contract is approved, log in to myBYU for access to class roles, completion of your W4 form, and bank account information for direct deposit.

**Pre-arrival preparation**I. Check with the department secretary on:

* Available office space.
* Class schedule and room numbers.
* Access to a computer and other technology support that you might need.
* Phone/internet hook-ups and long-distance calling code set up.
* Access to a BYU email address.
* Building and department mail-boxes/keys, after-hours access, copy machine codes, and generic office supplies.

II. Visit the Adjunct Faculty Website - [adjuncts.byu.edu](file:///C:\Users\jal5\AppData\Local\Temp\adjunctfaculty.byu.edu)

* Review BYU Policy
* Take a tour of the website for other helpful information.

II. Familiarize yourself with teaching tools - <http://ctl.byu.edu>

* Learning Suite - <https://learningsuite.byu.edu/>
* Syllabus Builder
* Set up one-on-one training with CTL consultants if needed.

**First week of employment**

* Get a picture ID at the BYU ID Center (1057 WSC) 801-422-5092
* Register your vehicle with BYU online at <https://cars.byu.edu/vehicles>
* Ask for a list of department faculty/staff phone numbers.
* Ask to meet with your chair and discuss any needs, questions, or concerns that you may have:
  + Information on student evaluations and how they apply to you
  + How and when you will be evaluated and by whom
  + Ways to connect with your department (invitations to department meetings, socials, newsletters, email list)
  + Funds available for professional development opportunities, etc.