HELLO
my name is

New Adjunct Onboarding Checklist
Welcome to Portland State University! Here is a list of resources and tasks that will ensure that your startup experience at Portland State University is a positive one.

If you have questions before your first day, please contact HR at 503-725-4926 or askhr@pdx.edu.

Before Your Start Date

Schedule and Job Duties

☐ Return a signed Letter of Offer to your hiring manager
☐ Locate [documents] that prove your identity and employment authorization. You will need to bring these with you on your first day.
☐ Confirm your work schedule and dress expectations with your manager
☐ Review your department’s homepage for policies, office hours, attendance at department events and meetings, communications with department chair and/or office coordinator.
☐ Review information about the program and classes you will be teaching.

See the [Adjunct Webpage] for information on Transportation & Parking (including 50% discounts for yearly Trimet passes); PSUFA benefits such as the Health Insurance Fund, Faculty Education Fund, and Professional Development Fund; how to contact your departmental library liaison and the Office of Academic Innovation (OAI) for additional media for your classes, as well as a campus map.

On Your First Day

Meet with your manager and/or department resource to complete the following tasks.
☐ Visit Human Resources in the Market Center Building (1600 SW 4th Ave., Suite 518) to fill out the required new hire forms:
  ☐ Employee Information form
  ☐ I-9 Form (show employment authorization documents)
  ☐ International Tax Package (as necessary)

Human Resources will assign you a PSU ID number and help you set up your employee accounts, including direct deposit, your W4 form, emergency contacts, PSU Alerts, and your directory profile.

☐ Visit Campus Card Services in Neuberger Hall for your PSU ID card
☐ Request appropriate keys and pick them up at Facilities.

Visit the [Adjuncts Webpage] for information on ordering office supplies, an introduction to your department, and the Mentor/Peer Contact program.
# New Adjunct Onboarding Checklist

## First Month
- Make sure you’re on the mailing list for upcoming faculty and department meetings and events (check with your department admin).
- Review American Federation of Teachers’ collective bargaining agreement.
- Review your options for retirement plan enrollment in six months. Choose from PERS or ORP.

Visit the Adjuncts Webpage for information on upcoming campus events, recreational facilities, training and development opportunities, PSU acronyms, local restaurants, broadband reimbursement, emergency and public safety resources, conflict resolution, University closures, worker’s compensation, Family Medical Leave (FMLA), payroll advances, and the University’s organization chart.

## Additional Faculty Resources
- New Faculty Orientation
- Bookstore Services for Faculty – Requesting Textbooks
- Instructional Design & Course Development Process
- PSU Online (Online Curriculum Tool)

## Student Registration & Grading
- Grading and Incomplete Grade Policies
- Student Fees & Usage
- Wait Listing Students
- Submitting Final Grades