



Tips For New Faculty and Adjuncts

Some of the things you may need to know as you get started at Minnesota West.

WEB SITES OF INTEREST	
What are some of the web sites I should know about?	Minnesota West home page (http://www.mnwest.edu) Faculty and Staff page (http://www.mnwest.edu/faculty-staff) D2L Brightspace home page (click Log in Online Course/D2L). Username/password is your StarID and password.
INSTRUCTION/TEACHING INFORMATION	
How do I know what I am teaching?	Your dean will work with you regarding your schedule. Access the Minnesota West class schedule online at http://www.mnwest.edu/class-schedules .
What is a course outline?	A course outline details the objectives for the course. Course outlines are available on the web site at http://www.mnwest.edu/academics/course-outlines . You are responsible for developing a course that meets the objectives. You are also responsible for sharing the established course outline with your students.
Do I have to create a syllabus?	Yes. There is a template available online (Course Syllabus (enterable DOC)). Also, talk to other instructors in your department or on your campus for ideas and feedback. Your dean will review your syllabus with you.
Do I have to set office hours? How does that work for adjuncts?	Talk to your dean about any concerns regarding office hours. You may want to be available for your students at least ½ hour before/after a class. For Liberal Arts classes, instructors must have 1 office hour for each 3 credits they teach.
I need help laying out my course. Is there someone I can talk to?	There are many resources available to you. Talk with your dean. Talk with colleagues in your discipline. CATT team leaders can assist. Also, one of the deans has a background in instruction design (Kayla.Westra@mnwest.edu) and is available to assist.
How do I turn in grades?	Grades are turned in electronically. Go to the Faculty/Staff web page and click on Enter Grades . The grading window will open one week before the end of the course, and will remain open until 2 business days after the semester ends. All grades must be turned in on time – not doing so can negatively affect a student’s financial aid as well as other college processes.
What assessment forms do I need to complete each semester?	Refer to the faculty handbook for more information http://www.mnwest.edu/faculty-resources/faculty-manual . Your course assessments are completed in D2L. Watch for instructions from the coordinator, Beth Van Orman (beth.vanorman@mnwest.edu).
I’m teaching online and I need help. Who can I call?	Contact Kayla Westra (Kayla.Westra@mnwest.edu). Phone: 507-372-3435. Also, attend the Center for Teaching and Learning (CTL) events for more information as well as work with CATT team members for teaching online tips.
How do I know when classes start/stop? What are the holidays?	The academic calendar is a good resource for this information. It is available on the web site on the Faculty and Staff page (http://www.mnwest.edu/faculty-staff).
What are the Drop/Add dates?	The academic calendar is a good resource for this information. It is available on the web site on the Faculty and Staff page (http://www.mnwest.edu/faculty-staff).

What library resources are available?	What if you have a question about streaming media or copyright? Contact the LARC (librarians) or visit website at http://www.mnwest.edu/larc .
Can I access voicemail if I am not on campus?	<ol style="list-style-type: none"> 1. Call your phone number 2. When your voice mail starts, press * 3. Enter your 10 digit phone number and press# 4. Follow the directions/prompts <p>Also note that your voicemail messages are sent to your email.</p>
GENERAL INFORMATION	
I need supplies – paper, pencils, scissors.	Talk to your campus administrative office and they will point you in the right direction. Each campus is a bit different in procedure.
Where do I order my books?	Use the online book adoption form to order your materials. Access the bookstore page from the Faculty Staff web page. Complete your book adoptions as soon as asked – even if you are using an open educational resource and not textbooks.
I need additional technology in my classroom.	Talk to your campus IT personnel.
I need help with my computer or another IT issue. What do I do?	<p>If you have a problem with a computer, printer, software, phone, D2L Brightspace, any technology, or need an update on the web site, you should file a ticket using AskIT.</p> <p>Access AskIT at the following web page: http://mnwest-its.custhelp.com</p> <p>Bookmark this page – it is not linked on the web site (otherwise students will find/use the link).</p>
How do I get my Minnesota West email set up?	Your StarID is your login. To access your email from home, go to https://www.mnwest.edu/it/staff-email . Minnesota West faculty (including adjuncts) are required to use their MnWest.edu email to contact and respond to students.
What if I have computer problems?	Contact your home campus IT technician (http://www.mnwest.edu/it) through AskIT (http://mnwest-its.custhelp.com).
Is there a faculty association/union?	Each campus has a faculty association/union. Ask any of the instructors on a campus who the contact person is for your location.
Where do I view my paycheck? What if I have questions on my pay?	You will view your pay stub on the state web site at https://www.state.mn.us/employee . If you need assistance, contact HR
Are there disability services available to my students?	Yes. Go to http://www.mnwest.edu/student-services/disability-services for more information.