

# UConn School of Social Work Adjunct Faculty Checklist



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## WHERE TO START?

- ☐ **Complete all required paperwork in the UConn hiring system via the [Career Portal Applicant Login](#).**
  - Once your teaching assignment is confirmed, you will receive email communication from Iris Strong with instructions to complete the School of Social Work Adjunct PageUp application.
  - Once your PageUp application is complete, the hiring system and/or Human Resources will email you with items that require your attention. Please complete these items as promptly as possible to avoid hiring delays. (These emails will be sent to the email address you provided on your PageUp application. Please check your spam/junk email folders to ensure that you do not miss any time-sensitive communications.)
  - Once all required paperwork is completed and if/when approved by Human Resources, you will receive an official offer letter for your review/acceptance. **To review and officially accept your offer letter, you need to log into the [Career Portal Applicant Login](#).**
  - Please contact Iris Strong at [Iris.Strong@uconn.edu](mailto:Iris.Strong@uconn.edu) with questions regarding the hiring process.
  - **NOTE:** You will be unable to begin teaching until you are fully approved and officially hired by Human Resources. All offers are contingent upon approval and sufficient course enrollment.

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## COURSE PREPARATION – PRIOR TO BEGINNING TEACHING ASSIGNMENT

- ☐ **Obtain the primary syllabus for the course(es) you are teaching and begin reviewing course materials.**
  - You will receive a copy of the primary syllabus for the course you will be teaching via email from the Program Director, Faculty Course Lead, or Program Assistant.
  - If you have not received a syllabus copy, please contact Chelsea Lebron at [Chelsea.Lebron@uconn.edu](mailto:Chelsea.Lebron@uconn.edu).
  - Please allow yourself no less than 30 days prior to your teaching appointment to review course materials and address any initial questions regarding course content and teaching at UConn.
- ☐ **Attend the School of Social Work Adjunct Orientation**
  - Adjunct Faculty **are not required to/do not** attend the in person New Employee Orientation in Storrs organized by Human Resources.
  - If you are teaching during the Fall or Spring, you will receive an email invitation to an internal, virtual, School of Social Work Adjunct Orientation that will be held approximately three weeks prior to the start of the semester. This communication will come directly from the School of Social Work Dean's Office.

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## ONCE FULLY HIRED – PRIOR TO BEGINNING TEACHING ASSIGNMENT

- ☐ **Activate your NetID and UConn Email**
  - The NetID and password will be your credentials for logging into most University systems, including UConn email, Student Admin, and HuskyCT (UConn's learning management system).
    - NetID Management: <https://netid.uconn.edu/>
    - Email Log in: <https://email.uconn.edu/>
    - Contact UConn Technology Support for Assistance: <https://techsupport.uconn.edu/>

## ☐ Request your HuskyCT Site and Begin Working on Reviewing and Uploading Course Content

- UConn instructors use HuskyCT for sending course announcements, posting content, and posting grades. Many instructors also use HuskyCT for the online submission of assignments, discussions, and quizzes.
- **Request a HuskyCT site for the course section(s) you are teaching.** This is done through [Student Admin](#) (please follow the instructions here). If you have any questions about this process, please let us know as soon as possible.
  - HuskyCT Support: <https://edtech.uconn.edu/huskyct/>
- **NOTE:** You will also be provided with access to any course development and/or resource sites by either the Faculty Course Lead or Dean's Office.
  - We also have a template in HuskyCT that can be used as a model for your own class site – if you would like to use this, or you need support in setting up or copying over content from a class resource site, please just reach out to Rachel Schwartz. *\*\*If you are teaching an asynchronous online course, you will be given a fully developed course site, you will not be creating your own.*
- We have developed template sites for most courses that you can copy, they will be set up with all the course materials and are in Blackboard Ultra – you will receive follow up information from Rachel Schwartz about how to make the course copy request you're your specific course and the template information . The form that you will complete is linked here - <https://kb.uconn.edu/space/TL/27170897953/Changes+to+HuskyCT+Course+Copy+Process#Click-Here-for-the-HuskyCT-Course-Request-Form>
- For more information on using HuskyCT, visit the [CETL-Educational Technologies website](#).
  - Student Administration System Login: <https://studentadmin.uconn.edu/>
  - HuskyCT System Login: <https://huskyct.uconn.edu/>

## ☐ Request a Desk Copy of Your Course's Textbook

- If you would like to order a free desk copy of your textbook directly from the publisher, please review the '[How to Request a Desk Copy](#)' guide.
- We recommend that instructors place desk copy requests with publishers as soon as possible, as there may be processing and shipping delays.

## ☐ Send a copy of your final syllabus to the Dean's Office.

- While finalizing your syllabi for the semester, please note that there will be updated required boiler plate language to include (MSW or BSW depending on the course(es) you are teaching) forthcoming via email from the Dean's Office prior to the start of the semester.
- **Once your syllabus is complete, please email a copy to [Chelsea.Lebon@uconn.edu](mailto:Chelsea.Lebon@uconn.edu) for our records.**

## ☐ Review the New Employee Welcome Webpage – Parking Options, UConn ID, etc.

- There is information on the New Employee Welcome webpage that Adjunct Faculty will find helpful related to onboarding, including parking, OneCard, and payroll.
  - **New Employee Welcome webpage:** [New Employee Welcome | Human Resources \(uconn.edu\)](#)
  - **Parking Services:**
    - **Note:** Please be sure to select the option for Special Payroll permits if interested in purchasing a parking permit.
    - **UConn Hartford Employee Parking:** <https://park.uconn.edu/employees/hartford/> (There is also limited, metered street parking around the Hartford SSW building)
    - **UConn Stamford Employee Parking:** <https://park.uconn.edu/employees/stamford/>
  - **One Card Office** (UConn Photo IDs): <https://onecard.uconn.edu/>

- **Payroll Office:** <https://payroll.uconn.edu/>
  - **2025 Payroll Calendar**
  - **Direct Deposit:** <https://payroll.uconn.edu/direct-deposit/>
- You may also find the *Before You Start Webpage* helpful: [Before You Start](#)

#### ☐ **Complete Form I-9**

- Federal law requires all UConn employees to have a complete Form I-9, Employment Eligibility Verification, on file. You will be required to complete this form if you are new to teaching at UConn or do not have a current Form I-9 on file with the University.
- Please contact Iris Strong at [Iris.Strong@uconn.edu](mailto:Iris.Strong@uconn.edu) with questions.

#### ☐ **Irrevocable Retirement Election**

- You will be required to make a retirement election on or before your first day of employment.
- All newly hired Adjunct Faculty must make a time sensitive irrevocable retirement election to either enroll in the Alternate Retirement Plan (ARP) or Waive participation completely.
- Per HR, this decision is applied to all future employment with the State of Connecticut, including part-time employment with UConn or a constituent unit of the Connecticut Board of Governors of Higher Education.
- New Adjunct Faculty should receive an email directly from our HR Benefits Team with information about making this retirement election, if you have not, you should contact [hr@uconn.edu](mailto:hr@uconn.edu) before your first day of employment.

#### ☐ **Complete all required training related to the Office of Institutional Equity, Compliance, and Human Resources via the [Learning@Work Portal](#).**

- New Adjuncts are enrolled in and receive an email from Learning@Work for required training related to the [Office of Institutional Equity, Compliance, and Human Resources](#). This email will most likely arrive after your start date.

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## **THROUGHOUT THE SEMESTER**

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#### ☐ **Actively Monitor Your UConn Email Address**

- The UConn community, including students and the School of Social Work Dean's Office, will send communications to your UConn email address. It is important that you actively monitor this email inbox.
  - **UConn Email Login:** <https://email.uconn.edu/>

#### ☐ **Maintain Communication with the Faculty Course Lead and School of Social Work Dean's Office**

- Please keep in touch with and reach out as needed to the Program Director and/or Educational Program Assistant with any questions or concerns as they arise throughout the semester.
- You may also receive time sensitive, course content related communications from either the Faculty Course Lead, Program Director, and/or Educational Program Assistant that requires your attention and possible action.
- Please review and respond (as needed) to all communications.

#### ☐ **Attend the SSW Pedagogy Workshops and Check-Ins**

- We will be scheduling a series of virtual workshops and check-ins intended to be helpful for Adjuncts.
- These optional workshops are open to all SSW instructors and will set aside time to talk about difficult/challenging classroom situations, including ways that such challenges could hopefully be prevented.

## ❑ Communicate Student Concerns Promptly – Who to Contact When?

- **In the event of an emergency, contact 911.**
- For student concerns that are not emergencies, please email the student's advisor early on when the situation arises.
- You would contact a student's advisor in the event of concerns such as frequent absence, repeated lateness, late papers or frequent requests for extensions, lack of communication (e.g., no response to emails) and/or other unprofessional behavior, health or mental health concerns and/or disclosure of difficulty related to basic needs (housing, food, etc.).
- To find out who a student's advisor is, contact [Chelsea.Lebon@uconn.edu](mailto:Chelsea.Lebon@uconn.edu), [rachel.schwartz@uconn.edu](mailto:rachel.schwartz@uconn.edu), or [paula.nieman@uconn.edu](mailto:paula.nieman@uconn.edu) (for BSW students)
- If the advisor is not responsive or if the problems continue, email the appropriate Program Director.

## ❑ Procedure for Cancelling a Class

- Instructors should email their students directly through [Student Admin](#) or [HuskyCT](#) to notify them prior to class of any class cancellations.
- Notify [OSAS](#) (preferably by email: [sswstudentservices@uconn.edu](mailto:sswstudentservices@uconn.edu)), as well with the cancelled class name, date, time and building/room number. Please include/cc [Chelsea.Lebon@uconn.edu](mailto:Chelsea.Lebon@uconn.edu) and the appropriate Program Director on this email to OSAS.

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## EPAS EVALUATIONS

### ❑ EPAS Evaluations

- To ensure the School of Social Work is teaching according to the standards of our accrediting body, Council on Social Work Education, **instructors teaching method and foundation (non-elective) courses are required to complete a quick spreadsheet evaluating their students at the end of the semester.** These spreadsheets are due to [Chelsea.lebron@uconn.edu](mailto:Chelsea.lebron@uconn.edu) by the final grade submittal date of each semester. You will receive your spreadsheet and instructions toward the end of the Fall/Spring semester.

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## INSTRUCTOR RESOURCES

### - School of Social Work Resource Links

- [SSW Resources for Faculty and Staff](#)
- [SSW Adjunct Resource Guide](#): **\*When in doubt – please consult the Adjunct Resource Guide!\***
- [Adjunct Resource Center in HuskyCT](#)
- [Resource Links for Instructors](#): A quick list of links to resources for instructors and students.
- [SSW Pedagogy Workshops and Check-Ins](#)

### - UConn Resource Links

- [University Policies](#)
- [UConn Knowledge Base](#) – Searchable database to find answers to your UConn questions from various support categories.
- [Faculty Resources for Teaching Online at UConn](#)
- [Payroll](#)
- [UConn Hartford Student Resources](#)

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## SSW CONTACTS

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- **Dr. Rachel Schwartz** – MSW Program Director – [Rachel.Schwartz@uconn.edu](mailto:Rachel.Schwartz@uconn.edu)
- **Dr. Paula Nieman** – BSW Program Director – [Paula.Nieman@uconn.edu](mailto:Paula.Nieman@uconn.edu)
- **Chelsea Lebron** – BSW & MSW Educational Program Assistant – [Chelsea.Lebron@uconn.edu](mailto:Chelsea.Lebron@uconn.edu)