

What to do once you have hired an Adjunct

1. Complete two reference calls for the adjunct you would like to hire. Use the Telephone Reference Check Form found online at http://www.callutheran.edu/academic_affairs/faculty_resources/documents/ReferenceCheckFormVersionJuly2013.pdf
2. Submit Reference Check Form to Academic Affairs.
3. Email the adjunct letting them know that they have been hired and confirm the course(s) they will be teaching. In this email, let them know about needing to complete paperwork for Academic Affairs and CC Karissa Oien.

Sample Emails:

Dr. Bates!

I wanted to confirm your teaching with us for the fall REL 100 section. The semester runs from 09/05/2013-12/19/2013, and the course is scheduled for Tuesday, Thursday 04:05PM - 05:45PM.

It would be good to fill out the employment paperwork now, so they get you into the Blackboard/email system early. That way you can build your class materials on line (if you wish) and log in to "webadvisor" to see the student numbers, etc.

Here is the link to the "New Employee Forms" that the Provost's office will use to process your hire. http://www.callutheran.edu/academic_affairs/adjunct_resources/AdjunctResourcesandForms.php

I will copy this email to Karissa Oien in the Provost's office. She will receive and process the forms. She can also answer questions, give you more information, tell you about any adjunct orientation she might be leading at the end of the summer, etc.

I will copy Randy Toland who assists the Dean and faculty in Humanities. Her office will be working on office space and creating mailboxes, etc.

Let me know if anything else comes to mind that I have forgotten,

Julia

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Julia L. Fogg, Ph.D.  
Chair of the Religion Dept  
California Lutheran University  
805.493.3039

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Rick,

First and foremost, thank you for agreeing to teach in the MBA Program at California Lutheran University. To recap, you will be scheduled to teach BUS 521: Statistical Analysis for Managers during Fall 2013.

In order to get you "in the system" at CLU I will need you to fill out and return all of the forms listed under "New Employee Forms" at the following website:

[http://www.callutheran.edu/academic\\_affairs/adjunct\\_resources/AdjunctResourcesandForms.php](http://www.callutheran.edu/academic_affairs/adjunct_resources/AdjunctResourcesandForms.php)

On that page is also the Adjunct Handbook. It outlines the processes, procedures and rules regulating instruction of courses at CLU. Please review this document as you will be asked to sign a document saying that you have received the handbook.

I have copied Karissa Oien on this email as she is the person that you will submit your completed paperwork to. Her email address is [koien@callutheran.edu](mailto:koien@callutheran.edu). To finalize your paperwork Karissa will need to make a copy of your driver's license and social security card or your passport. Unfortunately, she cannot accept scanned or faxed copies but must have the actual documents in hand and copy them in the office. I encourage you to call her office prior to stopping by to make sure that someone is there to meet you. The office phone number is 805-493-3145. If you are not local to Thousand Oaks and it is more convenient for you to have a copy of the documents notarized and mailed to the University, that would work as well.

Once your paperwork has been processed, you will be assigned a CLU email address. We ask that you check this email address frequently as it is the only means of communicating that a number of offices have available to them. This is also the email address that students will use to contact you. You will also need to get a parking permit for any vehicle you drive to campus. Our parking on campus is free and you are welcome to get a tag for each of your vehicles. You can apply for your permit at the following website: [https://www.callutheran.edu/safety\\_security/vehicle/index.php](https://www.callutheran.edu/safety_security/vehicle/index.php) (Please note that you will need your CLU email and password to do this.)

Please let me know if you have any questions about any of the above items.

I will be in touch with some additional items once you have been added to the system.

Welcome to the CLU family!

Melanie