Part-Time Faculty Tip Sheet/Resources

This tip sheet was created to help support part-time faculty as they begin teaching at URI and assumes the part-time faculty member has received notification of appointment.

Pre-Arrival / Hiring Process

- [ ] **If not completed, finish hiring paperwork and payroll information with HR**
- [ ] URI ID # is triggered by the hiring process. If alumni, your ID needs to be converted to include faculty rights
- [ ] Get your physical **URI ID card** at Memorial Union room 216
- [ ] Complete HR-related Trainings
- [ ] **Course Assignment.** Work with the assoc. dean, dept. chair, or course coordinator if you have questions about your course assignment

Get Oriented

- [ ] Check out **URI's Faculty Gateway**
- [ ] **Attend orientation/info sessions with home department** as posted or available
- [ ] **Set up workspace/office.** Work with dept. contact to determine available space any accommodations needed, such as a phone, computer, software, and supplies
- [ ] **Copies.** Make sure you are able to make copies/bill to the appropriate department Check with the department chair, coordinator, admin, or dept. colleague
- [ ] **Mail.** Work with dept. chair, course coordinator, or admin on mail procedures
- [ ] **Obtain parking permit** and find parking locations on campus

Technology Access / Support

- [ ] **Get set up with IT -** https://its.uri.edu/faculty-getting-started-with-uri-technology/
- [ ] **Accessing WiFI**
- [ ] More IT key services - Contact helpdesk@uri.edu for assistance
- [ ] Check out IT's Teaching & Learning Services team for help with all things Ed Tech

Brightspace

- [ ] Getting started - https://web.uri.edu/brightspace/gettingstarted/
- [ ] Building content - https://web.uri.edu/brightspace/building-content/
- [ ] Template and course design info (choose template that aligns with # of semester weeks)

Adapted by Penny Edwards , Faculty Development Specialist in ATL, from Viterbo University and material provided by Evan Kent, URI Col. of Business. Please email Penny with comments or suggestions.

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Classroom Technology

☐ Need assistance with classroom A/V or technology? [Reach out to IT](#)

eCampus
https://ecampus.uri.edu/faculty-staff

☐ Use eCampus to determine Course # - assigned by dept. (example - MKT 367-0002)
☐ Use eCampus to determine Record # - this is the enrollment number, for just faculty will initially be 0. Students will follow after

Teaching Preparation

☐ **The Office for the Advancement of Teaching and Learning** provides teaching support—both instructional strategy and course design. [Website](#) has many resources and consultations are available
☐ **Syllabus/Syllabi:**
    ☐ Obtain from your dept. contact and review a recent/current copy of the syllabus for the course(s) you will be teaching
    ☐ If the course is a General Education class, review [these resources](#).
    ☐ Update the syllabus(i) for your section(s). If needed, syllabus templates and related resources are [available through ATL](#)
    ☐ Include mandatory language from [Provost/Vice Provost semester memo](#)
☐ **Plan for the first day** of class, [with inclusivity and engagement](#)
☐ **Send final syllabus and office hours** to dept. contact
☐ **Textbooks:**
    ☐ Review textbook information from the syllabus
    ☐ Obtain a copy of the text (with assistance of dept. chair) and any instructor materials
    ☐ Ensure your book is on reserve at the R.L. Carothers Library - [review the reserves information](#)
☐ **Obtain any additional resources** needed for the course(s) you will be teaching
☐ **Review [enrollment/registration services](#) information**
    ☐ Guidance on finding [class roster](#) and [permission numbers](#) in eCampus
☐ **Get your course set up in Brightspace**:
    ☐ Check with dept. contact(s) to see if a Brightspace site already exists for your course that you can use/copy
    ☐ **Post syllabus.** Save your accessible document as a PDF & upload
    ☐ Set up your gradebook
☐ **Review with your dept. contact the process for canceling/missing class** (sick or away for a conference); update syllabus as needed
☐ Schedule any necessary training on **classroom technology** - Contact helpdesk@uri.edu for assistance

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While You Are Teaching

- ☐ **The Office for the Advancement of Teaching and Learning** provides teaching support—both instructional strategy and course design. Their [website](#) has many resources and consultations are available
- ☐ **Academic Enhancement Center**. The [AEC](#) provides tutoring, writing assistance, and study skills support for students
- ☐ **Disability, Access, and Inclusion.** [DAI](#) collaborates with partners across campus to provide equal access for students. Contact DAI if you have questions about an accommodation letter
- ☐ The **University libraries** assist in finding instructor resources and providing research assistance for students. Check out their [getting started page](#)
- ☐ **Academic Testing Center.** The [ATC](#) is a dedicated facility for students to take tests. Faculty use RegisterBlast to set up testing. Visit their website for details
- ☐ **Early alert system ([Starfish](#)).** You will be requested to provide feedback during regular semester courses to indicate students that are struggling or doing particularly well. The purpose is to provide just-in-time feedback to students and URI support offices
- ☐ **Enter midterm grades** in eCampus - [entering grades](#)
- ☐ **Course evaluations.** You will receive notice of student course evaluations ([IDEA](#)), with the ability to go into the software and set objectives and add questions
- ☐ Understand the **process for canceling/missing class** (sick or away for a conference) by checking with your dept. contact
- ☐ **Stay Informed.** Watch for weekday emails from URI in their 'Rhody Today' messaging. Regularly communicate with your dept. contact. Check out the URI [events calendar](#).

At the End of the Term

- ☐ [**Enter final grades**](#) in eCampus
- ☐ **Review IDEA evaluations** (available a week after the end of the survey)
- ☐ Reflect on your teaching experience and review with your dept. contact

Additional Important Links

1. [University Manual](#)
2. [Academic Calendars – Enrollment Services](#)
3. New faculty information - https://web.uri.edu/faculty/new-faculty/ (an old site, but useful)
4. URI Google Suite - [G Suite – Information Technology Services](#)

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5. Log into URI Microsoft Office 365
   a. This is where you find Zoom, Panopto, and Qualtrics
6. URI Faculty / Staff Student Services
   https://web.uri.edu/ecampus/help/facultystaff-student-services/
7. Final Exam Schedules

Help

1. URI ITS Service Desk
   Carothers Library, Room LL19
   https://its.uri.edu
   helpdesk@etal.uri.edu

2. University Police and Security
   401-874-4910 uripd@etal.uri.edu

3. Reach out to your Dept. contact for non-emergency needs