

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
- ☐ **Review [the Academic Calendar](#)** for important dates throughout the term

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/>
- ☐ Template and [course design info](#) (choose template that aligns with # of semester weeks)

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](#) (also captured on ATL's Syllabus webpage - see prior bullet)
- ☐ **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 help from 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

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. Information about [URI Google Workspace](#)
3. Log into [URI Microsoft Apps Portal](#) - where you find Zoom, Panopto, and lots more
4. URI Faculty / Staff Student Services
<https://web.uri.edu/ecampus/help/facultystaff-student-services/>
5. [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