

## Ongoing Contact for Adjunct Faculty

### **Day before class starts:**

Dear Faculty,

Classes begin tomorrow! As the excitement of a new semester builds, please take a moment to ensure that you have completed the items on the attached “Adjunct Faculty Semester Start Checklist.” Most importantly, please confirm that your D2L course shell is active – for both online and face-to-face classes -- and that you have emailed a copy of your syllabus to Lee Anne Gills.

We look forward to a successful semester. Please let me know if you have any questions.

### **End of first week:**

Dear Faculty,

I hope classes began positively for you this week. If you noticed students on your class roster who did not attend class, please contact them. One of our campus goals is to ensure student success, and that often comes from students having good relationships with instructors. Initiating contact, whether through phone, email, or in person, sends students the message that we care about them and want them to succeed. So, please take a few minutes to call your “no shows” and let them know that class has begun.

You can find your students’ phone numbers and email addresses by going to [www.gfcmsu.edu](http://www.gfcmsu.edu), “Faculty and Staff,” “Banner Web,” “Enter Secure Area,” logging in, “Faculty Information,” and then “Student Menu.” If you find a student has a wrong/disconnected/missing phone number, please compile a list of those students’ ID numbers, note the problem, and email the list to [admissions@gfcmsu.edu](mailto:admissions@gfcmsu.edu).

Admissions will then try to find an alternate number or place a hold on their records to try and get accurate contact information from the students. Please do not send both the name and the ID number in the email though as that is against FERPA rules.

If you are teaching a course online and are using MyMathLab, please make sure that your Banner class list and your MyMathLab class list match. If a student is listed on one but not the other, please contact the Registrar at 406-771-4312 to find out why there’s a discrepancy.

We are here to support you and the work you do with our students. Please let me know if you have any questions.

### **2 weeks into the semester, by the 15<sup>th</sup> day:**

Dear Faculty,

I hope things are going well in your courses. Please review your course roster for any changes in student enrollment. You may have discovered that some students have added or dropped your course. If you have students on your roster who have never attended class, please be sure to note that. The easiest way to keep track would be to enter an ‘X’ in the grades area of Banner for each student who has not attended.

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Please let me know if you have any questions.

### **A week before midterms:**

Dear Faculty,

As you know, next week is midterm. Please make sure to report midterm grades in Banner by the deadline specified by the Registrar's office. Please follow the instructions sent by the Registrar's Office. Even if you don't "officially" give midterm grades, providing students with a progress report is essential to their success. If you don't wish to use regular letter grades (A,B,C), you are welcome to use S (satisfactory), U (unsatisfactory), NA (not applicable – for classes on condensed or alternate schedules), or X (never attended).

Please let me know if you have any questions.

### **3 weeks before finals:**

Dear Faculty,

This is just a friendly reminder to complete the necessary administrative tasks associated with finals week. You will soon receive (if you haven't already) the course evaluation packets to administer to students. If you are teaching online, the course evaluation process is as follows: (1) E-mail notifications are sent to the official student email address that is listed in Banner; (2) Reminder notifications are sent every three days until the student responds or evaluations close at midnight (usually the first or second day of finals); (3) The notifications contain a unique link to the online evaluation. Students do not need a password to access the forms and (4) The entire process is automated. We cannot provide passwords to instructors. For face-to-face classes, please distribute the course evaluations prior to the last day of class.

Also, please check the finals week schedule and confirm the day and time of your final. Make sure your students know the final day/time in advance so they can arrange for daycare, change work schedules, etc. Remind your students several times of the day/time on which your final is scheduled. Finals week can be confusing for students because the schedule all changes. Finally, please ensure that final grades are submitted to Banner by the due date posted by the Registrar's office.

Please let me know if you have any questions.

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### **Finals week:**

Dear Faculty,

Finals week is here! Please remember to submit your final grades to Banner by the due date specified by the Registrar's office. The Learning Outcomes Assessment Phase IV forms are also due on that day and should be emailed to Lee Anne Gills. Attached is an end-of-semester checklist to help you keep track of necessary administrative duties during this busy time of the semester.

Please let me know if you have any questions.