

## Adjunct Faculty Onboarding Process and Important Information

Welcome to Brooklyn College! The following describes the onboarding process, policies related to your appointment, and resources to support your success at the college.

### Onboarding Process

In order for the college to appoint you as an adjunct, you will need to fill out paperwork and schedule an appointment to meet with a Human Resource Services representative to complete the employee onboarding.

*This process begins once you have accepted your offer of employment.*

- Visit [www.brooklyn.cuny.edu/HR](http://www.brooklyn.cuny.edu/HR) and click on “New Employee” in the menu on the right side.
  - Click on “schedule an appointment”
  - Follow the directions to set up a H.O.S.T. Scheduling System Account
- Under the **Adjunct** section, click on the “Make an appointment” link and select a time and day.

You will receive an e-mail confirmation for your onboarding appointment that includes a **New Employee Checklist** with links to the required paperwork. Complete and sign ALL of the documents (approximately 30 pages) and bring them with you to your scheduled appointment.

### Adjunct Faculty Policies and Resources

The website for the Office of the Associate Provost for Faculty and Administration contains most of the college and university policies and resources you will need.

- Visit [www.brooklyn.cuny.edu/APFA](http://www.brooklyn.cuny.edu/APFA) and click on “Adjunct Faculty Resources.”

*Obligations of the Faculty and Syllabus Preparation Guidelines.* This is a semester-specific memo concerning required activities and other obligations related to your teaching assignments.

*Adjunct Faculty Handbook.* This is an abridged version of the more comprehensive *Faculty Handbook*, focused on the needs of our adjuncts.

*Faculty Workload.* Links are provided for college and university policies related to appointment limitations and special workload hour calculations. Also included is guidance concerning the Paid Office Hours and Paid Professional Hours provision of the contract effective Spring 2020.

*Faculty Professional Development.* You will find information about college, university, and external opportunities and initiatives, most of which are open to all faculty. Adjuncts are encouraged to participate.

*The Professional Staff Congress (PSC).* Links are provided to the faculty and professional staff contract, the union’s pages on part-time faculty rights and benefits, and the grievance process.

### Health Insurance and Other Benefits

Teaching and non-teaching adjunct faculty are eligible for health benefits after completing two consecutive semesters of employment, excluding winter and summer, with specific minimum hour requirements. Please refer to the information on the PSC and CUNY websites, accessed from the “Adjunct Faculty Resources” page. You can also contact the campus benefits officer, Donna Corbin, at [DCorbin@brooklyn.cuny.edu](mailto:DCorbin@brooklyn.cuny.edu).