

## New Adjunct Hired by Department: Department...

- Connects new adjunct with HR contact for onboarding/hiring of adjuncts: Victoria Jordan ([AskHR@jjay.cuny.edu](mailto:AskHR@jjay.cuny.edu))
- Gives new adjunct an offer letter (templates provided by Kim Chandler's office) to complete and send to HR contact
- Submits adjunct Background Verification Form and eHRAF to HR
- Shares model syllabus, handbook with new adjunct

## Adjunct must complete all HR paperwork

- HR creates JJ email address for new adjunct

## AFTER cleared by HR: Department should...

- Ask Kate Gribbin ([kgribbin@jjay.cuny.edu](mailto:kgribbin@jjay.cuny.edu)) to add adjunct to *Instructor Table* (send adjunct's EMPL ID if possible). Only necessary for brand new hires.
- Then, ask Registrar to add adjunct to the schedule ([schedule@jjay.cuny.edu](mailto:schedule@jjay.cuny.edu)). Might take 24 hours for system to refresh and adjunct to be added.

## After cleared by HR: Adjunct...

- Can get a John Jay ID by visiting Public Safety in person (L2.61 NB)
- Must claim their CUNY First account

## Blackboard Access:

- Approximately 24-48 hours *after* the adjunct has claimed their CUNY First account **and** the Registrar has added them to the schedule and they appear in CUNY First – they should gain Blackboard access to their class(es).
- Once in Blackboard, faculty can self-enroll in the DOES *Blackboard Basics for Faculty* workshop (under *Organizations*). Questions to: [blackboard@jjay.cuny.edu](mailto:blackboard@jjay.cuny.edu)