

NEW PART-TIME FACULTY WELCOME - August 17, 2022

Welcome to AY2022-23!

On behalf of the University of Hartford's Office of the Provost, welcome to a new academic year! I am writing to share important information with you about the upcoming semester, both for part-time faculty new to the University of Hartford and for those who have taught here previously. While your department chair and department office coordinator will be your direct contacts here at the University, the Provost's Office is committed to supporting you in as many ways as possible. We appreciate and thank you for your vital contributions to our students and our community.

To make your landing as smooth as possible, we invite you to attend the **New Part-Time Faculty Welcome on August 17, 2022**. This event is a sort of one-stop shop geared to orientate new part-time faculty before their first day on campus. This event provides Blackboard and Compass training workshops, a demonstration of classroom equipment and basic syllabus instruction. You will also meet representatives from various University departments to help you complete required forms, get your University ID and parking pass, sign up with the 4-C's part-time faculty union, etc. Hors d'oeuvres/drinks will be served!

New part-time faculty should bring the following with them to this event:

1. a copy of your executed contract
2. completed I-9 Form
3. two forms of ID (see attached I-9 Form for ID specifics)

SCHEDULE OF EVENTS

12:30-5:30 Classroom Technology Information & Demonstrations (drop-in)

Dana Hall - Room 204

*Please drop in during the day to see what a typical UHART classroom looks like. Our tech specialist will be there to walk you thru, and show you how to use our classroom systems.
Matt Weber, Senior Academic & Media Technology Support Specialist*

1:00-2:00 Student Advising & Support Online Management System (Compass) Training - repeated at 3:00

Dana Hall - Mali I

1:00-2:00 "Getting Started with Blackboard" Workshop - repeated at 3:30

Dana Hall - Mali II

2:00-3:00 Syllabus Basics - repeated at 4:30

Dana Hall - Room 205

3:00-4:00 Student Advising and Support Online Management System (Compass) Training

Dana Hall - Mali I

3:30-4:30 "Getting Started with Blackboard" Workshop

Dana Hall - Mali II

4:30-5:30 Syllabus Basics

Dana Hall - Room 205

Please register for the workshop(s) of your choice:

<https://forms.office.com/r/5AwULw62uA>