

**Department of Geography-Earth Science
Shippensburg University
Information for Adjunct Faculty**

Welcome! We appreciate your willingness to teach in the Geography-Earth Science Department and we hope to help you with getting started. You will also receive information on new faculty orientation from the University Provost's Office. In addition to the information provided here, one of the primary resources for you is your mentor. If you are not sure who that is—please contact the department chair (see below).

You can also get answers to many of your questions via:

Department web site:

www.ship.edu/Geo-ESS

Department Administrative Assistant:

Judy Ferrell (Shearer Hall 104, 477-1685, JFerrell@ship.edu)

Department Chair:

William Blewett (Shearer Hall 207, 477-1513, wblew@ship.edu)

Fall 2011 Interim Chair:

Tim Hawkins (Shearer Hall 212, 477-1662, twhawk@ship.edu)

Information is provided below on:

- **Suggested order of events**
- **How to obtain your SU ID card**
- **How to establish an email account**
- **How to access class lists and other important information**
- **Help with teaching resources**
- **How to establish a D2L (Desire to Learn) site**
- **How to adopt a textbook**
- **How to obtain keys**
- **How to obtain a parking permit**
- **How to reserve vans for class field trips**

Suggested order of events

1. Work with the Provost's Office to finalize your contract, as many of the resources you need for teaching are not available until a contract is in place, such as establishing an email account and obtaining keys (details below). We encourage you to complete all necessary paperwork related to your contract in a timely fashion. If your contract is delayed, please let us know and we will work with the SU administration to support your needs.
Contacts: For information on hiring process and paperwork, contact the Executive Assistant to the Provost (477-1371). For information on New Faculty Orientation (Fall starts only), contact either Brenda Minges (Provost's office, blminges@ship.edu) or Lynn Baynum (CFEST Campus Support, lfbayn@ship.edu).
2. Obtain your SU ID card (details below).
3. Establish your email account (details below), as you'll need your Ship username and password to access many of the university online resources.

How to obtain your SU ID card

ID cards are provided at the University Police (Reed Operations Center building, behind Old Main and down the hill). You will need your driver's license and, if possible, you should bring a copy of your letter of appointment.

How to establish an email account

The Provost's office will enter your information into the computer system after you have signed your employment contract (Note that this will soon be changing to the Human Resources Office, thus it is important to send your signed letter of acceptance to both the Provost's Office and the Human Resources Office). This will trigger a request to IT, who will send you a letter with your log in and initial password. If you have not received this information, check with Judy Ferrell as these letters are sometimes sent to the department address. A ship e-mail account is required to access info.ship.edu and other key information.

How to access class lists and other important information

Key information on your classes is provided on the website: Info.ship.edu Click on "Employees (EIS)" (Employee Information System) and login.

Note that the instructor for your class will be listed as "Staff" until the Registrar's office designates you as the class instructor, which will occur after your signed acceptance letter is received in the Provost's Office and the department has notified the Registrar of the change of instructor. Until then your classes won't show up when/if you log in to info.ship.edu. It is recommended to periodically check the status of info.ship.edu regularly and request a follow-up from Judy if you are unable to access your class lists within a reasonable period of time.

You can then access:

- Class lists (including Excel download and ability to email entire classes)
- Document library for SU
- Student directory search
- Vehicle request form (used to reserve vans for field trips)

Help with teaching resources

The University supports an Instructional Design and Development Services program, that provides workshops and a helpful website, including information on the “Smart Carts” (classroom teaching stations), D2L (described below), live classrooms, and other resources.

See: www.ship.edu/IDDS.

How to establish a D2L (Desire to Learn) site

You must have a Ship e-mail account in order to access the Ship “learning management system” called Desire to Learn (or “D2L”). You can log in to D2L at: <https://d2l.ship.edu>.

Most questions about D2L, including how to activate this system for your courses, can be answered via this help site:

[http://www.ship.edu/IDDS/D2L/Desire2Learn for Faculty/](http://www.ship.edu/IDDS/D2L/Desire2Learn%20for%20Faculty/)

Contacts for further assistance with D2L:

- Donna Panzo (477-3439 or dmpanz@ship.edu)
- Shelley Gross-Grey (477-1816 or sjgros@ship.edu)

How to adopt a textbook

Textbook adoptions are done online—you will first need your ship email address and password. See: bookstore.shipstudents.org (click on “Faculty Adoptions”). For assistance, contact Nancy Carroll (University Bookstore, 477-3669 or nmcarr@ship.edu). Standard deadlines are late-February for the following fall semester and early-October for the following spring semester. After these deadlines, please email Nancy Carroll as soon as your employment contract is finalized to work with her on textbook adoption.

How to obtain keys

You should request necessary keys as soon as you have signed your employment contract. You have access to Shearer Hall with your SU ID card (card swipes at major entrances). Keys for classrooms, laboratories, the mailroom, and/or the adjunct office, are obtained by filling out a “Key Change Card” (see Judy Ferrell for the form – or check the adjunct faculty mailbox in Shearer Hall 102, where she often keeps a stock of these forms), which is forwarded to the Dean's office for approval.

It is useful to list your own name and phone number on the form under “Deliver Key/Pick Up Key” so that the locksmith will contact you directly when your keys are ready. You should request keys for Shearer Hall Rooms 101 (Adjunct Faculty Office), 102 (Mailroom), and your classroom(s).

It often takes several days or more for keys to be ready, but this can sometimes be expedited. Note that you cannot be issued keys until your employment contract is signed. Keys must be returned to the University Police at the end of your appointment. When you return your keys to the University Police, be sure to get a receipt.

Keys to the classroom teaching stations (“Smart Carts”) are obtained from Donna Panzo (Lehman Library, 477-3439 or dmpanz@ship.edu).

How to obtain a parking permit

A valid SU parking decal is needed for on-campus parking. You can obtain a faculty parking sticker for \$1 and park in the lot behind Shearer Hall (or other SU faculty lots). For information, see: parking.ship.edu. You will need your email account address and password. At the time that you pick up your decal, you will need your SU ID, driver’s license, vehicle registration, and insurance card.

How to reserve vans for class field trips

If you have a van request several weeks in advance, check with Bill Blewett to see if the van schedule has already been set for the upcoming semester (negotiated as we share three (3) vans with Biology).

Otherwise, van reservations are made online at Info.ship.edu

 Login to the “Employees (EIS)” (Employee Information System)

 Near the bottom of the page, link to: Vehicle request form, where you can check for vehicle availability and submit your reservation request

 You will need the Geography-Earth Science Cost Center: 6511208070

 Vehicle dispatch can also be reached at 477-1567.