



Adjunct Faculty Success Roadmap

Office of Faculty Affairs and
Center for Excellence in
Teaching and Learning



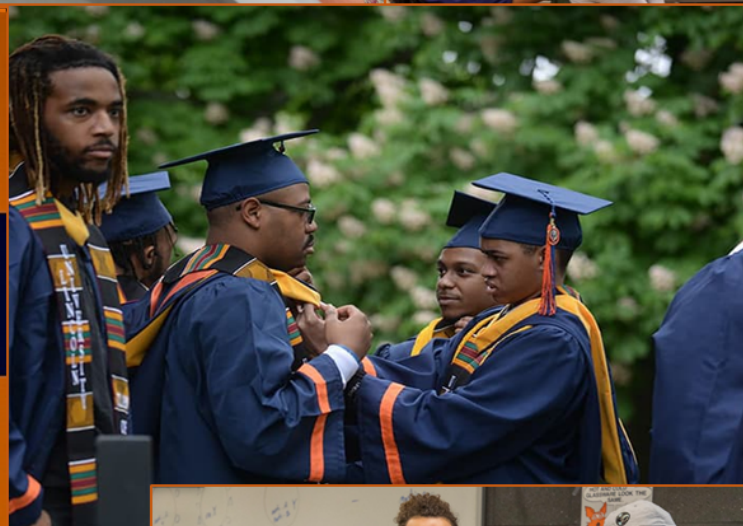


Lincoln
University
LEARN. LIBERATE. LEAD.

TEACHING

"A little learning, indeed, may be a dangerous thing, but the want of learning is a calamity to any people."

- Frederick Douglass



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Welcome From the Office of Faculty Affairs and CETL

Welcome to Lincoln University! As an adjunct instructor, you bring valuable expertise, real-world experience, and fresh perspectives that enrich our academic community. We're excited that you have joined our mission to empower students to [Learn, Liberate, and Lead!](#)

This *Adjunct Faculty Success Roadmap* is designed to help you navigate your journey with us. Together the offices listed below, along with your Department form the foundation of your support network at Lincoln University of PA.

[Office of Faculty Affairs](#)

Vail Hall, 2nd Floor

Phone: 484-365-7136

facultyaffairs@lincoln.edu

[Center for Excellence in Teaching and Learning](#)

Dr. Lyndsey Stratton/ Dickey Hall 233/484-365-5278

cetl@lincoln.edu

Before Classes Start

- ☐ Meet with your Department Chair or Department Assistant. You will receive a master syllabus template from your department. Be sure to update your contact information and the dates of the class schedule. Consult the [Academic Calendar](#).
- ☐ Your Department Assistant will add you to the Ellucian Colleague system. Once that is completed, you will have access to your course roster in [LU Self-Service](#). It will then take up to 48 hours for your Canvas user account access and course to appear on your [Canvas dashboard](#). If you do not have Canvas access within the forementioned timeframe, submit a ticket to support@lincoln.edu.
- ☐ Your Department Assistant will make you aware of your assigned working space/classroom(s). If your classroom(s) technology is not operable please inform your Department Assistant as well as submit a ticket to support@lincoln.edu.
- ☐ If you would like to make a new classroom request due to accessibility concerns, contact your Department Assistant.
- ☐ If you are using Cengage Unlimited textbook materials as indicated in your syllabus, you will need to [sign up for a Cengage Faculty account](#) using your Lincoln email to access your textbook and materials. Otherwise, your Department Assistant can help you with requesting an instructor textbook.
- ☐ Check out the [CETL Canvas Quick Setup video tutorial](#) to get started with setting up your Canvas course for the first time. For access to additional training materials, course templates, and other resources, please email cetl@lincoln.edu

First Day to End of Semester

First Week of the Semester

- ☐ Ensure you have published your Canvas course; syllabus, gradebook with assignment groups, and, if applicable, Cengage Unlimited textbook or courseware linked to your Canvas course. Reach out to cetl@lincoln.edu for further support.
- ☐ Review [Langston Hughes Memorial Library](#) resources.
- ☐ Review the syllabus, including learning outcomes, course policies, and the assignment calendar, with your students on the first day of class.

Ongoing and End of Semester

- ☐ Ensure visibility of current and upcoming grades and assignments.
- ☐ Complete [Census Verification](#) once you've received an email from the Office of the Registrar.
- ☐ Use the Starfish link in Canvas to identify students who are struggling in the course or could benefit from services such as counseling, tutoring, advising, or career development services.
- ☐ Be sure to [submit your Midterm/ Final Grades](#) to LU Self-Service.
- ☐ Review the [Incomplete Grade Policy](#).
- ☐ Prepare and administer final exam or culminating project. To remain in compliance with OIERP assessment requirements, a graded assessment or deliverable must be administered during Finals Week.
- ☐ Submit final grades by the deadline as indicated in the [Academic Calendar](#).
- ☐ Participate in course/instructor evaluations.
- ☐ Ensure compliance with [FERPA throughout the semester](#).

Exploring Campus Resources

- ☐ Send students to the [Writing and Reading Center](#) (Wright Hall, 2nd Floor) for tutoring.
- ☐ Send students to the [Mathematics Learning Center](#) (Wright Hall, 2nd Floor) for tutoring.
- ☐ Put your course reserves on hold at the [Langston Hughes Memorial Library](#).
- ☐ Encourage and support students in accessing the [Student Counseling Center](#) as a resource for personal growth and well-being.
- ☐ Refer students to [Health Services](#) for any health related concerns.
- ☐ Maintain awareness of [Student Success Services & Learning Centers](#) and their offerings to ensure students are guided to the most appropriate support services.
- ☐ You are encouraged to attend department meetings and consider attending faculty meetings.

Faculty and Staff Dining

Monday through Friday, 12:00pm—2:00pm. [LU Dining Services](#) offers the following:

- **The Gold Room—a private faculty and staff dining area attached to the cafeteria.** Lunch is served Monday — Friday, 11:30am—2:00pm. Currently it's \$6.00 for lunch.
- **The Wellness Dining Center**, located on the lower level of the Wellness Student Center and offers different stations of food including, Chop'd & Wrap'd, and Chick-Fil-A. Open Monday—Friday, 11:00am—8:00pm.

Professional Development and Opportunities

- ☐ Explore professional development courses and certifications through Lincoln partners: [Coursera](#), [LinkedIn Learning](#), and [Academic Impressions](#).
- ☐ Attend a [Center for Excellence in Teaching and Learning](#) workshop announced in the *CETL Express*.

School Closing Information

To receive emergency and inclement weather delay/closure notifications from the University, please sign up for Lincoln University's [SaferWatch](#).

Getting Involved at Lincoln

While spending time on campus, we invite you to connect with the LU community and familiarize yourself with the campus resources, participate in faculty social events, attend campus-wide lectures, performances and athletic events. You might even want to collaborate with full-time faculty on innovative teaching projects or mentor a student with undergraduate research.

Frequently Asked Questions (FAQs)

How much am I paid for each course that I will instruct? When can I expect to be paid?

All courses are paid \$900 per credit hour. You are paid at the end of each month, beginning in September for the FALL Semester and January for the SPRING Semester.

How will I receive a Lincoln University email address and login information to access the LU portal?

Once the signed contract is received and the PAYCOR process is complete, you will receive an email containing your email username and ID number. Any questions/concerns please contact Ms. Waineeen Morgan, MS at wmorgan@lincoln.edu.

Who do I contact to resolve potential errors in my teaching contract?

Let your Department Assistant know so they can forward your questions to the Office of Faculty Affairs.

How do I receive assigned work from my students?

All work should be submitted via the mandated LMS {Canvas}. View [Creating and Grading Canvas Assignments](#).

Who do I contact if I need to cancel a face-to-face class meeting?

Inform your Chair, your students and Department Assistant. The Department Assistant will go determine the next steps.

How do I arrange for assistance when classroom technology is not working properly?

Contact the [OIT Support Team](#) at support@lincoln.edu or call 484-365-HELP (4357). Your Department Assistant can assist you if the issue persists.

How can I help students with special needs?

The Office of Institutional Equity will email you an accommodations letter only if your student has accepted its disclosure. Complete the [Request for Exam Proctoring](#) at least 72 hours in advance. For more information, please contact the ADA Coordinator, Pamela Higgin at phiggin@lincoln.edu.

For any emergencies, please contact [Public Safety Office](#)

Information covered in this booklet does not substitute for any official policy statements by Departments or the University as a whole.