

Faculty & Adjunct Instructor Welcome Letter

You will need to turn in a signed copy of this letter to Human Resources and keep a copy for yourself as a reference.

Welcome to Community College of Denver. We are excited to have you join us as a new faculty member or adjunct instructor. We are a student-centered learning environment that serves Denver and the surrounding areas. We appreciate you bringing your expertise to our team. The new hire and orientation process can be overwhelming, so this letter is intended to help clarify the requirements. If at any time you have questions about what is required, you can contact CCD's Human Resources Department at 303-352-3042 or the office manager / administrative assistant in your center.

Hiring Steps (**Faculty & Adjunct Instructors**):

1. The office manager in your center will have several documents that will require your signature. He/she will contact you to ensure that these are obtained. You can also find the new hire packet in the [Document Library](#).
2. Human Resources will need an original, official copy of your transcripts delivered to the HR office, your curriculum vitae (or resume), as well as a signed copy of this welcome letter. A copy of your transcripts may be provided to the office manager / administrative assistant.

Required training for your first semester includes:

**** You must successfully complete these trainings in order to continue to receive teaching assignments at CCD.**

(Faculty & Adjunct Instructors) New Faculty Orientation (NFO) is an online course that requires 1-2 hours of your time every week for six weeks. It is designed to assist you with the nuances of being a faculty member or adjunct instructor at CCD such as:

- The navigation and effective use of our Learning Management System, D2L (Desire to Learn);
- Use of the required syllabus template - please be sure to discuss this with your faculty chair and/or faculty mentor;
- The effective use of our Teaching and Learning Center (TLC) which is the office that facilitates the NFO.

TLC will send you an enrollment email as soon as you are fully processed through HR. If you want to get a head start on the NFO, feel free to reach out to TLC@ccd.edu

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(Faculty Only) New Employee Orientation (NEO) is facilitated by Human Resources and is generally offered the first Friday before the semester begins.

- Once you are fully processed through HR, you will receive notification of the time and place for NEO.
- Additional trainings through Human Resources will be required annually.

Congratulations! Once you have completed the steps outlined above, you may be involved in curriculum development, assessment of student learning and continuing professional development. Your chair, dean and the CCD Weekly newsletters will keep you informed of these opportunities. For adjunct instructors, these can count, in part, toward your adjunct level changes; reference [INST-7](#) for more information.

As a reminder, all CCD business must be conducted via CCD email only! Your chair or dean can assist you in setting up and using your CCD email account.

Be Proactive: Stay informed of your roles, responsibilities and rights as a faculty member or adjunct instructor via the Faculty Handbook. This document can be found in the [Document Library](#).

I have read and agree to these requirements.

Print Name: _____

Signature: _____ Date: _____