Onboarding Checklist for Sessional Instructors

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|  | **Completed** | **Not Required** |
| **Getting Started**  |
| Sign Contract   |[ ] [ ]
| [Receive Employee Number](https://www.uwindsor.ca/humanresources/faculty-staff/new-employee-orientation/getting-started) |[ ] [ ]
| [Activate UWin Account](https://uwindsor.teamdynamix.com/TDClient/1975/Portal/KB/ArticleDet?ID=9125#employees) |[ ] [ ]
| [Setup Payroll](https://www.uwindsor.ca/finance/payroll)  |[ ] [ ]
| [Commonly Used Acronyms](https://www.uwindsor.ca/aauheads/resources/acronyms.html) |[ ] [ ]
| [Get started with technology](https://www.uwindsor.ca/itservices/getting-started-faculty) |[ ] [ ]
| [University of Windsor Policies and Procedures](https://www.uwindsor.ca/provost/322/policies-and-procedures) |[ ] [ ]
| **Teaching Preparation** |
| [Course Planning Resources](https://www.uwindsor.ca/ctl/495/course-planning-and-redesign) |[ ] [ ]
| [Teaching Online Resources](https://www.uwindsor.ca/teaching-online/) |[ ] [ ]
| [Brightspace Learning Management System Support](https://www.uwindsor.ca/brightspace/) and [Workshops](https://ctl2.uwindsor.ca/workshops/145/)   |[ ] [ ]
| [Leddy Library Resources](http://leddy.uwindsor.ca/)  |[ ] [ ]
| [Campus Bookstore for Course Materials](https://www.bkstr.com/uwindsorstore/home) |[ ] [ ]
| [Accessibility and Accommodation](https://www.uwindsor.ca/ohrea/53/accessibility)  |[ ] [ ]
| [Prepare course syllabus](http://www.uwindsor.ca/ctl/501/syllabus) |[ ] [ ]
| [Grading and Assessment Criteria](http://www.uwindsor.ca/ctl/496/grading-and-assessment-criteria) |[ ] [ ]
| [Academic Calendar](https://www.uwindsor.ca/registrar/events-listing) (Registration and Course Withdrawals Deadlines)  |[ ] [ ]
| [Academic Integrity](http://www.uwindsor.ca/ctl/491/academic-integrity)  |[ ] [ ]
| [Grade Processing](https://www.uwindsor.ca/registrar/534/grade-processing) |[ ] [ ]
| [IT Support](https://www.uwindsor.ca/itservices/support) |[ ] [ ]
| **Teaching Assistants** |
| [Contract signing and support](https://www.uwindsor.ca/teaching-online/343/support-gatas) |[ ] [ ]
| Evaluation    |[ ] [ ]
| **Academic Misconduct** |
| [Academic Integrity and Student Conduct](https://www.uwindsor.ca/aauheads/resources/academic-integrity-student-conduct.html)  |[ ] [ ]