



Monday, July 22, 2013

Dear Colleague,

Welcome to American University. AU greatly values your contributions as an adjunct faculty member. Your professional experience and achievements are a rich resource for students.

AU's Center for Teaching, Research, and Learning (CTRL) cordially invites you to attend our

**Fall 2013 Adjunct Faculty Orientation
Wednesday, August 21st, 2013**

This event will provide an overview of programs and resources available at American University, as well as an introduction to CTRL. Representatives from over twenty campus programs and divisions such as the University Library, the College Writing Center, and Academic Support and Access Center will be available to answer questions. The orientation is divided into four parts. We hope you can attend all of them, but you are free to participate in the segments that best suit your availability. Here is the agenda:

3:15 - 4:45 pm	Creating an Effective Syllabus	MCG Rm. 200
4:45 - 5:45 pm	Overview of Programs and Resources (Light refreshments will be served)	MCG Rms. 4/5
5:45 - 6:30 pm	Welcome and Introductions	MCG Rms. 4/5
6:30 - 8:00 pm	Introduction to Blackboard (Blackboard is AU's online learning management system.)	CTRL Lab Hurst Hall Rm. 202

Please RSVP at <https://www.surveymonkey.com/s/Fall2013AdjunctFacultyOrientation>. Feel free to contact Julie Spaeth in CTRL at (202) 885-2105 or spaeth@american.edu with any questions.

In addition to the orientation, you are also invited to attend CTRL's Teaching, Research, and Technology Workshops. These workshops will be held on August 14, 15, 20 and 21. For more information on the workshops or to register, please visit <https://www.american.edu/ctrl/teachingandtech.cfm>

We look forward to welcoming you later in August to the AU adjunct faculty.

Sincerely,

Naomi S. Baron
Executive Director
Center for Teaching, Research, and Learning

ADDITIONAL USEFUL INFORMATION

Human Resources

All new Adjunct Faculty must complete the required *New Hire Paperwork* at the start of their employment with the university. This paperwork includes the I-9, which establishes a person's eligibility to work in the United States, as well as federal and appropriate state tax forms. More information about the I-9 and acceptable forms of documentation can be found at <http://www.uscis.gov/i-9>. Please remember that these documents need to be in original form (unless otherwise stated on the I-9 instructions) and unexpired.

Employees may come to the Human Resources Office during regular business hours (Monday through Friday from 9am - 5 pm) to complete new hire documents. The Office of Human Resources is located a few blocks away from main campus at 3201 New Mexico Avenue, NW, suite 350. For questions please contact Katie Mackaye, Adjunct Faculty Assistant, at 202-885-3751 or via email at mackaye@american.edu.

Please Note: You must complete your Human Resources paperwork in order to obtain an AU ID number.

AU Account and Email Address

After obtaining your seven-digit AU ID number from Human Resources, go to <https://myau.american.edu> to setup your AU user and email account. Click **Create Your Account** at the bottom of the login window.

AU ID Card

New faculty may receive an AU ID card once granted status as a current faculty member with a current AU ID number from Human Resources. Housing and Dining personnel will be on site to help you obtain an AU ID during Adjunct Orientation (4:45 – 6:00 pm on August 21st). You can also pick up your AU ID card from the One Card Office on the first floor of Anderson Hall Monday - Thursday from 9:00 am - 5:00 pm and Friday from 11:30 am - 5:00 pm.

Parking Permit

Once you have an AU username and password, you may register for a parking permit at <http://www.american.edu/finance/publicsafety/parking/facultystaff.cfm>. You can then pick up your parking permit from the Parking Services Office in Letts Lower Level, Room 1 between 8:00 am. and 7:30 pm Monday through Friday. If you register online ahead of time, you can also pick up your parking pass at the Adjunct Orientation on August 21st.