

 School of Education

**NEW HIRE PROCEDURES**

**Employment Documentation**

If you are new to the University of Redlands or are returning to teaching after a hiatus of more than two years, you will need to complete new hire employment paperwork with university Human Resources located on the bottom floor of the west side of Armacost Library ([directions](http://www.redlands.edu/human-resources/hours-and-directions/)). You will need to provide employment documentation to establish your legal right to work and your tax withholding status before we can process any paperwork for payroll and email/Moodle access. [Human Resources](http://www.redlands.edu/human-resources/) is open 8:00-5:00 Monday through Friday.

**Contracts**

Soon the School of Education will switch to an electronic contracting system that will make the process of receiving and returning teaching contracts easier. Until then, we will continue to ask you to return signed contracts to us via email or fax as explained on your contract. If you have agreed to teach for us, please monitor your email closely for a contract and other paperwork to arrive shortly. You will be asked to review the instructional offer and to sign, date, and return the contract form and agreement to us. It is best to print and scan back the signed copy to Maria Williams. Please retain a copy your contract, as it indicates when and where your classes will be held.

**Adjunct Meetings**

Twice a year – in late August and early January — the School holds adjunct meetings to discuss issues relevant to graduate education and department specific teaching and curriculum matters. These meetings are also an opportunity to meet other adjunct faculty as well as full-time faculty in School leadership. Four to six weeks before any meeting, you’ll receive an invitation requesting a response so we are able to plan for refreshments. Attendance is important, so please let us know if you cannot attend.

**Textbook Orders and Requests**

Textbooks for virtually all adjunct-taught courses are preordered at the campus bookstore for your students. If you as the instructor need copies of the required and recommended textbooks, please email Maria Williams as soon as possible to request instructor copies of the books for your course.

**Faculty Support**

We understand that you can only do your job as well as we support you in your work. To that end, we are always working to give you access to more information and more immediate feedback. I encourage you to reach out to your respective department chair, if you do not already have a relationship, to say hello and establish a point of contact. These are the current department chairs:

Dr. Rod Goodyear, Counseling and Human Services

Dr. Pauline Reynolds, Leadership and Higher Education

Dr. Alayne Sullivan, Teaching and Learning

We also maintain a page for course syllabi and other support documents [here](http://sites.redlands.edu/school-of-education/courses-by-department/). This page and its parent page, “Inside the School of Education, will be a place to receive answers to many of your questions. Of course, you are welcome to contact Maria Williams or Scott Stevens at any time.