Center for Online
Learning and Teaching

ADJUNCT FACULTY CHECKLIST
UNDERGRADUATE

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Adjunct Faculty Checklist Undergraduate

This checklist outlines the responsibilities before, during, and after a term. The checklist for each week is divided into three categories: Requirements, Strategies for Growth, and Reminders. The requirements will help you meet the expectations of the Faculty Fundamental Requirements, while the growth strategies and reminders will guide you in supporting our SNHU students.

***Note:** For each hyperlink, please right-click and select **Open link in a new tab**.

Pre-Course Prep: -3 weeks prior to term start

- ☐ Log into your Brightspace course.
- ☐ Access Your Brightspace Course.
- ☐ Review the Start Here and Instructor Resources modules of your course, paying particular attention to Accessing the Course History Notes area and the Facilitation Guide for your course.
- ☐ Review the Instructor Guide to Course Materials to learn how to identify the materials needed for instructing the course.
- ☐ Edit your "My Instructor" Announcement. Your "My Instructor" announcement must be edited before students gain access, which is 2 weeks prior to the term starting.
- ☐ Teaching a course you have taught before? Use the Copying Brightspace Announcements tutorial to copy your announcements from a previously taught course to a new section.
- ☐ Looking for a tutorial? Check out COLT: Training Tutorials for assistance.
- ☐ If you have any questions arise about pre-term set-up or expectations, please reach out to the Academic Effectiveness and Instructor Experience Team at GCFaculty@snhu.edu.
- ☐ Watch for an email from Faculty Support (facultysupport@snhu.edu) inviting you to register to attend the Beginning-of-Term Grading webinar, usually hosted during week 2.

Pre-Course Prep: -2 weeks prior to term start (students have access)

- ☐ Students have access to view the course now, but should not participate in the course until the official start of the term. You should not respond in the discussion board or grade any items before the term starts; students do not have to remove their work if they submit it before the term starts.
    - If a student posts to the General Questions discussion, and it's something that needs to be addressed before the start of the term, you are welcome to email that student separately and provide the answer for them. Once the course starts, if that answer would still be helpful to the rest of the class, go ahead and reply by copying and pasting your response into that discussion.

- ☐ Review the modules of your course and start planning/creating announcements. (This is not required, but it can be helpful, especially if you have not taught the course before.)
- ☐ Check out the All-Faculty Community as it serves as a collaborative space for all faculty to connect and foster a sense of community. There is the Academic Side, where you can ask questions, share best practices of teaching, or find professional development opportunities. There is also the Social Side, where you can connect to other faculty about recent reads, wellness tips, pet photos, and more!

Pre-Course Prep: -1 week prior to term start

- ☐ Post Module One Announcement before the term starts.
  - Review the Faculty Fundamental Requirements (FFR) for the requirements to meet expectations on announcements. Announcements can introduce each module, include an overview of deliverables, or provide additional announcements as needed for students.
- ☐ Subscribing to the "General Questions" topic and setting up email notifications helps you stay up to date on questions students ask.
- ☐ It can be helpful to view the Artificial Intelligence (AI) COLT Site to stay up-to-date on AI and the Faculty-Facing Quick Guide, Student-Facing Quick Guide, and SNHU AI Policy, tools, and processes.

Week 1

Requirements

- ☐ Respond to 100% of each student's initial post within the first discussion board week.
  - If there are two discussion forums in a course during week one, responses can be across both forums as long as each student receives an instructor response during the first week. Consult the Faculty Fundamental Requirements (FFR) for discussion board activity instructor requirements.
- ☐ Engage on multiple days in the discussion board.
- ☐ Respond to all student inquiries within 24 hours.

Strategies for Growth

- ☐ Consider emailing non-participating students to encourage participation in the "Getting Started" or "Discussion 1-1." Students must participate in at least one graded assignment during the first week of their course or else be administratively dropped from the course.

- Instructors can contact a student's advisor if an extension is given in week one. Locating and emailing Academic Advisors can be found within the Emailing Academic Advisors tutorial.

Reminders

- ☐ If evaluated, identify your team lead by looking in your Classlist (Located under Tools menu).
- ☐ Students' initial posts are due Thursday night at 11:59 PM ET and students' responses in the discussion board and assignments (if applicable) are due by Sunday, 11:59 PM ET in week 1.
- ☐ If you have any questions on faculty policy, process, or general questions, including clarification of SNHU instructor resources or expectations, please reach out to facultysupport@snhu.edu.

Week 2

Requirements

- ☐ Post Module Two Announcement by Monday at 11:59 PM ET.
  - Review the Faculty Fundamental Requirements (FFR) for the requirements to meet expectations on announcements. Announcements can introduce each module, include an overview of deliverables, or provide additional announcements as needed for students.
- ☐ Enter zeros by Wednesday at 11:59 PM ET for students who did not submit work by the due date. (If there is an extenuating circumstance and you have allowed extra time, enter a zero and add a relevant comment in the feedback box. For students with time-related accommodations, always wait to enter zeros until the applicable deadline has passed.)
- ☐ Model engagement by responding to 20-60% of students on the discussion board (if applicable).
- ☐ Engage on multiple days in the discussion board (if applicable).
- ☐ Respond to all student inquiries within 24 hours.
- ☐ Monitor Grades area for incoming assignments for late work.
  - The Late Policy is found in your syllabus.
  - Late assignments need to be graded within 7 days of submission.
  - The late policy does not include discussion boards (unless there are extenuating circumstances such as unexpected hospitalization, death of a family member, or natural disaster).
  - To apply the Late Penalty consistently, instructors must first calculate 10% of the total points possible, and then deduct from the points earned. Use the Grade a Late Assignment tutorial as your guide.

- ☐ Complete grading for week 1 submissions by Sunday, 11:59 PM ET.
  - Use the Faculty Fundamental Requirements as your guide when leaving substantive feedback.
  - Regardless of your preferred feedback delivery tool, please leave a note in the General Feedback Box directing students to where the feedback has been provided.

Strategies for Growth

- ☐ Potential Student Outreach
  - On Friday, review the discussion board to identify students who have not submitted their initial post and email them, include advising in the email.
  - Outreach to any students struggling with time management or the course content (include advising as needed).
- ☐ Need support with Academic Integrity, Plagiarism, Student Conduct, or Artificial Intelligence? Check out the Academic Integrity & Student Conduct Training Hub on the COLT site.

Reminders

- ☐ Students' initial posts are due Thursday night at 11:59 PM in their time zone and students' responses in the discussion board and assignments (if applicable) are due by Sunday, 11:59 PM in their time zone (these due dates are for weeks 2-8).
  - As a common practice, many faculty choose to consider something as "on-time" if it arrives by 7 AM Monday.
- ☐ If you have any questions on faculty policy, process, or general questions, including clarification of SNHU instructor resources or expectations, please reach out to facultysupport@snhu.edu.

Week 3

Requirements

- ☐ Post Module Three Announcement by Monday at 11:59 PM ET.
  - Review the Faculty Fundamental Requirements (FFR) for the requirements to meet expectations on announcements. Announcements can introduce each module, include an overview of deliverables, or provide additional announcements as needed for students.
- ☐ Enter zeros by Wednesday at 11:59 PM ET for students who did not submit work by the due date. (If there is an extenuating circumstance and you have allowed extra time, enter a zero and add a

relevant comment in the feedback box. For students with time-related accommodations, always wait to enter zeros until the applicable deadline has passed.)

- ☐ Model engagement by responding to 20-60% of students on the discussion board (if applicable).
- ☐ Engage on multiple days in the discussion board (if applicable).
- ☐ Respond to all student inquiries within 24 hours.
- ☐ Monitor Grades area for incoming assignments for late work. (For more details on the late policy, see the information under Week 2 on monitoring the grades area.)
- ☐ Complete grading for week 2 work by Sunday, 11:59 PM ET.
  - Use the Faculty Fundamental Requirements as your guide when leaving substantive feedback.
  - Regardless of your preferred feedback delivery tool, please leave a note in the General Feedback Box directing students to where the feedback has been provided.

Strategies for Growth

- ☐ Potential Student Outreach
  - On Friday, review the discussion board to identify students who have not submitted their initial post and email them, include advising in the email.
  - Outreach to any students struggling with time management or the course content (include advising as needed).
- ☐ Need support with Academic Integrity, Plagiarism, Student Conduct, or Artificial Intelligence? Check out the Academic Integrity & Student Conduct Training Hub on the COLT site.

Reminders

- ☐ Students' initial posts are due Thursday night at 11:59 PM in their time zone and students' responses in the discussion board and assignments (if applicable) are due by Sunday, 11:59 PM in their time zone (these due dates are for weeks 2-8).
  - As a common practice, many faculty choose to consider something as "on-time" if it arrives by 7 AM Monday.
- ☐ Watch for an email from Faculty Support inviting you to register to attend the End-of-Term Grading webinar usually hosted during week 6.
- ☐ If you have any questions on faculty policy, process, or general questions, including clarification of SNHU instructor resources or expectations, please reach out to facultysupport@snhu.edu.

Week 4

Requirements

- ☐ Post Module Four Announcement by Monday at 11:59 PM ET.
  - Review the Faculty Fundamental Requirements (FFR) for the requirements to meet expectations on announcements. Announcements can introduce each module, include an overview of deliverables, or provide additional announcements as needed for students.
- ☐ Enter zeros by Wednesday at 11:59 PM ET for students who did not submit work by the due date. (If there is an extenuating circumstance and you have allowed extra time, enter a zero and add a relevant comment in the feedback box. For students with time-related accommodations, always wait to enter zeros until the applicable deadline has passed.)
- ☐ Model engagement by responding to 20-60% of students on the discussion board (if applicable).
- ☐ Engage on multiple days in the discussion board (if applicable).
- ☐ Respond to all student inquiries within 24 hours.
- ☐ Monitor Grades area for incoming assignments for late work. (For more details on the late policy, see the information under Week 2 on monitoring the grades area.)
- ☐ Complete grading for week 3 work by Sunday, 11:59 PM ET.
  - Use the Faculty Fundamental Requirements as your guide when leaving substantive feedback.
  - Regardless of your preferred feedback delivery tool, please leave a note in the General Feedback Box directing students to where the feedback has been provided.

Strategies for Growth

- ☐ Potential Student Outreach
  - On Friday, review the discussion board to identify students who have not submitted their initial post and email them, include advising in the email.
  - Outreach to any students struggling with time management or the course content (include advising as needed).
- ☐ Need support with Academic Integrity, Plagiarism, Student Conduct, or Artificial Intelligence? Check out the Academic Integrity & Student Conduct Training Hub on the COLT site.

Reminders

- Students' initial posts are due Thursday night at 11:59 PM in their time zone and students' responses in the discussion board and assignments (if applicable) are due by Sunday, 11:59 PM in their time zone (these due dates are for weeks 2-8).
  - As a common practice, many faculty choose to consider something as "on-time" if it arrives by 7 AM Monday.
- If you have any questions on faculty policy, process, or general questions, including clarification of SNHU instructor resources or expectations, please reach out to facultysupport@snhu.edu.

Week 5

Requirements

- Post Module Five Announcement by Monday at 11:59 PM ET.
  - Review the Faculty Fundamental Requirements (FFR) for the requirements to meet expectations on announcements. Announcements can introduce each module, include an overview of deliverables, or provide additional announcements as needed for students.
- Enter zeros by Wednesday at 11:59 PM ET for students who did not submit work by the due date. (If there is an extenuating circumstance and you have allowed extra time, enter a zero and add a relevant comment in the feedback box. For students with time-related accommodations, always wait to enter zeros until the applicable deadline has passed.)
- Model engagement by responding to 20-60% of students on the discussion board (if applicable).
- Engage on multiple days in the discussion board (if applicable).
- Respond to all student inquiries within 24 hours.
- Monitor Grades area for incoming assignments for late work. (For more details on the late policy, see the information under Week 2 on monitoring the grades area.)
- Complete grading for week 4 work by Sunday, 11:59 PM ET.
  - Use the Faculty Fundamental Requirements as your guide when leaving substantive feedback.
  - Regardless of your preferred feedback delivery tool, please leave a note in the General Feedback Box directing students to where the feedback has been provided.

Strategies for Growth

- ☐ Potential Student Outreach
  - On Friday, review the discussion board to identify students who have not submitted their initial post and email them, include advising in the email.
  - Outreach to any students struggling with time management or the course content (include advising as needed).
- ☐ Need support with Academic Integrity, Plagiarism, Student Conduct, or Artificial Intelligence? Check out the Academic Integrity & Student Conduct Training Hub on the COLT site.

Reminders

- ☐ Students' initial posts are due Thursday night at 11:59 PM in their time zone and students' responses in the discussion board and assignments (if applicable) are due by Sunday, 11:59 PM in their time zone (these due dates are for weeks 2-8).
  - As a common practice, many faculty choose to consider something as "on-time" if it arrives by 7 AM Monday.
- ☐ If you have any questions on faculty policy, process, or general questions, including clarification of SNHU instructor resources or expectations, please reach out to facultysupport@snhu.edu.

Week 6

Requirements

- ☐ Post Module Six Announcement by Monday at 11:59 PM ET.
  - Review the Faculty Fundamental Requirements (FFR) for the requirements to meet expectations on announcements. Announcements can introduce each module, include an overview of deliverables, or provide additional announcements as needed for students.
- ☐ Enter zeros by Wednesday at 11:59 PM ET for students who did not submit work by the due date. (If there is an extenuating circumstance and you have allowed extra time, enter a zero and add a relevant comment in the feedback box. For students with time-related accommodations, always wait to enter zeros until the applicable deadline has passed.)
- ☐ Model engagement by responding to 20-60% of students on the discussion board (if applicable).
- ☐ Engage on multiple days in the discussion board (if applicable).
- ☐ Respond to all student inquiries within 24 hours.
- ☐ Monitor Grades area for incoming assignments for late work. (For more details on the late policy, see the information under Week 2 on monitoring the grades area.)

- ☐ Complete grading for week 5 work by Sunday, 11:59 PM ET.
  - Use the Faculty Fundamental Requirements as your guide when leaving substantive feedback.
  - Regardless of your preferred feedback delivery tool, please leave a note in the General Feedback Box directing students to where the feedback has been provided.

Strategies for Growth

- ☐ Potential Student Outreach
  - On Friday, review the discussion board to identify students who have not submitted their initial post and email them, include advising in the email.
  - Outreach to any students struggling with time management or the course content (include advising as needed).
- ☐ Need support with Academic Integrity, Plagiarism, Student Conduct, or Artificial Intelligence? Check out the Academic Integrity & Student Conduct Training Hub on the COLT site.
- ☐ Connect with Faculty Support (facultysupport@snhu.edu) on any concerns and/or questions about submitting an Incomplete request prior to the final grading deadline.
  - Review the Incomplete Grading Policy and Incomplete Grade Request Tutorial on how to submit the incomplete grade request.
  - If you have students with time accommodations, we recommend you proactively reach out to them prior to the end of the term to set up a plan for any Incompletes.

Reminders

- ☐ Students' initial posts are due Thursday night at 11:59 PM in their time zone and students' responses in the discussion board and assignments (if applicable) are due by Sunday, 11:59 PM in their time zone (these due dates are for weeks 2-8).
  - As a common practice, many faculty choose to consider something as "on-time" if it arrives by 7 AM Monday.
- ☐ Watch for an email from Faculty Support (facultysupport@snhu.edu) inviting you to register to attend the End-of-Term Grading Review webinar, usually hosted during week 6.

Week 7

Requirements

- ☐ Post Module Seven Announcement by Monday at 11:59 PM ET.

- Review the Faculty Fundamental Requirements (FFR) for the requirements to meet expectations on announcements. Announcements can introduce each module, include an overview of deliverables, or provide additional announcements as needed for students.

- ☐ Enter zeros by Wednesday at 11:59 PM ET for students who did not submit work by the due date. (If there is an extenuating circumstance and you have allowed extra time, enter a zero and add a relevant comment in the feedback box. For students with time-related accommodations, always wait to enter zeros until the applicable deadline has passed.)
- ☐ Model engagement by responding to 20-60% of students on the discussion board (if applicable).
- ☐ Engage on multiple days in the discussion board (if applicable).
- ☐ Respond to all student inquiries within 24 hours.
- ☐ Monitor Grades area for incoming assignments for late work. (For more details on the late policy, see the information under Week 2 on monitoring the grades area.)
- ☐ Complete grading for week 6 work by Sunday, 11:59 PM ET.
  - Use the Faculty Fundamental Requirements as your guide when leaving substantive feedback.
  - Regardless of your preferred feedback delivery tool, please leave a note in the General Feedback Box directing students to where the feedback has been provided.

Strategies for Growth

- ☐ Potential Student Outreach
  - On Friday, review the discussion board to identify students who have not submitted their initial post and email them, include advising in the email.
  - Outreach to any students struggling with time management or the course content (include advising as needed).
- ☐ Need support with Academic Integrity, Plagiarism, Student Conduct, or Artificial Intelligence? Check out the Academic Integrity & Student Conduct Training Hub on the COLT site.
- ☐ Connect with Faculty Support (facultysupport@snhu.edu) on any concerns and/or questions about submitting an Incomplete request prior to the final grading deadline.
  - Review the Incomplete Grade Request Tutorial on how to submit the incomplete grade request.
  - If you have students with time accommodations, we recommend you proactively reach out to them prior to the end of the term to set up a plan for any Incompletes.

Reminders

- ☐ Students' initial posts are due Thursday night at 11:59 PM in their time zone and students' responses in the discussion board and assignments (if applicable) are due by Sunday, 11:59 PM in their time zone (these due dates are for weeks 2-8).
  - As a common practice, many faculty choose to consider something as "on-time" if it arrives by 7 AM Monday.
- ☐ If evaluated, review your summative feedback in the Faculty Success Portal by your team lead.
- ☐ If you have any questions on faculty policy, process, or general questions, including clarification of SNHU instructor resources or expectations, please reach out to facultysupport@snhu.edu.

Week 8

Requirements

- ☐ Post Module Eight Announcement by Monday at 11:59 PM ET.
  - Review the Faculty Fundamental Requirements (FFR) for the requirements to meet expectations on announcements. Announcements can introduce each module, include an overview of deliverables, or provide additional announcements as needed for students.
- ☐ Enter zeros by Wednesday at 11:59 PM ET for students who did not submit work by the due date. (If there is an extenuating circumstance and you have allowed extra time, enter a zero and add a relevant comment in the feedback box. For students with time-related accommodations, always wait to enter zeros until the applicable deadline has passed.)
- ☐ Model engagement by responding to 20-60% of students on the discussion board (if applicable).
- ☐ Engage on multiple days in the discussion board (if applicable).
- ☐ Respond to all student inquiries within 24 hours.
- ☐ Monitor Grades area for incoming assignments for late work and remind students that late work cannot be submitted after the course ends. (For more details on the late policy, see the information under Week 2 on monitoring the grades area.)
- ☐ Complete grading for week 7 work by Sunday, 11:59 PM ET.
  - Use the Faculty Fundamental Requirements as your guide when leaving substantive feedback.
  - Regardless of your preferred feedback delivery tool, please leave a note in the General Feedback Box directing students to where the feedback has been provided.

Strategies for Growth

- ☐ Potential Student Outreach
  - On Friday, review the discussion board to identify students who have not submitted their initial post and email them, include advising in the email.
  - Outreach to any students struggling with time management or the course content (include advising as needed).
- ☐ Connect with Faculty Support (facultysupport@snhu.edu) on any concerns and/or questions about submitting an Incomplete request prior to the final grading deadline.
  - Review the Incomplete Grade Request Tutorial on how to submit the incomplete grade request.
  - If you have students with time accommodations, we recommend you proactively reach out to them prior to the end of the term to set up a plan for any Incompletes.

Reminders

- ☐ Students' initial posts are due Thursday night at 11:59 PM in their time zone, and students' responses in the discussion board and assignments (if applicable) are due by Sunday, 11:59 PM in their time zone (these due dates are for weeks 2-8).
  - As a common practice, many faculty choose to consider something as "on-time" if it arrives by 7 AM Monday.
- ☐ If evaluated, complete the Assess My Team Lead feedback within the Faculty Success Portal by Sunday evening of the one-week open review period. Instructions are sent via email to faculty.
- ☐ If you have any questions on faculty policy, process, or general questions, including clarification of SNHU instructor resources or expectations, please reach out to facultysupport@snhu.edu.

Post-Course Wrap-Up

- ☐ Complete the final grading process by **Tuesday, 10:00 PM ET**, two business days after the close of term. Use the Final Grading Process tutorial to assist you.
  - Make sure all grades are updated for week 8 and late work in Brightspace, including zeros entered for missing assignments.
  - Ensure that the Final Calculated Grade column for each student shows a score with a denominator of 1000.

- Access student evaluation feedback by following email instructions (the email is sent out one and a half weeks after the end-of-term). Evaluation feedback is also accessible via the “MyCoursEvals” item of the “Tools” menu in your Brightspace course.