SONHP P&P#: 1.6.5.2	**Adjunct Faculty Onboarding Checklist**
Original Date: March 13, 2020	
Date Modified or Last Reviewed: October 24, 2022	Cross-References: 2.34.1 Textbook/Desk Copy Ordering Process
Responsible Party: Dean's	Comment Period Ends: April 13, 2020

This policy & procedure provides checklists for onboarding new adjunct faculty, which happens after they are submitted for hire into Workday and fill out the new hire paperwork.

Each of the subsequent sections are specific to program (i.e. Post-Licensure Nursing, Health Professions, etc.). The Table of Contents is linked, allowing you to jump to different pages.

Table of Contents

Adjunct Faculty Hire Onboarding Checklist 2

New Pre-Licensure Nursing Faculty Onboarding Checklist 4

New Post-Licensure Nursing Faculty Onboarding Checklist 6

New Health Professions Faculty Onboarding Checklist 8

UNIVERSITY OF SAN FRANCISCO

School of Nursing and Health Professions

Adjunct Faculty Hire Onboarding

- ❑ Before First Day of Work: Turn in I-9 to HR or set up an appointment with Cece Mulcahy, cmulcahy2@usfca.edu
- ❑ Get OneCard
    a. We are no longer printing physical cards so you will need to set up your Mobile OneCard.
    b. For clinical badges, go to the University Center Room 501 on the first day to pick up your clinical badge. You will need to upload your photo on your OneCard for your clinical badge to be printed in a timely manner.
- ❑ Login to MyUSF to https://myusf.usfca.edu/
    a. USF email xxxxxx@usfca.edu. Contact ITS (415) 422-6668 for help. Please check your email frequently and use this email for all USF related correspondence.
- ❑ MyUSF Dashboard
    a. Email
    b. Banner-(Faculty support, enter course grades, etc.)
    c. Concur for reimbursements
    d. Salesforce for advising notes and form upload
    e. Canvas- a Learning Management System
    f. Student Portal: Student Handbook, Skills videos, Sim Day Prep, Hospital Orientation, etc.
    g. Faculty Portal: Policies and Procedures, forms, Department minutes
- ❑ Attend Educational Technology Services (ETS) Trainings as needed
    a. Sign up: https://myusf.usfca.edu/ets/training-registration-form-c
    b. ETS has trainings to help with applications like Canvas, Banner, Zoom, etc. Trainings can be done in person or through zoom depending on availability
- ❑ For further questions about Canvas or help creating a Canvas course make an appointment with ITS
    a. Click on the following: https://usf.service-now.com/usf
    b. Click on **Make a Request**
    c. Then **Request a Consultation** and select **Instructional Design**

- ❑ Review the appropriate Salesforce Training Guide
    a. Salesforce Faculty Dashboard Training Guide (adjuncts only)
        i. This document provides a general overview of the Advising Platform and its many features
        ii. Published in Canvas - Faculty & Staff Portal - SONHP Policies & Procedures 1.13.4.1
        iii. There is also a video version of the training.
- ❑ Review additional Salesforce References
    a. SONHP Student Hub Overview
        i. This document provides a general overview of Student Hub, how to use it, and its key functions
    b. SONHP Student Hub Instruction for Uploading Documentation
        i. This document provides instructions on how to upload documents to Student Hub (Clinical Onboarding Forms, Group Advising, etc.)
        ii. This will help instructors help their students
- ❑ Go to ITS in McLaren 100 and let them know which classrooms they are teaching in for classroom AV keys
- ❑ Review Textbook Ordering Process Procedure (update is under review)
- ❑ Send all syllabi to Kevin Sotomayor at ksotomayor@usfca.edu.
- ❑ How to email and/or print a class list?
    a. Login to https://myusf.usfca.edu/
    b. Click on "View All Apps"
    c. Look for "Virtual Class List" or type in Search
    d. Select "Spring 2020" as it currently defaults to Intersession 2020
    e. Your Course should be already listed
    f. Select to view your class. You can print a copy or email your students.

UNIVERSITY OF SAN FRANCISCO
School of Nursing and Health Professions

New Pre-Licensure Nursing Faculty Onboarding

- ❏ BSN Communication Chain of Command
  a. Level Lead/Clinical Coordinator
    i. Sophomore 1 *"Fundamentals"*: Sarah Hubbell, sahubbell@usfca.edu
    ii. Sophomore 2 *"Beginning Med Surg"*: Caron Coates, ccoates1@usfca.edu
    iii. Junior 1 *"Psych/Community"*: Mary Lou De Natale, denatalem@usfca.edu/Arslan Rashid, aarashid2@usfca.edu
    iv. Junior 2 *"Advanced Med Surg"*: Caron Coates, ccoates1@usfca.edu
    v. Senior 1: *"OB and Peds"*: Sarah Hubbell, sahubbell@usfca.edu
    vi. Senior 2: *"Capstone"*: Lisa Sabatini, lmsabatini@usfca.edu
- ❏ BSN Program Leads
  a. Program Director:
    i. Sarah Hubbell, sahubbell@usfca.edu
  b. BSN Chair:
    i. TBD
    ii. TBD
  c. Pre-Licensure Department Supervisor: Stacey Kohut sekohut1@usfca.edu
  d. Pre-Licensure Program Asst: Devan Robertson drobertson3@usfca.edu
- ❏ MSN Program Leads
  a. Department Chair: TBD
  b. Department Vice Chair: TBD
  c. Master's-Entry MSN (Hilltop) Program Director: Lisa Brozda, lbrozda@usfca.edu
  d. Master's-Entry MSN (Orange County) Program Director: Margaret Santandrea, msantandrea@usfca.edu
  e. BSN-MSN (4+1) Program Director: Francine Serafin-Dickson, fjserafindickson@usfca.edu
- ❏ Review your teaching assignment:
  a. Please see the Academic Calendar for holidays, spring break, etc.
- ❏ Clinical On-boarding:
  a. How to locate Hospital Orientation requirements on Canvas?
    i. Login to MyUSF dashboard for Canvas
    ii. Select "Student Portal"
    iii. Look for "Hospital Orientation"
    iv. Scroll down to find your hospital
- ❏ Keep a file of your own Health Requirements:
  a. Background check

    b. Drug Screen
    c. Current RN license
    d. CPR, immunization records, emergency contacts
- ❏ Prior to your first day
    a. Review your course syllabus
    b. Notify your students where to meet, uniform requirements, expectations
    c. Check with Lead faculty regarding: hospital orientation, computer training, hospital ID badges, parking, etc.
- ❏ Request to be assigned to a mentor/buddy clinical instructor
- ❏ Psychomotor Skills list-located in the Student Portal
- ❏ Needle stick or Injury during clinical-Refer to the BSN Handbook
- ❏ Instructor unforeseen illnesses or unavailability
    a. Clinical hours cannot be made up.
    b. Notify your Level Lead, Program Director and Chair(s) ASAP
    c. Seek another faculty in your level to swap or substitute.
    d. Chair will notify Business Specialist for Payroll adjustments (for clinical courses only)
- ❏ Attend monthly Level meeting in person or on zoom
- ❏ Welcome to USF! “Educating hearts and minds” to care for others

UNIVERSITY OF SAN FRANCISCO

School of Nursing and Health Professions

New Post-Licensure Nursing Faculty Onboarding

- ❏ Graduate Nursing Department Leadership
    a. Department Chair: TBD
    b. Department Vice Chair: TBD
    c. Manager, Graduate Nursing Programs: Emily Sklar, esklar2@usfca.edu
- ❏ MSN Program Directors
    a. RN-MSN (Hybrid) : Cathy Coleman, cmcoleman2@usfca.edu
    b. RN-MSN (Online): Susan Mortell, smmortell@usfca.edu
    c. RN-MSN (Kaiser Nurse Scholars Academy): Sara Horton-Deutsch, shortondeutsch@usfca.edu
- ❏ DNP Program Directors
    a. Executive Leadership DNP: Mary Lynne Knighten at mknighten@usfca.edu
    b. Nurse Practitioner Programs/Family Nurse Practitioner: Trinette Radasa, tlradasa@usfca.edu
    c. Population Health Leadership: Francine Serafin-Dickson, fjserafindickson@usfca.edu
    d. Psychiatric Mental Health Nurse Practitioner: Trinette Radasa, tlradasa@usfca.edu
- ❏ Review your teaching assignment:
    a. Please see the Academic Calendar for holidays, spring break, etc.
- ❏ Clinical On-boarding:
    a. How to locate Hospital Orientation requirements on Canvas?
        i. Login to MyUSF dashboard for Canvas
        ii. Select “Student Portal”
        iii. Look for “Hospital Orientation”
        iv. Scroll down to find your hospital
- ❏ Keep a file of your own Health Requirements:
    a. Background check
    b. Drug Screen
    c. Current RN license
    d. CPR, immunization records, emergency contacts
- ❏ Prior to your first day
    a. Review your course syllabus
    b. Notify your students where to meet, uniform requirements, expectations

    c. Check with program directors regarding: hospital orientation, computer training, hospital ID badges, parking, etc.

- ❏ Instructor unforeseen illnesses or unavailability
    a. Clinical hours cannot be made up.
    b. Notify your Level Lead, Program Director and Chair ASAP
    c. Seek another faculty in your level to swap or substitute.
    d. Chair will notify Business Specialist for Payroll adjustments (for clinical courses only)
- ❏ Attend monthly department meeting in person or on zoom
- ❏ Welcome to USF! “Educating hearts and minds” to care for others



New Health Professions Faculty Onboarding

- ❏ Health Professions Department Leadership
    a. Health Professions Program Chair: Freddie Seba fseba@usfca.edu
    b. Health Professions Program Chair: Marie-Claude Couture, mcouture@usfca.edu
- ❏ Health Professions Program Directors
    a. BSPH: Laura Chyu, lchyu@usfca.edu
    b. MPH: Laura Chyu, lchyu@usfca.edu
    c. MSDHI: Freddie Seba fseba@usfca.edu
    d. PsyD: Dhara Meghani, dtmeghani@usfca.edu
- ❏ Review your teaching assignment:
    a. Please see the Academic Calendar for holidays, spring break, etc.
- ❏ Instructor unforeseen illnesses or unavailability
    a. Classroom hours cannot be made up.
    b. Notify your Program Director and Department Chair ASAP
- ❏ Attend monthly department meeting in person or on zoom
- ❏ Welcome to USF! “Educating hearts and minds” to care for others