Notes to Adjuncts/Faculty

When we are building catalog/book orders due:

Colleagues – I’ll try to make this email uncomplicated and uncluttered – most of the following bullets require an action from you.

The first few bullets, in RED, require an immediate action.

1. The Collective Bargaining Agreement sets graduate student/faculty ratio at 15/1.  In practice, we tend to run our electives at a maximum ration of 20/1.  Are you willing to take up to 20 students in your elective course?  Please let me know immediately. (If we’ve already asked, apologies for asking again)
2. The size of your class may influence your choice of classrooms.  20 students make the smaller seminar rooms in Sem II (the 07 and 09 rooms on floors 2-4) feel cramped – you may prefer the larger workshop rooms in Sem II (ground floor 07 room).  Please inform me of your classroom preference immediately.
3. The time to order books for your course is now.  You needn’t, necessarily use books – many faculty use web-based and scanned readings, especially for the 2-credit courses (I can help you with this later, if need be).  Please let me know asap if you are NOT placing an order for books so I can inform the bookstore to not expect one from you.
4. If you are going to use a classroom management tool or website, please **choose Canvas** (not Moodle).  If you need training in Canvas, I am happy to help.
5. We need a **syllabus, or an expanded course description** from you no later than **Monday,** **December 1.**An expanded course description stands in for the syllabus so students know what will be expected and can prepare for the first class – includes an expansion of the paragraph course description you use for the catalog, the readings list, assignments, and what they need to do to prepare for the first class.

That’s all for now.