FAQ Sheet for Adjuncts

How do I . . .

• Receive my appointment from the University and get placed on the payroll?
  Contact Maria Filotti, Senior Assistant to the Vice Dean for Academic Affairs, 463-6304, lawmafi@hofstra.edu.

• Order books for my class (at least 4 weeks prior to the start of the semester)?

• Get a CLE certificate at the end of the semester?
  Contact Maria Filotti, Senior Assistant to the Vice Dean for Academic Affairs, 463-6304, lawmafi@hofstra.edu.

• Obtain a Hofstra Faculty ID Card (HofstraCard)?
  Once you receive a letter from the University granting your appointment, take that information, along
  with another photo ID to the Office of HofstraCard Services (463-6942) located in the lobby of the
  Student Center. Your picture will be taken and you will be given your ID. Once you have a Hofstra ID
  Card, you may pick up a faculty parking sticker from the public safety office, which is located at the
  corner of California Avenue and Hempstead Turnpike.

• Have a Hofstra email account created, gain access to all other Hofstra computer-related services, or get an answer
  to any other technology question?
  Contact Jessica Backman, Assistant Director of Information Technology Services, 463-4993, Jessica.A.Backman@hofstra.edu

• Have a computer and projector set up in my classroom for each class?

• Have my class podcast or videotaped (school policy allows videotaping only as an accommodation under the
  ADA, or if a student will be absent for religious or medical reasons)?
  Send an e-mail to lawaudiovisual@hofstra.edu. Please try to do this at least one business day in advance.

• Have an assignment or syllabus posted on the web prior to the start of classes?

• Have my name and biography added to the Hofstra website?
  Email weblaw@hofstra.edu.

• Obtain a class roster prior to the start of classes?

• Find out what room my class will be in?
  Contact Brian Kaspar, Registrar, 463-6041, lawbtk@hofstra.edu or
  Dimitrios Doussi, Assistant Registrar, 463-5374, lawmd@hofstra.edu
  You can also check the class schedule at:
  http://law.hofstra.edu/Academics/AcademicRecords/Registration-Information-Course-Schedule.html

• Find out who my Assistant will be for the semester?
  Contact Teresa Harrington, 463-5930, Teresa.Harrington@hofstra.edu.

• Have copying done prior to class?
  Contact your Assistant. Please try to give at least one day’s notice, and clear instructions.

• Obtain a Westlaw/Lexis password?
  Contact Lisa Spar, Associate Director for Reference and Instructional Services, 463-5392, lawlas@Hofstra.edu

• Get research support?
  Contact Courtney Selby, Director of the Law Library, and Assistant Professor of Law, 463-5901, lawclsl@hofstra.edu.

• Get help if I have a problem or a concern regarding the performance of a student?
  Contact Lisa Monticciolo, Assistant Dean for Student Affairs, 463-4809, lawlmm@hofstra.edu.