

FAQ Sheet for Adjuncts

How do I . . .

- Receive my appointment from the University and get placed on the payroll?
- 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, lawmaf@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 Gary Moore, Assistant Dean for Information Systems, 463-6067, lawgpm@hofstra.edu or Andrew Wilson, Director of Information Systems, 463-4794, lawalw@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 and cc: Gary Moore on the request. 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 and cc: Gary Moore on the request.
- Get help in preparing a syllabus, selecting a textbook, or other matters relating to teaching?
Contact Amy Stein, Professor of Legal Writing and Assistant Dean for Adjunct Instruction, 463-5927, lawars@hofstra.edu. Please also consult the Adjunct Faculty Resources Page at: <http://law.hofstra.edu/FacultyStaff/AdjunctFacultyResources/index.html> .
- Obtain a class roster prior to the start of classes?
- Find out what room my class will be in?
- Find out about the scheduling of exams, or the application of the grading curve?
Contact Brian Kaspar, Registrar, 463-6041, lawbtk@hofstra.edu or Dimitrios Doussi, Assistant Registrar, 463-5374, lawdmd@hofstra.edu
You can also check the class schedule at: http://law.hofstra.edu/Academics/AcademicRecords/RegistrationInformation/arri_course_schedule.html .
- Find out who my Assistant will be for the semester?
Contact Colleen Scully, 463-4390, Colleen.Scully@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 Yasmin Alexander, Library Technical and Electronic Services, 463-5851, lawyea@hofstra.edu .
- Get research support?
Contact Michelle Wu, Associate Dean for Information Technology and Director of the Law Library, 463-5901, lawmmw@hofstra.edu .
- Get help if I have a problem or a concern regarding the performance of a student?
Contact Lisa McCluskey, Director of Student Affairs, 463-4809, lawlmm@hofstra.edu .