



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 Kimberly Jonas, Senior Assistant to the Associate Dean for Academic Affairs, 463-7056, kimberly.m.jonas@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.
- 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 the Hofstra University Help Desk, 463-7777, help@hofstra.edu
- Have a computer and projector set up in my classroom for each class? (Note: you may send one email to have the set up arranged for the entire semester, e.g. "I will be using a computer every Tuesday from 8 am – 10 am in room 308."
Send an e-mail to lawaudiovisual@hofstra.edu.
- Verify that my name has been added to the adjunct faculty page on the Hofstra website?
<https://law.hofstra.edu/faculty-directory/#adjunct-faculty>
- 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 Legal Writing and Adjunct Instruction, 463-5927, Amy.R.Stein@hofstra.edu. Please also consult the Adjunct Faculty Resources Page at: <https://law.hofstra.edu/adjunct-faculty-resources/>
- 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, Assistant Dean for Student Services and Registrar, 463-6041, Brian.T.Kaspar@hofstra.edu or you can check the class schedule at:
<http://law.hofstra.edu/currentstudents/academics/academicresources/courseschedule/index.html>
- Have copying done prior to class?
Contact your Faculty Assistant. Please try to give at least one day's notice, and clear instructions.
- Obtain a Westlaw/Lexis password?
Contact Isaac Samuels, Reference Librarian, 463-7808, Isaac.e.samuels@hofstra.edu
- Get research support?
Contact Hunter Whaley, Director of the Law Library, 463-5901, Hunter.Whaley@hofstra.edu
- Get help with a problem or a concern regarding the performance of a student?
Contact Lisa Monticciolo, Assistant Dean for Student Affairs, 463-4809, lawlmm@hofstra.edu .