University of Windsor

Onboarding Checklist for Sessional Instructors

	Completed	Not Required
Getting Started		
Sign Contract	☐	☐
Receive Employee Number	☐	☐
Activate UWin Account	☐	☐
Setup Payroll	☐	☐
Commonly Used Acronyms	☐	☐
Get started with technology	☐	☐
University of Windsor Policies and Procedures	☐	☐
Teaching Preparation		
Course Planning Resources	☐	☐
Teaching Online Resources	☐	☐
Brightspace Learning Management System Support and Workshops	☐	☐
Leddy Library Resources	☐	☐
Campus Bookstore for Course Materials	☐	☐
Accessibility and Accommodation	☐	☐
Prepare course syllabus	☐	☐
Grading and Assessment Criteria	☐	☐
Academic Calendar (Registration and Course Withdrawals Deadlines)	☐	☐
Academic Integrity	☐	☐
Grade Processing	☐	☐
IT Support	☐	☐
Teaching Assistants		
Contract signing and support	☐	☐
Evaluation	☐	☐
Academic Misconduct		
Academic Integrity and Student Conduct	☐	☐