

## Department of Information & Library Science Adjunct Information

### Adjunct Requirements

- After talking arranging with the ILS Chair to teach a course, please work with Corey on arranging the details of your course, then fill out the adjunct form sent to you by Katie as your official contract with payment details. The contract details that courses can be cancelled by the Chair if the minimum enrollment is not met. If you are a full-time IU employee, you will need approval from at least your immediate supervisor to teach a course. Please send an updated CV to ILS each year, add yourself to the ils-l listserv (<https://kb.iu.edu/d/bbto>), and send the syllabus to ILS one to two weeks before the course begins.

### Adjunct Title

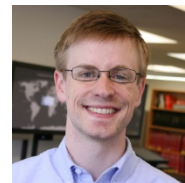
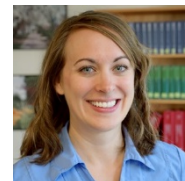
- If you are a tenured librarian, your ILS title will follow your tenured position. Assistant Librarians will be Adjunct Assistant Professors, Associate and Full Librarians will be Adjunct Associate Professor and Adjunct Professor, respectively. All other adjuncts will have the title of Adjunct Lecturer.

### Classroom

- Corey will work with you on scheduling your course in a room. Once your class begins, if you have any tech needs or concerns or if your room is locked, please place a SICE help request, send an e-mail to [sicehelp@indiana.edu](mailto:sicehelp@indiana.edu) or walk over to the support desk on the 2<sup>nd</sup> floor in Luddy Hall outside of the ILS suite.

### Contacts:

- For space/meeting rooms, mail inquiries, parking pass info, general office assistance, please contact Katie Novak, ILS Department Administrator at [katinova@indiana.edu](mailto:katinova@indiana.edu), 812-855-5113 or Luddy Hall 2104.
- For course or student related concerns, please contact Corey Tarbell, ILS Director of Graduate Student Services at [ctarbell@indiana.edu](mailto:ctarbell@indiana.edu), 812-856-7214 or Luddy Hall 2106
- ILS Chair Ron Day's contact info: [roday@indiana.edu](mailto:roday@indiana.edu), 812-855-3205, Luddy Hall 2130



### Mail

- All ILS Adjuncts will have mail in a mailbox marked "ILS Adjuncts" in the general Luddy mailroom, room 1103. In Luddy Hall, mailboxes are yet to be determined. Please notify Katie if you have another mailbox on campus that you would like your mail sent to.

### New courses:

- If you would like to suggest a new topics course, per the ILS Graduate Programs Committee, you need to have it submitted no later than September 1 for GPC approval for a new Spring

course, or January 1 for classes for the following summer/fall. Send new topic course ideas to the ILS Chair.

#### Office Space/Building Use:

- We have 2 offices for Adjunct use in Luddy Hall, room 2107 and 2109. Since we usually have approximately 24 adjuncts teaching per semester, please notify us in advance if you anticipate needing a desk or office space for you to store items or need to meet with students. We are currently just reserving the room for each person based on their schedule and need for the room. Please contact Katie to reserve a time and to get a key for the room.
- The building is open from 7am to 10pm Mondays through Fridays and 7am to 7pm Saturdays & Sundays. Accessing the building outside those hours is possible with the use of your Crimson Card. You will also need your Crimson Card to access the ILS suite outside of office hours (8am-6pm M-F), the kitchen on the 2<sup>nd</sup> floor, and the printers/copiers. If you are locked out of the building or your office, you will need to e-mail [sicehelp@indiana.edu](mailto:sicehelp@indiana.edu) to be given remote access.

#### Office Supplies

- You may have access to any of the general office supplies the Department has for teaching and course prep. If you need help locating something or need something specific ordered, please contact Katie. You will be able to log in to any computer in the ILS area and print to any copier/printer in the building. There is a copier/printer located near the classrooms on the bottom floor, as well as one in the ILS suite, room 2133. For assistance with copying or printing any large orders such as syllabi, please notify the ILS office two days prior.

#### Other resources:

- Office of the Vice Provost for Faculty & Academic Affairs: <http://vpfaa.indiana.edu/policies/index.shtml>. Contains relevant academic policies.
- Center for Innovative Teaching & Learning (CITL): <https://citl.indiana.edu/>. CITL provides leadership and expertise that support efforts to innovate in the curricula, to implement effective pedagogies in and beyond the classroom, and to enhance student learning and engagement.

#### Parking

- Contact Katie to get a letter you can take to Parking Operations for a parking pass for the semester.
- If you will have a visiting speaker for your class for a day, please notify Katie at the beginning of the semester to arrange for a temporary parking pass for your speaker.

#### Textbook

- It is necessary to order books for students several months in advance if you expect to get them in time for the first day of classes. The IU Bookstore has an online requisition for faculty to place their own book orders. Go to One.IU and look up Textbook Orders to access the Faculty Enlight site. Note: Even if you are not ordering books, you need to log onto the

bookstore's site and check that no books are required for your course. It's also helpful to know the ISBN number for any books you are ordering and the section number for the course you are teaching.

#### Website

- Profile: All of our adjuncts have a profile on our website at <http://www.ils.indiana.edu/people/adjunct-faculty.html>. To add and edit your profile, fill out a SOIC help request at: <https://help.sice.indiana.edu/request/>.
- Course listing: SOIC maintains a listing of courses here: <http://www.soic.indiana.edu/graduate/courses/index.html>. As long as you are listed as the main instructor for the course, you are able to update your course listing to add a syllabus, link, or supplementary description here: <https://help.sice.indiana.edu/request/>.

\*\*Any other questions or information you would like added to this handbook? Please notify Katie at [katinova@indiana.edu](mailto:katinova@indiana.edu).