

DECEMBER 4, 2018

MINNEAPOLIS COLLEGE
OF ART AND DESIGN

2501 STEVENS AVENUE
MINNEAPOLIS, MN 55404

WELCOME TO MCAD

MCAD.EDU

I am pleased to welcome you to MCAD as one of our Adjunct Faculty members for this upcoming semester. An appointment contract has been prepared in your name.

PLEASE READ CAREFULLY

This letter outlines important deadlines and obligations.

If your appointment contract is not completed by you and received by Academic Affairs by noon on December 18th, 2018 you will be considered to have rejected the appointment contract and the offer withdrawn.

To finalize this appointment, please come between the hours of 10 am and 3pm, M-F to Academic Affairs, room 348 and sign your contract.

If you cannot make this time, please email academic_affairs@mcad.edu to request an appointment.

All paperwork must be complete by THURSDAY, DECEMBER 20th, 2018 to allow for:

- Payroll activation
- MCAD login, e-mail, and Blackboard accounts
- ID photos with access to the Service Bureau and some classrooms
- Permit the issuance of your office keys

In addition, faculty are required to:

- Provide essential information via Contract completion including but not limited to: earned degree information, current address, telephone number, alternate email and your office hours by December 20th, 2018.
- Email your Resume/CV by December 20th, 2018 to: academic_affairs@mcad.edu
- Complete your faculty syllabus form by January 18th, 2019. *The short bio required on your syllabus will be used on mcad.edu

If you are new to MCAD payroll, or if you have not worked here for more than one semester, you will need to:

- Complete and sign a new form W-4* so that we can withhold the correct amount of federal and state taxes
- If you are a new employee of MCAD or have not worked at MCAD within the past twelve months, you will need to complete or recertify a Form I-9*; *acceptable documents can be found here: [Acceptable Documents I-9](#) or visit <https://www.uscis.gov/i-9-central> for more information. If you come in to sign your contract and you do not have the appropriate proof of work eligibility to complete a new, or recertify an existing, I-9, your contract will be held and you will be required to provide appropriate documentation within 3 days of your start date.*
- Fill out an EEO form*, (a Voluntary Self-Identification form).
- Log into DayForce to set up the following items prior to your first day of work (please refer to the attached DayForce Info Sheet for assistance):
 - Direct Deposit
 - Emergency Contacts

*These forms will be available to you in the Academic Affairs Office when you come in to sign your appointment contract.

Accreditors require an official transcript for your earned highest degree.

- Request an official transcript be sent to Academic Affairs from the institution in which you were awarded your highest degree to this mailing address:
- Minneapolis College of Art and Design
- Attn: Academic Affairs Official Transcript Request
- 2501 Stevens Ave
- Minneapolis, MN 55404
- Failure to provide an official transcript will result in your not being considered for or offered any further teaching opportunities or appointments at MCAD.
- Please notify us if your transcript could potentially arrive under a different name than you currently use.

Faculty requirements while teaching in the degree programs at the college:

- If you are new to teaching on campus at MCAD you are required to attend the New Faculty Orientation on January 14th, 8:30 a.m. to 12 p.m.* *tentative dates/times
- All campus-based faculty are required to attend the first department meeting of the semester, January 14th, 1-3 pm*. If you are unable to attend, please contact your Department Chair. *tentative dates/times

Department Chairs will be contacting you regarding other Department meetings during Faculty Preparation Week, January 14 - 18. You will receive your office assignment at your department meeting.

Faculty paychecks will be issued on the 15th and the last day of each month. When the college is closed on the 15th and/or last day of the month (either due to a weekend and/or holiday), you will be paid on the last preceding business day on which the college is open. If you are a staff member teaching as adjunct faculty, your paychecks will be issued in accordance with the staff pay dates. Refer to the terms of your appointment described on the first page of your contract for your pay dates for this semester. Find payroll schedules here: <http://intranet.mcad.edu/department/business-office>

The **Spring 2019 Art Cellar Textbook policy** is on the Art Cellar Intranet page [here](#). Please contact Desiree Olson at dolson@mcad.edu or (612) 874-3650 with questions/concerns.

If you have any questions, please don't hesitate to contact me.



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