



NYU

**SILVER SCHOOL
OF SOCIAL WORK**

New Adjunct Faculty Checklist for Onboarding

1. Chairs/Off-site Coordinators

- Chair/Off-site Coordinator submits your CV and the course name/number/section to the following parties:
 - Administrative Services: silver.adminservices@nyu.edu
 - Niurvys Hechavarria: nh31@nyu.edu
 - Carrie Prendergast: carrie.p@nyu.edu

2. Evelyn Kleinbardt-Director of Administrative Services

- Evelyn's team will contact you to initiate your onboarding in PeopleSync and to schedule an appointment to fill out the following onboarding documents *once the CV is received*:
 - I-9 Documents
 - NYU ID Card (UID and Net ID need to be activated)
 - Oath Card
 - Emergency Contact Information Sheet
- After meeting with Administrative Services, you will obtain an NYU ID Card at 7 Washington Place, on the corner of Mercer Street.
- About NYUCard- <http://www.nyu.edu/nyucard/about/location.hours.html>

3. Niurvys Hechavarria-Faculty Resource Administrator

- Niurvys will contact you and explain the office management onboarding process as well as give you the contact information for the faculty service staff member who will be working with you.

4. Faculty Services Staff

- After you meet with the Administrative Services team and obtain your Net ID you will meet with your Faculty Services staff member. **Please let your staff member know when the meeting with Administrative Services will take place and schedule this meeting for the same day.** During this orientation, you will learn how to set up your NYU email account and review technology systems, including NYU Classes and the online video request form.
- Faculty Services staff will provide any needed course materials as well as provide office management assistance.

Continued



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<u>Undergraduate Program:</u>	Juan Iturralde	juan.iturralde@nyu.edu
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<u>Practice Area I and II:</u>	Aleksandra Necakov	necaka01@nyu.edu
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<u>Research/Groups Areas:</u>	Maria Ponce	maria.ponce@nyu.edu
<u>Electives:</u>	Niurvys Hechavarria	nh31@nyu.edu
<u>St. Thomas Aquinas College:</u>	Loriana Aviles	loriana.aviles@nyu.edu
<u>Sarah Lawrence College:</u>	Anita Botello	abotello@nyu.edu