



January 4, 2008

Dear Adjunct Faculty Member:

I hope this letter finds you well. I don't know about you but I can't believe spring semester **2008** is about to start already! In this letter, I have included some information on several items you should be aware of before the semester begins.

Adjunct Faculty Website: We have a new website on the [www.msugf.edu](http://www.msugf.edu) homepage. Click on "Faculty and Staff" and then "Adjunct Faculty". This site contains spring semester orientation information such as the times and dates of upcoming orientations, a link to the online orientation and e-copies of all orientation materials (we are now paperless!). <http://www.msugf.edu/facultystaff/Adjunct/index.htm>

FOA Days: Full-time faculty return to campus January 7! The FOA Days schedule is listed on the Adjunct Faculty Webpage. If you wish to attend any of the events, please RSVP to Lorene Jaynes (771-4301) so we can be sure to have enough seating available. Also, professional pictures are scheduled to be taken sometime during FOA days. An email will follow shortly with specific times for picture taking.

Required Orientation: All adjunct faculty teaching for Montana State University – Great Falls College of Technology are required to attend an orientation for Spring Semester. Our main focus will be on the Outcomes and Assessment initiative. You will be paid a \$40 stipend for attending/completing the orientation this semester. Please let me know which orientation you will be completing.

Adjunct faculty who did not complete an orientation during the Fall 2007 semester should attend/complete one of the following orientations:

January 15, 2008 1:00 pm to 3:00 pm B139  
January 22, 2008 5:30 pm to 7:30 pm B101  
Online Orientation for New Adjunct Faculty (by January 31, 2008)

Adjunct faculty who completed an orientation during the Fall 2007 semester should attend/complete one of the following orientations:

January 15, 2008 2:00 pm to 3:00 pm B139  
January 22, 2008 6:30 pm to 7:30 pm B101  
Online Orientation for Returning Adjunct Faculty (by January 31, 2008)

Moving: If you are familiar with our campus (or should I say *were?*), things have changed! Many people have moved their offices or are in the process of moving. You may want to stop by and wander around to see where people have moved to! Don't hesitate to ask where someone is located. I'll be doing the same thing (wandering and asking)!

#### Grand Opening!

You are invited to attend several grand opening events for our new addition to the building! On January 16 from 11:00 am to 12:00 pm, please join us for the "Celebrate a Brand New Day" event going on in our new atrium. On January 31, starting at 5:00 pm, please join us for the official Grand Opening in Heritage Hall. You are welcome to attend either or both events!

Welcome back to all returning adjunct and a hearty welcome to those joining us for the first time this academic year! If you have any questions please feel free to stop by, give me a call, or send me an email. I'm happy to help and love to chat!

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[406] 771-4300 • [800] 446-2698 • Fax: [406] 771-4317 • [www.msugf.edu](http://www.msugf.edu)



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Warmest wishes,

*Kim Schrenk*

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