Here are some names and phone numbers that you may need as you begin teaching for us as an adjunct faculty member:

- ‹ Human Resources   (540) 857-7282, Fishburn Building, F003
- ‹ Campus Security   (540) 857-7979, College Services Building

  (540) 857-7271, Humanities Building, H111
- ‹ Science, Tech, Engr, and Math (540) 857-7273, STEM Building, ST109

  Health Professions   (540) 857-6714, Fralin Building, HP214

- ‹ Contact Campus Police in the College Services Building to receive your hang tag for parking
- ‹ Familiarize yourself with faculty and staff parking for your building
- ‹ Familiarize yourself with the fire extinguishers and emergency exits for your office and your classrooms
- ‹ Watch the safety video so that you are familiar with shelter in place and lock down procedures
- ‹ Please show the safety video in all your classes every semester within the first week

- ‹ Please familiarize yourself with our College Policies. Policies can be found on our website in the Faculty and Staff Resources tab at: https://www.virginiawestern.edu/about/legal-and-policies/policies/
- ‹ You can also find the faculty handbook, the link to VW Connect, and our organizational chart using the above link

- ‹ For information regarding Canvas, you can contact these Learning Management System experts from our Learning resources area:
    - ‹ Erin Leftwich (eleftwich@virginiawestern.edu)
    - ‹ Carrie Halpin (chalpin@virginiawestern.edu)
- ‹ You can also access training modules by going to our Learning Resources Info-Guides.   They can be found here: https://www.virginiawestern.edu/learning/elit/faculty/index.php
- ‹ Here is a link to more information about accessing and working in Canvas: https://www.virginiawestern.edu/online/about-canvas/
- ‹ Your Canvas shell for your class should include a Start Here module and a video welcome to your students.   You should also plan to input grades for students periodically so that students are aware of how they are doing in your class.

- ‹ Here is a link to the policy on LMS Usage: https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/i-66/

- ‹ You will have opportunities for training on our PeopleSoft (SIS) system for grades and roster - management for your courses.   If you have trouble with accessing PeopleSoft (SIS), please contact the Help Desk at helpdesk@virginiawestern.edu or at (540) 857-7354.

- ‹ Be sure to check your Virginia Western email often. This is the primary way that office staff, students and your Dean will communicate with you
- ‹ Contact the Help Desk at helpdesk@virginiawestern.edu or at (540) 857-7354, if you are having trouble or are locked out of your email

- ‹ You will be expected to complete Security Training every year while you are teaching for us
- ‹ You will receive an email reminding you to complete your training
- ‹ Please complete this training in a timely manner to avoid having your access to your email removed

- ‹ You are required to hold one hour of office hours every week for every class you teach for us. This office hour can be face to face, through email, or through Zoom. Please plan to schedule time for your s

‹ You will be required to complete an Instructor Initiated Withdrawal for your student once every semester using our Instructor Initiated Withdrawal System (IIWS)

the first few weeks of class, you will be asked by your

important for our Records Office. Please do not be late with these rosters. If you are late, you will be asked to print your roster and bring a copy to the school office so that your Dean can sign off on the roster.
‹ To submit your IIWS Rosters, you will go to the IIWS link on our website. You can find the link under Faculty and Staff and in Faculty and Staff resources.   You will receive more information about how to submit this information from your school office.
‹ Here is a link to the IIWS schedule for the semester and a link to where you submit your rosters: https://apps.virginiawestern.edu/classes_new/iiws.php

‹ FERPA is the Family Right to Privacy Act. You may only discuss grades and other protected information with students through their Virginia Western email. You may also, of course, talk with them face to face. Please familiarize yourself with the rules of FERPA. Do not talk with

- ‹ Your program head will discuss with you your options for textbooks for your course. Virginia Western is dedicated to offering Open Education Resources or Low-Cost Textbooks for our students.

- ‹ Each Academic School will have their own procedures for requesting copies of exams and syllabi

- Please familiarize yourself with our Adjunct Faculty Evaluation Plan that can be found here: https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/
- Be sure to scroll down to the Faculty Policies section to find the forms and the policy for our Adjunct Faculty Member Evaluation Plan

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- Use your content expertise, professional experience, and life experience to facilitate learning through a variety of approaches.
- Be approachable. Promote development of a positive relationship with students. Remember to maintain professional boundaries. Strive to make a connection, even with those who appear resistant.
- Encourage students to succeed and take action to assist them in doing so. Learn who to and how to connect them with campus services.
- Contact Sheri Meixner at smeixner@virginiawestern.edu if there is a problem with a student that you cannot resolve. Sheri is a wonderful resource and is happy to help if you have a student conduct or a classroom management issue.
- Be organized. Have clearly defined assignments and a weekly schedule. Have assignments graded in a timely manner so that students are aware of their progress in the class.
- Help first time college students learn skills/behaviors that lead to success:
    - Time management, setting priorities, regular attendance: contact your instructor if you have a problem that prevents class attendance - on the day the problem occurs, know the policies and deadlines of the course, study and do homework daily, communicate with your instructor and peers (appropriately), get help when you first think you need it.
-
    like everyone, but you do need to demonstrate professionalism and respect, and provide equal opportunities.
-
    answer.
-
    clearly understand the difference between helping another student and cheating/plagiarism. You can access a link to an Academic Integrity module in Commons in Canvas.
-
    right.
- Encourage innovation, be open to learning new things, and share new things with others.
- Tread carefully in the classroom when sharing or discussing religious or political views.
- Remember that many students are afraid to fail, afraid that others will know they failed, and may be more willing to quit than persevere, particularly with multiple stressors/pressures.
- Reward improvement and success with encouragement.
- Have some fun in class. Show students why you love your field/discipline/profession.

- During your first year, familiarize yourself with policies, processes, and procedures. Since these

  answer.
- Seek help from the dean, your program head, members of your faculty group, and most importantly, the division administrative assistants (who know everything or will get the answer!).
- Submit requested materials by the stated deadlines (rosters, grades, etc.).
- Participate in in-service, division, and departmental meetings when required (typically one meeting per semester during in-service).
- Participate in available training sessions if applicable, particularly instructional technology.
- Be a collaborative team player in your department and the division. Share your ideas, provide

  things can be fixed).
- Good communication helps ward off problems. Please let your program head or dean know of

- Once you clarify your expectations and you are aware of the student conduct policy,
  - Communicate to your students in writing in your syllabus
  - Verbally discuss expectations during the first class session
  - Reinforce your expectations if needed
  - Follow your policies consistently. Treating people who violate your policies differently