

ADJUNCT NEW HIRE ORIENTATION ACKNOWLEDGEMENT

www.viriniawestern.edu/adjunct

This is to confirm that I, _____, have reviewed the "Adjunct New Hire Orientation - ALL" for Virginia Western Community College on _____.
(print name) (date completed)

Additionally, I have reviewed the division specific orientation for the following divisions on the following date(s):

- Business, Engineering and Technology _____
- Health Technology _____
- Humanities _____
- Natural Science and Mathematics _____
- Social Sciences _____
- Workforce Development Services _____

These orientation presentations and the Adjunct Faculty Handbook outline the benefits, policies and employee responsibilities for Virginia Western Community College for those individuals employed in an Adjunct Faculty position. I will familiarize myself and comply with the information contained in the presentation and the Adjunct Faculty Handbook. Additionally, I have registered for the VWCC Knowledge Center and have/will take the necessary required courses in order to satisfy my new hire obligations at Virginia Western.

The information in the orientation and the Adjunct Faculty Handbook is subject to change as situations warrant, and I understand that changes in the policies may supercede, modify or eliminate the policies I reviewed as of the date I signed this form. Changes in policy will be communicated to me by my Program Head or Division Dean, or through official notices. I accept responsibility for keeping myself informed of these changes.

Employee's Signature

Date