



Virginia Western Community College

*New Employee Orientation
Full-Time and Adjunct Faculty
School of Liberal Arts & Social Sciences*

Message from the Dean



Welcome to Virginia Western! We are pleased to have you join the School of Liberal Arts & Social Sciences, also known as LASS. I hope that this is a positive and rewarding experience for you. Each member of our faculty plays an important role to our students and the College. Whether you teach one class or many, you are an integral member of our community and very much appreciated.

If you have additional questions about our College and/or Division and your orientation is complete, please do not hesitate to ask your fellow faculty members, program head, the office staff, or myself anything that would help you. No question is too small. We are here to help!

I am looking forward to working with you and hope that you have a great semester!

Sincerely,

Dr. Elizabeth Wilmer, Dean of Liberal Arts & Social Sciences

About Our Division

The School of Liberal Arts & Social Sciences encompasses the following departments:

- Administration of Justice
 - Art
 - Drama
 - Early Childhood Development
 - Economics
 - English
 - English as a Second Language (ESL)
 - Fire Science
 - Foreign Languages
 - Geography
 - Health
 - History
 - Human Services
 - Humanities
 - Music
 - Philosophy
 - Physical Education (PE)
 - Photography
 - Political Science
 - Psychology
 - Religion
 - Sign Communication
 - Sociology
 - Speech
 - Theatre
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About Our Division

- Our Division offers the following degrees:
 - Associates of Arts in Liberal Arts
 - Associates of Arts in Liberal Arts with a Fine Art Specialization
 - Associates of Science in General Studies
 - Associates of Science in Social Science with specialization in Education
 - Associates of Applied Science in Administration of Justice
 - Associates of Applied Science in Communication Design
 - Associates of Applied Science in Early Childhood Development
 - Associates of Applied Science in Human Services
 - Certificate in General Education (for students who plan to transfer after 1 year)
 - Certificate in Exercise Science and Personal Training (proposed)
 - Career Studies Certificate in Early Childhood Development
 - Career Studies Certificate in Firefighting and Prevention
 - Career Studies Certificate in Wellness
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Division Information

- Main Office = 857-7271
 - Sue Clark, Sarah Grubb and Brenda Tilley = 857-7271
 - Dr. Elizabeth Wilmer, Dean = 857-7271
 - Fax = 857-6096
 - Office Hours = Monday – Friday; 7:30 a.m. – 4:45 p.m.
 - [LASS website](#)
 - Mailing Address:
PO Box 14007
Roanoke, VA 24038
 - Shipping Address:
3082 Colonial Ave, SW
Roanoke, VA 24015
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Helpful Links

- From the [LASS website](#) you can view all sorts of useful information that will answer many of your questions. Take a moment to browse through the Faculty Information tab to view information such as the faculty orientation, academic calendar, exam schedule, how to enter grades, etc. Need to know the Art Gallery's hours or information about the Theatre? It's all just a click away!
 - We hope this website will prove to be a useful tool for you. As always, the office staff will be happy to assist you as well.
 - For easier access, follow these simple directions to save this link as a Favorite:
 - Open website
 - Click on gold star with green + (upper left-hand corner)
 - Click – Add to Favorites
 - Name the file, then click Add
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Office and Classroom Keys

- You will be issued a classroom key, which will give you access to classrooms, general usage faculty offices, copy machines, fax machines and printers. This key opens all spaces except the MAC labs, photo lab and art gallery.
 - It is your responsibility to keep up with these keys. You may be charged for replacement keys in the event your keys are misplaced.
 - Please keep the doors to D-100, H-219 or other offices locked when you are not using them.
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Faculty Offices

- Art Faculty
 - Faculty offices are located in H-213B (857-6382).
 - This space includes a MAC computer and telephone. Flat files are provided in H-219 to store student work.
 - PE Faculty
 - Faculty offices are located in the Fitness Center, S-101, and H-100.
 - Please contact Barbara Wright for more information.
 - All Other Faculty
 - Faculty offices are located in D-100 (857-6352), H-121D (857-7258) and H-219 (857-6005). An email will be sent out at the beginning of each semester for you to sign up for office space.
 - The D-100 File Room is available to all LASS Faculty for storage of materials. A file drawer will be assigned at your request. Desktop computers as well as phones have been added for your use. Please do not leave this room open or unattended. Please ensure the door is closed and locked when you leave.
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Office Hours

- Office hours for full-time faculty are to be posted outside your office door.
 - For the fall and spring semesters, all full-time faculty should schedule ten office hours per week. During a 5-week summer class, 2 hours per week for each course should be scheduled. If you are teaching a 10-week summer class, 1 hour per week for each course should be scheduled.
 - For the fall and spring semesters, all adjunct faculty should schedule 1 hour per week for each course taught. During a 5-week summer class, 2 hours per week, distributed over at least two days, for each course should be scheduled. If you are teaching a 10-week summer class, 1 hour per week for each course should be scheduled.
 - You may choose to hold 2 hours as virtual office hours. Please see the main office for more details.
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Office Hours

- Please provide the main office a copy of your schedule. This schedule should include your office hours and class schedule.
 - A template has been created to assist you with establishing your office hours. To access the document from a computer on campus:
 - Open Word
 - Click “File – Open”
 - From the drop down box, select the Humanities Drive (J:Drive)
 - Click “Office Hours Template”
 - Select the Blank Form
 - When closing the file, DO NOT SAVE CHANGES!!
 - [This information is also listed on the LASS website.](#)
 - Copies of office hours for all faculty members will be retained in the main office.
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Campus Mail and Drop Boxes

- You will be issued a campus mailbox. Please ensure you check this box at least once a week. In addition to mail, student papers and college information, we will use these boxes to distribute your contracts and important administrative paperwork. When documents that are time sensitive are placed in your mailbox, an email will be sent informing you of this.
 - In addition to your mailbox, there is a main drop box located outside of D-100. You or your students can use this to drop off information after hours. This is a secure box that is checked each morning.
 - If you need to leave something for a student to pick up, it can be left in H-111. Please label any papers or folders that are left in this box clearly with the student's name, your name, the class number and date.
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Office Supplies

- Office supplies (such as pens, pencils, grade books, etc.) are available from the main office. These can be found in either H-111 or D-100.
 - Please do not hesitate to ask for what you need, but use all supplies wisely. Reuse and recycle when you can. You may email supply requests to Sue Clark at sclark@virginiawestern.edu.
 - If you have any supplies (file folders, notebooks, etc.) that you are no longer using, please bring them to the division office so that they can be used by another faculty member and/or schools.
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Textbooks

- Each course has a departmental textbook. These are books chosen by the faculty for each course. Chosen textbooks must be used for a minimum of 3 years. Every faculty member teaching that course (that uses a book) must use the assigned textbook. You are not required to use a book, but if you use one it must be the departmental book.
 - A finalized list of textbooks will be sent to all instructors before the beginning of each semester.
 - You may order desk copies directly from the publisher's website.
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Laptop Cart

- For those instructors who teach on the 2nd floor of Duncan Hall, a laptop cart with 25 laptops is available to checkout for your classes. This cart will have Microsoft Office and foreign language tutorials loaded on each computer.
 - The cart is available on a first-come, first-served basis and must remain on the 2nd floor of Duncan Hall.
 - To reserve the laptop cart, Open Excel → From Directory Drop-down box, Click “Humanities (J:drive)” → Then click “Laptop Cart Checkout” → Then click “Instruction tab” for instructions.
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Copy Machines

- The copy machines in H-116 and D-100 are for small copying jobs only. Large jobs should be sent to Printing Services. Remember, our budget is very limited. Instructors are encouraged to use Printing Services for their printing needs.

[Online Request For Printing Services](#)

- Instructors will be provided a code to use for gaining access to the copier in H-116. No code is necessary in D-100.
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Printing Services

- Follow these simple steps when requesting printing jobs (on-line requests do not apply):
 - Complete Printing Services Form
 - Bring your request to the main office
 - The office staff will deliver and pick up your printing requests
 - Remember:
 - Allow 2-3 days for return of print jobs.
 - Printing Service delivery/pickup occurs once a day – usually by noon.
 - Print jobs in the main office by 8:00 am will be delivered to Printing Services the same day.
 - Don't request a print job on the same day you need it (example – If you ask for a print job to be available on Monday morning, it may not be ready when we pick up on Friday and won't be delivered to you until noon on Monday).
 - In an emergency situation, you are welcome to pick up your print jobs directly from Printing Services (M-270).
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