



# Virginia Western Community College

*New Employee Orientation  
Adjunct Faculty  
\*\* All Divisions \*\**

**WELCOME!**

*We are glad you are here.*

**VIRGINIA WESTERN**

**WE'LL TAKE YOU  THERE**

# Topics To Be Discussed

- [About VWCC](#)
  - [Around Campus](#)
  - [Professional Development](#)
  - [Policies](#)
  - [Payroll](#)
  - [Benefits](#)
  - [Workplace Safety and Health](#)
  - [Other Departments and Services Around Campus](#)
  - [Academic Honesty and Student Conduct](#)
  - [Online Tools](#)
  - [Academic Information](#)
  - [Campus Services For Students](#)
  - [Wrap-Up](#)
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# About VWCC

# Information about VWCC

- Established in 1966, VWCC is a two-year institution of higher education established under a statewide system of community colleges ([Virginia Community College System - VCCS](#)) in the Commonwealth of Virginia (COV).
  - VWCC statistical data can be found in the [College Factbook](#).
  - VWCC has grown from an initial enrollment of 1,352 to a current enrollment of over 13,000.
  - Our main campus is located in southwest Roanoke on about 70 acres, split roughly in half by Colonial Avenue. The south campus has 9 buildings and the north campus has 5.
  - VWCC has several locations off the main campus where classes and/or programs are offered, including the [Roanoke Higher Ed Center](#) (downtown Roanoke), [Greenfield Education & Training Center](#) (Botetourt County) and the [Franklin Center for Advanced Learning & Enterprise](#) (Rocky Mount).
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# Accreditation

- VWCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees.

- Contact the Commission on Colleges for additional information.

1866 Southern Lane

Decatur, GA 30033-4097

(404) 679-4500

[www.sacscoc.org](http://www.sacscoc.org)



# Vision 2013

- VWCC is executing a multi-phased and new strategic planning process, **Vision 2013**, which focuses on strategic initiatives from the year 2008 to 2013. Our strategic planning is a formal process for defining and documenting the desired future of the college and creating a blueprint to follow. Strategic planning is a college-wide collaborative and team-oriented process, one that requires the commitment and ongoing support of the entire Virginia Western community.
- The purpose of our strategic planning process is to:
  - Create opportunities for dialog about Virginia Western's future.
  - Affirm and define Virginia Western's mission, vision and core values.
  - Identify and develop strategic issues, goals and objectives for Virginia Western.
  - Enhance the distinctiveness and quality of the college.
  - Prepare a strategic plan for 2008-2013.
- [Vision 2013](#) – VWCC Strategic Plan



# **Vision 2013**

## ***Vision Statement***

As a student-oriented center for lifelong learning, Virginia Western Community College will meet the needs of our diverse community by providing comprehensive educational programs and workforce development.



# Vision 2013

## *Mission Statement*

*Virginia Western Community College provides affordable, accessible, and quality educational opportunities and workforce training to meet individual, community, and global needs.*

- **Goal 1**: Promote effective teaching and learning through quality instruction, programs, & services designed to meet the needs of a diverse student body.
- **Goal 2**: Cultivate relationships & partnerships with the educational community, business, industry, & government to create educational & workforce development opportunities to support economic vitality.
- **Goal 3**: Practice sound stewardship of financial, physical, & technological resources to support high quality programs & services.
- **Goal 4**: Foster a safe & secure campus environment that is conducive to learning.



# Vision 2013

## *VWCC Core Values*

- **Integrity**
  - Maintain the highest standards of honesty, fairness, and ethical conduct
- **Excellence**
  - Encourage our students, faculty, and staff to strive for academic, professional, and personal excellence
  - Pursue continuous improvement and high quality in staffing, facilities, programs, and services
- **Service**
  - Foster a community that demonstrates care and support for students, faculty, staff, and the citizens of our service region
  - Promote service to others
- **Community**
  - Respect and appreciate all cultures, learning styles, and ideas that reflect the community we serve
  - Provide access to services and programs for all students who may benefit
  - Promote a safe and secure environment that facilitates student learning



# Who's Who at VWCC....

## *President and Vice Presidents*

- President of the College
  - Dr. Robert Sandel
  
- VP of Academic and Student Affairs
  - Dr. Tresia Samani
  
- VP of Financial and Administrative Services
  - Ms. Cheryl Miller
  
- VP of Institutional Advancement
  - *Vacant*



# Who's Who at VWCC....

## *Academic Schools*

- [Business, Engineering and Technology](#)
    - Jim Poythress, Dean
  - [Liberal Arts and Social Sciences](#)
    - Elizabeth Wilmer, Dean
  - [Science, Mathematics and Health Professions](#)
    - Bryan Schaubach, Interim Dean
  - [Workforce Development Services](#)
    - Leah Coffman, Coordinator
-

# Who's Who at VWCC....

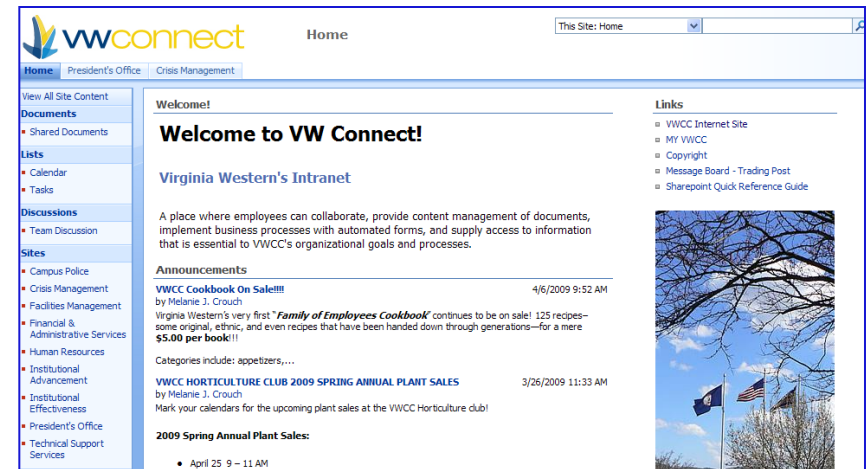
## *Key Units & Administrators*

- [Grants Development and Special Projects](#)
    - Marilyn Herbert-Ashton, Director
  - [Human Resources](#)
    - Mike Shelton, Director
  - [Institutional Effectiveness](#)
    - Rachelle Koudelik-Jones, Dean
  - [Student Services](#)
    - Lori Baker, Dean
-

# **Around Campus**

# VWConnect

- Virginia Western's Intranet site, VWConnect, is a place where employees can collaborate, provide content management of documents, implement business processes with automated forms, and supply access to information that is essential to VWCC's organizational goals and processes.
- VWConnect can be accessed by any computer located on the main campus (offices require VWCC account login ability, classrooms do not) or with access to the VWCC Network and/or VDI Network.
- A quick link to VWConnect is located on campus computer desktops.
- A variety of departments across campus have a designated page to assist employees with their day-to-day operation.



The screenshot displays the VWConnect intranet homepage. At the top, the logo "vwconnect" is visible in blue and yellow, with "Home" and a search bar labeled "This Site: Home" to its right. Below the logo, there are navigation tabs for "Home", "President's Office", and "Crisis Management". A left-hand navigation menu lists various site sections: "View All Site Content", "Documents" (with a sub-link for "Shared Documents"), "Lists" (with sub-links for "Calendar" and "Tasks"), "Discussions" (with a sub-link for "Team Discussion"), and "Sites" (with sub-links for "Campus Police", "Crisis Management", "Facilities Management", "Financial & Administrative Services", "Human Resources", "Institutional Advancement", "Institutional Effectiveness", "President's Office", and "Technical Support Services"). The main content area features a "Welcome!" message, a "Welcome to VW Connect!" heading, and the text "Virginia Western's Intranet". Below this, a paragraph describes the site's purpose: "A place where employees can collaborate, provide content management of documents, implement business processes with automated forms, and supply access to information that is essential to VWCC's organizational goals and processes." The "Announcements" section includes two entries: "VWCC Cookbook On Sale!!!" by Melanie J. Crouch, dated 4/6/2009 9:52 AM, and "VWCC HORTICULTURE CLUB 2009 SPRING ANNUAL PLANT SALES" by Melanie J. Crouch, dated 3/26/2009 11:33 AM. A "2009 Spring Annual Plant Sales:" section lists the dates "April 25 9 - 11 AM". A "Links" section on the right provides quick access to "VWCC Internet Site", "MY VWCC", "Copyright", "Message Board - Trading Post", and "Sharepoint Quick Reference Guide". A photograph of a tree and flags is visible in the bottom right corner.

# VWCC Daily Bulletin

- The [Daily Bulletin](#) is used to communicate campus news and events.
- You are automatically subscribed to the **Daily Bulletin** when your VWCC employee email account is established.
- Utilizing the **Daily Bulletin** in this form will also allow information to be housed on our website, updated easily, categorized and archived for review. This also will help us all to be 'electronically green' in order to not overload one another with unnecessary information.
- The Daily Bulletin will be published Monday through Friday, when the college is open.
- Submissions must be received by **noon at least one day prior** to the message start date.
  - For example, if a news item needs to be posted on the **Daily Bulletin** on Friday, July 10<sup>th</sup>, it would need to be submitted no later than noon on July 9<sup>th</sup>. News items may be submitted early and will be held until the requested post date.
- On this site you will find the policies for use of the **Daily Bulletin**, how to submit information, and how to set up or email and/or RSS feeds.

DAILY BULLETIN

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# VWCC Main Campus Map

**VIRGINIA WESTERN**  
**WE'LL TAKE YOU ** THERE



## BUILDINGS

A	Anderson Hall
B	Brown Library
C	Chapman Hall
D	Duncan Hall
CR	Craig Hall
CS	College Services
F	Fishburn Hall
G	Thomas Center
GH	Greenhouse
H	Humanities
M	Business Science
N	Natural Science
PE	Physical Education
S	Student Center
W	Webber Hall
■	Emergency Call Box

## PARKING LOTS

1	Students
1E	Faculty, staff, and handicapped
2	Students
3	Students
4	Faculty, staff, students, handicapped
5	Visitors and handicapped
6	Assigned faculty and staff
7	Students, faculty, visitors, handicapped
8E	Faculty and staff only
9	Students
10	Faculty and staff only
11	Visitors, handicapped, and service
12	Faculty and staff only
14	Students



# Parking at Main Campus

- [Detailed parking regulations](#) can be found on the VWCC website.
  - Parking decals must be obtained from the Campus Police Department in the College Services building.
  - Faculty and staff must display the yellow hang tag on the rear view mirror of their car.
  - Stork parking is available to expectant mothers. Please provide Campus Police a physician's note stating your name, due date and any special circumstances. A pink parking pass will be issued to display in the dash of the car.
  - All persons with disabilities must obtain a special permit from the DMV.
  - Due to space limitations in faculty and staff parking areas, parking decals will not be issued to students, work-study students or other student workers.
  - All violators, including employees, will be ticketed and subject to the fines as imposed by VWCC.
  - For the safety of all, all drivers must obey all STOP and SPEED LIMIT signs on roadways and in parking lots.
-

# Your I.D. Badge

- All employees of VWCC are required to have a [VWCC ID badge](#) in their possession and must present it upon request of Campus Police, faculty or staff. This ID badge is important for you to have as you conduct college business, such as travelling and purchasing.
  - **New employees must have their ID badge issued within 30 days of beginning employment.**
  - Once you have been given a completed ID Badge Form by your school office, please make an appointment with the Student Activities Office (857-6326) in the Student Center to have your photo taken and your badge issued. Adjunct faculty are provided semester stickers to place on their badge which indicate that the badge is current for the semester.
  - If your badge breaks, take the broken parts to the Student Center for a free replacement.
  - If you lose your badge, the Student Center will replace it for a \$5.00 fee.
-

# Virginia Clean Indoor Air Act

- Under the Code of Virginia, Title 15.2, Chapter 28, “Virginia Clean Indoor Air Act”, Virginia Western Community College established a policy to regulate and control smoking of tobacco products within its facilities.
  - This policy is specifically authorized under Code of Virginia 15.2-2800 and 15.2-2801, which sets forth statewide regulation of smoking.
  - Smoking is prohibited within all buildings owned or leased by the college, and within vehicles owned or operated by the college. This provision shall include any and all off-campus facilities utilized by VWCC, except for the facilities of any business, industry or other organization where the college may offer specific programs at its site.
  - Smoking areas are identified around the exterior of facilities and are equipped with urns, ashtrays and/or trash receptacles. Each building shall be smoke-free, with any smoking areas being no closer than 25 feet from entrances.
-

# Campus Services for Employees & Students

- [Arboretum](#)
  - [Art Gallery](#)
  - Campus Commons
  - [College Bookstore](#)
  - Dental Hygiene Clinic
  - Domino's Pizza
  - [Fitness Center](#)
  - Greenhouse Plant Sales
  - The Grill
  - Gymnasium
  - [Hall Associates Career & Employment Assistance Center](#)
  - [Help Desk](#)
  - Java-the-Hutt Coffee Shop
  - [Learning Technology Center](#)
  - [Library](#)
  - Natural Science Center
-

# Common College Acronyms

VWCC	Virginia Western Community College	
VCCS	Virginia Community College System	
COV	Commonwealth of Virginia	
IET	Information and Educational Technologies	
FTE	Full-time Equivalent Student, or 1 student who enrolls for 15 credits	
FMS	Facilities Management Services	
WFD or WDS	Workforce Development Services	
EMPLID	Employee ID Number assigned in PeopleSoft system	
COV ID	Employee ID Number assigned in personnel system by the COV	
FERPA	Family Educational Rights and Privacy Act	A Federal law that protects the privacy of student education records.
FLSA	Fair Labor Standards Act	Establishes minimum wage, overtime pay, recordkeeping & youth employment standards affecting employees.
FMLA	Family and Medical Leave Act	Ensures qualified workers are able to take extended leaves of absences from work to handle their own or an immediate family member's serious health condition without the fear of being terminated from their job.
eVA	A web-based purchasing system used by Virginia governmental agencies.	
FWS	Federal Work-Study Employee	Provides funds that are earned through part-time employment to assist students in financing the cost of postsecondary education.

# **Professional Development**

# The Knowledge Center

- [The VWCC Knowledge Center](#) (KC) was established to meet the educational, training, and learning needs of our employees and our community. The VWCC KC is a resource for training, learning, and career development for our college. It provides a clear path to learning and professional development through Online Learning, Managing Virginia Program (MVP), Performance Management and Professional Development.
  - As an employee of VWCC, you will find a wide variety of training and developmental opportunities designed to promote your professional and personal growth.
  - Please now email [Sarah Miller](#) in Human Resources so your user rights can be established in the VWCC KC. In this email, please include your full name, the division you will be teaching in, and your current email address. Once you have been registered in the VWCC KC, you will receive a confirmation email with your login and password. It is recommended you change your password the first time you login to the VWCC KC.
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# Required Training

- Within your first 60 days of employment, you are required to take the following online training sessions on VWCC's Knowledge Center:
  - ✓ VWCC – Ethics in the Workplace Online Training
  - ✓ VWCC – Fire Extinguisher Training
  - ✓ Back Safety (OSHA)
  - ✓ VWCC - FERFPA
  - ✓ DHRM – WC – Slip, Trip and Fall Prevention
  - ✓ DHRM – HR Policy – Alcohol and Other Drugs Policy
  - ✓ DHRM – HR Policy – Compensation Policy
  - ✓ DHRM – HR Policy – Preventing Workplace Haras
  - ✓ Virginia Security and Terrorism Awareness
  - ✓ MOAT (will be discussed later in orientation)



**VIRGINIA WESTERN**  
The Community's College

**Knowledge Center**

*It is encouraged you complete the above courses prior to the beginning of your first semester at Virginia Western.*

# Educational Assistance and Continuous Learning Policy

- Continuous Learning programs include all full-time faculty rank and classified employees, hourly/wage employees (except student employees, tutors, non-student workers and FWS) and adjunct faculty (only eligible if they are teaching as adjunct for VWCC during the semester in which they are seeking a tuition waiver).
  - Continuous Learning Courses are courses offered at our college to employees at no cost. The courses must be offered by VWCC and may be job related or non-job related, part of a degree program or for professional development; and should have application to the college's mission.
  - New employees are immediately eligible to receive educational assistance for tuition and mandatory fees.
  - No more than 6 credit hours may be taken in a semester.
  - Employees must be currently employed at the College and receive a grade "C" or better. If a grade of "C" or better is not received, the employee must pay back the tuition and mandatory fees, but can continue to request tuition waivers in the future.
  - If an employee requests to drop out of a class that has been approved for tuition reimbursement, he or she must drop out by the drop out deadline or the employee will be subject to paying for the course and applicable fees.
  - Employees shall fully complete the Educational Assistance Request Form (VCCS-16) along with a Promissory Note ([VCCS Policy 3.10.1.5](#)) immediately proceeding enrolling in the course.
  - All documents of employees receiving educational assistance and continuous learning assistance shall be filed in the HR office as required by State and Federal regulations.
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# Software Available for Home Use

[Microsoft Office 2010 and Symantec AntiVirus](#)  
[are available to Faculty and Staff.](#)

- VWCC Faculty and Staff (not students) can now get Office 2010 for their home computer. The cost is \$9.95 per copy to download the complete version of Office 2010. The \$9.95 gives you a license to install Microsoft Office on one home computer, plus one portable home computer.
    - [MicrosoftHomeUserProgram.pdf](#)
-

# Performance Management

## *You and Your Supervisor*

- Your School Dean and Program Head are vitally concerned with your work.
- In addition to supervising and evaluating your job performance, your Dean also stands ready to help with any problems related to your job.
- Since it is to everyone's advantage that morale be maintained at the highest level possible, you should feel free to take your questions and concerns to your Dean or Program Head at any time. In this way, he or she will be given the opportunity to take appropriate steps necessary to help you.



# Faculty Evaluations

- VWCC [evaluates adjunct faculty](#) according to a plan that mirrors the system for evaluating full-time faculty.
  - The evaluation plan includes five major components:
    - Self-Evaluation;
    - A measure of the instructor's teaching performance using the "Student Evaluation of Instructor" Form;
    - Supervisor's assessment of the faculty member's teaching effectiveness;
    - Maintenance of positive professional relationships; and
    - Adherence to College and VCCS policies.
  - Student evaluations are completed at the end of *each* semester for both in-class and distance learning classes.
  - Adjunct faculty are evaluated by their School Dean or Program Head during their first year of employment and are evaluated no less than every two years thereafter (assuming no problems are revealed on student evaluations).
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# Policies

# Policy Links

- [VWCC HR Policies](#) (on VWConnect)
    - [VWCC Adjunct Faculty Handbook](#)
    - [VWCC Student Handbook](#) (2011 – 2012)
    - [VWCC College Catalog](#)
  - [VCCS Policy Manual](#)
    - [VCCS HR Policies](#)
    - [VCCS HR Policies for Faculty Only](#)
    - [VCCS HR Policies for Classified Staff and Faculty](#)
-

# Standards of Conduct

## *Faculty Sanctions*

- The purpose of [Faculty Sanctions](#) is to provide fair and objective methods of addressing behavior and performance issues that interfere with the maintenance of high standards of professional conduct and work performance.
  - Adjunct Faculty are subject to the provisions in the VCCS policy on Faculty Sanctions (3.12) in regards to suspensions (3.12.3) and dismissals (3.12.2).
  - Formal actions taken under this policy may be appealed through the use of the Faculty Grievance Procedure (3.13); however, this procedure ends at Level Two for adjunct faculty.
    - Level One = Immediate Supervisor (School Dean)
    - Level Two = Vice President or Equivalent Position
  - Please contact your School Dean with additional questions or concerns.
-

# Equal Employment Opportunity & Diversity

- Our college is committed to diversity and equal opportunity and does not illegally discriminate on the basis of:
    - race, color, sex, religion, military service and/or veteran status, national origin, political affiliation, age, genetics, care-giver status, or disability.
  - This extends to all aspects of the employment relationship including recruitment, selection, promotion, transfer, demotion, role changes, compensation, benefits, layoffs, training programs, accessibility and job accommodation without regard to the individual's status protected by law.
  - The COV and VWCC comply with federal and state equal employment opportunity laws and strive to keep the workplace free from all forms of unlawful harassment, including sexual harassment.
  - Any employee who fails to comply with this policy will be subject to disciplinary action.
  - If you have any questions about or if you believe you have been discriminated against, harassed in any manner, and/or your employment rights violated, you are encouraged to contact [Mike Shelton](#), Human Resources Director, 857-6333, or contact the [EEOC](#).
-

# Campus & Workplace Violence Prevention Policy

- It is the intent of VWCC to provide a safe and secure environment for College employees, students, and visitors by establishing preventative measures, holding perpetrators accountable, and providing assistance and support to victims. The [Campus & Workplace Violence Prevention Policy](#) specifically addresses the College's position on prevention, reduction, and management of violence to provide a safe working and learning environment for our students, employees, and visitors at all College owned, controlled, or leased properties, including satellite locations. In implementing this policy, the College is guided by the COV's [Policy 1.80, Workplace Violence](#), and [Policy 2.30, Workplace Harassment](#).
  - The COV and VWCC are committed to creating and maintaining an environment that is free from disruptive, threatening, and violent behavior. VWCC will not ignore, condone, or tolerate disruptive, threatening, or violent behavior by any member of the VWCC community or by unaffiliated visitors. Faculty, staff, and students engaging in such behavior will be subject to appropriate disciplinary procedures, up to and including dismissal, under Policy 1.60, Standards of Conduct, Section 3 of the VCCS Policy Manual, and the VWCC Student Handbook. VWCC will thoroughly and properly investigate any complaint of violence or the threat of violence.
-

# Policy on Consensual & Familial Relations

- VWCC is committed to fostering the development of learning and work environments characterized by professional and ethical behavior, consenting amorous and/or sexual relationships and familial relationships between faculty members and students for whom the faculty member has direct professional responsibility are discouraged.
    - Amorous and/or Sexual Relationships where one holds a distinct power differential over someone else may create conflicts of interest and perceptions of undue advantage.
    - Familial Relationships where one holds a distinct power differential over a member of the immediate or extended family may create conflicts of interest and perceptions of undue advantage.
  - The College's policy derives from the following principles that, in part, define the ethical and professional relationships of faculty members to their students.
    - Faculty members must support the unfettered pursuit of learning in their students.
    - Faculty members must adhere to their proper professional roles as instructors, advisors and counselors.
    - Faculty members must ensure that their evaluations of students fairly reflect each student's true meritorious performance in their academic and other college related work.
    - Faculty members must be aware that even when they have no direct professional responsibility for students, consensual amorous and/or sexual relationships may still be asymmetrical and/or disruptive to the community.
  - Please review the [Policy on Consensual & Familial Relations](#) (on VWConnect) for additional, specific details.
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# Absence from Class

- From time to time an absence from class may occur. Please notify your specific school office as soon as you become aware of your absence.
  - Please ensure arrangements for a meaningful activity (either in or out of class) has been made for your students during the class period. [Blackboard](#) is a great venue for posting an assignment or project for the students to do during your absence.
  - Your school staff will be happy to post a sign outside your classroom with assignment instructions.
  - A “[New Travel Estimate Worksheet](#)” is required for adjunct faculty travelling to a conference or school related activity. Please see your school office for additional details.
-

# Emergency Office/College Closings

- During an [inclement weather event](#), or any reason for closing the college on a normal business day/evening, an announcement will be made on local TV and radio stations, on the VWCC Internet website, on the college's telephone information system (857-8922) and on *VWAlert*.
  - Notice of closing/cancellation for day classes will normally occur prior to 6 am. For evening classes, this will normally occur between 3 pm and 4 pm.
  - Please pay particular attention to the announcements as they pertain to [delayed openings](#). It is expected that all employees are fully aware of the official opening time and be at their workstation promptly to serve our campus.
  - Locations off the main VWCC campus where classes and/or programs are offered or any other remote locations that may be utilized from time-to-time shall officially close when the main campus is officially closed. When delays in opening the main campus occur, the same delayed opening shall apply. Classes that are delivered at a company site specifically for a particular client shall continue as normal unless the company itself chooses to delay or cancel the class.
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# Policies

## *DHRM and COV*

- [DHRM Policy Number: 1.05](#) - Alcohol and Other Drugs
    - It is the Commonwealth's objective to establish and maintain a work environment free from the adverse effects of alcohol and other drugs.
  - [DHRM Policy Number: 1.75](#) - Use of Electronic Communications & Social Media

The conduct of computer users who access the Internet or send e-mail containing an agency's domain address may be perceived as reflecting on the character and professionalism of the agency. When engaging in such conduct, whether for personal or official purposes, employees are expected to do so in a responsible and professional manner.
  - [State Employee Fraud, Waste and Abuse Hotline](#) - 1-800-723-1615
    - The State Employee Hotline provides state employees with an opportunity to report significant instances of fraud, waste or abuse anonymously by using a toll-free hotline number. The major objective of the hotline is to identify situations where fraud, waste, or abuse may have occurred in state agencies and institutions so that it can be eliminated. If you observe a situation within your own agency that appears to involve fraud, waste, or abuse, give us a call - it's toll free and anonymous.
  - [Employee Suggestion Program](#)
    - Virginia's Employee Suggestion Program (ESP) is a program that provides all employees with an opportunity to be rewarded for innovative and creative ideas for improving state government. Salaried or hourly/wage employees of the COV may submit suggestions.
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# FERPA

- The [Family Educational Rights and Privacy Act {FERPA}](#) (also known as the Buckley Amendment) is a federal law that was enacted in 1974 to protect the privacy of students and their educational records. Information about grades or class progress cannot be released to a third party. Please contact the college's Records Office (857-6500) with any FERPA-related questions.
  - Student information may never be released without a student's **written** consent, unless it is deemed to be "Directory Information" (see the [college catalog](#)).
    - If a student's spouse or parent calls (even if the student is under 18) and wants to inquire about attendance or passing a class, you should not release this information unless the Records Office has a record of a signed consent form from the student. Please contact the Records Office prior to releasing any information.
  - To assist with FERPA compliance:
    - Blackboard is the only place that grades can be posted. You cannot post grades in any other place, even with secret identification codes.
    - You cannot speak to students about their grades on the telephone. In addition, grade information should not be shared with anyone via email --- including the student --- unless it is through VWCC email.
-

# Payroll

# Contracts and Pay Checks

- Contracts are typically issued about 2 weeks after classes have begun in order to ensure the course is continuing.
- Adjunct Faculty will be paid 4 times during the Fall Semester (approx. October 1<sup>st</sup>, November 1<sup>st</sup>, December 1<sup>st</sup> and January 1<sup>st</sup>), 4 times during the Spring Semester (approx. March 1<sup>st</sup>, April 1<sup>st</sup>, May 1<sup>st</sup> and June 1<sup>st</sup>) and 3 times during the Summer Semester (July 1<sup>st</sup>, August 1<sup>st</sup> and September 1<sup>st</sup>).
- For those teaching short 8-week sessions during the Fall and Spring semesters, pay checks will be produced once.
- Seminars are paid in full during the next pay period after the seminar ends.
- Your pay will not be processed by Human Resources and Payroll until all required documents (including official transcripts for ALL college course work taken) are received.

**Please contact the Payroll Office directly at 857-6634 for specific pay date information.**

# Tax Withholdings

- FICA Tax
    - OASDI = Social Security (Old Age, Survivor, and Disability Insurance)
      - 6.20%
      - Maximum wage base for 2012 withholding is \$106,800.00.
    - HI = Medicare
      - 1.45 %
      - Unlimited wage base (all wages are HI taxable).
    - An employee pays 7.65% and the college pays 7.65%.
  - Federal Tax
    - Based on how employee completes their W-4 Form.
  - State Tax
    - Based on how employee completes their VA-4 Form.
-

# Direct Deposit or COV EPPICard

- To support cost saving measures and a “green” campus environment, paper paychecks will not be produced. Additionally, employees will not receive a printed paper earnings notice.
- All COV employees are required, as a condition of employment, to enroll in Direct Deposit or the EPPICard (COV payroll debit card) in order to receive their paychecks.
- Employees must view all pay information via [PayLine](#). PayLine is a secure web-based system that provides COV employees with online viewing of their earnings information.
- **PLEASE NOTE:** If you have not worked at another COV agency, you will not be able to log-in to your PayLine account until your first paycheck has been processed.

**If you need assistance with PayLine, Direct Deposit or the EPPICard, please contact the VWCC Payroll Office directly at 857-6634.**

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# Benefits

# Family Medical Leave

## [DHRM Policy 4.20 - Family and Medical Leave \(FML\)](#)

- Employees must have 12 months of service which need not be consecutive *and* 1250 hours in the last 12 month period prior to the qualifying event in order to qualify for FML job protection. Breaks in service greater than 7 years does not qualify; unless, the break was due to military or National Guard service.
  - FML provides for:
    - Up to 12 weeks of job and benefit protection per leave year for a qualifying event for leave taken to care for you, your spouse, your child or parent.
    - Up to 12 weeks of job protection because of any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation;
    - Up to 26 weeks of job protection during the leave year to care for a spouse, son, daughter, parent or next of kin with a serious illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves.
  - FML must be applied for and approved in order to qualify for FML job protection. Failure to provide adequate information may cause delay or denial of leave.
  - Human Resources reserves the right to designate lost time that qualifies as FML without the formal application process.
-

# Savings for Retirement

- Adjunct Faculty are eligible to enroll in the [College's Deferred Compensation](#) or 403(b) plans.
- You may participate in the plans via payroll deduction; however, the cash match program is not available.
- Enrollment is available in both plans using pre-taxed dollars.

Deferral Category	457 Deferred Compensation Plan	403(b) Tax-Deferred Account
Normal Annual Limit	\$17,000	\$17,000
Age 50 Catch-Up	\$5,500	\$5,500
457 Standard Catch-Up	\$17,000	N/A
403(b) 15-Year Catch-Up	N/A	\$3,000

- VWCC is authorized to do business with the following vendors: [VALIC](#), [Ameriprise Financial](#), [TIAA-CREF](#) and [AXA Equitable](#).
  - Please contact [Denise Schuh](#) in Human Resources with questions or to enroll.
-

# Credit Unions

- Due to your employment with VWCC, membership is available to several credit unions in the area.
    - [Virginia Credit Union \(VACU\)](#)
      - VACU loan payments and other transactions can be made through payroll deduction.
    - [Freedom First Credit Union](#)
    - [Member One Credit Union](#)
    - [Roanoke Valley Credit Union](#)
  - Please contact a local credit union branch to become a member or for additional information.
-

# CommonHealth

- The Commonwealth's wellness program is called "CommonHealth".
- [CommonHealth](#) is available to all employees (except student workers, FWS, tutors and non-student workers) and their dependents age 18 or older living in the employee's home, and also to our retirees.
- Programs (presented three times a year) cover a variety of health and wellness subjects and are presented in a variety of formats - including onsite programs and video presentations – that make it easy to participate.
- CommonHealth promotes fitness, weight-loss, nutrition and other wellness programs.
- Not only are the programs educational and fun, they help you stay fit and healthy.



Commonwealth of Virginia Employee Wellness Program

# Additional Benefits

- All VWCC employees are eligible to receive discounts at various vendors in the area. Please see VWConnect or Human Resources for additional details.
  - Faculty and Staff receive a 10% discount at the [VWCC Bookstore](#) (software purchases, items on clearance and food/drink products are excluded).
  - Employee Recognition - Recognizes employees for their contributions, exemplary performance, and continuous service.
    - Service awards available for increments of five (5) years of service.
    - Some awards are considered income by IRS regulations and will be taxed.
  - Work / Life Balance Programs - At VWCC, we recognize the challenges employees face in balancing a family and a career and are proud to provide employees with a Work/Life Balance Program of monthly discussions to assist with enjoying your career in a support work environment.
  - The [Virginia College Savings Plan](#) offers several programs that allow all employees to save for personal college expenses for their children, grandchildren or someone else. The plans offer ways to save for tuition, room and board, textbooks and other fees.
-

# **Workplace Safety and Health**

# Campus Safety

## *Campus Police Department*

- VWCC has a [Campus Police Department](#) at the main campus, with 24-hour operation. They are certified Law Enforcement Officers by the COV and sworn by the Circuit Court of Roanoke City.
- Campus Police are also trained on basic first aid, CPR, AED (Automated External Defibrillator) use and should be called when any safety or medical incident occurs. In addition, they will escort faculty and students to their cars at night upon request and assist with entering a building after hours or on the weekend.
- The phone number for Campus Police is 857-7979 (or x 77979 from a campus phone).
- They can also be reached via email at [police@viriniawestern.edu](mailto:police@viriniawestern.edu).
- Please visit Campus Police in the College Services building to obtain an employee parking decal.



# Lost & Found Property

- The VWCC Campus Police Department maintains the campus' Lost and Found Repository.
  - Found property will be maintained for 120 days and then disposed of in accordance with the Code of Virginia.
  - If someone has lost their property on our campus, they may contact Campus Police via telephone (857-7979), or complete the "[Report Lost Property](#)" online form.
  - If you find lost or miscellaneous property on campus, please contact Campus Police. You should inform them of the location of the items and a detailed description of what you found. Campus Police will retrieve the items and maintain the property as described above.
-

# Crisis Management

## *VWAlert*

- VWCC uses [VWAlert](#) to immediately contact you during a major crisis or emergency. This is a text messaging system over cell phones, PDAs, Blackberries, email and other similar devices.
  - *VWAlert* delivers important emergency alerts, notifications and updates to you on all your devices.
  - When an incident or emergency occurs, authorized senders will attempt to instantly notify you. *VWAlert* is your personal connection to real-time updates, instructions on where to go, what to do (or what not to do), who to contact and other important information.
  - Please take a moment to [sign up for this service](#) now and encourage your students to do the same.
    - Link = <https://alert.virginiawestern.edu>
    - Text **411911** and enter keyword **VWCC**
-

# Crisis Management

- The Crisis Management VWConnect Intranet website provides useful information and helpful reference materials in regards to safety on our campus.
  - All employees are expected to take an assertive roll in campus safety, so please familiarize yourself with this website and its contents.
  - VWCC has produced a Crisis Management Plan which addresses how the campus will respond to disasters at VWCC.
  - Please discuss any Crisis Management concerns or matters you may have with your Dean or any member of the Campus Safety & Security Committee.
  - All employees of VWCC are required to watch our [Campus Security Video](#) **(please take a moment to view this video now)**. This video **must** be viewed by your students during the first week of each semester. Additional information will be provided by your School Dean.
-

# Crisis Management

## *Emergency Information*

- VWCC has developed a comprehensive “all hazards” safety plan. The plan is designed to prepare us for unlikely events such as hostile situations, as well as likely events such as [inclement weather](#) (tornado, snowstorm).
  - A number of measures have been implemented to notify the campus community in the event of a problem.
    - [VW Alert](#) – Automatically alerts by phone, email & PDA of emergency situations that could affect the campus
    - *IP Phone System* – A phone is located in every classroom & will broadcast instructions thru speakerphone
    - *Outdoor Siren* – This siren will only sound when you are asked to lockdown
    - *Fire Alarms* – If this alarm sounds, leave the building quickly and move to designated area – DO NOT LEAVE!
    - *VWtvs* – Televisions with the ability to be programmed with College messages are in place around campus
    - *VW Website* – In the event of an emergency, a special page with instructions will replace our normal website
    - *Building Emergency Coordinators and Floor Captains*
    - *CARE Team* – A team of counselors, staff & administrators that handle referrals for students or employees in distress or who may pose a threat to the campus community. Please see your School Dean for more information.
    - *Threat Assessment Team* – A team tasked with dealing with potentially eminent problem students or staff.
-

# Crisis Management

## *Emergency Information*

- Several terms will be used when an alert is issued which will instruct you on what to do next.
    - *Evacuation* – Evacuate the buildings quickly and quietly following the evacuation plans in your classroom.
    - *Shelter in Place* – This will be used in the event of an emergency (i.e. weather event). Move to the designated interior safe spaces and stay there until you are given an all clear message.
    - *Lockdown* – This will be used in the event of a danger situation, such as a shooter or hazardous materials release. Lock the door to your office or classroom (barricade the door if possible), turn off the lights, turn off your cell phone, get low and stay out of site, and stay quiet. If the fire alarm goes off, do not leave unless you smell smoke. Stay in your lockdown location until someone in authority that you recognize tells you that the situation is over. Do not open the door unless you recognize the person of authority on the other side.
  - Plan ahead.....think about what you would do in these situations in each of the classrooms that you teach. Make plans on how you would help any special needs students in your classes.
-

## Virginia Western Community College

### EMERGENCY CRISIS POCKET GUIDE

# GENERAL AWARENESS

- Mentally preplan for emergency events. Work through issues now rather than when the time comes.
- Be aware of your surroundings.
- Trust your instinct. If instinct tells you something is wrong or somebody is acting strangely the odds are you are correct.
- Prepare to lead people, they may expect this from you.
- Don't hesitate to call Campus Police if a problem arises, regardless of how insignificant or trivial you think it is. POLICE: 857-7979 or 911



Emergency phone:  
857-7979  
or dial  
911

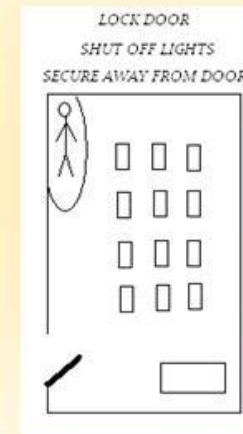


## Virginia Western Community College

### EMERGENCY CRISIS POCKET GUIDE

# LOCKDOWN

- Lock classroom door. It is imperative that you become familiar with the unique locking mechanism used on your particular door.
- Turn off classroom lights and silence cell phones.
- Move students quietly to a classroom location that is out of the line of sight of the door.
- Remain quiet, await further instructions.
- Do not leave room unless advised by POLICE.
- Assist others in room to remain calm, quiet and in place.



Emergency phone:  
857-7979  
or dial  
911



Virginia Western Community College

## EMERGENCY CRISIS POCKET GUIDE

# FIRE ALARM

- Immediately gather students and exit according to the posted emergency evacuation plans located beside the door of your classroom (become familiar).
- Move quickly, quietly and orderly.
- Assist those in need.
- Once outside move safely away from the building, stay together.
- Do not reenter unless advised to by Fire or Police personnel.



Emergency phone:  
857-7979  
or dial  
911

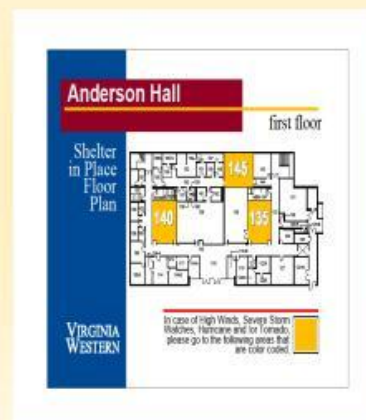


## Virginia Western Community College

### EMERGENCY CRISIS POCKET GUIDE

# SHELTER IN PLACE

- Immediately gather students and move to designated Shelter in Place location.
- This location is posted near the door of your classroom (become familiar).
- Move quickly, quietly and orderly.
- Assist those in need and remain calm.
- Once in your shelter location, stay together.
- Do not exit area unless advised to do so by Emergency Personnel or if in your opinion the area becomes unstable or unsafe.



Emergency phone:  
857-7979  
or dial  
911



## Virginia Western Community College

### EMERGENCY CRISIS POCKET GUIDE

# CARE TEAM

- The CARE Team is a resource for student or employee referrals.
- If you observe or hear about a person (student, employee or visitor) that causes you concern, contact the CARE Team.
- Concerns may be related to safety or well being of the campus or an individual.
- This is an intervention group that works to assist toward a success outcome rather than penalize.
- To reach a CARE Team member contact your:  
Dean, Instructor, REACH office, Counseling,  
Student Services or the Campus Police.



Emergency phone:  
857-7979  
or dial  
911



## Virginia Western Community College

### EMERGENCY CRISIS POCKET GUIDE

# THREAT ASSESSMENT TEAM

- Designated to take specific and immediate actions related to potential threats to the campus community or individuals.
- These actions may include but are not limited to interim suspensions, medical separations, dismissal of students, criminal arrest, and disciplinary measures applicable to employees pursuant to employment policies.
- **Threat Assessment Team Members:**  
Campus Police Chief, Vice President of Academics,  
Dean of Student Services and Human Resources  
Manager.



Emergency phone:  
**857-7979**  
or dial  
**911**

# Hazard Communication

- Each department at VWCC is responsible for ensuring that hazardous chemicals generated within their work area are safely stored and disposed of in a timely manner.
  - Once each year, a survey will be conducted of all faculty and staff to determine needs for disposal of hazardous chemicals.
  - If a hazardous chemical spill or building contamination occurs or if an unknown chemical is discovered on college premises, contact Campus Police. Do not move or attempt to tamper with unknown (unlabeled) chemicals.
  - Please remember to request a MSDS (Material Safety Data Sheet) when ordering a chemical. Read the MSDS and follow its recommendations for use of personal protective equipment (PPE) and precautions.
  - Contact the Hazard Communication Coordinator of your School or Department for additional information.
-

# Workers' Compensation

- In the event that you should experience an accident or illness that arises out of and in the course of your employment at VWCC, you should report the accident or illness to your supervisor and Human Resources immediately. For medical attention of a non-emergent nature, you must select a physician from the College's Panel of Physicians. Employees sustaining serious (life threatening) injuries should seek the closest medical facility. Immediately upon stabilization of the injury, the employee should seek follow-up treatment from a Panel Physician.
- Workers' Compensation claims are subject to approval by the Commonwealth's plan administrator (Managed Care Innovations, LLC) and the Virginia Workers' Compensation Commission (VWC).
- Please complete an Accident Report Packet immediately after an accident and return it to your supervisor.
- Prescription drug coverage is provided by First Script for W/C related prescriptions only (please see the Knowledge Center for training on this topic).
- Workers' Comp pay eligibility does not begin until after seven (7) days of absence, at which time, if approved, it will be provided/reimbursed at 66.66%.

*Please contact your school office or [Heidi McClintic](#) for applicable forms. Access to all forms is available through VWConnect from a college computer.*

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**Other Departments  
and Services  
around Campus**

# Academic & Student Affairs

- [Academic and Student Affairs](#) (A&SA) coordinates Academic and Student Affairs for faculty and students.
    - Academic Schools
    - [Distance Learning](#)
    - [Dual Enrollment](#)
    - [Library Services](#) and [Learning Technology Center](#)
    - [Honors Institute](#)
    - [Institutional Effectiveness](#)
    - [Student Services](#)
      - [Admissions](#)
      - [Advising and Retention Services](#)
      - [Financial Aid](#)
      - [Hall Associates Career and Employment Assistance Center](#)
      - [REACH \(Student Support Services\)](#)
      - [Records](#)
      - [Student Activities](#)
-

# ***REACH***

- VWCC is dedicated to the belief that individuals should be given continuing opportunities to increase their awareness of their roles and responsibilities in society. Consequently, the college follows the open door, equal opportunity admission policy established by the State Board for Community Colleges.
  - If a student has a documented disability, that student will register with the [REACH](#) program. Upon doing so, his/her documentation will be verified and accommodations will be established. The student will be given paperwork (on purple paper) to bring to you. The student should sit down with you and discuss their accommodations. Accommodations often include such things as a notetaker, extended test time or a quiet testing site. REACH and the Learning Center both offer a proctored testing facility. You should work with the student to grant their accommodations as long as the accommodations do not jeopardize the essential nature of the class. If you and your student agree on the accommodations, sign the form and return it to the REACH office. If you do not agree, work with REACH and your dean to establish acceptable ones. Do not grant accommodations to students who have not presented documentation.
  - Questions may be directed to [Dr. Avis Quinn](#), REACH/SSS Director and ADA Coordinator at 857-6489.
-

# *Advising Services*

- Potential and newly enrolled students should contact the Advising and Retention Services Office, located in Chapman Hall (C105), for admission and registration information, assistance in making decisions in career choice, curriculum of study, and other academic or personal matters. Because student success is the highest priority of the college, a staff of advisors is available to assist students in determining and fulfilling their educational goals.
  - The Advising and Retention Services office offers assistance in a variety of formats, including classroom instruction, group counseling and one-on-one individualized advising and counseling. Classes are taught on subjects such as college survival, study skills, career exploration and personal development. Individual and group counseling is provided to students seeking assistance with educational, career or personal problems.
  - Students desiring information and assistance with transferring may use the Advising and Retention Services Office, their faculty advisor or the [transfer services information on the VW website](#). The advising staff is available to help answer student questions about the transfer process.
-

# *Retention Services*

- Virginia Western has launched a campus-wide retention initiative focused on retaining students and increasing student satisfaction and success. Retention activities are coordinated through the Advising and Retention Services Office and include the following components:
    - A referral system where faculty identify and use resources to assist students in accomplishing their educational goals;
    - A series of special topic workshops; and
    - A program of intrusive advising for developmental and academic probation students to help them achieve success.
  - For more information, contact [Dr. Gloria Lindsay](#) in the Advising and Retention Services Office at 857-7583.
-

# ***Retention Referral System***

- The “[Retention Referral System](#)” is an electronic resource for managing student information with the intention to expedite the process of contacting students when their likelihood of success is in jeopardy. This process should direct students to quick and effective assistance for their personal needs (e.g. Counseling Services, Financial Services, Academic Tutorial Services, etc.) with the process being initiated by faculty members out of concern for the student. Many faculty members attempt to contact the student by phone before using the Continuous Alert System and students appreciate the personal concern. The Continuous Alert System should definitely be used when the faculty member is concerned and has not been able to contact the student in class, by phone, or other means.
  - If you have additional questions about the “Retention Referral System”, please review the [Reference Guide](#).
  - To gain access to this system, please email [Dr. Gloria Lindsay](#).
-

# Facilities Management Services (FMS)

- [Facilities Management Services](#) (FMS) is located in the College Services Building at Colonial Ave and Overland Drive.
- FMS' office hours are 7:30 am to 4:30 pm, Monday through Friday.
- FMS can be reached at 857-7341.
- Facilities management is composed of Trades (energy management, maintenance and repair) and Grounds (grounds, mailroom, and housekeeping services).
- Requests for service should be submitted to your school office for input on the VWCC electronic work order system. Typical requests would include maintenance, repair, or housekeeping issues.
- You may find additional information about FMS on VWConnect, or on the college's internet website.



# Financial and Administrative Services

- The mission of [Financial & Administrative Services \(F&AS\)](#) is to provide support services for the college community in the areas of procurement, accounts payable and receivable, financial reporting, cashiering, payroll, investment management, inventory of physical assets, budgeting and budgetary control, risk management and insurance and accounting services with appropriate internal controls to ensure that all sources of funds--federal, state and local--are properly accounted.
- Please call 857-6017 for additional assistance.
- This department was previously known as the “Business Office”.



# Human Resources Office

<a href="#"><u>Mike Shelton</u></a>	<b>Human Resources Director</b>	<b>857-6333</b>
<a href="#"><u>Carly Johnson</u></a>	HR Assistant, Recruitment	857-7282
<a href="#"><u>Heidi McClintic</u></a>	HRIS, Workers' Comp, Leave Admin, P/T Employment	857-6331
<a href="#"><u>Denise Schuh</u></a>	Benefits Administrator	857-7962
<a href="#"><u>Sarah Miller</u></a>	Employment, Training	857-7283

# When to Notify Human Resources

Employee personal information should be updated through PeopleSoft-HRMS, using Employee Self-Service.

<https://vw.my.vccs.edu/jsp/home.jsp>

Please visit PeopleSoft to update your Home and Mailing Address, Phone Numbers, Email Address and/or Emergency Contacts.

If your name has changed, a new social security card ***IS REQUIRED!*** Please visit the Human Resources Department (Fishburn Hall – Ground Floor - #003) to change your name.

Additionally, please visit Human Resources to:

- Change/Update Direct Deposit Information
  - Change/Update Tax Withholdings
  - Resign from the College
  - File an Equal Opportunity, Harassment or other discrimination complaint
-

# Institutional Advancement

- Institutional Advancement provides marketing, advertising, visual media communications and public relations assistance; develops and manages externally funded projects to further the mission, goals and strategic plan of the college; enhances the community's awareness of the college, seeks private funds for student scholarships, technology enhancements and program development through the Educational Foundation, a nonprofit corporation affiliated with VWCC.
  - Office of Communications
  - [Events Scheduling](#)
  - [Grants Development](#)
  - [Educational Foundation](#)



# Institutional Advancement

## *VWCC Educational Foundation*

- **Student Emergency Fund:** The VWCC Student Emergency Fund is designed to address exceptional financial hardship faced by new and continuing VWCC students that could affect their continuing education. Students must be nominated for emergency funding by faculty or staff and be enrolled in six (6) credits.
  - **Book Fund:** The VWCC Book Fund provides assistance to needy students so that they may purchase textbooks when money is not available. A student must be enrolled in six (6) credits and the maximum award may not exceed \$200. Requests for funding should come from the student's professor or counselor on a Foundation Application for Book Funds form.
  - **Faculty & Staff Innovation Grants:** The Foundation annually awards the Faculty & Staff Innovation Grants to encourage academic enrichment and professional development activities. These awards are typically NOT funded by the VCCS' Professional Development Initiatives, the Equipment Trust Fund or the College's regular operating budget. Faculty and staff should consider proposing innovative projects, novel approaches, and creative activities that support the College's vision statement. All members of the Virginia Western faculty and classified staff are eligible to submit proposals. This includes classified staff and faculty who have been at Virginia Western for at least two years of continuous service – September through June. Generally, awards range from \$1,000 - \$7,000 (the average award is \$2,500).
  - **VW Alumni Association:** The VWCC Alumni Association is a group for all graduates of VW and those who have completed at least one class. Through alumni only events, discounts with our Alumni Benefits Program at both the local and national level, and our outreach efforts, the Alumni Association seeks to reconnect with all of VW's current and former students as well as faculty and staff. Membership is just \$10 a year with \$5 support the association and \$5 going towards the Alumni Annual Giving Book Scholarship which has awarded over \$3,000 since its inception three years ago. The association also welcomes membership by those who are not former students or graduates as a "Friend of Alumni" at the same rate.
-

# Institutional Advancement

## *Grants Development & Special Projects*

The Grants Development & Special Projects Office, a division of Institutional Advancement, works in partnership with Virginia Western Community College administration, deans, faculty and classified staff to secure external funding for curricular, program-related and special projects.

The Grants Web Pages provide information on funding announcements and sources, institutional forms and policy, as well as proposal writing tips. Please visit our [internet site](#), as well as our [intranet site on VWConnect](#).

### **Mission**

- To advance Virginia Western's emerging initiatives that are aligned and consistent with the goals of the college.

### **Getting Started**

- If you have a project idea or have identified a grant of interest, your first step is to contact the [Grants Development Office](#).

### **Getting Proposal Idea Approval**

- All requests for external funding must go through the Grants Development Office.
  - A Grant Application Approval Form (GAAF) must be completed, with pertinent signatures included, and sent to the Grants Development Office for review prior to application filing.
  - This form is available on the Grants Development web page .
-

# Information and Educational Technologies (IET)

- [IET](#) provides support services through a technologically effective, reliable, safe, and secure network for students, faculty, and staff which enhances student learning. Information and Educational Technologies maintains security measures to protect and backup data; ensures confidentiality and integrity of student academic records; and provides an optimal technology enhanced educational environment for all VWCC students, faculty, and staff.
    - Functional Groups within IET: Help Desk, Media Services, Administrative Applications Support, and Printing Services
  - [Help Desk](#) Phone Number: 857-7354 E-mail: [helpdesk@virginiawestern.edu](mailto:helpdesk@virginiawestern.edu)
  - Your Information Technology Access (network, PeopleSoft, Blackboard, e-mail, telephone, voicemail, etc.) will be set up upon the completion of a Security Access Request Form (SARF) by the employee and their supervisor.
  - [Security Awareness Training](#) (MOAT) will be required within your first 30 days of employment. IET will send an email to your supervisor and to your VWCC email address with instructions.
  - [“How To” Web Pages](#) and [Cisco Telephone Training](#) (for those using a campus phone) are available on the Help Desk website.
-

# *USB Drives*



- State agencies must comply with COV Information Technology Standard SEC501-01. Per the standard, state agencies are to “Prohibit the connection of any non-COV owned data storage media or device to a COV owned network, ...”. Therefore, IET is supplying all employees of the college with a 2GB Virginia Western USB drive.
  - USB drives purchased with state funds only are to be used on all workstations, laptops, tablets, etc.
  - VWCC USB drives are to be returned upon an employee’s termination so they can be reformatted and redistributed.
  - These drives are unencrypted so sensitive data should not be stored on them. Encrypted USB drives can be requested through the Help Desk for individuals that have a work related need to transport sensitive data.
  - In academic computer labs and classrooms as with the administrative network, virus protection will be kept up to date on all computer systems and malicious software filtering capabilities will be enhanced.
  - The SEC501-01 standard is posted on VWConnect on the IET site.
  - Please see your specific school office to obtain your VWCC USB drive.
-

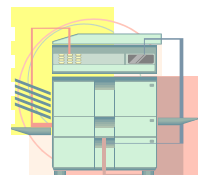
# ***VWCC Email (Outlook & OWA)***

- All VWCC faculty are required to have a VWCC email account.
- Please check your email frequently for communications from your students and for general college and school notices.
- Please put your VWCC email address on your syllabus and ask students to use that to send you messages rather than calling the school office to leave a message.
- Every VWCC student has a VWCC student email address. This VWCC student email address is the only email address that you can send grade information to. Other email addresses are not secure and it is a violation of FERPA guidelines to send information to any other email address.
- To access your VWCC email, please [click here](#) (OWA = Outlook Web Access).



# *Printing Services*

- [Printing Services](#), a functional group within Information and Educational Technologies, is a full-service printing department of Virginia Western Community College. Services include duplication of materials for classroom use, printing of official college documents and public information materials.
- Please complete a [On-line Printing Services Request Form](#) online or review the bottom of this form for directions on how to print directly from an on-campus printer to Printing Services.
- Please allow 48 hours turnaround time (larger jobs may require more time).
- Copy machines are located in various locations on campus for small print jobs. Please see your specific school office for details and policies.
- Automated test scoring is available through Printing Services. Complete guidelines are found on VWConnect – please contact your school office for additional details.



# WEPA

## (Wireless Everywhere, Print Anywhere)

- VWCC is currently launching a new self-service campus printing system called WEPA (Wireless Everywhere Print Anywhere).
  - The pay-for-print system will allow students, faculty, and staff to upload electronic documents from anywhere including an on-campus computer, personal lap top, home PC or MAC to print 8 ½ x 11 only black and white (.10 each) or color (.50 each) documents to any of the 13 WEPA (Wireless Everywhere Print Anywhere) kiosk on campus.
  - While this method is much more economical per page than printing from a personal inkjet printer, alternative methods of disseminating information should be considered if the document needs to be printed.
  - Faculty and staff may use the WEPA system to print personal documents.
  - For more information and printer locations:  
<http://www.virginiawestern.edu/iet/tech4students/printing/index.php>
-

# WEPA

## (Wireless Everywhere, Print Anywhere)

### Alternative Methods of Disseminating Information to students:

- Use Blackboard for all handouts, including course syllabi.
- Use Blackboard for assignment submission and for testing.
- Save PowerPoint presentations so they must be printed four or six slides to a page and are printed in black and white. [Printing PowerPoint Presentations “Sustainably” \( PDF\)](#)
- If printing is needed, use half-sheets when possible.
- Use the Printing Services department when possible, this saves on toner and electricity.
- A Daily Bulletin for students will be launched soon.

### Alternative Methods of Disseminating Information to faculty and staff to conserve our work-related printing costs and usage:

- Use WEPA system for personal documents.
  - Use VWConnect, webpage, Daily Bulletin, calendar notices, even emails instead of printing.
  - If printing is needed, use half-sheets when possible.
  - Use the Printing Services department when possible, this saves on toner and electricity.
  - Save PowerPoint presentations so they must be printed four or six slides to a page and are printed in black and white. [Printing PowerPoint Presentations “Sustainably” \( PDF\)](#)
  - Post meeting agendas and minutes on VWConnect.
  - If printing is needed, print two-sided
-

# Workforce Development Services

- The goal of [Workforce Development Services and Life Long Learning](#) is to provide continuing education, up-to-date training information, resources, and support services to existing businesses and the community, as well as to potential business and industry.
- **Benefits to Business and Industry:**
  - Eliminates the need for special training staff and related costs
  - Eliminates the need for designated space and special equipment for training
  - Permits supervisory and/or production staff to direct their time to regular responsibilities rather than to training
  - Enables new and/or small companies to compete with more established or larger companies by providing the kind of training necessary to be competitive
  - Reduces or eliminates non-productive time for training -- company equipment can remain in operation
  - Enables new businesses or industries to be fully operational upon opening



# Online Tools

My VWCC, Survival Guide,  
PeopleSoft, Blackboard

# My VWCC

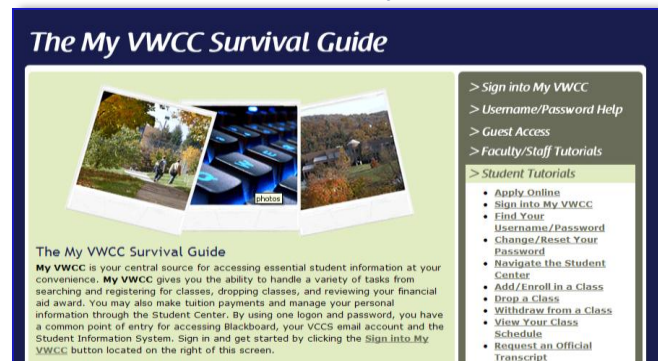
- “My VWCC” provides faculty, staff and students with single sign-on access to “My Tools” online services. By using a common user name and password, you are able to access Blackboard, the Student Information System (SIS) and your VCCS student email account.
- Please note: The email address listed under “My VWCC” is not your faculty email, but a student email address. Please make sure that students only use your faculty email address.

### MY TOOLS

	<a href="#">Blackboard (hholiday0001)</a>
	<a href="#">VCCS SIS: Student Information System</a>
	<a href="#">VCCS HR: Human Resource System</a>
	<a href="#">VCCS AIS: Administrative Information System</a>
	<a href="mailto:hholiday0001@email.vccs.edu">Gmail (hholiday0001@email.vccs.edu)</a>
	<a href="#">Library Services</a>
	<a href="#">Virginia Education Wizard</a>
	<a href="#">Compass Test Info</a>
	<a href="#">View My Information</a>
	<a href="#">Change My Password</a>

# My VWCC Survival Guide

- IET and Student Services are pleased to announce a new addition to the College website, the [My VWCC Survival Guide](#). It is a central source for help and access to the Student Information System for students, faculty, and staff.



- From the My VWCC Survival Guide, you can sign into the Student Information System (SIS), get username and password help, or sign in as a guest. There you will also find Student and Faculty/Staff Tutorials. On each main tutorial page you will find assistance for setting preferences, reminders about tasks, and important links specific to each audience group. In addition, the tutorials give step by step instructions on how to complete specific tasks. Please take some time to familiarize yourself with this survival guide. You never know when it will come in handy!

# PeopleSoft

- PeopleSoft is the VCCS's data management system for academic information. You can access your teaching schedule, class roster and grade roster all in this online system.
- Using PeopleSoft, please check your class roster regularly. You should check them before each class during the drop/add period, as your roster will change during that time. If you find that a student is either dropped or added to a class when they should not have been, please contact the Admissions Office immediately. These situations should be resolved prior to grade rosters being generated at the end of the semester. Please continue to check your roster throughout the semester to ensure that all students who are in attendance are still registered for your class.
- How do I access PeopleSoft?
  - To access PeopleSoft, click on "VCCS SIS8.9 Student Information System" link after you login to My VWCC.



# Blackboard

- Blackboard is an online course management system. Blackboard has many useful features for both in-class and distance learning faculty. Some of these features include announcements, online gradebook, discussion board, places to post assignments and an online quiz function.
  - Because Blackboard is a secure site, it is the only place that you can post student grades!
  - A Blackboard account is set up for all classes. In-class faculty can choose how much they will use this tool but are at least required to post their syllabus onto this system.
  - Further training on Blackboard is available through the college's instructional technology department. They offer group classes and individual training. For more information, please contact [Carrie Cao](#) with "Distance Learning & Instructional Technology" at 857-6636.
-

# **Academic Information**

# Syllabus

- A syllabus should be given out in your classes and reviewed with your students during the first week of class. It should also be posted on Blackboard no later than the first day of class for all classes (including face-to-face classes).
  - The syllabus is your “contract” with your students. It should list your class policies and expectations. These policies are enforceable and supported by the College as long as they are in writing on the syllabus and are followed consistently for all students.
  - **Please provide a copy of your syllabus to your specific school office during the first week of classes.**
-

# Syllabus

## To be Placed in Blackboard Shell under Syllabus Button by Ramona:

- ADA Statement
  - Copyright statement
  - Inclement weather schedule
  - VWCC Honor Code Link
  - Emergency Alert information
  - Student Consumer information
  - VWCC no show and withdrawal policy
  - Other Student Resources
    - Student Services, Financial Aid, Link to Campus Safety Video)
  - Learning Technology Center Testing Policy
-

# Syllabus

## Instructor Syllabus:

- Course title and number
- Instructor's name
- Semester and year
- Course description from the catalog, which has prerequisites statement in it
- Best contact methods and contact information (office location, email address)
- Office hours statement
- Required course materials
- Course specific requirements and policies
  - Including policies on attendance, grading, make-up and late work
- Course specific academic honesty policy
- Specific class meeting time during inclement weather delays or inclement weather testing policy for distance classes
- Statement referring student to a reasonable response time
  - Required for distance learning courses; recommended for all courses
- Statement referring student to VWCC Policy Syllabus (those items above)

Course Outline: This will be made available to instructors to add along with their Syllabus.

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# Required Rosters *Class*

- You can access your class rosters through PeopleSoft.
  - Please check your class roster regularly. You should check them before each class during the drop/add period as your roster will change during that time.
  - You should check it every week or two during the rest of the semester, specifically looking for students who have been dropped from or added to your class. If this situation arises, the Admissions Office should be contacted immediately. These situations should be resolved prior to grade rosters being generated at the end of the semester.
-

# Required Rosters

## *No-Show*

- The No-Show Roster is used to report a student that has never attended a face-to-face class or has not demonstrated that they are participating in a distance learning class.
  - These rosters will be given to you shortly after the start of the class. Please use only the rosters that are provided for you and return them by the due date.
  - If a student attended at least one class or demonstrated participation in a distance learning class, do not report them on the no-show roster.
  - This roster is driven by the financial aid process. Failure to comply with these procedures could put the college's ability to award federal financial aid in jeopardy.
  - If you report a student on the no-show roster, please do not remove them from Blackboard. Rather, the course should be made unavailable to them.
  - Once a student has been dropped as a no-show student, the instructor should not allow the student to attend/participate in class or submit assignments. There will be no refund of tuition or reinstatement in the course.
-

# Required Rosters

## *Withdrawal*

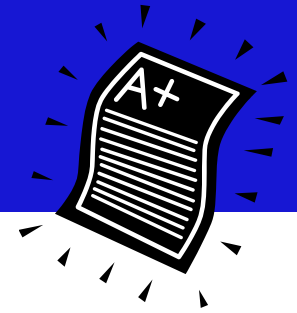
- The Withdrawal Roster comes out at the 60% mark of a semester, just before the last day to withdraw without a grade penalty.
  - You are required to report any student that has stopped attending your class on this roster. If you are uncertain as to whether a student has stopped attending your class, it would be beneficial to attempt to contact the student to determine their status.
  - Please use only the rosters that are provided for you and return them by the due date.
  - If you report a student on this roster, please do not remove them from Blackboard. Rather, the course should be made unavailable to them.
  - Once a student has been withdrawn from a class, the instructor should not allow the student to attend/participate in class or submit assignments. There will be no refund of tuition or reinstatement in the course. Students who stop participating after with the withdrawal deadline for the course must receive a grade of “F”.
-

# Required Rosters

## *Grade*

- Official and final grades are entered by the instructor in the college's Student Information System (PeopleSoft)
  - For detailed instructions on reporting final grades, please visit the "My VWCC Survival Guide" – Faculty/Staff Tutorials – Record Grades.
  - The Records Office posts grades for the college at one time, so it is imperative that final grades are entered in the "Approved" status in PeopleSoft by the due date established by the Registrar.
  - When submitting grades, you must use a place holder date for any student that received a "F" in a class. Please do not enter the actual last date of attendance.
    - If a student stopped attending prior to or on the withdrawal date, enter the date 01/01/1900. For financial aid purposes, this is an unearned grade.
    - For students that stopped attending after the withdrawal date or whose academic performance earned them a grade of "F", enter the date 12/31/9999. This is considered an earned grade for financial aid purposes.
-

# Exams



- An [exam time](#) is scheduled for all classes.
  - All classes must meet during the scheduled time. You do not have to give a written exam and may choose to do some other type of meaningful activity.
  - The exam time is calculated in the minutes required for each class by our accrediting body.
  - Please ensure that your exam time is the same as listed in the exam schedule. Meeting at another time may cause conflicts for your students and others.
  - If your class meets at an odd time that is not reflected in the exam schedule, please work with the division office to find a time that will not conflict with other exams.
  - **You must submit a hard copy of your exam(s) to your School Office at the end of each semester.**
-

# Class Grade Changes

- Once a grade has been awarded, it is normally permanent. In situations where there are documented, mitigating circumstances or an uncontested error, grade changes must be requested within one year of the receipt of the grade in question.
  - For a contested grade, the student must follow the timeline and steps outlined in the “Final Grade Appeal Procedure” in the college’s Student Handbook.
  - The following guidelines do not apply to contested grade changes:
    - In order to request a grade change for mitigating circumstances or uncontested error, the final point of contact for the student must always be the instructor. If the instructor agrees that a grade change is warranted, the change will be submitted to the School Dean and the Registrar for approval.
    - If the matter was not satisfactorily resolved with the instructor and the student wishes to pursue the grade change, the student must then contact the School Dean. The School Dean will attempt to mediate the grade change request with the faculty member and will notify the student of the decision. If the School Dean denies the student’s grade change request, the student may then contact the Registrar for a third appeal. At this point, the student must complete a “Request for Grade Change – Uncontested Grade” which can be obtained in the Records and Admissions Office. If the Registrar does not approve the grade change, the final option is for the student to appeal the grade change through the Vice President of Academic and Student Affairs. The decision of the VP is final.
-

# Retention of Records

- The following is the retention requirements for academic departments from the “Library of Virginia”:
    - Class Rolls and Grade Sheets – Documents that students registered for specific courses, attendance and grades given.
      - Must be retained for at least *3 years* after the end of the semester.
    - Student Examination Files – Documents the testing and grading of students during courses.
      - Must be retained for at least *1 year* after the end of the semester.
  - Please check with your specific school office to determine if there are other requirements for keeping tests and/or other papers.
-

# Grading Systems

- The College uses a standard grading method (grades A – F or P/U) for non-developmental credit classes. Developmental courses are awarded grades of S, R or U. Under appropriate circumstances, instructors may also award grades of I or X. Grades of W may not be awarded on the final grade roster.
  - **“W” Grades** – Students can withdraw themselves from classes up until the withdrawal deadline. They will receive a “W” on their transcript. You are required to withdraw any student who stops attending prior to that date. If you have a student who has a documented emergency after the withdrawal deadline, it is possible for you to give that student an administrative withdrawal. In this situation, the student would need documentation of the circumstances (student would be required to withdraw from most or all of their classes to justify this type of withdrawal) and must request that you submit an “Administrative Withdrawal Form” (with documentation attached) to the College Admissions Office.
-

# “I” Grades

- An “Incomplete” is to be used only for verifiable, unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student must (a) have satisfactorily completed more than 50% of the course requirements, and (b) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded.
  - Since the “Incomplete” extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member will complete documentation that (a) states the reason for assigning the grade; (b) specify the work to be completed and indicate the percentage in relation to the total work of the course; (c) specify the date by which the work must be completed; and (d) identify the default grade based upon course work already completed.
  - Completion dates may not be set beyond the subsequent semester (including the summer term) without the written approval of the chief academic officer of the campus, or his designee.
  - An “I” grade will be changed to a “W” only under documented, mitigating circumstances which must be approved by the chief academic officer of the campus, or his designee.
  - NOTE: If the work is not completed by the class end date of the subsequent semester, the student will be awarded the “default” grade. Instructors should not accept overdue work/assignments after the grade had already been changed to the default grade. The default grade will be final.
-

# **“X” Grades**

## ***Audit Request Form***

- Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition.
  - Permission of the School Dean and the Registrar is required to audit a course.
  - Audited courses carry no credit and do not count as part of the student’s course load.
  - Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course.
  - Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay the normal tuition to earn a grade other than “X”.
  - Advanced standing credit should not be awarded for a previously audited course.
-

# Class Waiting Lists

- Registration at VWCC is first-come, first-served.
  - When classes fill and are closed, a waiting list is begun.
  - If slots become available in the class, students will be admitted based upon the corresponding division's process.
  - Please do not ever promise a student a place in your class.
  - If a student contacts you directly and wants to get into a class, please have them contact your division office to have their name put on the waiting list.
-

# Honors Contracts

- The [Honors Institute](#) was developed to meet the needs of creative, highly motivated and academically talented students by providing them with enhanced opportunities for academic and personal growth. The Honors Institute offers intellectually stimulating coursework, involving smaller, interactive, seminar-style classes, taught by some of Virginia Western's best faculty. Admission into the Honors Institute is selective and will be based on a combination of several factors, including transcripts, test scores, letters of recommendation, and essay on an assigned topic.
  - Students who are participating in the Honors Institute may approach you about completing an honors contract.
    - Classes must be approved before a contract can be issued.
    - Only classes that require independent upper level work may be used.
  - Please contact the Honors Institute (857-6240) for additional information.
-

# Field Trips

- A “Field Trip Request Form” and “Assumption of Risk Form” must be completed before you take a class on a field trip.
  - These forms are available in your division office and should be turned in one week before the trip occurs.
  - For in-class trips, these forms are approved in the school office. The Vice President must approve out-of-class trips.
  - These forms involve having a release form signed by every student that is going on the trip. No one should be allowed to go on the trip unless a release has been signed and turned in to the school office. This form is your legal protection and protection of the college.
  - Any time you leave campus with a class, you must have the field trip form completed.
-

# **Academic Honesty and Student Conduct**

# Academic Honesty

- Academic honesty is taken seriously by Virginia Western. The policies and procedures for handling violations are found in the [student handbook](#).
  - All faculty should have a statement about academic honesty in their syllabus.
  - If an incident occurs, please meet with your dean, complete an “Academic Dishonestly Report” (form is located in the school office) and speak with the student informing them that a report has been submitted and that their right to appeal is found in the student handbook.
  - For the first incidence, the only punishment is the penalty assigned by the applicable professor (failure in the course, failure of the assignment, option to re-do the assignment). However, the report is still filed in the VP’s office.
  - Should a second incidence occur, the student will be brought before the student discipline committee to determine sanctions.
-

# Student Conduct

- Student conduct is taken seriously by Virginia Western. The policies and procedures for handling violations are found in the [student handbook](#).
  - You do not have to tolerate disruptive behavior in your classroom.
  - If this occurs, first speak with the student outside of class about their behavior. If this warning is not effective, call them down in class. If this does not work, ask them to leave the class immediately. If they refuse to leave, please call Campus Police and have them escorted out.
  - For more serious infractions, such as those listed in the student handbook, please speak with your dean.
  - Should it become necessary, the case will be turned over to the Student Discipline Process outlined in the handbook.
-

# Virginia Western Resources For Consultation And Referral of Students

Working with a campus community member who:	Dean of Student Services/Title IX Coord.	VWCC Campus Police	Dean of Academic School	Counseling Services	Affirmative Action Officer	REACH/Student Support Services
	857-6348	857-7979		857-7237	857-7583	857-7286
Possess an immediate threat to self or others		*				
Writes or verbalizes a direct threat to another person	*	*				*
Displays anger or hostility inappropriately	*		*	*		*
Talks about homicide or suicide	*			*		*
Exhibits behavior that seems bizarre or out of touch with reality	*	*		*		*
Is a victim of sexual assault	*	*		*		*
Seems overly emotional, e.g., aggressive, depressed, demanding, or suspicious	*		*	*		*
Continuously disrupts class and refuses to stop	*	*	*	*		*
Is the subject of complaints by other students regarding behaviors	*		*	*		*
Comes to class drunk or high	*	*	*	*		*
Shows signs of alcohol or drug abuse	*		*	*		*
Is a victim of violence, stalking, intimidation or domestic abuse	*	*		*		*
Is having difficulty due to illness or death of a friend or family member	*			*		*
May have a disability	*					*
Reports sexual harassment or civil rights discrimination	*				*	
Violates principles of community or commits a biased based behavior	*				*	
Is a victim of biased based behavior	*			*	*	*

# Campus & Community Resource Guide

- Resources are available to assist students, and others in the community, in times of need.
- **Disclaimer:** *This information is provided as a courtesy and does not constitute a recommendation for any particular agency.*

[Online Campus & Community Resource Guide](#)

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**Wrap Up**

# General Forms Completion

## Needed for Human Resources:

- ✓ I-9 Form
- ✓ DHRM “Certificate of Receipt – Use of Electronic Communications and Social Media”
- ✓ Receipt of Commonwealth of VA Policy on Alcohol and Other Drugs
- ✓ Voluntary EEO Identification Form

## Needed for Payroll:

- ✓ Direct Deposit Authorization Form or EppiCard Application
- ✓ W-4
- ✓ VA-4
- ✓ Copy of Social Security Card

Additional forms may be required by other departments and/or your division. Please return all required forms by the requested due date.

---

# What Next?

- ✓ Please complete the orientation for your specific division.
  - ✓ Campus Police – Parking Pass
  - ✓ Student Activities – ID Badge
  - ✓ Knowledge Center training within first 60 days of employment.
  - ✓ Complete and return all necessary Human Resources, Payroll, IET and/or other College new hire forms by the established due date!
  - ✓ ***Please ensure the Human Resources Office has original, official transcripts for all your college coursework on file.***
-

**Please now return to the main  
“Adjunct Information” webpage and  
click the link for your corresponding  
division(s) specific orientation.**

**Once you have completed all orientations,  
please print and complete the  
“Adjunct New Hire Orientation Acknowledgement” Form  
and promptly return the form to your school.**