



Virginia Western Community College

*New Employee Orientation
Adjunct Faculty
School of Science and Mathematics*

Message from the Dean

Welcome to the School of Science and Mathematics at Virginia Western. We look forward to having you join an outstanding group of faculty and staff as we serve our students and community by offering quality educational opportunities.

Please do not hesitate to ask me or the Division staff if you have additional questions or if we can help you in any way to acquaint yourself with our department.

We look forward to working with you and hope you have a rewarding experience in our division and at Virginia Western.

Sincerely,
Dr. Bryan Schaubach
Interim Dean, School of Science and Mathematics

About Our Division

- **The School of Science and Mathematics encompasses the following departments:**

Biology	Chemistry	Environmental Science	Geology	Mathematics	Natural Science	Physics
---------	-----------	--------------------------	---------	-------------	--------------------	---------

- **Our Division offers the following degrees:**
 - Associate of Science in Science
 - Associate of Science in Science with a Health Sciences Specialization
 - Associate of Science in Science with an Integrated Environmental Studies Specialization
 - Associate of Science in Science with a Mathematics Specialization
 - Associate of Science in Science with a Medical Technology Specialization
-

Division Information

- Division Office - Anderson Hall, Room 114 - 857-7273
- Fax – 857-6022
- Bryan Schaubach, Interim Dean – 857-7273
- Martha Sullivan, Assistant Dean – 857-6282
- Owen Lofthus, Chemistry Department Head 857-6304
- Cristin Barrett, Math Department Head 857-6157

- Mary Y. Perry, Division Secretary - 857-7273
- Deborah Thompson, Administrative & Office Specialist II - 857-7472

- Office Hours: Monday – Friday 7:30 a.m. – 4:30 p.m.

• Mailing Address:	Shipping Address:
PO Box 14007	3097 Colonial Ave, SW
Roanoke, VA 24038	Roanoke, VA 24015

Office and Classroom Keys

- All of our classrooms are keyed with a general classroom key.
 - Each faculty office has a unique key.
 - You will be issued a classroom key, along with office keys.
 - 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 your office door locked when you are not using it. Be sure to lock classrooms and/or lab rooms, and turn off all lights upon completion of your class.
 - Office keys should open the door to the printer and copier in A 210.
-

Full-Time Faculty Offices

- Office space is assigned to full-time faculty when you are hired.
 - You will be provided with an office, phone with voice mail and a computer.
-

Adjunct Faculty Offices

- Science Faculty

- Adjunct Faculty offices are located in A 207-A (857-6305).
- This space includes two computers and a telephone [no voice mail].

- Math Faculty

- Adjunct Faculty offices are located in the following offices:

A 220	(857-6135)
A 216	(857-6223)
A 236	(857-6294)
A 211-A	(857-6160)

- There is a telephone [no voice mail] and two computers in each office.
 - Please do not leave office open or unattended. We have had thefts in the past of both personal items [purses, laptops, etc.] as well as academic items [tests, grade books, etc.]. Please help prevent this by locking the door when you are not in the office.
-

Office Hours

Requirements:

- **Full-time Faculty**

- Fall/Spring Semesters

All full-time faculty should schedule ten office hours per week; no more than three hours per day.

- **Adjunct Faculty**

- Fall/Spring Semesters

Adjunct faculty should list one hour per week for each course.

- **Summer Semester for all Faculty:**

- For day classes, ½ hour per class per course meeting
- For night classes, 1 hour prior to class per week
- For distance classes, 1 hour per week

- **Note:** You may choose two hours of virtual office hours using Blackboard or Adobe Connect (record feature). Please see the Division office for more information.
-

Office Hours

- Please provide your Division office a copy of your schedule. This schedule should include your office hours and class schedule (including room number). Office hours for full-time and adjunct faculty are to be posted outside their office doors.
-

Campus Mail and Drop Boxes

- You will be issued a **campus mailbox**. Please 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 other important administrative paperwork [ex. No-show and Withdrawal Rosters]. 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 **drop box** located with the mailboxes. You or your students can use this to drop off information after hours. This is a secure box that is checked each morning.
 - **Outgoing Mail:** If you wish to send information through campus mail, you may do so through the Division Office. Place the information in an inter-office envelope and place in the black mail bag next to Deborah's desk.
-

Office Supplies

- Pens, pencils, grade books, etc., are available from the Division Office. Do not hesitate to ask for what you need, but please use supplies wisely. Reuse and recycle when you can.
 - General office supplies (pens, pencils, chalk, sticky notes, staples, paperclips, cd's, etc.) are located in the cabinet above the copier in the Division Office. In the cabinet opposite the copier you will find legal pads and grade books. If you need any additional supplies, that are not found in the cabinets, please ask Mary or Deborah.
 - If you have any supplies (file folders, notebooks, etc.) that you no longer need, please return them to the Division Office.
 - Additional office supplies are available in the metal cabinet in A 210.
-

Textbooks

Departmental Textbooks:

- Each course has a departmental textbook. Textbooks are chosen by the faculty for each course. Every faculty member teaching a course (that uses a book) must use this book. We prefer that selected textbooks are used for a minimum of three (3) years.
 - Prior to placing textbook orders through the Bookstore, a draft of these orders is sent to each department head for approval. At this time, changes can be made to a textbook order. Department heads will be asked to confirm/add/delete/change the orders.
-

Original Transcripts

- Please request original transcripts from **all** Colleges and Universities as soon as possible as you will not receive pay until all original transcripts are received in the office. Please have transcripts sent to :

Dr. Bryan Schaubach, Interim Dean
School of Science, Mathematics and Health Professions
Virginia Western Community College
PO Box 14007
Roanoke, VA 24038-4007

DIRECT DEPOSIT

- Please remember to bring a blank check with you to the Science and Mathematics Division Office and complete the direct deposit form in order for you to get paid. All employees are paid via direct deposit into their bank account.
-

ID Required

- Please remember to bring your drivers license and your social security card to the Science and Mathematics Division Office when you complete your New Hire Packet.
 - You will be given more information about how to obtain your Virginia Western ID badge when you come in to the Division Office. The Student Center Room 203 furnishes these and you will need to contact Natasha Lee at 540-857-6326.
-

Parking Permits

- Parking permits are required and you will need to complete a form when you visit the Division Office and provide your License #, make and model of your car and plate #.
-

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 grade book, 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 at 540-857-6636.
-

Blackboard

- **How do I post my syllabus on Blackboard?**
 - Log on to My VWCC
 - Select Blackboard 9
 - Select the 'Teach' tab at the top of the page
 - Click the 'Pencil Icon' at the upper right corner of the Blackboard box.
 - Check 'Display Course ID'
 - Click 'Submit'
 - Click 'ok'
 - Click on your course
 - Click the 'Syllabus' button
 - Click on 'Edit View' at the far right of the page
 - Select 'Add + Item'
 - Copy and past your syllabus onto the 'Content Information Text Field OR under 'options' check 'Make Content Available'
 - Scroll to the bottom
 - Click Submit
-

VW Connect

- 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.
 - 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 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 e-mail Heidi McClintic in Human Resources so your user rights can be established in the VWCC KC. In this e-mail, please include your full name, the division you will be teaching in, and your current e-mail address. Once you have been registered in the VWCC KC, you will receive a confirmation e-mail with your login and password. It is recommended you change your password the first time you login to the VWCC KC.
-

The End

Thank you for completing both the general orientation for all new adjuncts as well as the school's specific orientation. We hope that the information contained in both programs has been helpful. Should you have any questions or concerns, please do not hesitate to contact the Division Office at 857-7273.
