VIRGINIA WESLEYAN UNIVERSITY

New Faculty Guidebook

COASTAL VIRGINIA'S PREMIER UNIVERSITY OF THE LIBERAL ARTS AND SCIENCES

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NEW FACULTY GUIDEBOOK

This guidebook is designed to provide new faculty with an introduction and some basic information about VWU, the campus, procedures, and support services. Faculty should consult the Faculty Handbook, available online, for more complete information.

Virginia Wesleyan University Mission Statement

An inclusive community dedicated to scholarship and service grounded in the liberal arts and sciences, Virginia Wesleyan University inspires students to build meaningful lives through engagement in Coastal Virginia's dynamic metropolitan region, the nation, and the world.

July 1, 2018

To Members of the Virginia Wesleyan University Community:

This edition of the Virginia Wesleyan New Faculty Guidebook contains interpretations of University policy and other information that will be of service to new faculty. Questions raised by the document and suggestions for future editions should be addressed to the Provost. Please see the faculty handbook and University catalog for additional information.

Updated July 1, 2023

WELCOME!

Welcome to Virginia Wesleyan! We are excited to have you join our campus community**.** We are a close-knit community that is deeply invested in our educational mission. We are not a campus where people come in, teach, and leave. All of us work together to serve and support the larger campus community. Teaching is our top priority, but we are also active scholars, community members, and mentors. We are proud of the liberal arts and sciences educational experience in which we immerse our students. We look forward to you joining our ranks and community. Again, welcome!

Sincerely,

Susan Larkin
Provost and Vice President for Academic Affairs
Professor of English

OFFICE OF ACADEMIC AFFAIRS LEADERSHIP

Susan Larkin, Provost and Vice President for Academic Affairs

Loren Loving Marquez, Associate Vice President for Academic Affairs

Victor Townsend, Dean of the Joan P. Brock School of Mathematics and Natural Sciences

Benjamin Dobrin, Dean of the D. Henry Watts School of Professional Studies

Antje Schwennicke, Dean of the Birdsong School of Social Sciences

Steven Emmanuel, Dean of the Susan S. Goode School of Arts and Humanities

Deirdre Gonsalves-Jackson, Dean of VWU Global Campus

Travis Malone, Dean of the Batten Honors College

ACADEMIC AFFAIRS KEY STAFF

Marina Maye, Assistant to the Provost and Vice President for Academic Affairs

Courtney Knudsen, Registrar

Crit Muniz, Executive Director for Academic Support Services

GETTING SITUATED

HUMAN RESOURCES

A new faculty member is hired by the President of the University on the recommendation of the Provost in consultation with the Dean, Department Chair, and search committee. Once you have a signed contract, you can contact the Director of Human Resources in HR (ext. 3316) to set up a time to complete all of your entry and benefits paperwork. If you have not already done so, you need to make sure that an official copy of your transcripts are on file with the Office of Academic Affairs. Official transcripts should be addressed to:

Dr. Susan Larkin
Office of the Provost
5817 Wesleyan Drive
Virginia Beach, VA 23455

MALBON CENTER FOR TECHNOLOGY FOR NETWORK ACCOUNT

Once the Malbon Center for Technology receives the email confirmation of the hire from the Office of Finance and Administration, a network login account, email, and password are established. Your email is added to the faculty listserv and sent to various offices, including the Registrar, Human Resources, Marketing and Communication (for directories), and Campus Security. You must either call the Malbon Center for Technology Help Desk (757-455-3111) or come by in person (Clarke Hall) to obtain log-in and password information.

CAMPUS SECURITY FOR PHOTO ID AND PARKING DECAL

Once Campus Security receives the email confirmation of hire from the Office of Finance and Administration, it can issue a photo ID and parking decal. Campus Security is located in Bray Village in the hallway behind Eggleston Commons (ext. 3349). There is no charge, but to obtain a parking decal you will need to bring a driver's license, vehicle registration, and the name of your auto insurance company. Parking generally is available in lots adjacent to the building in which one teaches, but all faculty members are asked to avoid spaces marked as reserved for campus visitors. Please see the Appendix "Online ID Image Upload" document on page 15 for instructions on how to obtain your ID if you are an adjunct instructing an online course.

COMPENSATION

Paychecks are issued on the last business day of the month via ADP. Your first paycheck will be issued at the end of September.

OFFICE SPACE AND OFFICE NEEDS

Each full-time faculty member is assigned an office and is provided with a phone and computer. The Provost's office will provide Campus Security with authorization for release of keys. You will also receive an entry code for the faculty workroom closest to your office. See the Associate Vice President for Academic Affairs (AVPAA) for any questions about your office.

KEY UNIVERSITY PUBLICATIONS

- The *Marlin Directory of Faculty and Staff* can be found by clicking on the Quicklinks tab at the top of the VWU webpage and selecting Directory.
- The *University Catalog* is available online.
- The *Student Handbook* is available online.
- The VWU Policy and Procedure Handbook and Faculty Handbook are also available online.

COPYING

Your Virginia Wesleyan University ID card will give you access to all campus Konica Copiers. The Department account number is available through your Department Chair or from the Administrative Assistant to the Provost (ext. 3210) and is used to request copy services and to obtain office supplies from the Scribner University Store. The Administrative Assistant to the Provost or colleagues in your department can share procedures with you. Copy machines with scanning and faxing capabilities are available in the following locations: Blocker Hall 34, Village II workroom, Greer workroom,

Pruden Ground floor, and the Clarke Hall 2nd floor office suite. You will need to swipe your ID card or manually enter your username and password to use the copy machines.

Larger projects may be submitted to the University Duplication and Postal Center in the Scribner University Store. You will need your department number to fill out a copy request form. You may also email copycenter@vwu.edu with your order. Be sure to include a .pdf of whatever you need copied and specifics about the print job. (For example, please print 18 copies of the attached pdf on colored paper, double-sided, collated and stapled.)

We strongly encourage faculty members to use Blackboard to post course materials and only make copies when pedagogically necessary. Questions about what constitutes a reasonable use of copiers should be addressed to your Department Chair. Members of the campus community should consider our carbon footprint when making decisions about using paper and other materials.

FACILITIES

All faculty have the use of the athletic and fitness facilities of the Jane P. Batten Student Center. Your VWU photo ID is required. You have free admission to most concerts, plays, and athletic events. Harbor Grill in the Batten Student Center is open Monday-Friday from 8:30 a.m.-9:00 p.m. Summer hours may vary.

Cafeteria meals can be purchased weekdays in the Boyd Dining Center:

Breakfast 7:30 a.m. - 9:30 a.m.; Continental 9:30 a.m. -10:30 a.m.
Lunch 10:45 a.m. - 1:35 p.m.
Dinner 4:45 p.m. - 7:05 p.m.

Faculty and staff pricing is $5.50 for Breakfast, Lunch, or Dinner and includes tax.
Campus guest pricing is Breakfast: $ 5.75; Lunch: $6.75; and Dinner: $ 7.75, plus tax.

EMERGENCY INFORMATION AND WEATHER HOTLINE

To receive immediate notification in times of emergency, download the LiveSafe Mobile App. Information and instructions for selecting and using the App can be found on the Campus Security Homepage: https://www.vwu.edu/campus-security/

For weather emergencies, refer to the inclement weather hotline (757) 455-5711, or to the University's Homepage: https://www.vwu.edu.

TEXTBOOK ORDERS, THE LIBRARY, AND TECHNOLOGY SUPPORT

AKADEMOS

Textbook orders are handled through Akademos, our online bookstore platform. You will receive information via email from Akademos about submitting textbook orders. If you have any questions, contact your department chair or Dean. It is recommended that first-time faculty members will discuss text choices and other elements of a course with Department Chairs before submitting text orders and completing syllabi. For information on Open Educational Resources, contact Hofheimer Library.

LIBRARY AND INFORMATION SERVICES

A full range of library resources and services is provided for faculty, students, and staff. Explore the library web pages at https://www.vwu.edu/library/. Each academic school is paired with one of the research librarians. Your Department Chair can provide the name and contact information. School research librarians are eager to assist you with course library needs, such as customized sessions on research in your discipline, help designing an assignment, workshops on reliable sources, setting up "Libguide" pages for courses, etc. Library staff members are also available during regular business hours to provide instruction on using the collection, databases, microfilms, and other research options such as an interlibrary loan.

Reserving Materials: You may place books and articles on reserve for a given course by taking those items to the library circulation desk and indicating appropriate stipulations (three-hour non-circulating, one-day or three-day circulating, etc.). Personal copies will not be held on reserve.

Interlibrary Loans: If you need classroom or research materials not available at Virginia Wesleyan, please make a request through the Interlibrary Loan Coordinator (https://guides.vwu.edu/ill or ext. 2131).

Virginia Tidewater Consortium (http://www.lib.odu.edu/vtc/): With a Virginia Tidewater Consortium library card, available from Circulation at Hofheimer Library, you are able to check out books from the Virginia Tidewater Consortium libraries at Christopher Newport University, the College of William & Mary, Eastern Shore Community College, Eastern Virginia Medical School, the Hampton Roads Center, Hampton University, Jefferson Lab (formerly CEBAF), the Joint Forces Staff College, Norfolk State University, Old Dominion University, Paul D. Camp Community College, Regent University, Thomas Nelson Community College, and Tidewater Community College.

Audio-Visual Materials and Equipment: The University owns a large selection of audio- visual equipment and materials which may be used for classroom purposes. To reserve equipment and other materials, call the Library (ext. 3224).

TECHNOLOGY SUPPORT

Help desk: The Malbon Center for Technology Help Desk (ext. 5900) is the central point of contact for dealing with computer-related issues. The office is located off the student computer lab on the first floor of Clarke Hall.
Instructional Technology: The Director of Instructional Technology (ext. 2112) sets up Blackboard courses, batch loads enrolled students, and offers faculty instruction in skills applicable to the design, development, and implementation of teaching tools such as Blackboard, SafeAssign, and Modified Distance Learning as well as the support of online academic tools. The office is located in the INTEL Center in Clarke Hall 109.

Classroom Technology: A majority of classrooms are equipped with basic technological capability to project PowerPoint presentations and to go online; others have more elaborate capabilities. Discuss your classroom needs with your Department Chair.

Special Computer equipment needs: To reserve a laptop, the computer cart, or other tech equipment you must complete an online request. Go to WebAdvisor, Faculty Menu, and under "Other Faculty Links" go to the "Computer Services Equipment Request."

ACADEMICS

CORE EXPECTATIONS FOR FACULTY

There is more specific detail about these expectations in the *Faculty Handbook*. If you have additional questions, ask your Department Chair or School Dean.

- Prepare syllabi that meet the VWU syllabus guidelines and provide these to students on the first day of class. Syllabi should also be provided to your department chair.
- Take attendance and keep records.
- Submit an academic alert if a student misses 2 classes in a row, 3 out of 4 classes, or whose work indicates that they need additional academic support. This could include not handing in assignments, failing assignments, or otherwise not meeting the course expectations.
- Post your syllabus, contact information, final course grades, and course evaluation link, at a minimum, to Blackboard. We strongly urge all faculty to take full advantage of Blackboard for course information and support.
- If teaching a face-to-face course, all class meetings, including the final exam period, should take place as scheduled. If you need to cancel a class, refer to the guidelines in this handbook.
- Be on time and prepared for all class sessions.
- Grade, provide feedback, and return assignments within a reasonable time period. Generally, one week for shorter assignments and two weeks for longer assignments or those that require more feedback.
- Hold regular office hours.
- Answer emails within a reasonable time period, typically 24-48 hours.
- Inform your department chair if you change class meetings in any way, i.e. go on field trips, meet off-campus, or cancel a class.
- Submit mid-term reports, final grades, and C- reports per guidelines provided by the University Registrar.
- Remind students to complete course evaluations.
- Comply with FERPA regulations.
- Be familiar with and adhere to the University Honor Code.
- Communicate with your Department Chair at mid-semester, end of semester, and as needed.
- Coordinate with Disability Services when student presents documentation from the Learning Center.
- Direct students to Learning Center, Counseling Center, and other University resources as needed.

COURSE SYLLABI

For each course taught, you must prepare a syllabus and make sure all students have it at the first-class meeting. In addition to traditional information about such issues as course description and requirements, assigned texts, due dates and scheduled tests, syllabi must include the following:

- the course tile, number, section, semester (ex. Fall 2019), and school (ex. Birdsong School of Social Science)
- the class meeting days and times (ex. MWF 8AM)
- the instructor's contact information
- the name of the instructor's school (Brock, Birdsong, Goode, or Watts)
- the required texts and supplies
- course objectives
- an outline of course meetings and topics
- an indication of how various elements of the course will be weighted in determining the grade for the course
- a statement of grading policy (e.g. an "A" is equivalent to 92-100, or 95-100, etc.)
- the final exam information (including date and time of the exam)
- a statement on the instructor's attendance policy
- a clear explanation of the course modality (face-to-face, remote, online, hybrid)
- a clear indication of times before or after class when the instructor will be available for conferences with students and the location for such meetings
- a statement on the relevancy of the Honor Code (see below)
- a statement about Learning Center/Writing Center (see Student Support Resources)
- a statement about student accommodations (example provided):
  Virginia Wesleyan University is committed to giving all students the opportunity of academic success. If you are a student who is requesting accommodations based on the academic impact of a disability, speak to me about

your accommodations letter and your specific needs. If you do not have an accommodation letter for this course, you will need to visit or call for an appointment with Disability Services Specialist Crit Muniz at (757) 233- 8898 *or by email at nmuniz@vwu.edu to coordinate reasonable accommodations. He is located in the Learning Center, Clarke Hall.*

There is a VWU syllabus template. This is provided for your reference and convenience and is optional. Faculty syllabi appear in a variety of formats. As long as all of the information above is included, any appropriate format is acceptable.

BLACKBOARD

VWU uses Blackboard as its Learning Management System. Every course has a Blackboard shell. While we strongly suggest that faculty members use Blackboard for all course materials, grades, attendance, and information, at a minimum, each Blackboard course shell must include the following information:

- Course syllabus
- Instructor contact information
- Final course grade
- Link to SmartEvals for course and instructor evaluations

FINAL EXAMS

Final exam periods are calculated into the semester's course length; they must be utilized as scheduled. Without exception, they are to be given on the date and during the time scheduled by the Registrar. Faculty are not to schedule exams during the final week of classes or before the exam period. A period of 2 ½ hours is scheduled for each exam.

Each semester the Final Exam Schedule is accessible from the Registrar's Homepage: https://www.vwu.edu/academics/registrar/.

Final exam schedules are also available on the University Academic Calendar.

THE HONOR CODE

Virginia Wesleyan University functions under an Honor Code designed to "foster an environment of learning based upon trustworthiness and willingness to assume personal responsibility for honorable behavior." The Honor Code is included in a variety of campus publications and is available on the VWU website. It contains definitions of cheating, plagiarism, lying, academic theft and falsifying data; a statement on responsibilities and rights for students and faculty members; and procedures for dealing with violations. All violations must be addressed directly with the student and a report must be submitted to the Office of Academic Affairs. The Honor Code has provisions for "Level 1" offenses which can be resolved directly between faculty and student, and for other violations which go before the Honor Council. Each syllabus should provide a brief written statement clarifying the instructor's policies relative to the Honor Code.

Some class discussion regarding this issue is also appropriate. If you have questions regarding interpretation of the Honor Code, consult your Department Chair, the chair of the Honor Council, the Executive Assistant to the Vice President for Academic Affairs, or the VPAA.

ACADEMIC ALERTS

We find that many students, particularly first-year students, do not ask for help when they are struggling academically or sometimes do not even realize that they are failing a course. Submit an academic alert if a student misses two classes in a row, three out of four classes, or whose work indicates that they need additional academic support. This could include not handing in assignments, failing assignments, or otherwise not meeting the course expectations. The link to submit academic alerts can be found on the Learning Center webpage.

GRADING AND OTHER REPORTING: WEBADVISOR

Access your WebAdvisor using your email log-in and password. On the Main Menu, the "Faculty" option will take you to all the tabs relating to each class you are teaching, including Class Rosters, Progress Reports Rosters, and Final Grade Rosters

Class Rosters: Initial class rosters (with students' pictures or names only) can be printed any time after 5:00 p.m. on the Friday before the semester begins for "day" classes or after 1:00 p.m. Saturday for Evening and Weekend Program classes. From the *WebAdvisor Faculty Menu* select the "VWU - Class Rosters" link. The Roster also has an option for emailing individual students or the entire class at once. The Registrar's Office sends email instructions to all faculty, giving dates and any special procedures to follow when printing rosters. It is vitally important to alert the Registrar's Office (reg@vwu.edu or ext. 3358) if there is any discrepancy between a class roster and the students actually attending class during the first week.

Add-drop Week: Through the first week of class students can use their WebAdvisor to drop courses and to add open courses.

Withdrawal after add-drop week but before the automatic WF (withdraw failing) deadline: Students who wish to withdraw after add-drop week have a window in which they can do so, but they need to complete a Course Selection form from the Registrar's Office, and have you sign it. Until the automatic WF deadline (the end of Week 9 is the last day for students to drop courses without an automatic WF; see below), an automatic grade of "W" is assigned.

Automatic WF: A student who withdraws from a course after the add/drop deadline (dates published annually and available through the Registrar's Homepage) will receive an automatic WF (withdraw failing). The grade of "WF" affects the calculation of a student's GPA exactly as a grade of "F" would.

Mid-term Progress Reports: Early in each semester the Registrar will notify faculty members of the process and deadline for submitting progress reports. You are expected to submit reports on all freshmen and any other students averaging a C- or below. Mid- term Progress Reports are entered on WebAdvisor during Week 7 of the semester: from the *WebAdvisor Faculty Menu* select the "Progress Report Roster" link. At the beginning of Week 8 of the semester, students and advisers may begin viewing Progress Report information on WebAdvisor. Instructions can be found on the Faculty Information link on the Registrar's webpage.

Final Grades: The Registrar's Office sends email instructions to all faculty, giving dates and any special procedures to follow when entering grades. Final grades are submitted through WebAdvisor. Go into the Faculty Menu and select the "Final Grades Roster" link. The roster(s) should match class enrollment exactly as a grade must be given for all students enrolled in a given class. By action of the faculty, all course grades must be submitted within 48 hours of completion of a final examination. For students earning a final grade of C-minus or below, you must complete and submit a "C-minus Report." Complete final grading instructions are found on the Faculty Information link of the Registrar's webpage. In order to conform to federal right-to-privacy guidelines, you are asked not to post final course grades. Graded course work should be returned to the individual student in a private manner and not left in an open area for other students to see. Information about students' academic progress and performance is private, and a student must grant permission for you to share that information with family members or others. Students do so by signing waivers for individuals who are then listed on the student's FERPA (Federal Education Rights and Privacy Act) record. You can access a student's FERPA information through the "Class Pictures/Blackboard/ FIRPTA" link on the Faculty Menu of WebAdvisor.

CANCELING CLASS

Occasionally a class must be canceled for professional reasons, illness, family crisis, etc. In such a case, you should find a way of making up the lost hours. Notify your Department chair if you need to cancel a class. If the cancellation is sudden and you don't have time to notify the students ahead of time, you can call the Office of Academic Affairs and we will arrange to put a note on the door. Students often want to leave early or arrive back late before and after scheduled University breaks, in order to simplify travel plans or to extend their vacations. You should not acquiesce to student pressure to cancel classes around scheduled breaks, as this merely increases the pressure on another faculty.

END-OF-THE-COURSE EVALUATIONS

At the end of each semester, all students will be asked to evaluate both the course and the instructor for all classes in an online system called SmartEvals. Instructors are notified when the evaluations are available on SmartEvals to verify that all of their classes are listed and to allow faculty enough time to add any additional questions to the evaluation. We begin this process approximately one month before the end of the semester. Instructors will receive an e-mail from Robin Takacs, the administrator, requesting that you log on and verify your evaluations. This will also allow advance warning that the evaluation process is about to begin. Instructors are asked to remind students to open the SmartEvals email and follow the hyperlink to complete their course and instructor evaluations before the beginning of final exams. It is the responsibility of the instructor to encourage student feedback through the SmartEvals system. Results are first available to instructors AFTER end of semester grades have been turned in for ALL classes. Evaluation results and cumulative reports as well as student comments are collected online and are available for download by the instructor for your permanent records. All SmartEvals results are then released to Department Chairs who are asked to review your course evaluations and prepare a written evaluation of adjunct faculty members instructors each semester. Course and Instructor evaluations are retained on file electronically by SmartEvals.com and the University.

COURSE GRADE APPEAL PROCESS (published in the *Catalog* and *Faculty Handbook, revised July 2019)*

A student who believes that he or she has received an unjust course grade may appeal the grade. The burden of proof of injustice rests with the student. A student pursuing an appeal must follow these steps:

- First, the student must review the course syllabus for the grading policy and calculate a legitimate grade, based on all tests, papers, and other work graded by the faculty member during the semester.
- If the student still believes the grade is in error, then no later than the end of the second week of the subsequent semester, summer not counting as a semester, the student must confer directly with the faculty member who assigned the grade, bringing to the meeting all graded work that was required for the course.
- If after this meeting the student is still not satisfied with the faculty member's decision, then no later than the end of the fifth week of the same semester, the student must prepare and send to the Vice President for Academic Affairs a written appeal with all supporting evidence. At the same time, the student must send copies of all materials to the faculty member. After consultation with both the student and the faculty member, the Vice President for Academic Affairs, if she or he believes the case so warrants, calls together the members of the department in which the course was taken. This process is intended to ensure fairness and to ensure that all supporting materials are seen by neutral parties. After this consultation with the Vice President for Academic Affairs and the other members of the department, the faculty makes the final determination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

All education records of students enrolled at Virginia Wesleyan University are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 as Amended commonly referred to as FERPA or the Buckley Amendment. The Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Student consent is required for the release of records covered by the Act to outside parties (i.e., prospective employers), except for those agencies entitled to access under the provisions of the ACT (i.e., University personnel with a legitimate educational interest, federal educational and auditing officials, federal and state law enforcement and judicial officials, and requests related to the application for or receipt of financial assistance).

Any other access must have written authorization from the student, with the exception of "directory information," which includes the following:

- student name,
- address,
- telephone numbers
- e-mail address,

- major field of study,
- dates of attendance,
- degrees, awards and honors received (including dates),
- photographic view or electronic images, and
- most recent previous educational agency or institution attended.

All other information not specifically listed, including grades, courses, days and times of course meetings, withdrawals, age and birthdate cannot be disclosed without the student's written consent.

A student who desires to have directory information about them withheld must submit a request in writing to the Office of the Registrar by September 5 for each academic year. Students may obtain a copy of VWU's policy concerning access to educational records from the Office of the Registrar.

To learn more about FERPA and to view recent policy changes, visit its website at https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

STUDENT SUPPORT RESOURCES

STUDENT ATTENDANCE, PERFORMANCE, AND ACADEMIC ALERT

Consistent attendance is an essential component of strong class performance. Records of attendance are also frequently needed in relation to issues of federal funding of financial aid. You should make your own expectations clear on your syllabus. As stated above, after Add-drop week it is very important to check attendance records and to inform the Registrar's Office (ext. 3358) if a student is registered but has not attended.

Whenever faculty notice a pattern of missing class, failing to complete assignments, missing deadlines, etc., our policy is to consider the student at risk and to respond actively. Contact the student and contribute information on our Academic Alert system as discussed in the Faculty Expectations section of this guidebook.

THE LEARNING CENTER

The Learning Center provides academic assistance to all students. These services include study skills classes and workshops, guided study groups, tutoring in a wide variety of subject areas, and accommodations for students with special needs.

The Learning Center also provides individualized instruction in writing with professional tutors. The Learning Center is located on the second floor of Clarke Hall (757-455-3122). Those students in need of a tutor can visit the Learning Center website. Learning Center testing procedures can be found in the appendix on page 20.

STUDENT ACCOMMODATIONS

Virginia Wesleyan University has a wide range of personnel available to assist students having academic or other difficulties. The Disability Services Specialist, Clarke Hall (ext. 8898), can assist you in getting the student the help which he or she needs.

STUDENT COUNSELING SERVICES

Some students enrolled in your class may exhibit signs that they are struggling and could benefit from individual counseling. The Student Counseling Center, located in Batten Center 211, provides a safe place for students to come and talk about whatever life issues, problems or stress they are facing. The counselors sincerely want to help and provide space for students to talk confidentially without worry of being judged for their thoughts, feelings or actions.

Students are welcome to contact April Christman at 757-455-3131 (achristman@vwu.edu) or Brandon Foster at 757-455-5730 (bfoster@vwu.edu) to set up an appointment. For more information and resources, please direct students to the Counseling Center webpage: https://www.vwu.edu/campus-life/counseling-services/

CAMPUS MAP

This map can be found online at: **https://www.vwu.edu/about/campus-map.php**

Online ID Image Upload

You are strongly encouraged to upload a photo for your campus ID, the campus directory and any possible PR purposes. This photo will be used for your Marlin ID. If you download an acceptable photo (using the criteria listed below), your ID will be mailed to you. **Please send your photo to** security@vwu.edu.

VWU reserves the right to reject any image that is deemed unacceptable.

Here is a sample image to help you in your photo submission:

Photo Requirements

- The photo must meet the following requirements:
- Your photo must be a clear image of ONLY you (not blurry, grainy or fuzzy) against a **plain white background**
- The photo must be a full face-and-shoulders shot, squarely facing the camera.
- You must use a portrait, not landscape, photo that is correctly oriented.
- You must be facing the camera.
- You cannot wear dark glasses, hats, or headwear.
- Smile.
- You can upload a JPG, JPEG, PNG, or GIF image file.
- Maximum file size is 4 MB.
- Minimum dimensions are 129px wide by 176px high.
- Be sure to crop the image to show only your head and shoulders **before you upload it**.

Additional Tips

- Do not scan your driver's license or school ID to use that photo. The scanned image will not be of high enough quality to meet the system's requirements for an acceptable photo.
- Do not submit a photo of a photo; just take a photo of yourself.
- If you take a photo:
    - Be sure to hold the camera or mobile device very still.
    - Try turning on a soft overhead light or taking your photo outside in bright light, but avoid having the sun at your back.
    - Make sure there are no shadows over your face.
    - Try standing a few feet in front of a plain wall or other solid color that contrasts with your hair and clothing.
    - Try not to use the camera flash. If you must use flash, take the photo from at least 3 feet away, and use the camera zoom as needed to center only your face and shoulders within the photo frame.

Learning Center Testing Procedures for Faculty

- The Learning Center will administer tests to students with documented learning disabilities who require that accommodation, students who must miss a test to participate in a University sponsored event (Athletics, Choir, Model UN, etc), or students who miss a test due to illness.

- Coordinate with students when tests need to be taken in the Learning Center. Students will need to make an appointment with the Learning Center to take their test, which will enable the Learning Center Staff to ensure that there is space for each student to take his or her test in the Learning Center at his or her scheduled time. Students with testing accommodations receive priority for testing space, so test appointments are strongly encouraged.

  **If you have questions regarding testing accommodations or students with disabilities please contact the Director of the Learning Center, Mr. Crit Muniz via* nmuniz@vwu.edu *or (757) 233-8898.*

- Deliver the test and any special instructions for the student(s) regarding the test to the Learning Center no later than the morning of the student's scheduled appointment.

  **If you are not able to deliver the test in person, please call the front desk at (757) 455-3122 to coordinate a test pick up by the Learning Center. **

- When dropping off a test, please note:
  1. Whether a graphing or simple calculator is allowed or not
  2. How long the student(s) has to take the test and whether or not you will allow them to go over that allotted time. If so, how much?
  3. If the student(s) will need a computer or scratch paper
  4. If there are any other special instructions that either the student(s) and/or the Learning Center Staff needs to know
  5. If you prefer to pick the test up yourself or have it returned to a specific location

- ALL completed tests will be delivered back to the Faculty member's office unless other arrangements have been specifically requested.

~ALL tests taken in the Learning Center may start as early as 8:30am and MUST be completed by 4:30pm Monday-Friday, including all tests with time accommodations. ~

Common VWU Acronyms

AEC	Academic Effectiveness Committee
BHC	Batten Honors College
BOT	Board of Trustees
CAB	Community Arbitration Board (deals with student misconduct)
CAC	Committee on Academic Computing
CAT	Committee on Advancement and Tenure
CICV	Council of Independent Colleges in Virginia
CLEP	College Level Examination Program
CRB	Community Review Board (reviews decisions about student misconduct made by the CAB)
DEIC	Diversity, Equity, and Inclusion Council
EPC	Educational Programs Commission
EWP	Evening and Weekend Program
FSW	Faculty Standards and Welfare Commission
GEC	General Education Committee
INTEL	Innovative Teaching and Engaged Learning
LC	Learning Center
ODAC	Old Dominion Athletic Conference
PAF	Professional Activities Form (our yearly review document that Deans use to inform their evaluations)
DEIC	Diversity, Equity, and Inclusion Council
QEP	Quality Enhancement Plan
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges (our accrediting body)
SCHEV	State Council of Higher Education for Virginia
SHIPP	Student High-Impact Practice Program
SLAR	Student Learning Assessment Report
SLOs	Student Learning Outcomes
SMB	Sexual Misconduct Board
VFIC	Virginia Foundation for Independent Colleges

Where to go with questions about . . .

Travel arrangements	Mike Pettry (Finance office or x3230)
Signage questions	Mike Pettry (Finance office or x3230)
Computer questions + classroom projector training + printing issues	Help Desk (x5900 or helpdesk@vwu.edu)
Office keys	Security office (email locksmith@vwu.edu)
Overload approvals	Your School Dean: Birdsong School of Social Science – Antje Schwennicke D. Henry Watts School of Professional Studies – Benjamin Dobrin Joan P. Brock School of Mathematics and Natural Sciences – Victor Townsend, Jr. Susan S. Goode School of Arts and Humanities – Steven Emmanuel
Online or VWU Global program questions	Deirdre Gonsalves-Jackson (x3265 or GESC 225)
Advising questions	Nancy Rechkemer (x 2127 or Clarke Learning Center 225)
Faculty funding requests	this link on the Academic Affairs webpage and questions to your Dean
Learning Center questions	Crit Muniz (x8898 or Clarke 230)
Student grievances	Loren Loving Marquez (x3338 or Clarke 205)
Student waivers or other concerns	Nancy Rechkemer (x 2127 or Clarke Learning Center 225)
Scheduling a room	Ginny Videll for campus spaces (x3274) Stephen Leist for any library spaces (x3254)
Submit a Facilities work order	WebAdvisor or this link
VWU Van Usage	
Catering	Heather Beatty (x3281) or this link
Honor Code violations	Marina Maye (x3210) or mmaye@vwu.edu To submit an Honor Code Violation, please fill out the form at the following link: https://forms.gle/fcvPiJqTbUe7fquPA
Faculty Handbook	Here on the VWU website
Academic Catalog	Here on the VWU website
Phone + Voicemail	Marcia Williams (IT x3335)
Business cards, name tags	Mike Pettry (Finance office or x3230)
Help Desk Loaner Equipment Inventory - 8 Microsoft Surface Tablets/ 5 Laptops - 2 Projectors - 3 Presentation Remotes	Email helpdesk@vwu.edu indicating what equipment you will need and on what dates you want to use it.

- 3 Webcams - Mobile Hotspot - External CD/DVD Drive [USB]	
Benefits, health insurance, 403b, etc.	Gina Barletta (Human Resources or x3316)
BeBetter Health Initiative (discount on health insurance)	Gina Barletta (Human Resources or x3316)
Gym benefits for employee and family	Steve Riegler (x3105)
Prerequisite questions, add/drop, etc	Registrar's office (x3358)
Library book purchase request	Web submission from VWU library webpage
Open Educational Resources	Your school librarian
Order textbooks for next semester	https://vwu.textbookx.com/institutional/index.php
Blackboard Questions	Help Desk (x5900 or helpdesk@vwu.edu)
WebAdvisor Questions, including how to print picture rosters	Registrar's office (x3358)
Student evaluation process, including how to add questions to evaluations	Help Desk (x5900 or helpdesk@vwu.edu)
Counseling center for student emotional issues	April Christman (x3131) or Brandon Foster (x5730)
Parking pass (can get free passes for all vehicles in household)	Here on WebAdvisor (Faculty, then under Other Links)
Disability Services Specialist	Crit Muniz (nmuniz@vwu.edu or x8898)
Weather delay info	757-455-5711
Title IX issues/complaints/questions	Sarah Guzzo (shammill@vwu.edu or x8869) Jason Seward (jseward@vwu.edu or x2124) Brandon Elliott (belliott@vwu.edu or x3307) Heather Campbell (hcampbell@vwu.edu or x3208)
USPS, FedEx, UPS, packages	Duplication and Copy Center in the Scribner University Store (x3319)
Locked out of office, car battery dead, etc	Campus Security (x3289)

School Organization Chart

Birdsong School of Social Science	Dean Antje Schwennicke
History	Rich Bond
Sociology and Criminal Justice	Jeff Toussaint
Psychology	Taryn Myers
Political Science	Sally Shedd
INTERDISCIPLINARY DEPT./PROGRAM	
International Studies	Modupe Oshikoya
Social Science	Thomas Brown
Africana Studies	
Brock School of Mathematics & Natural Science	**Dean Victor Townsend**
Biology	Soraya Bartol
Chemistry and Biochemistry	Kevin Kittredge
Earth and Environmental Sciences	Chris Haley
Mathematics	Audrey Malagon
Computer Science and Information Systems	John Wang
INTERDISCIPLINARY DEPT./PROGRAM	
Environmental Studies	Chris Haley
Goode School of Arts and Humanities	**Dean Steven Emmanuel**
Fine and Performing Arts	Bryson Mortensen
Communication	Stu Minnis
English	Kellie Holzer
Foreign Languages and Classics	Susan Wansink
Philosophy	Larry Hultgren
Religious Studies	Craig Wansink
INTERDISCIPLINARY DEPT./PROGRAM	
Comprehensive Liberal Studies	Loren Marquez
Women's and Gender Studies	
Watts School of Professional Studies	**Dean Ben Dobrin**
Business	Michelle Vachris
Education	Bill McConnell
Sport and Recreation Professions	Jill Sturts
Social Work	Annette Clayton
INTERDISCIPLINARY DEPT./PROGRAM	
Nursing and Allied Health	Maury Howard
Sustainability Management	Maynard Schaus
VWU Global Campus	**Dean Deirdre Gonsalves-Jackson**
Assistant Dean	Nadia Nafar
Batten Honors College	**Dean Travis Malone**
Assistant Dean	Jill Sturts