



# **Virginia Western Community College**

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

# Message from the Dean



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

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

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

Sincerely,

Amy Anguiano, Dean of Liberal Arts & Social Sciences

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# About Our Division

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

- Administration of Justice
  - Art
  - Drama
  - Early Childhood Development
  - Economics
  - English
  - Foreign Languages
  - Geography
  - History
  - Human Services
  - Humanities
  - Music
  - Philosophy
  - Photography
  - Political Science
  - Psychology
  - Religion
  - Sign Communication
  - Sociology
  - Speech
  - Theatre
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# About Our Division

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

- Main Office - 857-7271 – Fax: 540-857-6096, Monday – Friday; 8:00 a.m. to 5:00 p.m.
  - Angela Webb - 857-6249
  - Stephanie Einhellig – 857-6802
  - Amy Anguiano, Dean - 857-7271
  - [LASS website](#)
  - Mailing Address:  
3082 Colonial Avenue SW  
Roanoke, VA 24015
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# Helpful Links

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

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

- Art Faculty
    - Faculty offices are located in H-213B (857-6382).
    - This space includes a MAC computer and telephone. Flat files are provided in H-219 to store student work.
  - All Other Faculty
    - Faculty offices are located in D-100 (857-6352), H-121D (857-7258) and H-219 (857-6005). Workstations are available for faculty to schedule office hours. Sign-up sheets are posted at the beginning of each term and you will receive an email when they are in place.
    - File space is available in D-100 to LASS Faculty for storage of materials. A file drawer will be assigned at your request. Desktop computers as well as phones have been added for your use. Please do not leave this room open or unattended. Please ensure the door is closed and locked when you leave.
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# Office Hours

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

- You will be issued a campus mailbox in H219. Please ensure you check this box several times a week. In addition to mail, student papers and college information, we will use these boxes to distribute your contracts and important administrative paperwork. When documents that are time sensitive are placed in your mailbox, an email will be sent informing you of this.
  - In addition to your mailbox, there is a main drop box located outside of D-100. You or your students can use this to drop off information after hours. This is a secure box that is checked each morning.
  - If you need to leave something for a student to pick up, it can be left in H-111. Please label any papers or folders with student name, your name, the class number and date.
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# Office Supplies

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

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

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

## [Online Request For Printing Services](#)

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

- Follow these simple steps when requesting printing jobs:
    - Complete Printing Services Form
    - Submit your request to Print Services via I/O mail or take it to A156.
    - Submit your request via email, noting all necessary deadlines and requirements for the job.
  - Remember:
    - Allow 2-3 days for return of print jobs.
    - Division office staff will pick up printing once a day, usually at noon. You may also pick up your printing at print services in A156, or request that it be sent to you via interoffice mail. If you need to pick up tests, the test lock box key is on a hook on the end of the mail sorter in H219. Be sure to return the key when you are finished.
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