



WELCOME—Adjunct Faculty

Welcome to VCU Department of Mathematics

We would like to welcome you to the Department and have developed this packet to assist you in becoming familiar with the University. First of all, Marlene Kustesky room 4103 828-5922 is your point of contact for all things related to teaching and room assignments and employment contracts. Your mailboxes (Room 4112) will be assigned by Dawn Scott in Room 4118 828-1301. Please check these boxes regularly. Your keys and a copier code (copier is in Room 4108) will be as-

signed to you by Hollyn Mangione room 4102 828-6295. The shared adjunct office space is in rooms 4154 A and C. There are a limited number of lockers available for storage in those rooms. You will need to bring your own lock if you choose to utilize one of them. Please DO NOT leave any items unattended in these rooms as thefts have occurred. There are a limited number of computers available for use in these rooms. The doors to these rooms should be locked and closed at the

end of the day and when no one is in them. Feel free to use these spaces as well as the open meeting rooms to work with students individually. Teaching supplies are available from either of the Departmental support staff. Feel free to e-mail them for supplies and they will gladly leave them in your mailbox if you are unable to find something you need.



Getting Your Course Set Up.

Blackboard:
<https://blackboard.vcu.edu/webapps/portal/frameset.jsp>. As a VCU faculty member, you will have access to Blackboard, a course management system. If you are teaching a coordinated course, please be sure to check with the course coordinator prior to creating your course in Blackboard. For some courses, a Blackboard site is created centrally with copies of necessary course documents. Other courses

use a different specialized course management system which includes a homework package, and recommend that Blackboard not be used in order to avoid confusion. If you have not used Blackboard before and would like a tour, please contact Ron Lloyd in the Math Lab.

Once you have your VCU e-mail account, please go into Blackboard (if appropriate) to set up your course. You are expected to post your syllabus in

Blackboard. Please hand out only a one (double sided) or two page syllabus in class. Because we are under budgetary constraints, we ask that you limit your use of handouts when possible and utilize the AV equipment as much as possible. A Sample syllabus is available on the website under the adjunct heading.

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Course Overrides

- Students may ask you about adding into your courses. They must complete a course override request in the Math Lab in Oliver Hall room 3013.
- Marlene will evaluate all overrides and determine if a student will be allowed into a course.
- Faculty may not commit seats to students requesting overrides.

New Employee Paperwork

All newly hired personnel need to complete the following paperwork prior to beginning work. Please return all paperwork to Marlene Kustesky in Oliver Hall room 3013.

In order to begin the hiring process, we need to enter some information in Express Hire. *Please return this document as soon as possible.* The documents is available online under the Adjunct section.

* Application forms (Please submit the online document and include a printed copy with your packet.)

Adjunct faculty: <https://www.vcujobs.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1245952358236>

Student workers (Please submit the online document and include a printed copy with your packet.): <https://www.vcujobs.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1245952486643>

*Federal Tax Withholding Forms: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

*State Tax Withholding Forms: <http://www.tax.virginia.gov/taxforms/Business/Withholding%20Tax/VA-%204.pdf>

*Payroll Direct Deposit Authorization:



www.hr.vcu.edu/forms/PolicyChecklist_NewHires.pdf

*Decentralized Employment Orientation: http://www.hr.vcu.edu/forms/decen_policy_info.htm

After we enter the Express Hire information, you will receive an email from Hire Right, requesting authorization to do a Criminal Background search. Please respond to the email.

After we enter the Express Hire information, you will receive an email from Hire Right informing you about the I-9 form, which will be completed online. You should have completed this online form when you submit the rest of your hiring paperwork, and must bring in the forms of approved ID you wish to use. Copies are not acceptable; we are required to work from original documents.

New Adjunct Faculty will need to have a VCUCard. Twenty-four hours after we enter your information in Express Hire, the VCUCard office will be able to issue your card. More information: <http://vcucard.vcu.edu/getcard.html#FS>

http://www.hr.vcu.edu/forms/Direct_Dep_Auth.doc

*Direct Deposit FAQs: <http://www.hr.vcu.edu/payroll/DD%20FAQs.htm>

*Personal Data Form: <http://www.hr.vcu.edu/forms/PDF.pdf>

*Child Support Disclosure Form: <http://www.hr.vcu.edu/forms/Child%20Support%20Disclosure%20Form.pdf>

*Worker's Right to Know Statement: <http://www.vcu.edu/oehs/WRTK-VCU07.pdf>

*Worker's Right to Know Brochure: <http://www.vcu.edu/oehs/WRTK-VCU.pdf>

*Policy Checklist: <http://>



Email is the official communication system for VCU, so you will need to have access to your VCU email account. Follow the three easy steps to begin accessing your account: <http://beech.vcu.edu/das/vmawebhome.nsf/webcontent/gettingstarted>

Room Access

The Department has made available space for you to work and see students in Harris Hall 4154 A and C. Because of the high rate of theft in this building, we ask that you keep these doors closed and locked at all times. Please ask students to knock on the office doors to gain admission to the room to meet with you.

Punch codes are available for the Copy Room and the Mailroom. You may get the codes along with a copier code from Hollyn in room 4102. Please do not share codes with other people. Security is a serious problem in this building.

The kitchen is unlocked and available from 8 am until 4:30 pm M-F.

The open areas on the 4th floor of Harris Hall are also available for you to meet with students. Please see Dawn or Hollyn to reserve the room for larger groups or class meetings. There is also a small conference room (holds 6) and a larger conference room (holds 12) that are available by reservation. You may also reserve the library for meetings of up to 8 people or for students to take make up exams. The small conference room is also an excellent place to arrange for make up exams to be taken. The VCU Learning Center also offers this service.

You may gain access to Harris Hall after hours using your VCU Id.

Semester Start up

During the week prior to the start of classes, you will be expected to attend one or more meetings. Faculty teaching each of our coordinated courses will get together to discuss the course syllabus, scheduling, and course documents. A meeting schedule can be found on our webpage under Adjuncts.

Please be sure to attend every meeting which applies to the courses you are scheduled to teach. If you are not certain whether or not you need to attend a particular meeting, please contact the coordinator of that course or Marlene Kustesky. If you have a conflict with the meeting time, please contact the course coordinator to set up another time when you can get the information. Do make every effort to attend—it is very difficult for the course coordinators to go over all of the information required for each person on an individual basis.

If you are teaching a coordinated course with centrally created tests, be sure that you are informed regarding test security, time allowance and approved review materials. Scheduled time blocks vary within a given course, and tests will be written to fit into the most constricted time block. That does NOT mean that a section with more class time can take more time on that test. Handle test copies intelligently. If you are making copies, make sure that you do not leave full or partial documents in the copy room or in public areas for students to pick up. Don't leave extra copies in classrooms or leave them on desks in the adjunct or GTA offices. If review materials are provided for your class, any problems on

the review materials can be used to review in class. Do not use test problems as review problems! Even changing the numbers in the test problems does not make them appropriate as review material unless such problems are included for all



students in generally distributed review material. If you find that the test includes problems from a topic which you feel you did not cover sufficiently, request that the course coordinator add questions to the review material.

Graduate students are expected to attend several meetings in regard to their duties in addition to those about the classes they will teach. These meetings are not optional.

One of the topics which will be discussed during the meetings is Placement. Students are not automatically prevented from enrolling in courses for which they have not satisfied the prerequisites. However, they will be administratively dropped by the end of the add-drop period if they have not yet demonstrated that they have satisfied course prerequisites by that time. Instructors need to

inform the students who are in danger of being administratively dropped based on the Math History Files.

GTAs will receive copies of the history files for their classes from the course coordinators. They should request updated versions regularly until every student with a placement issue has either satisfied the prerequisites or has been administratively removed from the course.

Adjunct faculty will have direct access to the Math History Files. The login page is <http://www.pubapps.vcu.edu/mathreports/Login.aspx>. You will need to enter your VCU email username and password. If you are not able to enter the screen or if you have questions regarding a student's prerequisites, please contact Marlene Kustesky or Ron Lloyd.

If you are reviewing your course enrollment in Blackboard, please note that photo rolls are available. Photo roll: VCU Portal/ banner reporting center/faculty/class list with photos

It is very important to our students that faculty follow up on checking prerequisites. Very often students do not attend the first class, add the class after the first meeting, or perhaps are not paying attention when you call their name. Unless the instructor checks the history file for every class meeting through at least the first week, students might find that they are to be dropped from the course without sufficient time to schedule a placement test. A small amount of time can save much grief. It is also important to check