

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

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| Title ORIENTATION FOR TEACHING FACULTY | Number D-9.1 |
| Division of Responsibility Academic Affairs | Approval Date Page 1/21/2021 1 of 1 |
| Approval Vice President _____ President _____ | Supersedes Procedure No. D-9.1 Date 2/3/14 |

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- I. At the beginning of each academic year, the Academic Affairs office will conduct a Faculty Orientation for full and part-time faculty.
- II. The purpose of the orientation is to educate new and returning faculty to the administrative requirements of faculty in support of students. Topics to be discussed will include, but not be limited to, the following:
 - (a) Review Pertinent Business Office Procedures
 - (b) Financial Aid Procedures and Protocols
 - (c) Academic Policy and Procedure Changes
 - (d) Drop-Add Procedures
 - (e) Attendance Requirements
 - (f) Student Development Procedures
 - (g) Faculty Handbook Changes/Availability
- III. Faculty Department Heads will conduct at least one Department Orientation and meeting with department faculty during the academic year to discuss departmental protocols, curriculum development, and assessments. This orientation and department meeting may occur on the same day as the Faculty Orientation or as needed throughout the year.