

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

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

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- 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.