

New Faculty Orientation

Information for Faculty Who Teach in Asheville

We are pleased that you will be teaching a course in Asheville. In planning for, and in support of your class, the following information might be helpful.

Faculty who are teaching at another site in Asheville, other than UNCA, should contact the Asheville office at 227-7423 for additional information.

1. Western Resident Staff Offices: The offices are located on the UNCA campus in 120 Karpen Hall and are open 8:00 am-9:00 pm Monday-Thursday and 8:00 am-5:00 pm on Fridays, telephone 251-6642 in Asheville or 227-7423 in Cullowhee, FAX 232-2277.

Western Resident Staff E-Mail Addresses:

Patsy Miller – miller@email.wcu.edu
Shirley Bateman – bateman@email.wcu.edu
Claudia Friar - crfriar@unca.edu

2. Library Services: Library materials to support classes in Asheville are purchased by WCU and integrated into the Ramsey Library collection. Library materials for the collection in Asheville are ordered via faculty requests sent to your departmental library representative. Request for materials to be placed on reserve should be processed through Hunter Library. For assistance in placing materials on reserve, call Ken Rogers at 227-3402 or email krogers@email.wcu.edu.

Part-time faculty, who reside in Asheville, should work directly with the Reserve Desk in Ramsey Library at UNCA.

3. Media Equipment/Services: Each classroom is equipped with a computer, LCD projector, an overhead projector, and a VCR. Requests for other media equipment (such as camcorder, slide projector, Elmo digital camera, etc.) should be made through Western's Asheville office. Requests must be made 24 hours in advance. Also available through the Western's Asheville office are three portable carts equipped with Gateway computers and LCD projectors. These units can be placed in various classrooms in Karpen Hall as needed.

Faculty are responsible for alerting the Western office when the carts are no longer needed. The carts must never be left unattended in the classroom. All classrooms in Karpen Hall are wired for Internet access. Karpen Hall is not a wireless building at this time.

4. Advising: The Asheville office staff is available to assist in scheduling appointments with advisees. Please let the office know if you will be available for advising and when appointments should be made. There are three offices that can be reserved.
5. Computer Support: The Asheville Graduate Center/Western's computer laboratory/classroom is located in 036 Karpen Hall. The laboratory consists of twenty (20) Dell Optiplex 745s with 17" monitors, an instructor computer, a server and a networkable laser printer, all of which are linked to the mainframe on the Cullowhee campus. Additional computer laboratories are available at UNCA. The Asheville office can provide schedules and locations. Scheduling a lab for classroom presentations must be made through the Asheville office.

If you need to install a special program on a computer, either on a cart or in the lab, please make arrangements before the semester begins with Western's Asheville office. Computers in all labs and on

all carts on the UNCA campus restore to the original screens when booted. Any program installed without the assistance of UNCA computer personnel will be deleted when the session is ended.

6. Use of the UNCA Teleconference Rooms: Evening classes using the teleconference rooms at UNCA are scheduled approximately one year in advance. All requests must be approved by the College Dean and sent to the Dean of Educational Outreach and the Director of Western's Programs in Asheville.
7. Parking: WCU faculty/staff parking decals are honored on the UNCA campus. After 5:00 pm parking is permitted in any area, other than residence halls and restricted zones (handicapped, fire lanes, etc.). Part-time faculty can secure a decal for \$35 through the WCU-Asheville office.
8. Copying: The Asheville office is willing to assist you in making additional copies needed for class. Please keep in mind, however, that the majority of copying should be accomplished in the department office in Cullowhee.
9. Returning Students' Papers/Projects: Faculty are encouraged to ask students for self-addressed stamped envelopes for returning final exams and papers. Faculty may leave larger projects in the office for student pick-up. Students should be told they have a deadline of three weeks at the end of a semester before items are returned to faculty.
10. Motor Pool: University motor pool vehicles are reserved each evening for faculty teaching in Asheville. Cars leave campus usually at approximately 1:30 pm and 3:30 pm Monday through Thursday. To ride in a car please inform the Asheville office. If a car is not available and the faculty member would like to use his/her own vehicle, prior permission is required by the Director of WCU Programs in Asheville. Reimbursement is given at the motor pool rates.
11. Saturday Classes: Please notify the WCU –Asheville Office in advance if you need assistance on Saturdays. If there is an emergency or locked classroom, please call security 24/7 at 251-6710.

Please know that the Western-Asheville office staff is available to assist you in every way possible.