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Systems and Services

- **WebAdvisor:** viewing paystubs, add Jay Cash, etc
- **Informer:** Datatel reports, custom views (NOTE: must be on-campus or connected via VPN)
 - **Informer Codes for Faculty (Updated 09/12/2017):** Codes for various majors, subjects and departments
- **Room Scheduler:** reserve rooms using 25Live
- **Sakai:** classroom management portal
- **Qualtrics Survey Software:** Create or complete online forms (starting August 2013)
- **Mass Mail:** send out campus-wide mass email from your web browser
- **Wiki Login:** sign into the Confluence Wiki
- **W&J Faculty and Staff Email Login**
- **Facility Services:** work orders and event requests
- **SmartEvals:** Course evaluation software
- **W&J Assessment Software**

Items of Interest

- Employee Handbook
- HR Wiki
- Registrar Wiki
- Office of the President's Wiki Space
- College Factbook 2018-19
- W&J College 2018 Self Study
- W&J MSCHE Visit Team Meetings

Resources

- Campus Directory
- Human Resources Wiki
 - Time Sheet: Exempt | Non-Exempt
- [Business Office Forms](#)
- ITS (Information Technology Services)
 - Request ITS Help
 - ITS Policies and Procedures
 - Services for New Employees
 - Training Calendar
 - How-Tos and Other Info
- Early Arrival Spreadsheet (XLS)
- First Year Student Directories (Password Required - Fac/Staff Access Only)
- Work study Info for Employers
- A.L.I.C.E. Training
- New Faculty Guide
- Tree of Life

Got News? Submit to W&J Weekly and Prestigious Presidents

The W&J Weekly is a bi-weekly email published Monday and Thursday to share news about campus events. Prestigious Presidents is a monthly email that celebrates student, faculty, and staff achievements. [Click here](#) to fill out the submission form.

The Green Sheet is no longer published. If you're looking for past issues, please visit: <http://libguides.washjeff.edu/greensheet>

JUST FOR FACULTY

- Faculty Governance Wiki

Governance

- Academic Calendar 2019/20 (PDF)
- Academic Calendar 2018/19 (PDF)
- Faculty Meetings Calendar
- Faculty Meeting Agendas
- Chair/Director Meetings
- Chair/Director Assignments
- Committee Assignments (PDF)
- Governance Wiki (Password)
- Institutional Review Board

Faculty Handbook

- Faculty Handbook 2018/19 (PDF)
- Faculty Handbook Archive
- Course Evaluation General Information

Review Documents

- Faculty Information Form (Brag Sheet) (DOC)
- Faculty Performance Review (DOC)
- External Review for Departments (PDF)
- For Chairs and Directors:
 - Department Annual Report

Opportunities for Faculty

- FDC-Kenneth M. Mason, Sr. Summer Grants for Faculty (PDF)
- FDC-Travel Fund Application (DOC)
- FDC-Travel Fund Expense Form (DOC)
- Faculty Travel Policy

Curriculum

- Curriculum Resources
- Opportunities for Faculty
- Additional Resources – Writing
- Syllabi Submission (Password)

International

- JayTerm
 - Faculty-Led Trip Information, Forms and Travel Policy
- Semester or Year Study Abroad
 - For Faculty Page
 - Semester Long Study Abroad Academic Advisor

- [Approval Form](#)
- [Semester Long Study Abroad Faculty Recommendation Form](#)
- [College Funded Travel \(International conferences, research trips, etc.\)](#)
 - [W&J Traveler Information Form](#)
 - [International Health Insurance Request Spreadsheet:](#)

Working with Students

- [Independent Study \(PDF\)](#)
- [Internship \(PDF\)](#)
- [Tutorials \(PDF\)](#)
- [Course Petition \(PDF\)](#)
- [Fifth Course Petition \(PDF\)](#)
- [Request for Incomplete \(PDF\)](#)
- [Honors Program Information for Faculty \(Password\)](#)
- [Magellan Project](#)
- [Thematic Major](#)
- [Peer-Assisted Learning \(PAL\)](#)
- [Study Abroad \(Advisor and Faculty forms\)](#)
- [College Catalog](#)
- [Disability Support Services](#)
- [2017-18 Advisor's Guide \(PDF\)](#)
- [Guide to Advising International Students \(PDF\)](#)