

# Home

## 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)
- [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 2019/20](#) (PDF)
- [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 \(PDF\)](#)