



*FERRUM*  
COLLEGE

## **ADJUNCT REFERENCE GUIDE      2019-20**



#MyFerrum



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## About Ferrum

### Welcome

On behalf of the faculty and staff of Ferrum College, welcome! We look forward to your becoming a part of our caring and friendly community. As you spend time on our beautiful campus, you will see that at Ferrum College we truly live out our motto of *Not Self, But Others*.

This Adjunct Faculty Quick Reference Guide was created in order to help ease your transition into our community. Whether you've taught at another institution or this is your first experience in a college classroom, being the "new person" can always be a little daunting. The information in this guide should alleviate much of the stress that comes with a new environment.

The Adjunct Faculty Quick Reference Guide is meant to serve as a starting point for solutions to the most frequently asked questions of new faculty members. It also provides step-by-step instructions for the administrative tasks that you will be required to complete. Helpful contacts, procedural matters, and general information are also included.

We have attempted to compose a guide that is thorough. However, this guide is not meant to eliminate or discourage face-to-face conversation. Your respective dean, faculty colleagues, and administrative assistant will, of course, be your best source for answering questions. So please do not hesitate to speak with one (or all) of them.

Again, welcome! We are glad to have you as a member of our community, and we look forward to helping you serve our students in the very best way possible.

### Mission

Ferrum College is a liberal arts institution founded on Christian principles and related to the United Methodist Church. It is our mission to educate students in the disciplines of higher learning and to help them be thoughtful and perceptive, to be articulate and professionally capable, and to be caring and concerned citizens of their community, nation, and world. We therefore commit ourselves to developing the whole student, both in openness to a wide range of intellectual discovery, and in the physical, spiritual, and social aspects of life.

Our campus environment supports service to others and the development of a personal code of values. Toward these ends, we expect all members of the campus community to treat each other with compassion, to respect each other's diverse qualities and backgrounds, and to support each other in the common pursuit of insight and discovery. In all these endeavors, we encourage students, faculty, and staff to appreciate excellence and to dedicate themselves to achieving it.

## Appalachian College Association (ACA)

Ferrum College is a member of the Appalachian College Association (ACA), a consortium of 36 private liberal arts colleges. Conferences are held annually by the ACA and provide opportunities for presentations, posters, and other activities which may be of interest for professional development. Cross-institutional collaboration and access to different institutions' libraries are some of the opportunities available. The ACA's website is <http://www.acaweb.org>.

### List of Useful Contacts

The contacts below are arranged by academic schools.

School of Arts and Sciences	School of Health Professions and Social Sciences	School of Graduate and Online Education Studies
<u>School Dean</u> Dr. Jason Powell Britt Hall, Rm 201 365-4370 <a href="mailto:jpowell@ferrum.edu">jpowell@ferrum.edu</a>	<u>School Dean</u> Dr. Angie Dahl Roberts Hall, Rm 12 365-4407 <a href="mailto:adahl@ferrum.edu">adahl@ferrum.edu</a>	<u>Director</u> Dr. Sandra Via Beckham Hall, Rm 104 365-4394 <a href="mailto:svia@ferrum.edu">svia@ferrum.edu</a>
<u>Administrative Assistant</u> Mrs. Cassandra Pagans Britt Hall, Rm 203 365-4321 <a href="mailto:cpagans@ferrum.edu">cpagans@ferrum.edu</a>	<u>Administrative Assistant</u> Mrs. Kathy Fletcher Roberts Hall, Rm 13 365-4514 <a href="mailto:kfletcher@ferrum.edu">kfletcher@ferrum.edu</a>	

The following contacts are found in John Wesley Hall.

**President**

Dr. David Johns  
John Wesley Hall, Rm 111  
365-4202  
[president@ferrum.edu](mailto:president@ferrum.edu)

**Provost and Vice President for  
Academic Affairs**

Dr. Aimé Sposato  
John Wesley Hall, Rm 103  
365-6934  
[asposato@ferrum.edu](mailto:asposato@ferrum.edu)

**Assistant Vice President of  
Academic Affairs**

Dr. Kevin Reilly  
John Wesley Hall, Rm 100  
365-4407  
[kpreilly@ferrum.edu](mailto:kpreilly@ferrum.edu)

The following contacts, are some of the important people who can help you should you experience any sort of difficulty.

Campus Police  
Mr. Jim Owens, Chief  
365-4255  
[jfowens@ferrum.edu](mailto:jfowens@ferrum.edu)

Telephone Services  
Mr. Chip Phillips  
365-4317  
[cphillips@ferrum.edu](mailto:cphillips@ferrum.edu)

Academic Computer Services  
Help Desk  
365-4539  
[helpdesk@ferrum.edu](mailto:helpdesk@ferrum.edu)

Physical Plant  
Ms. Destiney Morris  
365-4254  
[pplant@ferrum.edu](mailto:pplant@ferrum.edu)

Manager of Conferences  
& Events  
Mr. Michael Vaughan  
[mvaughan@ferrum.edu](mailto:mvaughan@ferrum.edu)

Director of Educational Technology  
Ms. Kim Najdich  
365-5030  
[knajdich@ferrum.edu](mailto:knajdich@ferrum.edu)

Stanley Library  
Mr. Eric Rector, Director  
365-4427  
[erector@ferrum.edu](mailto:erector@ferrum.edu)

Academic Outreach &  
Athletic Initiatives  
Mr. Tom Steele  
[tsteele@ferrum.edu](mailto:tsteele@ferrum.edu)

Director of the Second Year Experience  
Dr. Ronda Bryant  
365-5058  
[rbryant@ferrum.edu](mailto:rbryant@ferrum.edu)

Office of Academic Accessibility  
Mrs. Nancy Beach  
365-4262  
[nbeach@ferrum.edu](mailto:nbeach@ferrum.edu)

Office of the Registrar  
Mrs. Yvonne Walker  
365-4275  
[ywalker@ferrum.edu](mailto:ywalker@ferrum.edu)

Dean of Student Life  
Ms. Nicole Lenez  
365-4461  
[nlenez@ferrum.edu](mailto:nlenez@ferrum.edu)

Director of Student Leadership and Engagement  
Mr. Justin Muse  
365-4501  
[jmuse@ferrum.edu](mailto:jmuse@ferrum.edu)

Executive Secretary to VPAA  
& Provost  
Ms. Shamonta' Taylor  
365-6934  
[staylor2@ferrum.edu](mailto:staylor2@ferrum.edu)

## Common Ferrum College Abbreviations and Acronyms

Whether you are eating lunch in the cafeteria, discussing program objectives during a meeting, or reading a campus-wide email, you will soon learn that Ferrum jargon is everywhere. In order to help you understand our community's unique "speak," the below information is an extensive sampling of many of the acronyms, nicknames, and abbreviations that you are most likely to encounter. They are arranged by categories.

### Student Programs and Resources

GWS	Gateway – half semester course for first time freshmen
PAWS	Introductory summer event for incoming first time freshmen
E-Term	Experiential three week term, occurs in May following graduation
May Term	Three week term, on campus, occurs in May following graduation
Winter Term	Four week term, online, occurs between fall and spring semesters
ARC	Academic Resources Center, located in the lower level of Stanley Library
Care Assessment Team	Team of individuals trained in caring for students under distress
PAL	Peer-Assisted Learning
NSSE	National Survey of Student Engagement
Ferrum Foundations	Summer bridge program assisting students with the transition to college
Ferrum Online	Network of accredited schools that offer online courses (Consortium)
Ask Me First Center	Academic Support for 1 <sup>st</sup> generation students
Panther Institute	Living/Learning community for support of 1 <sup>st</sup> generation students
Panther PRIDE	Academic support and career development for student athletes

### College-wide

Brightspace	Campus Wide Course Management System
QEP	Quality Enhancement Plan
SACS	Southern Association of Colleges and Schools
AS	School of Arts and Sciences
HPSS	School of Health Professions and Social Sciences
GOES	School of Graduate and Online Education Studies
ACA	Appalachian College Association
TH	Thursday
WI	Writing Intensive class
SI	Speaking Intensive class

### Committees and Boards

AC	Administrative Council
AAC	Academic Affairs Council
ASC	Academic Standards Committee
BOT	Board of Trustees
FC	Faculty Council
HONOR	Honor Board
IPB	Integrated Programming Board

**Academic Buildings**

ARC	Academic Resources Center
BEC	Beckham Hall
BRIT	Britt Hall
BRI	Blue Ridge Institute
EB	East Bassett Hall
FC	Fitness Center
FRK	Franklin Hall
GBK	Grousbeck Hall
GRB	Garber Hall
GYM	Swartz Gym
HNC	Hank Norton Center
JW	John Wesley Hall
LIB	Stanley Library
NB	North Bassett Hall
PD	Panther's Den
RO	Roberts Hall
SCH	Schoolfield Hall
VGN	Vaughan Chapel

**Ferrum Initiatives****Quality Enhancement Plan**

According to the Southern Accreditation Consortium of Schools (SACS), Ferrum College is required to have a Quality Enhancement Plan (QEP) in place to support our continuous improvement. We began implementation of our QEP: Critical Thinking for Success in the 2011-2012 year, and we will continue this plan over the ten year period until our next affirmation of accreditation visit.

You should ask your respective school dean, Dr. Aimé Sposato or Dr. Kevin Reilly, what you specifically need to know regarding QEP.

## **Support**

### **Administrative Assistants**

The best source of information and support is your school's administrative assistant. She can answer many of your questions, and if by the slim chance that she can't, she'll know where to find the answer.

The Administrative Assistant can get you supplies and help with ordering desk copies of textbooks from publishers. She has keys to your respective buildings, and if you need something while in another building, the assistant located in that building can help.

In order to be contracted to teach a course at Ferrum, we must have official transcripts of your undergraduate- and graduate-level work. Your transcripts are used to verify that you have the coursework in a given discipline. Only after we receive these transcripts will a contract be issued. Please keep your administrative assistant updated about additional advanced coursework you take so that she may forward the information to the appropriate person in order to keep your records current.

### **Academic PC Support**

If you need assistance with your PC, our Academic Support Specialists can help. Simply click the large "Request Support" icon on the Panther Portal home page to log your issue. One of our specialists will contact you to offer assistance. The help desk is open Monday – Friday 8AM – 5PM. They can also be reached at 540.365.4357

## **Office of the Registrar**

The Office of the Registrar supports the college and faculty in a number of significant ways. One way that depends solely on faculty input is the confirming of your roster at the beginning of each semester. It is crucial to do so because the College needs to verify which students are actually present on campus. During the first week of class, a campus email will be sent to faculty with specific instructions on how and when to verify your roster. Please follow the instructions carefully. You will also be responsible for grade entry at both midterm and at the end of the semester. Your school dean will give you instructions about grade entry. Other important dates such as the last day to add or drop a class can be found on the [Academic Calendar](#) and the scrolling announcement screens throughout campus.

Students that indicate they do not need your class because of dual-enrollment or community college credit should be referred to the Office of the Registrar without delay. The Office of the Registrar staff will be able to determine the best course of action. Contact the Office of the Registrar at 365-4275 or through email at [roffice@ferrum.edu](mailto:roffice@ferrum.edu)

## **Office of Conferences and Events**

Special room reservations are handled through the Office of Conferences and Events. To reserve a room, select the “event request” icon found on the Panther Portal home page, which will initiate the request process. Should you have a question about the form or any other facility needs, call 365-4474 or email [mvaughan@ferrum.edu](mailto:mvaughan@ferrum.edu)

## **Computer Help Desk**

Should you have any trouble with your NFS number or password, you should request assistance by using the “Request Support” icon found on the Panther Portal home page. A help ticket will be created and an academic support specialist will be assigned based on your issue. A signed Confidentiality and Technology Use Agreement is required before you may access the campus computer network. See page 20.

## **Brightspace Course Management System**

Brightspace [ferrum.desire2learn.com](http://ferrum.desire2learn.com) is the official Learning Management System of Ferrum College.

Ms. Kimberly J. Najdich, the Director of Educational Technology, is the contact for any questions or problems you may have with Brightspace. There are extensive training videos and resources as well as 27/7 support available within the Brightspace platform via chat, phone, or email. Kimberly is also available for additional personalized training as necessary. The best contact is via email at [knajdich@ferrum.edu](mailto:knajdich@ferrum.edu).

## Getting Prepared for Class

### Class Rosters

Students have the opportunity to add classes during the first week of each semester, so chances are, your roster will initially change quite a bit. The official roster of record should be viewed from your Panther Portal access. If you choose to use a handwritten grade book, you should wait until after the final add date to manage your entries.

### Attendance

Ferrum College faculty and staff believe that class attendance is a vital part of the learning process. Therefore, policy states that students must attend at least three-fourths of class meetings in order to receive credit for the class. Specific guidelines regarding the attendance policy can be found in the College Catalog, but please be aware of the following:

1. You may determine how to use the remaining one-quarter of the classes. In other words, you may determine the number of absences you believe to be acceptable;
2. Some students may have unusual circumstances regarding why they are absent, so you should discuss any concerns you have with your school dean;
3. If a student is representing the College in an organized activity, you will receive notification. These absences are not usually counted against the student; although, the student is always responsible for making up missed assignments if you allow make up work;
4. You have the right to adjust a student's grade if he or she meets the three-quarters rule but still misses class.

### Syllabi

Each faculty member is required to provide a detailed syllabus for their course. While you have academic freedom to teach what you believe is the most valuable material to students, you must be certain that your course goals and objectives align with the College's Mission Statement.

Our mission is to educate students in the discipline of higher learning and to help them be thoughtful and perceptive, to be articulate and professionally capable, and to be caring and concerned citizens of their community, nation, and world. Ferrum College Catalog 2019

As you are creating your syllabi remember to incorporate the College's Mission Statement as well as the mission of your particular program. A course syllabus template is available to assist in the process of linking your course goals to the already existing broader goals.

Your respective school deans may also provide sample syllabi for the class (es) you will be teaching. If you have any questions about what should be included in your syllabi do not hesitate to ask for guidance. Your colleagues and school dean will be glad to help.

## Office Hours

You are required to keep weekly office hours should your students need to come by for help. You should check with your respective dean as to how many hours you need to keep. Once the number has been determined, remember to post your schedule on your office door.

Also, please be sure to send an electronic copy of the form to your academic secretary and Shamonté Taylor at [staylor2@ferrum.edu](mailto:staylor2@ferrum.edu).

## Office of Academic Accessibility Services

Students who qualify for assistance under Section 504 or ADA guidelines have the right to receive accommodations. You should not initiate anything in regards to a student and a disability, even if you suspect that he or she might need services. Mrs. Nancy Beach, the Director of OAAS, will contact you through campus mail should one of your students require accommodations. The below statement is on all syllabi templates, but it is provided again so that you have Nancy's contact information.

As directed by Ferrum College's policy, any student with a disability who qualifies for and seeks academic accommodations (such as extended time for testing) must work through the Office for Academic Accessibility Services. The office is located in the lower level of the Stanley Library, Room 110. The director, Nancy Beach can be reached by phone at 365-4262 or by email at [nbeach@ferrum.edu](mailto:nbeach@ferrum.edu). Please remember that accommodations cannot be granted retroactively; they must be requested in a timely manner before the accommodation is needed.

## Library Services

The Stanley Library has an extensive collection of books, e-books, e-journals, and full-text databases, as well as a responsive interlibrary loan service. You can access the library's discovery tool (OneSearch), databases, and the catalog online. When accessing resources from off-campus you will need to authenticate as follows:

1. Go to our homepage: [Stanley Library](#) or click the Library link from the Ferrum College homepage;
2. Select "Databases A-Z" for a list of resources or enter your search into OneSearch;
3. If you are connecting from off-campus you will be prompted for a username and password at the beginning of your session, after which you can freely navigate between other subscription resources. Your username and password are:
  - Username: First name [space] Last name as it appears on your Ferrum College ID, e.g. Jane Smith
  - Password: "fe" followed by your ID number, omitting the final digit if you have ever replaced your ID card. NOTE: all passwords are nine digits. If your card number is less than nine digits, precede it with zeros until you get to nine digits.
  - EXAMPLE: fe000123456

## Academic Resources Center (ARC)

As you prepare for your classes, do not forget about the Academic Resources Center (ARC). Located on the bottom floor of Stanley Library, the center provides one-on-one tutoring, coordinated study groups, and ample space for informal study groups. Trained student tutors, or PALS (Peer Assisted Learning), are available for many introductory courses at no charge to the student. If you would like for a PALS tutor to work with your class, you should contact the ARC at 365-5058 or email Dr. Ronda Bryant at [rbryant@ferrum.edu](mailto:rbryant@ferrum.edu). You are also invited to fulfill some of your office hours in the ARC. If you choose to do so, be sure to let Dr. Bryant know.

Located adjacent to the ARC are the Writing and Math Centers. Administered by the English and Math departments, they each serve as a valuable resource to our students. The Writing Center is manned by English faculty and offers assistance in every phase of the writing process. For questions about the Writing Center, please contact Professor Karen Duddy by phone at 365-4350 or by email at [kduddy@ferrum.edu](mailto:kduddy@ferrum.edu). Likewise, the Math Center is manned by math faculty and offers assistance with all levels of mathematics. The coordinator, Professor Justin Allen can be reached at 365-4372 or [jallen@ferrum.edu](mailto:jallen@ferrum.edu)

Both the Writing and Math Centers operate on a “first come-first serve” basis. If your students express interest in either of these resources, please encourage them to seek assistance early.

## Student Alerts

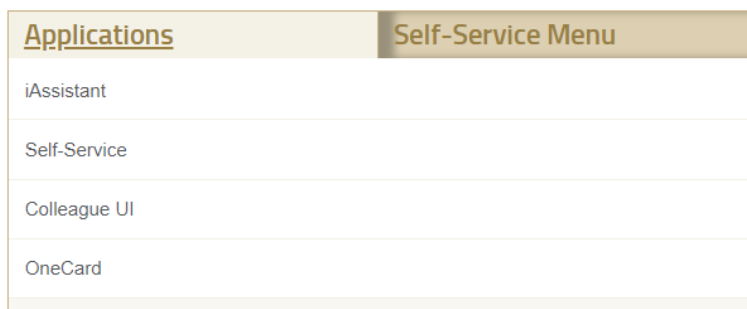
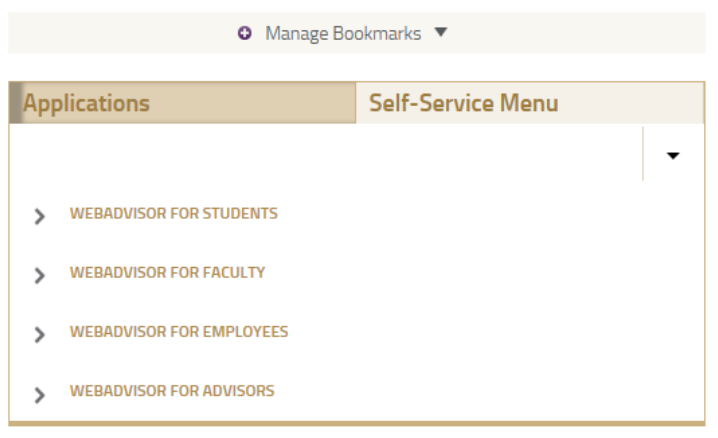
Student Alerts provide a central place for the campus community to record concerns about a student's progress and encourage communication among concerned parties.

To access the Academic Alert form, follow the below instructions.

1. Go to the Ferrum homepage and log into the Faculty/Staff Portal.
2. On the right side near the bottom you will find the Applications/WebAdvisor box. Click "Applications" and then choose "i-Assistant."
3. Choose "Student Alerts" on the menu and then choose "Express Concern for a Student"
4. You will be directed to a screen to enter the name or ID number of the student. Enter this information and click "Submit." You will be directed to a web form.
5. Complete the form based on your OBSERVATION of the student. Once you hit "Submit," a notification will appear at the top of the screen informing you who will receive the alert.

For more information about submitting Student Alerts, contact Ronda Bryant, Director of the Second Year Experience at 365-5058 or [rbryant@ferrum.edu](mailto:rbryant@ferrum.edu)

The following screen shots will be helpful in submitting alerts if you are concerned about a student's progress:



## Express Concern for a Student

From: Ronda M Bryant  
Date: 2019-07-11

Student: Lola Jean Cannaday

Potential Safety Concern: Call Campus Police  
at x4444 IMMEDIATELY

Threat Assessment Concern: Call Chief Jim  
Owens at (540) 365-4255

I ☐ would like ☐ would not like this concern to be sent to the student.

I ☐ have ☐ have not had contact with this student prior to this concern.

☐ Student does not seem to have books.

### Academic Concerns

I am concerned about the possibility of success for this student in  due to the following:

☐ Excessive absences

This student has missed ☒ 1-2 ☐ 3-5 ☐ 6+ classes in a ☒ MWF ☐ TR class.

☐ The absences occurred on consecutive days.

This class has a limit of  absences.

☐ The student is not completing work (please explain)

### Non-Academic Concerns

☐ Health Issue (please explain what you have OBSERVED)

☐ Social/personal issues (behavior issues, homesickness, etc.)  
(please explain what you have OBSERVED)

☐ Athletic Issues (please explain)

☐ Employment Issues (not showing up for work)

☐ Accessibility Issues (please explain)

☐ Financial Issues (please explain)

## **Managing Classes**

### **Classroom Management**

Civility is a major concern for not only society at large, but our campus as well. We, as a community, hope that our students will present themselves in an appropriate manner at all times, whether in the cafeteria, the residence halls, or the classrooms.

With that said, you have every right to demand civility in your classroom. In fact, Civility in the Classroom is a section in the Student Handbook, and violations of this section merit sanctions through the Vice President of Academic Affairs and Dean's offices. The details of handling disruptive students are specific, and without going through the entire process, you should know that respectful, civil behavior in the classroom include, but are not limited to, arriving on time, engaging in activities, turning off cell phones, participating in discussions using appropriate language, and respecting others. You can, of course, set your own expectations for appropriate behavior, and you can even include your students in establishing the rules.

If you believe a student's behavior violates your standard classroom guidelines, the student may be expelled from your classroom. If the student's behavior is an imminent physical threat to you or your other students, you should call the campus police immediately. Otherwise, your first course of action is to contact your respective school dean. Once this occurs, you and your dean will follow the procedures outlined in the Student Handbook.

## **Reporting**

### **Midterm and Final Grades**

While Retention Alerts are sent whenever a faculty member feels that they are necessary, midterm and final grades are submitted at the midpoint of each semester and following the exam period.

Neither of these grades are sent home to students. Students can access their grades on their student portal. The midterm grade report is meant to indicate to students where they stand midway through the semester. You should encourage students to continue their good work or help devise plans in order to improve. Both midterm and final grades are to be entered through Web Advisor. Your school dean can offer additional instruction as necessary. Remember however, that it is very important to adhere to the Registrar's published grading deadline.

## **Honor Board**

The Honor Board is founded on many principles, which are clearly stated in the Student Handbook:

Academic endeavor is undermined by cheating, plagiarism, or lying for academic advantage. The Faculty has the duty to promote an atmosphere of honest learning, first through its own example as a community of scholars, but also through the establishment and support of a system by which students charged with academic wrongdoing can be fairly judged, and if found culpable, held accountable. 2019-20 Ferrum College Student Handbook

As with civil behavior in the classroom, there are procedural steps that must be followed if you have a student who is accused of academic wrongdoing. Students have the right to due-process, and you have the right to assign the penalty that you feel best fits the student's behavior. This, again, is a matter that should be discussed with your school dean should a problem arise.

## **Student Learning Outcome Assessment**

Assessment serves as a vital component toward meeting our goal of continuous improvement in student learning at the course, program, and college level. This process allows faculty to freely explore, utilize, and develop best practices for student success. Assessment is also an important piece in terms of accreditation through SACS. Your dean and your program coordinator can give you more specific information in terms of your role in assessment.

Each semester you will be required to have your students fill out instructor evaluations. These electronic forms will be used by your school dean in the classroom assessment process. An email prompt from the Director of Educational Technology will be sent to students to indicate that the evaluation period is open. Surveys are anonymous, with results available for viewing after grades are posted.

## **Miscellaneous Information**

### **Athletic Window**

Many of Ferrum's students are student-athletes. Because so many of our students participate in athletics, the College established an athletic window. The purpose of this window is to ensure that student-athletes are not penalized because of their participation in athletics.

The athletic window is Monday through Friday from 4 pm to 6 pm. Only classes with multiple sections are taught during this timeframe. Please keep this window in mind when scheduling study sessions or mandatory group time. It is acceptable if you want to meet with students from 4 pm to 6 pm, but you must provide an alternative time so that student-athletes will have the same opportunities.

### **Campus-Wide Communication**

Ferrum College does an excellent job imparting information to students, faculty, and staff. You will want to be aware of the following lines of communication, each serving its own specific purpose.

The College's email system is the all-encompassing source for information. Beyond the regular academic information, email reminders are sent regarding inclement weather schedules, emergency procedures, and emergency tests. It is imperative that you check your email on a regular basis. There are also scrolling announcement screens located throughout campus that notify students of all events and activities on campus.

In the event of inclement weather, Ferrum College may announce an [Abbreviated Class Schedule](#). This means the College will either operate on a delayed opening or early dismissal schedule. The College announces weather related events through text and email messages as well as through local media outlets. Likewise, should an event necessitate the cancellation of classes, you will be informed by text and email messaging.

## Campus Safety

The College is very concerned about the health and safety of the entire community. In order to communicate emergency announcements we utilize the RAVE alert system. RAVE allows us to quickly send notifications through multiple channels including email, cell phone, and Twitter. In our continuing effort to ensure that notifications are received in the most effective way, the College is utilizing an opt-out system which will allow us to send text message alerts automatically to all students, faculty and staff who have a current cell phone number in our database. You may opt in or out at any time, but you are highly encouraged to remain in the RAVE alert system.

At the beginning of each semester, the Department of Public Safety conducts evacuation drills on campus. These drills will be announced in advance through email. However, in order to prepare for an emergency, you should review and be familiar with the [Emergency Action Plan](#) which is posted on the website or on the Ellucian Go App.

Police Chief, Jim Owens can answer any questions about emergency procedures, as well as investigate any concerns you may have about an individual student's safety or health through the "Care Assessment Team". He can be reached by calling 365-4444 or by email [jfowens@ferrum.edu](mailto:jfowens@ferrum.edu).



# Ferrum College

## Academic Affairs

As an adjunct instructor at Ferrum College, you will be given access to the following computer systems during your seasonal employment, contingent upon your signing and returning the *Confidentiality and Technology Use Agreement* listed below (along with your signed contract and other necessary forms) to the Office of the Vice President for Academic Affairs:

### E-mail - I-Assistant - Internet - Brightspace

The approved time period(s) for access are as follows:

Fall Semester (August 1 through December 31) ☐

Spring Semester (January 1 through May 31) ☐

AVPAA's Comments: \_\_\_\_\_

## Confidentiality and Technology Use Agreement

I am aware that some of the information with which I will deal may be confidential. Accordingly, I agree not to discuss any information obtained in relation to my duties with any individuals other than my supervisor and representatives of Human Resources except as defined in my Position Description as part of my function at Ferrum College and on a need-to-know basis. If I am in question as to whether or not such information should be divulged, I will contact my immediate supervisor for such determination. Sharing of such confidential information may require a signed release from the disclosing employee or student. Furthermore, I understand that use of such private/confidential information for personal advancement can be grounds for my immediate termination.

I agree to regularly review and abide by the College Policy on Responsible Use of Computer and Communication Equipment. I understand that failure to do so can be grounds for my immediate termination.

Once Ferrum College receives this signed confidentiality form, you may call the Coordinator of Academic Computing at 540-365-4366 for your account username and password. Once given access, you agree that your first task will be to review the Computer Usage Policy. The Ferrum College Computer usage policy may be accessed at [Ferrum College Computer Usage Policy](#)

Employee Signature/Date

Printed Employee Name