

7 Start-Up Steps for New Adjuncts at WCU PA

1. Sign your New Employment Paperwork.

- Adjunct faculty are welcome to attend the New Faculty Orientation (NFO). If you attend the Benefits session, new employment paperwork will be taken care of then. If you do not attend the NFO, see the bullet points below. Please contact the Human Resource Office at 610-436-2800 for any questions you may have. ***This paperwork must be completed on or before the first day of the contracted semester and is essential in order to add you to the payroll.***
- **Sign and return all employment-related paperwork** that was included with your appointment letter from the Office of the Provost.
- **Make an appointment with HR to complete your paperwork.**
- Once your employment paperwork is processed, you are entered into the WCU PeopleSoft system, which will enable you to access your WCU email account, get a WCU ID card, and apply for an employee parking permit. Check with your college dean's office manager to make sure your employee account is active.

2. Understand Your Benefits Options.

- **Review your benefits and retirement program options included with your employment paperwork.** Additional information is available below:
 - WCU Human Resources Office: 201 Carter Drive, Suite 100, West Chester, PA 19383, 610-436-2800; <http://wcupa.edu/hr/>
 - PA State System of Higher Education Benefits web page: <http://www.passhe.edu/inside/HR/syshr/Pages/default.aspx>
 - PA Faculty Health & Welfare web page: <http://www.pafac.com/>
 - Association of Pennsylvania State College & University Faculties <http://www.apscuf.org/>
- **Family Benefits process details:** Bring an original marriage license if adding spouse to medical/Rx plan, original birth certificates if adding dependent children to medical/Rx plan, etc. You are required to bring an **original Social Security Card, Passport/Photo**

ID regardless of benefits changes. (For more information, see the benefits and retirement program links and Payroll & Benefits FAQ.)

- **Concerns may be directed to the Benefits staff of HR** (Lisa Ulrich, Sr. Benefits & Leave Manager; Wendy Wolfrum, Benefits and Worker's Comp Manager; and Susan Robb, Benefits and Leave Manager) at their shared email address: benefits@wcupa.edu

3. Get Your Ram Card.

- Pick up your one-time, free **ID authorization application** signed by an HR representative. **You will need this form in order to get your WCU ID.** (See below for additional information on getting your ID card.)
- **Get your WCU photo ID-Card at the Ram Card Office**, located in Sykes Student Union Building (lower level), and 610-738-0429. **Bring the signed ID authorization form you received from HR.** Be sure that your employee account is active before you go to the office. Avoid long lines by going before students arrive on campus. This card will enable you to use library resources and apply for a parking permit. Any problems should be directed to your Dean's Office: contact information is below.
 - College of Arts and Humanities: *Stephanie Reid* 610-436-6997 sreid@wcupa.edu
 - College of Business and Public Management: *Cindy Cheyney* 610-436-2930 ccheyney@wcupa.edu
 - College of Education and Social Work: *Kathy Crouse* 610-436-2321 kcrouse@wcupa.edu
 - College of Health Sciences: *Debra Murray* 610-738-2385 dmurray@wcupa.edu
 - College of the Sciences and Mathematics: *Rebecca Grisillo* 610-436-3521 rgrisillo@wcupa.edu
 - School of Interdisciplinary and Graduate Studies: *Evelyn Doran* 610-738-0492 edoran@wcupa.edu

4. Activate Your Network Account.

- **Activate your WCU network account password to access your email** and other network resources.

- Network account **username** for faculty and staff is FirstInitialLastName@wcupa.edu (E.g., John Doe's username is jdoe@wcupa.edu. If there are two or more John Doe's at WCU, it will be jdoe2@wcupa.edu, etc.).
- New hires should **check with department chairs** to get your **initial password**. To avoid any issues your departments must activate your PeopleSoft account prior to you accessing your email.
- Visit the WCU Webmail page (<https://password.wcupa.edu/changePassword.asp>) to **activate and change your password**. If you have problems with your account, please call the Help Desk at 610-436-3350 or email Helpdesk [helpdesk@wcupa.edu].

5. Secure Your Parking Permit.

- **Parking Services Prefers that you register for your parking pass online**, which you can do at the link below if you already have your WCU username and password: <https://www.tocite.net/wcupa/portal>
 - You need to provide your WCU ID number, your driver's license number, your license plate number, a picture of your vehicle registration, and the \$30 fee via credit card.
- For more information about parking, see their larger website: <https://www.wcupa.edu/dps/parkingservices/default.aspx>
- The Parking Services Office will process your online form and have your permit ready for pickup within two working days.
- **Pick up your annual employee parking permit at the WCU Public Safety Office**, located in Peoples Building 690 S. Church Street, 610-436-3345. **You'll need to show your WCU ID. If you do not have your WCU ID, your Offer Letter will likely suffice.**

6. Find Out the Department Specifics.

- **Contact your department chair** for important information and materials. Each department may provide additional welcome/orientation sessions and materials. Ask about:
 - Your teaching schedule, class rosters, etc.
 - Sample syllabi or other materials for each course you are assigned to teach
 - Book order information
- **Check on your office assignment, keys, computer access.** Ask your department chair and/or department coordinator about computer equipment and keys for your use.

7. Secure a Laptop if you need one!

- **Laptops are now available for AY 2022-23:** The University has purchased a supply of laptops for adjunct use, and your department may not even be aware yet of this resource.
 - The Provost's Office, Deans and IS&T have allocated resources to maintain a supply of Windows and MacOS laptops that will now be available for adjunct faculty.
 - The IS&T Help Desk has developed a ServiceNow intake form to streamline the process.
 - Submit a request using the [Adjunct Faculty Loaner Laptop Form](#)

This list prepared by the APSCUF Adjunct Support Committee (special thanks to Deanna Gabe), with resource input from the Communications and English Departments. To get involved or get support, contact our co-chairs Tim Dougherty (tdougherty@wcupa.edu) or Bill Sawyer (wsawyer@wcupa.edu).