



Welcome to Midway College!

Listed below and on the reverse side of this sheet are resources and contact information you may find helpful. If you need additional assistance, please contact your division chair or division office.

Deans

Online College	Ms. Judy Marcum
School for Career Development	Dr. Bill Brown
Women's College	Dr. Sarah Laws

Divisions

Arts and Humanities / General Education

Chair: Ms. Lesia Holder, Starks 105, ext. 5737, lholder@midway.edu

Administrative support provided by Lucy Clare, Starks 103, ext. 5728, lclare@midway.edu

Includes Art, Communication, Critical Thinking, Diversity Studies, English, French, History, Music, Philosophy, Political Science, Professional Studies, Religion, Social Science, Spanish, Women's Studies

Business and Mathematics

Chair: Dr. Frank Fletcher, Starks 110, ext. 5330, ffletcher@midway.edu

Administrative support provided by Joan Dillard, Starks 110, ext. 5778, jdillard@midway.edu

Includes Coal Mine Management, Computer Information Systems & Management, Health Care Management, Homeland Security, Human Resource Management, Law Enforcement, Organizational Administration and Leadership, Sport Management

Equine Studies and Psychology

Chair: Dr. Milt Toby, Starks 107, ext. 5372, mtoby@midway.edu

Administrative support provided by Dora Bernardi, Starks 107, ext. 5866, dbernardi@midway.edu

Includes Sociology

MBA

Dr. David Gaines, Starks 110, ext. 5397, dgaines@midway.edu

Administrative support provided by Joan Dillard, Starks 110, ext. 5778, jdillard@midway.edu

Nursing and Science

Dr. Barbara Kitchen, AHR 122, ext. 5335, bkitchen@midway.edu

Administrative support provided by Beth Roberts, AHR 123, ext. 5725, broberts@midway.edu

Includes Biology, Chemistry, Environmental Science, Physical Science

Teacher Education

Dr. Charles Roberts, Marrs 2nd Fl, ext. 5811, chroberts@midway.edu

Administrative support provided by Angela Sizemore, Marrs 2nd Fl, ext. 5808, asizemore@midway.edu

Other Contacts (complete campus directory available online at www.midway.edu)

Payroll questions	Pinkerton 17	846-5407
Student attendance / performance concerns	Student Center	846-5390
Library assistance	Little Memorial Library	846-5316
Technology assistance	Little Memorial Library / Starks 205	846-4357 (on-campus ext.)
Facilities / security	Patterson	846-5400 / 5419
Registrar	Starks 101	846-5340

Instructional and Material Resources

Classroom	Classrooms are assigned by the Registrar's Office and may be changed during the year if special needs arise (e.g., a student needs special access) or if instructional needs change and an alternative is available. If a classroom is locked, please call security for assistance at ext. 5419.
Email	Midway College email accounts are provided to all faculty. Please contact IRIS at 846-4357 (on-campus ext.) or help@midway.edu for assistance. Completed paperwork must be submitted through Human Resources in order to receive email access.
Extended hours	Midway College business hours are 8:00-5:00 Monday-Friday. For on-campus clerical assistance after hours, please visit or contact the Office of Academic Affairs in Starks 102 / ext. 5322, or the MBA / Business Office in Starks 110 / ext. 5778.
Handbooks	The Adjunct Faculty Handbook, College Catalog, Academic Calendar, and a number of other publications and forms are available through the Online Faculty Resource Center, located at http://www.midway.edu/academic-programs/faculty-resources .
Meeting space	Permanent office space is not provided for adjunct faculty; however, space is available in the college library for individual or group consultations.
Photocopying	Copies may be made within the division offices. Fax services are available there as well.
Site support	Administrative support is provided for off-site locations. Please contact your division chair for information about your specific site.
Supplies	Basic supplies are available in the classrooms or may be requested through your division office.
Syllabus	Academic Affairs maintains electronic copies of syllabi for all courses, including a master syllabus for each course with standard outcomes and a term-specific syllabus for each instructor. To secure a copy, please contact Lucy Clare at ext. 5728 or lclare@midway.edu . Syllabi must be submitted in a timely manner, and guidelines are presented in the Adjunct Faculty Handbook.
Technology	All classrooms are equipped with TV/VCR carts, pull-down screens, and internet access. Some classrooms have additional technology on-site, but all faculty may reserve items from our Technology Center. Reservations are made through the college's intranet at http://eagles.midway.edu/ReservationForm/default.htm . The Requestor will be required to enter their Midway College login information. (admin\username must be in front of the username).
Textbook	E-Campus serves as our student textbook vendor. Textbooks are adopted through the division chair and may not be altered without permission of the chair. Desk copies may be provided by the division chair, or through the office of the Assistant Academic Dean (Lucy Clare at lclare@midway.edu). <u>In the interest of sustainability, desk copies are collected at the end of each course session and redistributed to other faculty. We track the issue and return of textbooks and ask your cooperation in returning them promptly.</u>

Midway College Online Faculty Resource Center
<http://www.midway.edu/academic-programs/faculty-resources>