THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

PART-TIME FACULTY ORIENTATION MANUAL

(revised 9.8.2025)

This manual is designed to provide GW part-time faculty with important information related to their onboarding and teaching at GW.

Part-time faculty should contact their departments, programs or schools for specific information related to their area.

Contents

KEY CONTACT INFORMATION

Contact	GW Email	Office Phone Number	Website
Main Department/Program Line	Your department*		
Department/Program Staff Administrator	Your staff administrator*		
Department Chair	Your department chair*		
Dean	Your school dean*		
Director, PT Faculty Personnel Administration (Faculty Personnel)	Fpo_pt@gwu.edu	202-994-4329	
GWIT	ithelp@gwu.edu	202-994-4948	It.gwu.edu
Human Resources	askhrmd@gwu.edu	202-994-8500	hr.gwu.edu
Payroll Office	payroll@gwu.edu	57-553-4277	
Benefits Office	benefits@gwu.edu	571-553-8382	
Campus Police	gwpd@gwu.edu (non emergency email)	202-994-6111 (emergency) 202-994-6110 (non-emergency)	Safety.gwu.edu

* It is important that you get to know your department administrator, your department chair and your dean's office as these are you first line of communication for onboarding and other matters related to your part-time faculty appointment.

GETTING STARTED

Your Department

Your first point of outreach for assistance will be your department or program. We encourage you to get to know your department chair or program director and department or program staff administrator.

GWID Number

The University uses a unique identifier number for all employees rather than using social security numbers. This number is assigned upon hire; and is included on the welcome letter part-time faculty receive along with their appointment letter from the Provost. You will need this number in order to obtain a GWorld identification card, and for access to key systems you will need during your faculty appointment. These include access to Blackboard, the GWeb system, Gelman Library and others.

You can contact your departmental office assistant or the Faculty Personnel Office if you do not know your GWid.

I-9 Employment Eligibility Verification Process

IMPORTANT: Federal law requires that you complete section 1 of the I-9 online no later than your actual hire date and section 2 in person at one of the locations listed below no later than 3 days from your hire date. Individuals who are not in the DC metro area may use the remote option (below). The University will rescind your faculty appointment and the hiring process will not be completed if you fail to comply with I-9 requirements.

PLEASE NOTE THAT THERE ARE TWO SECTIONS OF THE I-9. BOTH MUST BE COMPLETED AND SECTION 2 MUST BE COMPLETED IN PERSON. (FOR THOSE UNABLE TO COMPLETE SECTION 2 IN PERSON: CONTACT GW HRIS OPERATION PER BELOW.)

I-9 SECTION ONE

To complete section 1 of your I-9 electronically, please visit http://www.newi9.com/ and enter employer code 14290 to access the form.

When complete, the website will give you a list of acceptable original documents to present at an I-9 verification center within the University to complete section 2 of the I-9 form.

I-9 SECTION TWO

Section 2 requires you to present your documentation in person.

This can be done by registering for an appointment online at a campus location. Please register for an appointment within 3 business days of your hire date. Click here to register for an appointment.

If you live near Rockville, MD, you may present your documentation for processing at the Biostatistics Center:

Schedule an in-person appointment by calling 301-816-8048. The location is 6110 Executive Blvd, Suite 750, Rockville, MD 20852.

If you require accommodation due to not residing near the Washington, DC, Maryland, or Virginia campuses, please contact GW HRIS Operations at 571-553-3679 or hris@gwu.edu.

If you have questions about completing your Form I-9, please contact: GW HRIS Operations at 571-553-3679 or hris@gwu.edu

Background Screening

It is George Washington University's policy to conduct a standard background screening for all new regular part-time faculty, part-time faculty paid by the course and reappointed part-time faculty with a service gap of 13 months or more. All offers of employment are contingent upon the successful completion of a background screening.

The University has contracted with Sterling Infosystems Inc. to perform background screenings. You will receive a link to complete the background screening in the email with your appointment letter. Please complete the background screening as soon as possible in order to avoid appointment issues.

Tax and Payroll Forms

Within in two business days of completing your I-9 (Part 1 and Part 2), you will be able to access the employee portal (GWeb) at it.gwu.edu/gweb, where you can:

- Enroll in Direct Deposit
- Update your check and W4 address
- Update your Work location address
- Update your Federal withholding
- Set up your state tax withholding if you are in DC, Virginia or Maryland
  For other states, please visit the Payroll Website and email the completed forms to payroll@gwu.edu. (You must use your GW email when sending forms.)

If you are visa holder, contact the Tax Department (tax@gwu.edu) to submit your tax forms and determine you tax situation

Additional instructions on using GWeb (including how to review your paystub or provide W2 electronic consent can be found here: hr.gwu.edu/employee-self-service.

For more information regarding Payroll visit hr.gwu.edu/payroll. The Payroll Office can be contacted at payroll@gwu.edu or 571-553-4277.

GW UserID & E-mail Communication

The email you received with your initial appointment contained a link for you to access your GW UserID and GW email address. Please access the link as soon as possible to ensure you do not miss important information related to your employment at GW. Your GW UserID will be your sign-on name for many university computer applications. All official correspondence from the University will be sent to your GW email. It is possible to forward your GW email to another preferred email. If you have questions or need assistance with your UserID, please contact GWIT at 202-994-4948.

GWorld Card

The GWorld card is the official ID card at GW; and identifies you as a member of the GW community. The GWorld card provides access to the library and other facilities on campus. The GWorld card can be linked to a Colonial Cash account for purchases and discounts from local merchants. Visit https://gworld.gwu.edu/university-id to obtain your card and find further information.

Campus Maps

Maps of the Foggy Bottom, Mount Vernon and Virginia Science and Technology campuses can be found here: https://www.gwu.edu/our-location along with information on online and Virginia academic centers

Parking

Faculty and staff can obtain a discount for daily parking by using their GWorld card for access. Funds must be added to the GWorld card in advance of parking. (See https://gworld.gwu.edu/about-gworld for information on adding funds to the GWorld card through Colonial Cash.) Faculty and staff may also sign up for monthly parking.

Information on faculty and staff parking, including rates and a listing of University garages, can be found at this link: https://business-services.gwu.edu/faculty-staff-parking

MyGW Portal

The MyGW Portal provides quick access to links for many University sites including the Gweb information system, University directory, the Schedule of Classes, the Academic Calendar, Blackboard, University's libraries, campus maps and more. The MyGWPortal can be found at this link: http://my.gwu.edu/. Users can sign into the MyGW portal using their netid and password.

GWeb Information System

The GWeb Information System (Banner Self Service) allows online access to GW faculty and staff services, such a viewing tax or job information and paystubs. Faculty can also obtain class rosters and submit grades through GWeb. GWeb can be accessed through the MyGW Portal.

Eduroam – Wireless Network

Eduroam is a secure wireless network that automatically connects devices to the internet. GW community members can log into Eduroam using their net ids and corresponding password. Directions for accessing Eduroam through either iOS or Android can be found at this link.

GUIDANCE AND POLICIES

Collective Bargaining Agreement with SEIU Local 500 (part-time faculty elected union)

George Washington University is in a Collective Bargaining Agreement (CBA) with the part-time faculty elected union Service Employees International Union (SEIU) Local 500. Many part-time faculty are covered by the CBA (exceptions are outlined in Article IB and Article IIIA of the CBA). The CBA governs the terms and conditions of employment of part-time faculty covered by the agreement. The CBA has a clause that requires part-time faculty, as a condition of continued employment at GW to become a union member and pay dues; or pay an agency fee without becoming a member; or obtain a verifiable exemption. Part-time faculty are encouraged to read and understand the CBA.

Faculty Code

The Faculty Code is the governance document for all GW faculty.

Faculty Handbook, University Policies and Code of Ethical Conduct

Employment at GW constitutes an agreement that faculty will comply with the provisions of the Faculty Handbook and Code of Ethical Conduct as well as other University policies relevant to their position.

You are encouraged to review these documents.

Code of Academic Integrity

The Code of Academic Integrity is administered by the Office of Conflict Education and Student Accountability (CESA). The Code of Academic Integrity reflects the University's commitment to academic honesty. It defines violations of academic integrity and the University's processes for addressing reports of violations. Non-compliance with this policy can be reported via this website: https://compliance.gwu.edu/reporting

RESOURCES

Part-time Faculty Website

The part-time faculty section of the Faculty Affairs website provides information and resources specifically relevant to part-time faculty. This site includes a directory where part-time faculty can connect with one another via email within department, schools or across campus. You are encouraged to visit the part-time faculty website.

GW Information Technology

GWIT provides technical support to faculty, staff and students. Employees can find assistance with Userid, email, telephone, computer matters and Blackboard by contacting GWIT. The GWIT website provides detailed information on its various services.

Campus Police and GWAlert Emergency Notifications

The Office of Safety and Security is GW's mission is to provide a safe and secure campus for University faculty, staff and students. Emergency communications are sent by this office. GW employees can sign up to receive email and text alerts related to weather and emergencies by signing up through the GW Alert portal on the Office of Safety and Security website.

Campus police can be reached at 202-994-6110 for non-emergency matters and 202-994-6111 for emergencies.

Disability Support Services (DSS)

Disability Support Services (DSS) (https://disabilitysupport.gwu.edu/) is the university's central contact for academic support for students with disabilities. DSS works collaboratively with students, faculty and staff to create an inclusive and accessible curricular environment. The DSS provides individualized

accommodations and auxiliary aids; including test proctoring, notetaking, ASL interpreting and captioning, and alternative format text. Students, faculty and staff may request to meet with a DSS representative in person or virtually. The DSS can be contacted at dss@gwu.edu or 202-994-8250.

Well-Being Programs

GWell is a well-being hub where employees can engage with various support programs for physical, emotional and financial wellbeing.

Employee Assistance Program (EAP)

GW's Employee Assistance Program (EAP) is available at no cost. The service can assist with a range of needs – including finding daycare in your area, elder care, moving and relocation, school and financial aid research, pet care, home repair and improvements. Up to five session of confidential counseling are available through the EAP program as well.

Services are confidential and available 24 hours a day, 7 days a week.

Meltzer Center – Psychological and Community Based Services

The Meltzer Center: Psychological and Community-Based Services provides a variety of mental health services to the GW community and local residents. Services are provided by doctoral students under the supervision of licensed clinical psychologists. Fees are on a sliding scale. The Center can be reached at 202-994-9072.

The Center Clinic

The Center Clinic is a community mental health center housed within the GW Professional Psychology Program. The Center provides short-term and long-term mental health services to the GW community on a sliding scale fee basis. The Center can be reached at 202-994-4937.

Community Counseling Services Center

The Graduate School of Education and Human Development maintains two centers (located in Washington, DC and Alexandria) providing community counseling services that offer low cost services to GW community members. The centers are clinical training facilities for graduate-level students working under faculty supervision. The CCSC can be reached at 202-994-9283.

Other GW Counseling and Psychological Services

- CCAS Art Therapy Clinic
- CCAS Speech and Hearing Center
- GW Counseling and Psychological Services (CAPS)

EVENTS AND CALENDARS

GW Events Calendar

The GW Events Calendar lists the many current and upcoming events at GW. You can also find Box Office events along with the Academic calendar, School calendars, Schedule of Classes, Alumni calendar, Athletic schedule and GW staff holiday schedule at this link.

Academic Calendar

The Academic Calendar lists key dates with the academic year.

Schedule of Classes

The Schedule of Classes lists the most recent semester classes.

PEDAGOGICAL AND TECHNOLOGICAL SUPPORT

Blackboard

Blackboard is the online course management system used at GW. Blackboard allows an instructor to provide course syllabi, course-related materials, assignments, assessments and communication online. Blackboard can be accessed through the MyGW portal. Faculty can log into their course(s) in Blackboard using their UserID and password.

GW Information Technology Support Center is the first point of contact for Blackboard support. The IT Support Center is available Monday - Friday, 7:00am - 10:00pm by phone at 202-994-4948 and press option 2 or by email at ithelp@gwu.edu. After hours, weekend and holiday support is also available through Blackboard Learn Support which can be contacted via the same number 202-994-4948 option 2 when the IT Support Center is closed.

Libraries

Libraries and Academic Innovation (LAI) provides a rich resource for faculty teaching and research. LAI provides support and assistance to all GW faculty, students and staff. Faculty can find teaching and research support, assistance with course design, data services and more by visiting the LAI website. This includes links to upcoming workshops and events and tools designed to enhance teaching and research.

Librarians and library staff are matched with specific GW schools and offer personalized assistance. LAI Contacts by School lists the LAI staff member and librarians assigned to each school.

University Writing Center

The Writing Center, a part of the University's Writing Program, offers members of the GW community assistance with writing and research projects at all stages of the writing process. Trained student tutors provide support to students and faculty.

Syllabus Requirements and Template

In accordance with the regulations laid out in Article 2.6.3.4. of the GW Faculty Handbook, updated May 2025, the syllabus for all proposed courses should contain certain essential elements. You can find a link to the syllabus requirements and template on the Policies, Procedures and Guidelines link on the Office of the Provost website; and in Appendix A of this document.

Registrar

The Registrar's website contains links to the University Bulletin, Schedule of Classes, Student Forms and other helpful resources related to students.

University Policy on Class Attendance

Policies related to class attendance, FERPA and the release of student information, religious holidays and other student related policies can be found on the Registrar's website at this link.

Final Exams

The final exam schedule will be posted online on the Registrar's website each semester. Final exams are to be given on the date and time scheduled for a class. (The time of the exam may be slightly different than the regular class time.

APPENDIX A – Syllabus Requirement and Recommended Template

Academic Planning and Assessment, Updated August 13, 2025

Syllabus Requirements

In accordance with the regulations laid out in the GW Faculty Handbook, updated April 2015, Section 2.7.3.4*, the syllabus for all proposed courses should include the following:

1. Course prerequisites, if any.
2. Learning outcomes that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the course or unit. See assessment.gwu.edu/course-assessment.
3. Average amount of direct instruction or guided interaction with the instructor and average minimum amount of independent (out-of-class) learning expected per week.
4. Required textbooks and/or other materials and recommended readings.
5. Week-by-week schedule of topics to be presented.
6. Description of assignments and other course assessments that delineate how student performance will be evaluated.
7. Statement regarding the GW Academic Integrity Code.
8. Statement regarding the University policy on observance of religious holidays.
9. Statement regarding the use of electronic course materials and class recordings.
10. Information regarding Academic Commons and the GW Writing Center.
11. Information regarding Disability Support Services.
12. Information regarding the Student Health Center (medical, counseling**/**psychological, and psychiatric services)
13. GW campus emergency information.

*See text below.

Remote, online, and hybrid course syllabi should include the following additional information:

1. Instructions for getting started and where to find various course components.
2. Minimum technology requirements for participation in the course.
3. Provide link to student support (e.g., technical requirements and support, student services, obtaining a GWorld card, and state contact information) at online.gwu.edu/student-support
4. Information regarding the accessibility of all technologies required in the course.
5. Requirements for accessing and participating in the course (e.g., requisite skills for using technology tools and software applications, and computer equipment requirements such as webcam, microphone, and software).

*The Faculty Handbook is available from the Office of the Provost at provost.gwu.edu/policies-procedures-and-guidelines.

Recommended Syllabus Template

Course and contact information:

Course: [department, course number, and title]
Semester: [semester, year]
Meeting time: [day(s) of the week and class start and finish times]
Location: [building, room (if relevant)

Instructor:

Name:
Campus address:
Phone:
GW E-mail:
Remote office hours:

Course prerequisites, if any:

[List all prerequisite courses using departmental code and course number. In addition, list specific skills, knowledge, credits completed, and the like, if applicable.]

Learning outcomes that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the course or unit:

[Ensure that the learning outcomes are appropriate to the level for which the course is designed. Avoid verbs like "understand" or "know;" instead, use verbs such as analyze, synthesize, apply, and evaluate. See assessment.gwu.edu/course-assessment]

"As a result of completing this course, students will be able to:

1.

2.

3. [etc.]"

Average amount of direct instruction or guided interaction with the instructor and average minimum amount of independent (out-of-class) learning expected per week:

[The following guidance pertains to courses taught in a traditional 15-week semester, regardless of modality. For all course delivery types (on-campus, remote, online, and hybrid) taught on different schedules, the number of minutes per week of direct instruction and independent learning should be adjusted to ensure that the total combined effort fulfills the same minimum total requirements for

direct instruction and estimated independent (out-of-class) learning.

Note that the amount of both direct instruction and independent learning should be included in this statement.

On-campus courses—Use the following formula to calculate the average minimum amount of independent learning expected per week for inclusion on the syllabus: for each credit, students are expected to spend a minimum of 100 minutes in independent learning for every 50 minutes of direct instruction for a minimum total of 2.5 hours per week or 37.5 hours for the semester. A 3-credit course, for example, would include 2.5 hours of direct instruction and a minimum of 5 hours of independent learning per week for a combined minimum total of 7.5 hours per week or 112.5 hours per semester. See Assignment of Credit Hour Policy for more information.

Remote and hybrid courses—For remote, online, and hybrid courses, the distribution of direct and independent learning minutes may vary; however, it is expected that courses will include significant synchronous elements, whereby students are engaging with the faculty member either through course discussions or lectures. For each course credit, students are expected to spend a minimum total of 2.5 hours per week of combined direct instruction and independent learning for a total of 37.5 hours in a 15-week semester.

Courses with irregular class meetings—For courses that might not meet on a weekly basis, such as research and independent study courses and internships, the distribution of direct and independent learning minutes may vary. For each credit, students are expected to spend an average total of 2.5 hours per week of combined direct and independent learning for a total of 37.5 hours in a 15-week semester.]

Course workload estimator: Faculty may wish to use the "course workload estimator" developed by Rice University. This tool allows the user to estimate how much time to allot for different types of reading assignments.

Required textbooks and/or other materials and recommended readings:

[List all required textbooks, workbooks, websites, etc.

List all recommended or supplemental course learning materials

Clearly identify which materials are required, recommended, or supplemental]

Author	Title	Edition

Week-by-week schedule of topics to be presented and scheduling of final examinations:

[The class schedule should be a detailed breakdown of topics to be covered, course assignments and due dates, and required and recommended reading by class session or module.

GW's regular fall and spring semesters are 15 weeks in length. All 15 weeks must be accounted for on the class schedule. The class schedule should include 14 weeks of instruction with the 15th week dedicated to the final. No student break day or period that appears on the academic calendar may be used or counted as a class session. See bulletin.gwu.edu/academic-calendar/

Date	Topic(s) and readings	Assignment(s) due

Scheduling of final examinations:

Final examinations, which include any type of end-of-semester examination, are to be administered as week 15 of a 15-week semester and only during the regularly scheduled examination period. To provide students maximum opportunity to study and review material covered during the semester, and to ensure 15 weeks of instruction, final examinations may not be administered during regularly scheduled class sessions, on class make-up days, or during the reading period.

Any type of end-of-semester paper, report, or take-home examination submitted in lieu of a final examination is acceptable and should be due during the examination period.

If no final examination is scheduled, faculty should make a reasonable determination of whether their course conforms to GW's assignment of credit hour policy, which assumes that students spend, over the course of 15 weeks, a minimum of 37.5 hours of direct learning and out-of-class work for each credit.

For more information see Administration of Final Examinations During the Examination Period.

Assignments

[A detailed breakdown of course assignments and due dates by lesson module. Include assignment descriptions, method of assessment/evaluation, and point value.]

Assignment	Description	Total Points
	Total Possible Points	

Grading

List what will be counted and percentages. [For example:

- midterm exam (__%)
- paper (__%)
- final exam (__%)
- class participation/attendance (__%)]

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Information on university policies, academic support, support for students in and outside the classroom, and GW campus emergency information can be found at the following link: bulletin.gwu.edu/university-syllabus-policies/