



**University of South Carolina Beaufort
Academic Affairs
Faculty Handbook
2023-2024**



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This Faculty Handbook contains information relevant to the day-to-day activities of the Academic Affairs unit and serves as a resource to faculty, staff, and administration. The Faculty Handbook is in no way related to the Faculty Manual, and the academic policies contained within this document do not constitute a contract of employment. In addition to the Faculty Handbook, pertinent information is found in the [University Bulletin](#), the 2016 [Faculty Manual](#), and USC and USCB Policies and Procedures.

The Provost/EVCAA reserves the right to modify academic policies to better meet institutional needs or comply with legislative or system required changes. Faculty will be notified via USCB email and/or meetings, town halls, etc when such changes are implemented.

ABOUT THE UNIVERSITY

The University of South Carolina Beaufort (USCB) is a senior comprehensive university in the University of South Carolina (USC) system. It is one university with three campuses: Beaufort Campus, Bluffton Campus and Hilton Head Island Campus. Academic programs are grouped into nine departments each headed by a Department Chair.

Department of Business & Communication Studies

Chair: Dr. George Smith Email: gesmith@uscb.edu

Department of Computer Science & Mathematics

Chair: Dr. Brian Canada Email: bcanada@uscb.edu

Department of Education

Chair: Dr. Bruce Marlowe Email: bmarlowe@uscb.edu

Department of English, Theater, Interdisciplinary Studies, & Visual Art

Chair: Dr. Lauren Hoffer Email: hoffer@uscb.edu

Department of Hospitality Management

Chair: Dr. Eva Smith Email: smithem@uscb.edu

Department of Humanities & Social Sciences

Chair: Dr. Kim Cavanagh Email: Cavanagh@uscb.edu

Department of Natural Sciences

Chair: Dr. Joe Staton Email: jstaton@uscb.edu

Department of Nursing

Chair: Dr. Lynne Hutchison Email: lhutch@uscb.edu

Department of Public Health & Human Services

Chair: Dr. Diana Gill Email: dgill8@sc.edu

General Education

Director: Dr. George Pate Email: pategj@uscb.edu

The Department Chairs report to the Provost/Executive Vice Chancellor for Academic Affairs (Provost/EVCAA) and serve as communication links between administration and faculty on such matters as course scheduling, budget planning, and personnel.

USCB Mission Statement

The University of South Carolina Beaufort (USCB) responds to regional needs, draws upon regional strengths, and prepares graduates to contribute locally, nationally, and internationally with its focus on teaching, research, and service. USCB is a public, comprehensive institution in the University of South Carolina system, offering associate and baccalaureate degrees in the liberal arts, the sciences, and professional disciplines and select master's degrees in response to regional demand through on-site and distance delivery methods. Serving a diverse population, USCB enriches the quality of life for students and area residents through artistic and cultural offerings; collaborations with regional, national, and international partners; and lifelong learning opportunities.

Approvals:

USCB Chancellor's Cabinet

February 6, 2017

USCB Faculty Senate

February 17, 2017

USC system Board of Trustees

April 21, 2017

SC Commission on Higher Education

March 1, 2018

University Mission Goals

Cultural Appreciation

Goal: Enhance the diversity and inclusivity of the University community.

Academic Excellence

Goal: Expand and enhance the rigorous, experiential academic environment.

Resourcefulness

Goal: Continuously improve efficiency and effectiveness of services and processes to support the growth of the University.

Engagement and Partnerships

Goal: Expand and deepen partnerships with organizations whose mission, goals, and future are enhanced by alignment with the University mission.

Student Success

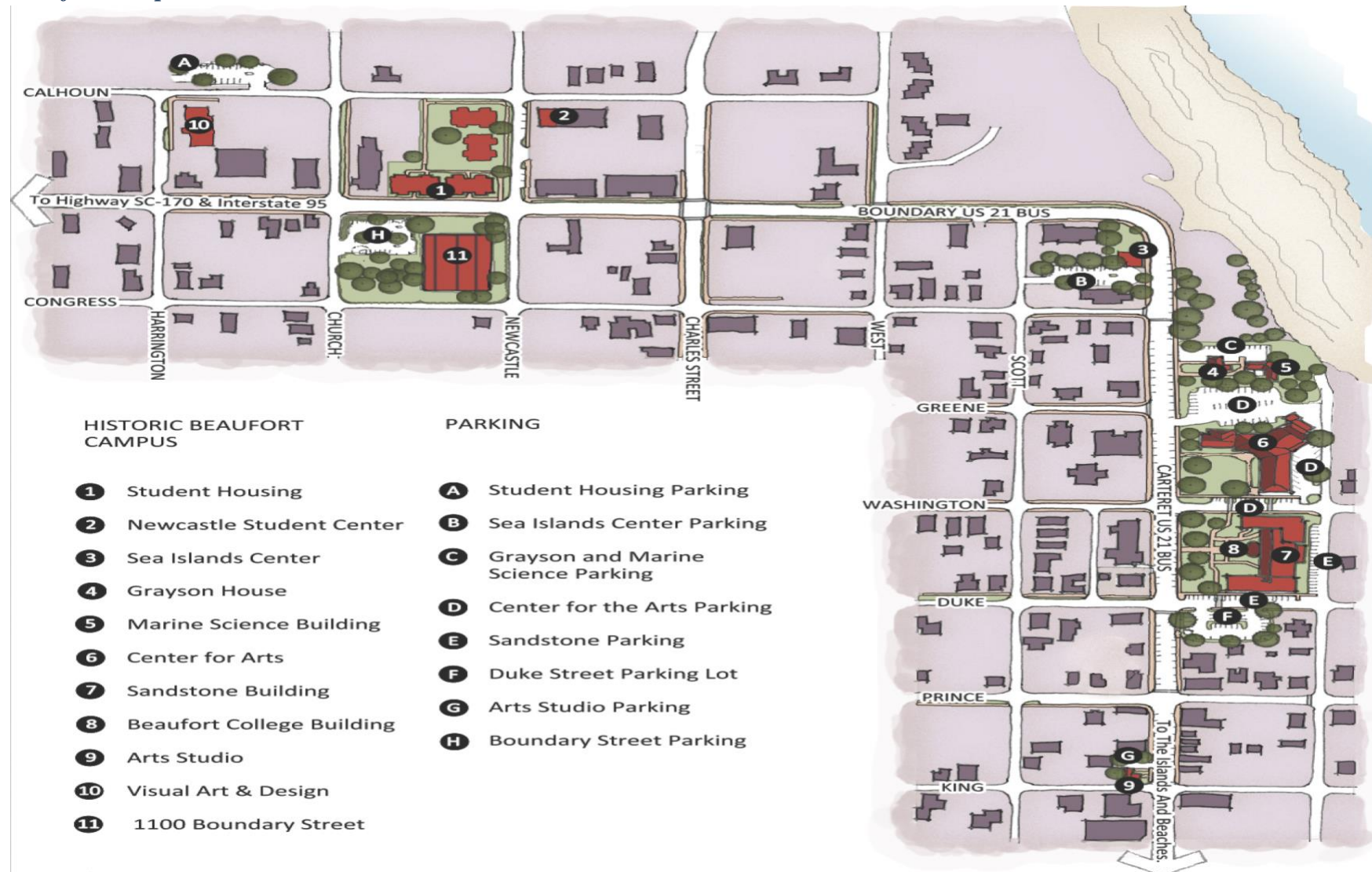
Goal: Equip students for success within the University and beyond graduation.

Accreditation

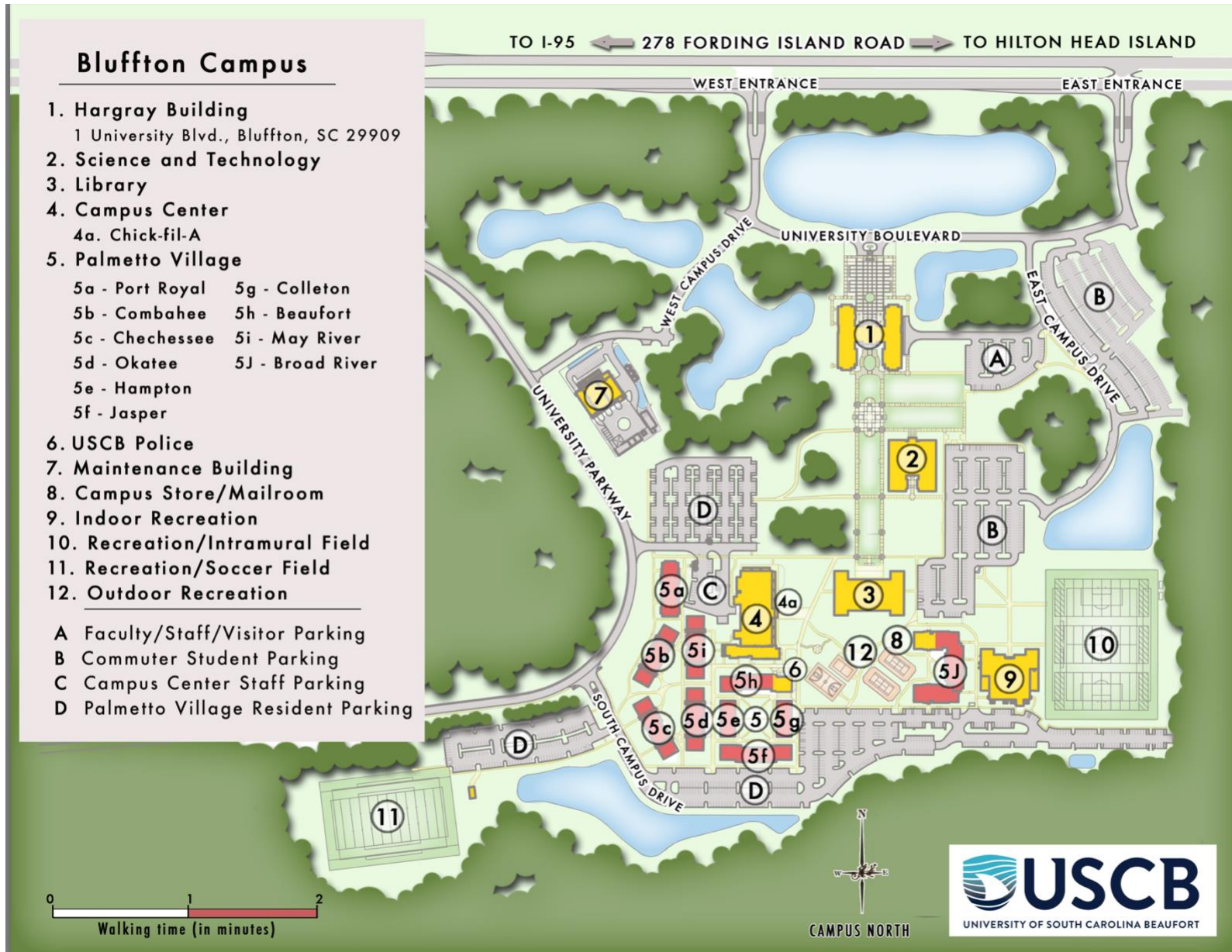
The University of South Carolina Beaufort is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and masters degrees. The University of South Carolina Beaufort also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of the University of South Carolina Beaufort may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). Please review the USCB [Accreditation](#) webpage for additional information.

Campus Maps

Beaufort Campus



Bluffton Campus



Hilton Head Island Campus



POLICIES ON FACULTY FAIRNESS AND EXPRESSION

Affirmative Action Statement

The University of South Carolina Beaufort does not discriminate in educational or employment opportunities based on race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, veteran status, pregnancy, childbirth or related medical conditions.

English Fluency Compliance

To comply with the English Fluency in Higher Education Act, the University is committed to assuring that all instructional faculty members for whom English is an additional language are able to write and speak fluently in the English language.

CAMPUS ADDRESSES AND CONTACT INFORMATION

[USCB Website](#)

Beaufort Campus

801 Carteret Street, Beaufort, SC 29902
Central Telephone Number: (843) 208-8000
Switchboard Hours are weekdays, 8:30 a.m. - 5:00 p.m.

Bluffton Campus

1 University Boulevard, Bluffton, SC 29909
Central Telephone Number: (843) 208-8000
Switchboard Hours are weekdays, 8:30 a.m. - 5:00 p.m.

Hilton Head Island Campus

1 Sand Shark Drive
Hilton Head Island, SC 29928
Central Telephone Number: (843) 208-8000
Switchboard Hours are weekdays, 8:30 a.m. - 5:00 p.m.

Military Sites

[Military Programs](#) 843-368-8211

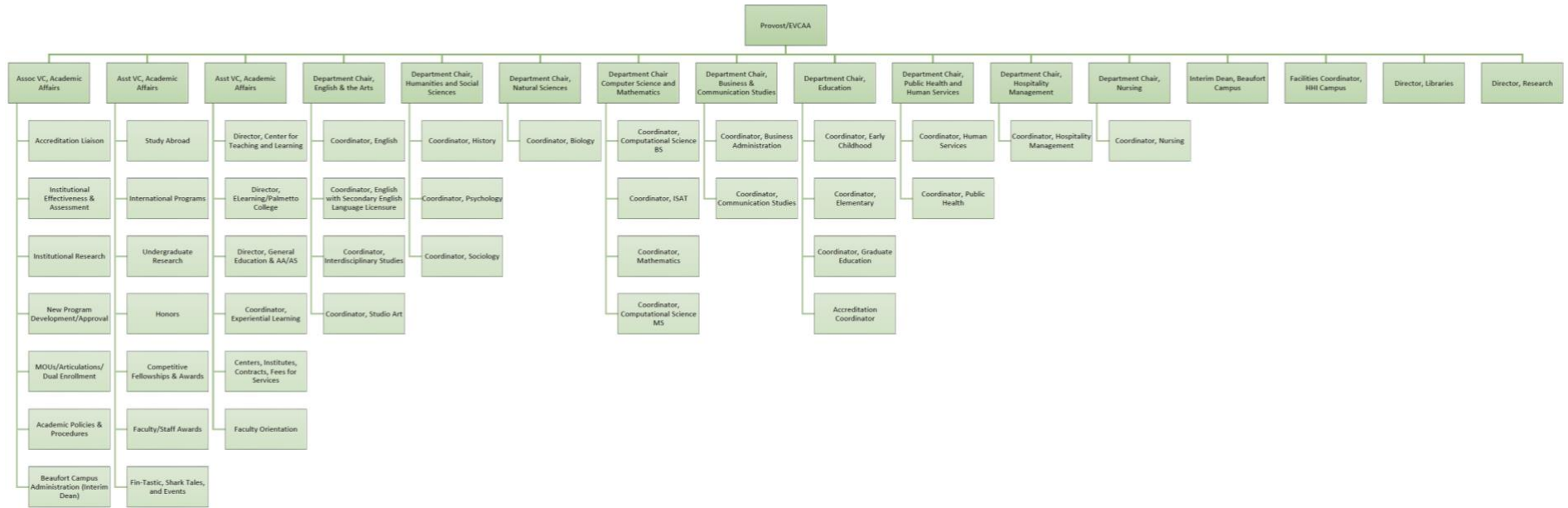
The Director of Military Programs and Special Populations holds office hours on the Bluffton Campus, and will visit the local military installations for appointments. The military community can utilize the base offices for assistance with admissions, academic advising, tuition assistance, and career counseling. At this time, USCB is not hosting classes aboard the bases. Military personnel and family members can attend classes on the Beaufort, Bluffton, or Hilton Head Island Campus, or online.

Military Programs at Marine Corps Air Station (MCAS): Bldg 596
Military Site Hours: By Appointment Only

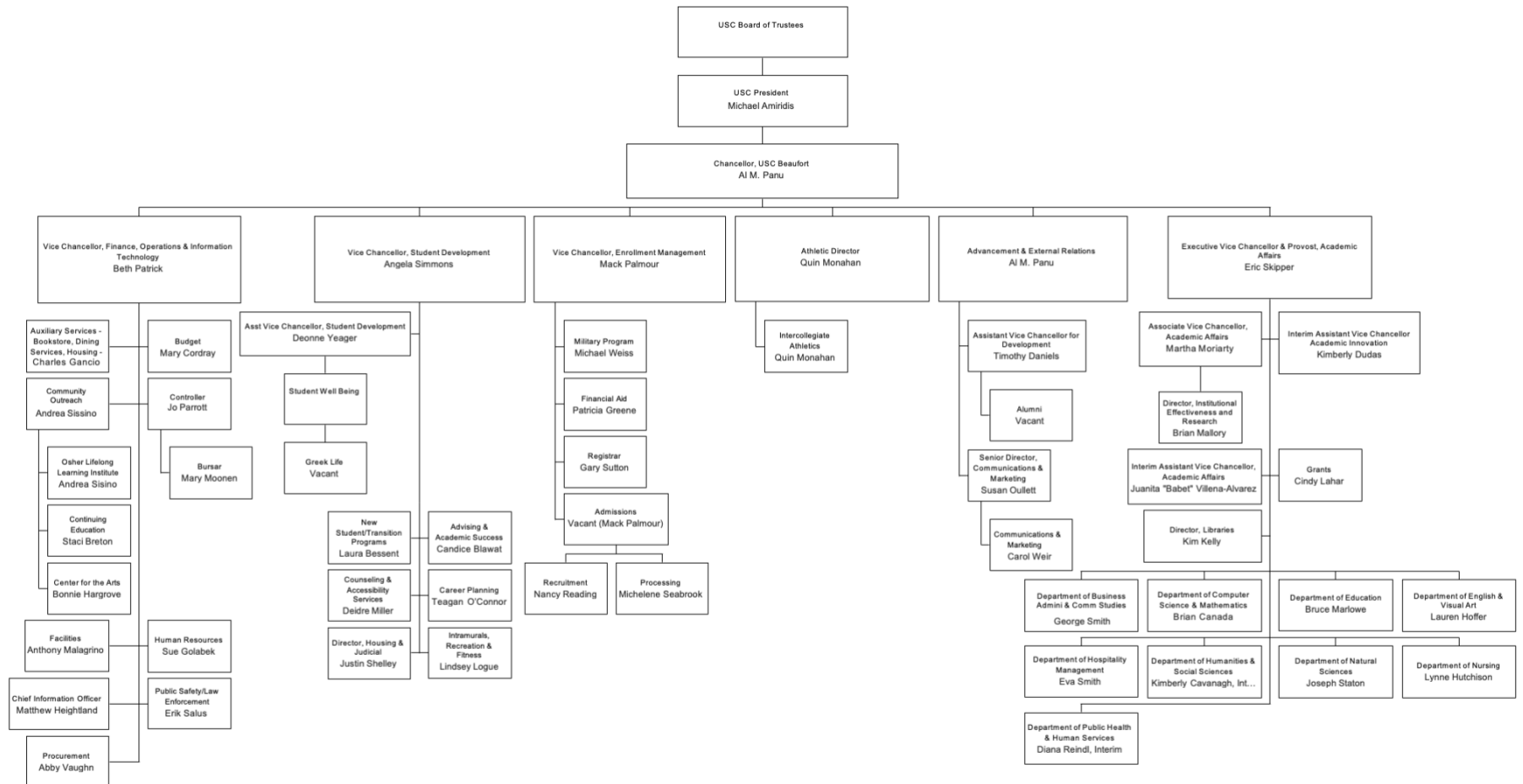
Military Programs at Parris Island (PI):: Bldg 923
Military Site Hours: By Appointment Only

ACADEMIC AFFAIRS ADMINISTRATIVE AND OPERATING RESPONSIBILITIES

University of South Carolina Beaufort Academic Affairs



UNIVERSITY OF SOUTH CAROLINA BEAUFORT ADMINISTRATIVE & OPERATING RESPONSIBILITIES



Prepared By USCB Budget Office March 15, 2023

ACADEMIC AFFAIRS OFFICE CONTACT INFORMATION

[Academic Affairs](#)

Dr. Eric Skipper, Provost and Executive Vice Chancellor for Academic Affairs
(eskipper@uscb.edu/x8243)

Dr. Martha A. Moriarty, Associate Vice Chancellor for Academic Affairs
and Dean of the Beaufort Campus (Interim)
(moriarty@uscb.edu/x3137)

Dr. Kim Dudas, Assistant Vice Chancellor for Academic Affairs
(kdudas@uscb.edu/x8310)

Dr. Babet Villena-Alvarez, Assistant Vice Chancellor for Academic Affairs
(jvillan@uscb.edu/x4152)

Twyla Reynolds, Administrative Assistant
(twyla@uscb.edu/x8203)

For a complete listing of offices and contact information for faculty and staff, please consult the USCB [Phone & Email Directory](#)

UNIVERSITY PUBLICATIONS & POLICIES

The [University Bulletin](#), published annually, contains essential information on academic policies, course descriptions and general information. Please review the sections of the Bulletin regarding academic and student codes of conduct and take time in one of the opening sessions of your class(es) to make a statement concerning the importance of academic integrity; perhaps you might want to make a statement on your syllabus.

The university adheres to USC system policies. In addition, the university publishes institutional policies specific to USCB and can be found [HERE](#).

TEACHING AND ADVISING

Academic Advising

Academic advising is a responsibility of all full-time faculty. Every student is assigned an academic advisor based on his or her major and the number of credit hours completed. Some majors are advised by the Academic Advising office until they have earned 60 hours, while other majors are advised by department faculty as soon as they are accepted into those majors.

The Academic Advising Office advises the following majors up to 30 hours:

- Communication Studies

The Academic Advising Office advises the following majors up to 60 hours:

- Biology
- Business Administration
- Communication Studies
- Computational Science
- Pre-Nursing (until acceptance into the Nursing Program)
- Public Health
- Information Science and Technology
- Human Services: Palmetto College
- Psychology
- Sociology
- Undecided

Working in conjunction with academic Department Chairs and faculty, students transition to faculty advisors in these majors as they reach 60 credit hours.

Incoming students majoring in Early Childhood Education, Elementary Education, English, English Language Arts Licensure, History, Hospitality Management, Human Services (except Palmetto College), Interdisciplinary Studies, and Studio Art begin with faculty advisors as soon as they are accepted to these programs. If you have questions, about advising, please contact your Department Chair or Advising Office at x8049.

Academic Misconduct

Faculty need to be familiar with The [USCB Honor Code](#) as part of Students Rights and Responsibilities that defines expected student behaviors in academics and co-curricular activities. Academic Affairs Policy #309 defines academic misconduct and delineates reporting and sanctions.

The most important first step for faculty to take is to promptly notify the student when academic misconduct is suspected as this is a time-sensitive process. Please refer to Academic Affairs Policy #309 for procedures.

To guide students on academic misconduct, faculty should include a statement in course syllabi about the Honor Code and possible sanctions for academic misconduct (see sample syllabus on p. 24).

Academic Misconduct Process Flow



Cancelling Class

Faculty are responsible for making arrangements and/or finding a substitute/proctor for any planned class/exams they miss. Faculty are required to inform their Department Chair and Department Administrative Assistants when they know they will miss class. During business hours, the Administrative Assistant will leave a note at the classroom door informing students of the cancellation. Faculty are expected to notify their students, via Blackboard or by email, and inform them of the plans for making up missed class time. Contact Public Safety for classes that are scheduled to begin before 8:30a.m. and after 5:00 p.m. A public safety officer will place a note on the classroom door to inform students of the class cancellation.

Class Attendance (Students)

Faculty are responsible to track student attendance and report last date attended when entering grades. Evidence supports students who attend classes regularly are more likely to be successful. Attendance is also required for Financial Aid purposes.

Class rosters are available on Self Service Carolina via my.sc.edu. Contact the Registrar's Office at (843) 208-8050 or registrar@uscb.edu for assistance. It is important to check these class rosters carefully for actual class attendance and to report discrepancies, if any, to the Registrar's Office immediately.

Confidentiality of Student Records (FERPA)

The University abides by the Family Educational Rights and Privacy Act of 1974 ([FERPA](#)), as amended, which is designed to protect students' rights with regard to education records maintained by the institution. All students are protected by FERPA, including minors and/or high school students enrolled in USCB courses.

Under this Act, students have the following rights:

- inspect and review education records maintained by the institution that pertain to the requesting student;
- challenge the content of records (except grades) on the grounds that they are inaccurate, misleading, or a violation of the requesting student's privacy or other rights;
- control disclosures from student's education records with certain exceptions.

University FAQs related to FERPA are available on the [Registrar](#) website. A detailed discussion of these rights can be found in the [University Bulletin](#).

USC's written policy on "Confidentiality of Student Records" complies with the provisions of the act. A copy of the policy and a copy of a summary of the [FERPA](#) regulations may be obtained in the Office of Admissions. Students also have the right to file complaints with the FERPA Office, Department of Education, Washington, D.C. 20201, regarding alleged violations of the Act.

Course Reassignment

Faculty may request re-assignment of courses to conduct funded research and requires Department Chair approval. There is no guarantee faculty can buy-out a course with grant funds and approval is subject to program needs. Faculty may be assigned alternative duties in lieu of a course for duties assigned by the Provost/EVCAA.

Course Scheduling

Class schedules and room assignments are prepared in advance by the Registrar's Office, the Provost/EVCAA, and Department Chairs. Courses may be scheduled to be in-person, online, hybrid, or hyflex as determined by the Department Chair in collaboration with the Provost/EVCAA. Faculty course assignment is at the discretion of the Department Chair, based on expertise, modality of the course offering, and program needs.

Faculty may be assigned up to 2 online/hybrid courses. When teaching load exceeds 50% online/hybrid instruction, the schedule requires approval from the Provost/EVCAA. **Faculty cannot alter the mode of delivery, class meeting time, or location without approval of the Department Chair and Provost/EVCAA.**

Course offerings and cancellations are contingent upon student enrollments. Students are enrolled only when they have paid for the course. Prior to the beginning of each semester, the Bursar executes a "cancellation run" to determine the number of paid students in each course. Students who have not paid by that date are automatically dropped. The results of the cancellation run are used by the Provost /EVCAA and Department Chairs to determine which classes must be cancelled.

Faculty Presence on Campus

Faculty should aspire to a significant presence on campus. This involves scheduling and meeting in-person classes, keeping office hours, holding examinations as scheduled, being accessible to students and staff, being available to interact with University colleagues, and sharing service responsibilities throughout every semester of active service. This presence begins with freshman orientation and ends with commencement, which faculty should strive to attend.

Final Examinations

No quiz, test, or examination will be given during the last week of class meetings in any semester. Self-paced courses and laboratory courses are exempt from this regulation.

Final examinations for 16-week courses are held over a seven-day period at the close of each semester, and during the last class for eight-week courses. Exam schedules are created by the Registrar's Office and are made available as they are published. The results of these examinations, combined with the grades for class performance, determine the reports given at the end of the semester. [Final grades](#) must be entered into Self Service Carolina within **72 hours** of the final exam to ensure that students' financial aid options remain secure for future terms. **No final examination may be held outside of the scheduled time without the permission of the Provost/EVCAA.**

Students who are absent from any final examination must contact their instructors directly. If excused, they will be assigned a grade of "I" (see "I" entry under Grading System) and may complete the course through a deferred examination. Re-examinations for the purpose of removing an "F" or raising a grade are not permitted. Faculty may allow students to transfer from one examination section to another, if they teach multiple sections of the same course.

For more details on Final Examinations, please see the [University Bulletin](#).

Grading System

The recommended grade scale is as follows (Table 1). Please note there may be exceptions to this grade scale based on specific programmatic requirements, such as Nursing.

Table 1

A	90% - 100%
B+	85% - 89%
B	80% - 84%
C+	75% - 79%
C	70% - 74%
D+	65% - 69%
D	60% - 64%
F	< 60%

For other grading policies, please refer to the [University Bulletin](#).

Reporting Final Grades

Grades are required to be entered within 72 hours. Faculty access Self-Service Carolina to enter grades. If you have questions about entering grades, please consult the [USC Registrar](#) website for detailed information about faculty grade entry.

Handling of 'Incomplete' Grades FAQ

1. When should I assign a grade of 'I'?

The grade of 'I' is assigned at the discretion of the instructor when, in the instructor's judgement, a student is prevented from completing a portion of the assigned work in a course due to illness, accident, emergency, or some other unforeseen circumstance. An 'I' grade is not intended to give students additional time to complete course assignments unless there is indication that the specified circumstances prevented the student from completing the course assignments on time.

2. How long is a grade of 'I' valid?

The length of time allowed for a student to complete course assignments is at the discretion of the instructor. The length of time can be any length of time up to 12 months.

3. Can I extend the date assigned on a grade of 'I'?

Yes. If an instructor deems it necessary to allow an extended amount of time from the original date, the instructor must submit the following form to the Registrar's Office: *Extension of Makeup Period for Undergraduate Incomplete Grade*. The password for the form is "available from the Registrar. This form can be found here: <https://www.uscb.edu/registrar/forms/index.html>.

4. What is the backup grade?

The backup grade is the grade earned if the student does NOT complete the remaining course assignments. In many cases, the backup grade is an 'F', however, it can be any grade from 'B+' to 'F'. The backup grade cannot be an 'A'.

5. Is a grade of 'I' calculated into a student's GPA?

No, a grade of 'I' does not compute into the GPA. It does appear on the student's official academic record until the 'I' converts to a letter grade.

6. How does an instructor assign a grade of 'I'?

When entering grades in Self-Service Carolina, instructors will assign a grade of 'I' along with a backup grade and an extension deadline date. The instructor will also submit the Assignment of Incomplete Grade form with the Registrar's Office. The password for the form is "Gimme_access". The information on the form should match the information submitted in Self-Service Carolina. This form can be found here: <https://www.uscb.edu/registrar/forms/index.html>.

7. When a student completes the course assignments, how do I change the grade of 'I' to the letter grade earned?

The instructor should complete our Makeup Grade Incomplete form. This form can be found here: <https://www.uscb.edu/registrar/forms/index.html>.

8. Should the student re-enroll in the same course in the following semester?

No, the student should NOT re-enroll in the course for the following semester. Re-enrolling in a course will not make up an incomplete grade

Honors Courses and Contracts

The university offers two pathways to the [Beaufort College Honors Program](#). Students may be offered entry at the time of admission or apply to on-board prior to completing the final term prior to graduation. Students are required to complete 18 honors-designated credits. Please refer to the [Honors Program Handbook](#) for detailed information about the program.

Students may enroll in a course with an honors designation or choose to engage a faculty in an honors contract. The faculty mentoring the student guides the student through the completion of the agreed upon honors contract deliverables. Mentoring an honors student is a recognized service commitment that may be incorporated in Promotion and tenure files as well as annual performance evaluations.

Independent Study Contracts

Independent study courses may be offered to provide students an opportunity to explore a subject not offered through the traditional curriculum or to support timely graduation. Please consult the Registrar's Office and Department Chair to develop an independent study course.

Faculty are expected to self-track independent study contracts and upon reaching completion of ten 3-credit independent study contracts, faculty are eligible for a one-time course reduction, pending department chair and Provost approval. In the event that a course reduction would hinder programming, faculty may be asked to reserve course reduction for a future term.

Mentoring

Mentoring On Campus

USCB encourages faculty and staff to provide mentorship (interns, research assistants, lab managers, student assistants, trainee, etc.) while they work as long as the mentorship process does not conflict with job responsibilities, enriches USCB academic/professional experience for faculty/staff and mentee, and follows professional standards. A mentorship contract, agreement or letter needs to be submitted to your Department Chair and Academic Affairs Office (AcademicAffairs@uscb.edu).

Programs Involving Minors on Campus

USCB sponsored summer camps and programs involving minors must be registered with the Business Office for appropriate insurance coverage. Please e-mail avaughn@uscb.edu and provide program dates

and participation estimates. Programs involving minors will need to receive pre-approval from the Office of General Counsel who review the program's policies as well as the adherence to University policy [UNIV 4.00 Programs Involving Minors](#), including background check requirements of all staff and volunteers. Lead time for all approvals should be planned for a minimum of 3 weeks. Background checks may take longer and staff are not allowed to participate until the background check is completed. Programs not sponsored by USCB but held in University facilities should supply certificates of liability insurance from the sponsoring organization and have a relevant space utilization agreement approved to cover liability and other factors.

Faculty Schedules and Office Hours

Prior to the first day of classes, full-time faculty are required to submit to their Department Chair and Department Administrative Assistant their instructional assignments and semester office hours, publish these hours in a visible location on or adjacent to their office door (Appendix A). Full-time faculty and instructors are required to schedule a minimum of six (6) regularly held office hours per week to be scheduled over multiple days, and included on the class syllabi. These office hours are dedicated to students enrolled in the faculty's courses. Faculty can anticipate additional office hours during the student advisement period. To build a robust university culture and campus citizenship, office hours are expected to occur on-campus.

Example Faculty Class Schedule & Office Hours

Dr. Sands Beach 843-208-1111				
Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
8:00am – 8:50am UNIV B199	8:00am – 9:15am UNIV B101	8:00am – 8:50am UNIV B199	8:00am – 9:15am UNIV B101	8:00am – 8:50am UNIV B199
9:00am – 9:50am UNIV B199	10:50am – 12:05pm UNIV B101	9:00am – 9:50am UNIV B199	10:50am – 12:05pm UNIV B101	9:00am – 9:50am UNIV B199
10:00am – 12:00pm Bluffton Campus HARG 333		12:00pm – 2:00pm Beaufort Campus Sandstone 211		10:00am – 12:00pm Bluffton Campus Hargray 333

Reading Days

Reading Days are scheduled in the academic calendar are to be honored as days when no classes, labs, deadlines, projects, etc. are held, to enable students to prepare for final exams.

Semesters

Semesters are both regular and abbreviated. Regular (full-term) semesters usually last 16 weeks with 2.5 hours a week scheduled for standard three-credit classes. Two eight-week semesters (half-term) are held during each regular semester and are designated in the schedule as “Fall or Spring I or II” classes.

Other semester formats occur in May and during the summer. Month-long Maymester classes are typically intended for specially designed educational experiences. Summer classes may be five, eight, or ten weeks in length, to conform either to the Military Program design or the Summer semester.

Outcomes Assessment

Each academic major program has established a plan for student outcomes assessment, in collaboration with the Office of [Institutional Effectiveness](#). Key assessments in select courses have been identified to be included in the program's assessment plan. Assessment plans, data analysis, and actions taken in response to data are reviewed and reported annually as part of the university's continuous improvement initiatives.

Syllabus Guidelines

All faculty (full-time and part-time) are required to email a complete, detailed syllabus for each course taught each semester, to the appropriate Department Chair and to the department Administrative Assistant **no later than the first week of class**. Adobe pdf files are preferred, however, Word documents are also accepted. Please use a standard file naming convention using the format listed below:

DISCIPLINE_COURSE NUMBER_SECTION_SEMESTERYEAR_FACULTYLASTNAME

Examples:

MATH_B111_001_Fall22_Smith
ENGL_B102_009_Fall22_Wilson

BIOL_B243L_001_Fall22_Thomas
HRTM_B373_001_Fall22_Jones

Each syllabus at USCB must contain certain information, and you can find the list of our required syllabus components [at this link](#) and as noted in Table 2. Courses that have multiple sections need to share common course objectives and student learning outcomes. Contact the Department Chair for questions.

The Center for Teaching and Learning (CTL) maintains a Word file syllabus template each year using these required components as a resource for faculty. That Word file template can be found on the CTL Team (email swofford@uscb.edu or ctl@uscb.edu for access to the CTL Team on Microsoft Teams), along with resources for creating student-centered syllabi and accessible documents for student with disabilities.

Course assignments were included on the course schedule mailed to you along with your appointment letter and/or human resources paperwork for the academic year. If you have questions regarding syllabi, please contact the department Administrative Assistant assigned to your department.

Required Syllabi Components (Table 2)

Table 2

1. *Course Number:* [example: MATH B111]
2. *Course Name:* [College Algebra]
3. *Term:* [Spring Summer Fall, Year:]
4. *Instructor Name and Contact Information:* [include office phone as well as email address & office location]
5. *Office Hours:* [full-time faculty must have at least six hours; part time should indicate when available; include “and by appointment”]
6. *Required Materials / Texts:* [Title, edition, author(s), ISBN #, retail price, etc.] Note: Retail price need not be included if materials are available through the Shark Cove’s Campus Store. If you use proctoring software that is a cost to the student, include name of software and cost of use.
7. *Prerequisites:* [copy from bulletin]
8. *Course Description:* [copy from bulletin]
9. *Course Objectives:* [Purpose of course and what will be covered.] Courses that have multiple sections need to share common objectives. Contact the Department Chair for questions. See

examples below.

10. *Student Learning Outcomes:* [This will be clear if you begin with “Students who complete this course with a grade of “C” or better should be able to do the following:” then list phrases beginning with action verbs that can be assessed by the instructor (solve, describe, discuss, make, formulate, compare, analyze, etc.)] Courses that have multiple sections need to share common outcomes. Contact the Dept. Chair for questions. See examples below.
11. *Participation/Attendance:* You may want to include the USCB policy or make one more or less stringent.
University Policy states, “Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences” (*University Bulletin*).
12. *Grading Policies:* [include two items: 1) a listing of what will be graded and how much each counts, and 2) what scores will produce what grades]
13. *Course Outline:* [Generally, this is a planned schedule of course activities by date. Include reading as well as homework assignments, papers, exams, presentations, reports, labs, etc.]
14. *Policy on Academic Integrity:* Know the code! The [USCB Honor Code](#) is part of Students Rights and Responsibilities. Sanctions for Academic Misconduct in this course may result in a failing grade for the assignment or the course, even for a first offense. Additional sanctions may be imposed by the Honor Court or Provost/EVCAA.
15. *Counseling and Accessibility Services.* All syllabi must contain the following statement related to [Counseling and Accessibility Services](#).

The University of South Carolina Beaufort provides a range of services to students needing support and we encourage you to take advantage of them.

Counseling Services: No-cost counseling services are available to USCB students as part of the network of support services provided by the Department of Student Development for the purpose of increasing student’s academic success and personal development through the promotion of health and wellness. Issues of depression, homesickness, anxiety and stress, sexual orientation and gender identity, substance abuse, eating disorders, time management, anger management, sexual assault, feelings of isolation and loneliness, as well as other challenges may be addressed through counseling. **Email** counseling@uscb.edu **or call** 843- 208-8264.

Accessibility Services: A range of individualized support services and accommodations is available to students with documented disabilities who are registered with USCB Accessibility Services. The accommodations are based on the nature and extent of each student’s disabilities. Accommodations and services are determined through confidential interviews with a counselor in Accessibility Services. **Email** accessibility@uscb.edu **or call** 843-208-8375.

16. *Cell Phones and Other Communication Devices:* Faculty are encouraged to include language in their syllabi to explain their policy on cell phone use in the classroom.
17. *Inclement Weather:** In case of inclement weather or other extreme circumstances, all

announcements about USCB openings or closings will be communicated officially through the University's main web page www.uscb.edu. Check Blackboard for individual course changes due to official delays. Students, with the direction of faculty, are expected to remain up to date in their studies during campus closure. Faculty will work with students according to their individual circumstances.

18. *Online Course Exam Policy*:* Faculty are advised to include language in their syllabi to explain their policy on proctored online exams and inform students of associated costs.

19. *Title IX Statement*:* USCB adheres to the federal Title IX law as described in USCB's Student Rights and Responsibilities. Know your rights under [Title IX & Sexual Assault](#).

20. *Recommended Addenda*:*

- *Attendance Policy*

This course is currently scheduled [*insert modality*]. Students are expected to attend class sessions in the modality the course is scheduled to be delivered. Students who request alternate methods of delivery must contact Accessibility Services to determine need and type of accommodations. *Programs or faculty may establish more stringent policies to reflect best practices associated with student success.*

- *Class Recordings*

Courses may be recorded by the faculty. Students can opt out of video image recordings (but not voice) during course lessons. They may be asked to mute their mic on occasion. Virtual proctored exams will require video image. Students, unless they have accommodations and faculty approval, are not allowed to record. Unauthorized use of course programming and recording can result in a written warning, student of concern report, or possible judicial process.

- *Course Communication*

Students are expected to contact faculty using their USCB email address. Faculty may take 48 hours to respond during normal business hours. Faculty may wish to also include "Messages" through Blackboard.

- *Student Health Statement*

USCB promotes a safe university environment to prevent transmission of communicable diseases. USCB requires all individuals to adhere to health requirements published on the USCB website. Faculty reserve the right to dismiss a student from the classroom who exhibits potentially contagious symptoms in the classroom and/or does not comply with posted health requirements. Guidelines and practices are subject to change, as new information becomes available. Students will be notified of health-related practice changes through a variety of communication channels.

Guidelines for Writing Course Objectives and Student Learning Outcomes for Course Syllabi (Required items #9 and #10)

Courses that have multiple sections need to share common course objectives and student learning outcomes. Contact the Department Chair for questions.

Course Objectives

Write course objectives so students understand what they are expected to learn and be able to do at the conclusion of this course. The course objectives should answer these questions: What is the purpose of the course? What are the goals for the course? What will be covered and what can the student expect to learn in this class? At the end of the course, the students will be able to...

Examples

*In English 101: Composition and Rhetoric you will learn how **people use writing to communicate effectively** for all kinds of reasons. You will practice writing for different audiences—some of them academic audiences, and some audiences outside the walls of our classrooms. You will learn how to know if your writing is effective for your audience and purpose, and you'll learn how write in ways that can make change in the world. Most importantly, you will learn how writing works, so that you can use these skills in your other classes, your future career, your personal life, and in our community.*

In this class, we will be comparing a variety of ancient societies (in the Near East, India, China and those of the Americas) to each other and to our own. We will also consider points of interaction and conflict between these societies.

This course is designed to provide a balanced presentation of the basic principles of biology. This will include a survey of the structure and function of the major classes of biologically relevant macromolecules, the structural and functional organization of the cell and its genome and the fundamental concepts of energetics and metabolisms, including photosynthesis and respiration. The course will also cover the process and molecular basis of cell division, reproduction and inheritance and the fundamental concepts of natural selection, evolution and adaptation.

Student Learning Outcomes (SLO's): SLO's are specific student performance/behaviors that demonstrate student learning and skill development. Describe the specific skills, knowledge, values and/or attitudes students should be able to exhibit when they have completed the course.

Phrased as: "Students who complete this course with a grade of "C" or better should be able to do the following:", then list phrases beginning with action verbs that can be assessed by the instructor (solve, describe, discuss, make, formulate, compare, analyze, identify, etc.).

Examples

Students who complete this course with a grade of "C" or better should be able to describe how populations evolve.

Students who complete this course with a grade of "C" or better should be able to:

1. Analyze rhetorical situations in order to act within them.
2. Explain the goals and values of different conversations and discourse communities (academic disciplines, civic/community, professional, personal) so students can situation or position themselves within those communities and conversations.
3. Approach writing not merely to report or document, but to discover (and rediscover) a variety of purposes for communicating with audiences.
4. Learn one's own position from the position of others, learn to explore other perspectives, and incorporate these understandings respectfully and accurately in their own work.
5. Locate and evaluate (for credibility, sufficiency, timeliness, accuracy, and so on) a range of appropriate texts to read and use as sources in their writing.
6. Develop iterative writing processes that involve using multiple revisions and feedback from readers to better accomplish purposes and convey meaning.
7. Compose texts that consider and anticipate the effects of written communication and attend to the needs of their audience(s), including appropriate registers, attribution of sources, and tone.
8. Assess the effectiveness of their compositions in terms of the degree to which they achieve their purpose for their intended audience(s).

Students who complete this course with a grade of "C" or better should be able to identify normal and abnormal assessment findings for each body system and related disease process.

NOTE: Course objectives and student learning outcomes should include general education outcomes incorporated into specific course knowledge and skills whenever possible. Reading, writing, speaking, and mathematical computation may be directly related to various courses; however, these skills should continue to develop across the entire curriculum. Although certain disciplines accept more responsibility for particular skills, all academic disciplines should provide both practice and feedback to their students in as many general education areas as possible.

Student Evaluation of Teaching

The student evaluation process is an integral part of USCB's administrative/faculty review and as such, is taken very seriously. The USC System and South Carolina Commission on Higher Education (SCCHE) require reporting from 100% of classes, with an exception for those classes with only one student enrolled. The Office of Institutional Effectiveness and Research administers the course evaluations, although the Provost/EVCAA has ultimate responsibility for administration of the evaluations and ensuring the reliability of records. Near the end of each semester, course evaluations are emailed to students' USCB email accounts and added to online courses. Results are made available to the faculty member and Department Chair approximately six weeks after the conclusion of the semester.

The Evaluation Tool contains a total of 14 items:

1. Please rate the instructor in this course. Uses a Likert-type scale ranging from 1 (very dissatisfied) to 4 (very satisfied).
 - a. The instructor was prepared to teach this course.
 - b. The instructor clearly stated the method by which your final grade would be determined.
 - c. The instructor clearly stated the instructional objectives of this course
 - d. The instructor clearly explained any special requirements of attendance which differ from the attendance policy of the university.
 - e. The instructor regularly met the class as scheduled and taught for the scheduled time.
 - f. The instructor scheduled a reasonable number of office hours per week.
 - g. The instructor graded and returned the students' written work (e.g. examinations and papers) in a timely manner.
 - h. The instructor exhibited an ability to articulate course material.
 - i. The instructor created an atmosphere that stimulated me to want to learn
 - j. I would rate this professor as an effective teacher.
 - k. This class/laboratory was valuable to my education.
 - l. I would recommend this course to other students.
 - m. Please indicate your satisfaction with the availability of the instructor outside the classroom. (In selecting your rating, consider the instructor's availability via established office hours, appointments, and other opportunities for face-to-face interaction, as well as telephone, email, fax, and other means).
2. If websites, Blackboard, or other Internet sources were used as part of this course, to what extent did they enhance or detract from your learning (4 = greatly enhanced, 1 = greatly detracted).

Textbooks

Textbook Adoption

Faculty play a larger role than you might recognize in ensuring students are able to obtain the textbooks and materials they need at reasonable prices. The [Shark Cove Campus Store](#) relies on the faculty to submit textbook lists for courses in a timely fashion each semester. Timely submission of lists allows the Bookstore to source the correct textbooks and obtain an appropriate supply of used textbooks.

Delayed textbook adoptions can result in inventory shortages, students' inability to obtain required texts, and lack of quality used textbooks.

Once you are scheduled for a course, please submit your textbook adoption into the Bookstore's Adoption Portal located on the [Shark Cove Campus Store](#) webpage.

If you have any questions, please contact the Campus Store directly or ask your department Administrative Assistant for assistance. Please be aware that if you order a textbook, you are required to incorporate the text into your courses. For textbook adoptions in upcoming terms, you should be contacted by either your department administrative assistant or the Bookstore several months prior to the semester; i.e.

- **Spring Semester adoptions are due October 15th**
- **Summer Semester adoptions are due March 15th.**
- **Fall Semester adoptions are due March 15th.**

Desk Copies

All faculty members are responsible for obtaining their own copies of textbooks being used. This is now conveniently done by contacting the publisher; ancillary teaching material can also be requested in this manner. If help is needed in ordering/procuring a text or desk copy, the department administrative assistant is available for assistance. Desk copies must be ordered in a timely manner; companies are not quick to give away their books.

Use of Instructor Authored Works

Please refer to USC System Policy [ACAF 1.34 Use of Self-Authored Materials by Instructor](#) to ensure self-authored works meet USC ethics standards.

FACULTY SENATE

Purpose

The [Faculty Senate](#) is the sole authorized body that represents the faculty. It is charged with formulating the policies concerning the educational practices and standards of the university and of all faculty matters. Its actions are subject to review and approval of the Provost/EVCAA, the USCB Chancellor, the USC President, and the USC System Board of Trustees.

Schedule

The Faculty Senate typically meets once per month during fall and spring semesters. The Faculty Senate is not in session during the summer. The Chancellor, Faculty Senate Chair, or 20% of the membership may call a special meeting when needed.

Membership

All full-time faculty members and professional librarians holding the rank of instructor or above, the Chancellor, the Provost/EVCAA, and any other persons the Senate sees fit to elect.

Committees

Presently, the standing committees of the Senate include the Academic Steering Committee, the Budget Committee, the Courses and Curricula Committee (colloquially abbreviated as "C3"), the Faculty Development Committee, the Faculty Grievance Committee, the Faculty Library Committee, the Faculty

Manual Review Committee, the Faculty Welfare Committee, the General Education Committee, and the Promotion & Tenure Committee. Additional ad hoc committees (e.g., QEP, Student Research and Scholarship Day Committee) are annually formed to address faculty personnel matters and topical issues.

Faculty Senate Chair (2023-25): *Dr. Murray Skees*

Faculty Senate Chair-Elect (2023-24, then 2025-26 as chair): *Dr. Kim Kelley*

The Faculty Chair is elected at the last senate meeting of the academic year, and elections are normally held every two years. The Chair-Elect serves a two-year term concurrently with the current appointed Chair. After the current Chair completes their term, the Chair-Elect is appointed as the Chair for the following two-year term.

Faculty Senate Secretary (2023-2024): *Dr. Eva Smith*

The Faculty Secretary is elected at the last senate meeting of the academic year and serves a one-year term.

For more information

For additional details about the Faculty Senate, its organizational structure, committee descriptions, rules, and bylaws, please refer to Appendices I & II of the current board of trustees approved USCB [Faculty Manual](#).

SUPPORT FOR FACULTY

Building Access

Contact the Administrative Assistant assigned to your department should you need a keys or card access to a building or a classroom.

Center for Teaching and Learning (CTL)

The CTL offers all USCB faculty support in developing innovative teaching practices that support student learning. CTL offers workshops, consultations, feedback on class sessions, pop-up discussions on relevant teaching issues, a monthly newsletter, and resources for planning classes. CTL can also help you in making class materials accessible for students with disabilities. To request CTL services for your classes, email ctl@uscb.edu for access to our Team on Microsoft Teams, where you'll find sample assignments, advice for writing a student-friendly syllabus, and tried-and-true class activities. You can also reach out to CTL's Director, Dr. Sarah Swofford, at swofford@uscb.edu. If you'd like to be involved in CTL, please contact Dr. Swofford.

Department Meetings

Departments conduct regular meetings throughout the academic term and all tenured, tenure-track, and Full-Time instructors are expected to attend. Department meetings are a means to share information, review program curricula, discuss faculty concerns, and evaluate student learning outcomes. These meetings are scheduled by the Department Chair with advance notice.

Faculty Development

The university offers multiple opportunities for faculty development and support of scholarship through institutional and system funding, and dedicated funds provided by the Office of Academic Affairs. Calls

for proposals are announced through email and faculty senate. Application criteria and due date vary throughout the academic year.

Faculty Mentoring

Newly hired faculty with little to no experience teaching in higher education will be included in a faculty first-year experience program. The program is designed to help acclimate the new faculty to the role and provide a formalized means of training, development, and mentoring. Departments may also have mentoring programs within the department. Please consult with your department chair to learn more.

New Faculty Orientation

At the start of each fall and spring terms, new faculty orientation is held for newly hired faculty. This is a one-day orientation to the role of faculty. New hires are notified of date, time, and location.

The university re-oriens returning faculty to review recent academic changes and update faculty on university concerns that impact faculty. This reorientation may be in-person or virtual.

Office and Educational Supplies

Approximately two weeks lead-time is required for ordering supplies. Turn in supply requests to the Department Administrative Assistant.

Research & Scholarship

The university encourages faculty to pursue research and scholarly interests. The university offers internal funding to support these interests. Applications are competitive and peer-reviewed, with committee selections shared with the Provost/EVCAA. Announcements and application deadlines are mutually established by the Provost/EVCAA and Committees.

The USC Office of the Vice President for Research also offers competitive [Internal Funding](#) opportunities for which USCB faculty may be eligible.

Mr. Dave Hall currently serves as the USCB Director of Research and can assist with finding funding sources, and developing proposals. Abby Vaughn in the USCB Business Office works collaboratively with the USC [Office of Sponsored Awards](#) to support compliance requirements of grantors.

Prior to conducting research, faculty must submit an [IRB](#) application and complete training requirements when research involves human subjects or animals. The USC [Office of Research Compliance](#) is a great place to get the information you need to conduct research as a USC System faculty.

Faculty seeking course buy-out for research activities need to familiarize themselves with [Academic Affairs Policy #303](#) for approval process.

Sabbatical Leave

Faculty may apply for sabbatical leave to focus on self-development and scholarly activities. Traditionally, a sabbatical leave may not extend beyond one 16-week academic term and funded to a maximum of 3/4th of base salary for the academic term.

Availability of sabbatical leave may vary from year to year and is contingent upon funding. Each spring, the Provost/EVCAA invites applications for sabbatical leave for the next academic year provided there is funding. Applications are reviewed by the Provost Office and applicants notified of a decision. Sabbatical leave is not guaranteed, nor is it subject to appeal if denied.

University Mail Services

The USCB Mail Room Services, a division of the Auxiliary Services provides collection and distribution of campus mail, delivery of incoming US Mail, processing of outgoing US Mail and delivery of UPS, USPS, FedEx, DHL, and Staples packages.

Campus mail is defined as official University business correspondence issued from University Departments to be delivered to other University Departments (not in the same building). To provide proper delivery, campus mail requires a **full name and a "departmental name & building name (if going to Beaufort and HHI please indicate the campus location)"** Please contact the Mail Room at ext. 8388 for more information concerning University campus mail.

Official Campus Addresses

Bluffton Campus

- US Mail and individual Packages: Bluffton: *USCB, 29 E. Campus Drive, Bluffton, SC 29909*
- Freight: *25 W. Campus Drive, Bluffton, SC 29909*

Beaufort Campus

- All Deliveries (US Mail, Packages, and Freight) *1100 Boundary St, Beaufort, SC 29902*

Hilton Head Island Campus

- All Deliveries (US Mail, Packages, and Freight) *One Sand Shark Drive, Hilton Head Island, SC 29928*

Hours of Operation, Locations, and Contact Information

Bluffton Campus

Mail Room located next to the Campus Store on the ground floor of Broad River

- Academic Year: Monday - Friday 9:00 am to 5:00 pm
- Summer Term: Monday - Friday 10:00 am to 3:00 pm
- Phone 843-208-8388
- Email: uscbmailroom@uscb.edu

Incoming Mail/Packages

All Faculty and Staff US Mail and Packages will be delivered to the applicable offices and building mail rooms within 24 business hours upon receipt of mail and packages. Deliveries are usually between **12:00pm and 2:00pm**, each business day.

Department Mail Pick-Up and Delivery

Hargray

- Chancellor's Suite (Chancellor, VC Academic Affairs, VC Student Life)
- Business Office (VC of Finance, Administration and IT, HR, Cashier's
- Office, Controller, Bursar)
 - Enrollment Services (VC Enrollment Management, Admissions and Registrar)
 - Faculty Mail Room on 2nd floor.
 - OLLI

Science & Technology

- 1st Floor Faculty (Room 142)
- 2nd Floor Faculty (Adm office 2nd floor)

Library

- Main Library (First floor mail room)
- 2nd Floor Faculty (Room 250)
- 2nd Floor Student Success (Room 202)

IT

- 1st Floor offices

Athletics and Recreation

- Copy Room in Office Suite

DPS

- DPS office in

Housing

- Housing office suite

Student Life

- Office suite in Student Center

Facilities and Maintenance

- Copier Room in Warehouse

Beaufort Campus

Mail Room located in the Lobby of 1100 Boundary Street

- All Year Round: Monday - Friday 12:00pm – 4:00 pm
- Phone 843-208-8388
- Email: uscbmailroom@uscb.edu

Incoming Mail/Packages

All Faculty and Staff US Mail and Packages will be delivered to the applicable offices and building mail rooms within 24 business hours upon receipt of mail and packages. Delivery to campus is typically between 4:00pm and 5:00pm.

Department Delivery

CFA

- CFA Office
- OLLI

Sandstone

- Business Office
- Library

Remaining Departments must pick up mail at 1100 Boundary.

Department Outgoing Mail/Packages

- All departments should have outgoing mail prepared and ready for pick up at **4:00 pm** each business day.
- Stamped and metered mail should be separated and sorted into stacks of outgoing USA and outgoing International.
- Postage paid mail should be separated from other mail.
- Mail that is outgoing and hand-delivered to the mailroom will be dropped off at the **Bluffton Main Mail Room** on the next business day at **3:00pm**.

- Mail that is delivered to the mailroom for processing without being prepared properly will be returned to the department. This may delay the processing of mail until the next day.
- If you are waiting for an urgent delivery, express mail from USPS, next day or second day from FedEx or UPS, it usually arrives around 10:30 am that day. If you would like to pick it up in person in the mailroom as soon as it arrives, you can pick up between **12:00pm – 4:00pm**. If not, it will be delivered between **4:00pm and 5:00pm** on the same day it arrives.

Shipping Carrier Information

FedEx Shipping Program

Effective June 1, 2023, all out going FedEx shipments must be processed thru USCB Mail Room in Bluffton. USCB has secured special State of South Carolina FedEx pricing for outgoing shipment from the university that is more cost effective than other carriers (i.e., UPS, DHL).

Guidelines for outgoing FedEx shipments

- Departments no longer use UPS as its shipping vendor.
- FedEx shipments will be processed through the Mail Room. The Mail Room will generate all the label(s) for the box(es)
- Ready to Ship?
 - Include the following shipping info on the box!
 - First and Last Name of Recipient
 - Company Name if Applicable
 - Full Shipping Address
 - Phone Number of Recipient or Company
 - USCB Department for Billing (All shipments will be billed internally)
- Note for all Beaufort and HHI outgoing shipments, please contact cgancio@uscb.edu or call ext:8190.

Other Carrier Information

UPS: Drop off location (prepaid and RMA Labels only)

DHL: Drop off location (prepaid labels only)

Any questions or concerns please contact Charlie Gancio, Director of Auxilliary Services at cgancio@uscb.edu

TECHNOLOGY

Information Technology Services & Support (ITSS)

The Information Technology Services and Support (ITSS) team is committed to providing the technology resources necessary to enhance student learning and meet the objectives of its programs, regardless of the mode of course delivery. We offer technical support for computer hardware, software, classroom technology, telephone and voicemail. In addition, we make lecture capture software and an onsite video recording studio available to faculty, to enhance their teaching experience. Blackboard is the online learning management system (LMS) used to provide course content to students. Blackboard support is offered by opening a ticket through the ITSS [Helpdesk](#) or by calling 843-208-8086.

Multifactor Authentication (DUO)

For an added level of security, Multifactor Authentication is used for several of the systems and applications utilized by USCB. You will need to set up Multifactor Authentication (DUO) before you will be able to access many applications, including Self Service Carolina. To setup your Multifactor Authentication (DUO), please use the directions on the [Multifactor Page](#).



Network Username and Password

As part of your onboarding process, you will have received email notification of your USC Network ID, and directions on how to claim your account. This network username and password is used to access many of the systems and applications utilized by USCB, including Blackboard and your University email. To access these systems, you will need to go through the process of claiming your account. Instructions can be accessed at [Account Claiming for New Hires](#). To reset your password, once you have claimed your account, go to [Forgot ID](#) and follow the step by step instructions to reset your password.

Blackboard

Blackboard is a Learning Management System (LMS) available to the entire University community. Blackboard allows students to engage online in instructor to student, student to material, and student-to-student interactions. Blackboard is a flexible LMS that allows instructors to customize the learning experience to their course objectives, materials, and activities.



Blackboard

This web-based LMS is designed to allow students and faculty to participate in classes delivered online either synchronously or asynchronously. Additionally, Blackboard can be used to distribute materials and activities to complement face-to-face teaching. Blackboard enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center, and more. The degree to which Blackboard is used is left to the discretion of the instructor.

To log into Blackboard, you will use your Network Username and Password. You may access Blackboard through my.uscb.edu or on the [Faculty and Staff](#) page on the USCB website.

If you need Blackboard support, you may check the online Knowledge Base available through the Division of IT at [Blackboard - Getting Assistance](#) or place a service request through the ITSS [Helpdesk](#). Alternatively, you may also call the office at 843-208-8086.

Lecture Capture Software

Lecture capture software is available through *Blackboard Collaborate Ultra*, for faculty to record lectures in preparation of, or during, their lecture. The link to these recorded lectures is made available through Blackboard for students to review part, or all, of a lecture that they may have not understood thoroughly or want to review in more detail. In addition, this lecture capture capability offers closed captioning for students who are hearing impaired. ITSS technicians maintain this application and provide assistance to faculty and students. For questions regarding this lecture capture software, please contact the Helpdesk.

Panopto is a new lecture capture software with great editing features that embedded in Blackboard. With this program, faculty can create and post videos.

Video and Audio Studio

The university has two onsite video production studios available to all faculty and students. These studios are located on both the Bluffton and Hilton Head Island campuses. Led by an ITSS staff member, faculty and students are able to record lectures, vignettes, or discussions to be used to enhance instruction or to provide information to the university community. The Bluffton Campus also houses the Innovative Media Lab where students can obtain hands-on instructor-led experiential learning with state-of-the-art video editing stations, podcasting equipment, and industry standard video production equipment. Adding video to an online class or in your Blackboard content, can add another interesting element to your class to further engage students and enhance their learning experience. If you are interested in talking to ITSS's onsite Studio Production Lead, please call 843-208-8086 or put in a ITSS request with the [Helpdesk](#).

Classroom Equipment

All classrooms on the USCB campuses are equipped with a projector, Blu-Ray/DVD player, computer, laptop connections, document camera, internet access and instructor podium. Additionally, each classroom contains a web camera for use with the Blackboard Collaborate Ultra classroom lecture capture software. Many of the most widely used classrooms also have Smart Boards which give students and faculty additional opportunities for sharing information from personal devices in an instructional setting. Three multimedia video conferencing classrooms also contain additional technology that allows students and faculty to collaborate across campuses and geographies. ITSS offers training on the classroom technology to all faculty in scheduled one-on-one sessions and at the beginning of each semester. Instructions for operating the classrooms technology is posted at the podium in each classroom.

Network Access

The University provides a secure, scalable network for faculty, staff and students. Wired network access is provided in all student housing and academic buildings. Complementing the wired network is a wireless infrastructure that covers all buildings on all three campuses and most greenspace. You may access the public wireless without logging in, but please note that this is an open network. All university-owned devices will automatically connect to our secured internal wireless network. To report an outage, please call 843-208-8086 or put in a ITSS request with the [Helpdesk](#).

Microsoft Office 365

Microsoft Office 365 provides cloud-based access to a suite of Microsoft software as USCB employee. All employees have access to Microsoft Office 365 using your Network credentials.



Key Features

- Official University Faculty/Staff and Student email
- Installation and use of Microsoft Word, Excel, PowerPoint and Outlook for free
- Windows users can also download Access, OneNote and Publisher
- Can be installed on up to five Macs or Windows computers and five mobile devices
- Includes spam and malware protection

If you have difficulty logging into your email, try resetting your password. To reset your password, please go to [Forgot Password](#) and follow the step by step instructions. When setting a new password, please be sure to follow the password restrictions for setting a secure password.

Faculty/Staff Email

All faculty and staff receive a University email account as part of the onboarding process and is the email required for communication related to university business.

Audio/Visual Equipment

If audio/visual equipment, other than what is available in the classroom is needed, please submit a [Helpdesk](#) Request at least two weeks in advance of your need. Your request will be reviewed and someone from the technical team will follow up with you.

Video Conferencing Services

USCB Faculty have access to video conferencing through dedicated conferencing spaces located on all three USCB campuses. Additionally, employees have access to collaborate through Microsoft Teams with no additional cost to departments. Video conferences can be conducted with students, faculty, and staff. You can chat with your colleagues, or schedule large-scale meetings with users both inside and outside the University. If you have any questions on how to use Microsoft Teams, please open a ticket with the [Helpdesk](#).

Telephone Usage Basics (Table 3)

Table 3

Calling....	Dial....
On-campus Staff/Faculty (from campus phone)	Last four digits
On-campus Staff/Faculty (from off -campus)	208 + last four digits (for Bluffton campus), 521 + last four digits (for Beaufort campus). If calling either campus from an out of state location, please dial area code 843.
Beaufort Campus Switchboard Operator	8000
Bluffton Campus Switchboard Operator	8000
Hilton Head Island Campus Switchboard	8000
Beaufort/Bluffton/Hilton Head Local Calling Area	9+ area code + seven digit number
Long Distance	7+9+1+area code + seven digit number
International Direct*	9 + 011+ country code + city code + number
Other USC Campuses (from campus phone)	
USC Aiken	7+56 + last four digits
USC Columbia	7+77 + last four digits
USC Lancaster	7+76 + last four digits
USC Salkehatchie (East, Walterboro)	7+51 + last four digits
USC Salkehatchie (West, Allendale)	7+58+ last four digits
USC Upstate	7+52 + last four digits
USC Sumter	7+55 + last four digits
USC Union	7+54 + last four digits

*The designated telephone must be enabled for international phone calls.

USCB LIBRARY

Mission

The mission of [USCB Library](#) is to support the educational goals of the University South Carolina Beaufort (USCB) as expressed in its programs and curriculum. The [USCB Library](#) accomplishes its mission by teaching information literacy and research skills, building and maintaining comprehensive collections of physical and digital resources, supporting research and creative scholarship, providing virtual and physical access to collections, and providing spaces for student study and engagement.

The university has library locations at each of its three campuses. The library on the Beaufort Campus is in the Sandstone Building, the library space on the Hilton Head Campus is located on the second floor of the Hilton Head Hospitality Center (HHHC), and the main library is located at the Bluffton Campus on the first floor of the library building.

Librarians are also available virtually. To access the library catalog, virtual collections, research guides, view current hours, contact a librarian, and to request services, visit the [USCB Library](#) website.

The Collections

USCB Libraries offers an onsite collection of over 90,000 print books, access to over 500,000 e-books, 200,000+ online journal collections, and access to millions of items through our reciprocal agreements with other academic and public libraries. The Bluffton Campus library features a comprehensive general collection, special collections, and the South Carolina state documents repository, and a young adult literature collection. The Beaufort Campus library features a general collection, the Beaufort College Collection of historic local and regional books, and a visual arts collection.

Research Support

As USCB faculty, you have access to books, articles, journals, databases and other research materials not only from our library, but also from the USC system libraries, other academic libraries throughout the state (through the [PASCAL consortium](#), i.e., the Partnership of South Carolina Academic Libraries), through the Low Country Library Federation agreement maintained with the [Technical College of the Lowcountry](#), and the [Beaufort County Public Library](#), and other library collections through [Interlibrary Loan](#). [Research and Instruction Librarians](#) are also available to assist you with your research either in-person or virtually at your convenience.

Faculty may borrow an unlimited number of library materials for the duration of one semester using your Sand Shark ID card. Library materials may be renewed online through your library account, which is accessible when you sign into the library catalog with your USCB network username and ID.

Research and Information Literacy Instruction

The Research and Instruction Librarians will partner with you to develop in-person instruction, virtual instruction, and [research guides](#) tailored to your course and/or discipline. Library instruction is most effective when delivered at the point of need and when tied to a graded assignment. Please fill out the [Faculty Request for Instruction form](#) or contact your [departmental library liaison](#).

Liaison Librarians

One Research and Instruction Librarian serves as a liaison to a department. Your liaison librarian will serve to be your communication channel with the library. For more information about the liaison role and to view the departmental liaison list, see the [Teaching Resources for Faculty Guide](#).

Course Reserves

Faculty members may place library or personal materials on reserve at each library. Complete this [course reserve request form](#) or visit a circulation desk. All materials will be taken off reserve at the end of each semester.

Faculty Purchases

Faculty members, both full-time and adjunct, are urged to participate in recommending the acquisition of new materials for the library. The departmental liaison librarian works closely with faculty to build subject area collections. Complete this [form](#) to request new materials.

Open Educational Resources

As part of the university's efforts to increase faculty and student access to Open Educational Resources (OER), the Bluffton Campus Library features a print collection of selected OER. Consider reviewing this collection in addition to reviewing the [OER guide](#) when making your textbook adoptions for your introductory courses. In addition, contact your liaison librarian if you need additional support locating or discussing OER options.

Scholar Commons

[Scholar Commons](#) is the institutional repository of the University of South Carolina system. Its goal is to preserve, collect, and disseminate the research and scholarship of the university. Faculty are encouraged to submit their scholarship to the USCB Library for inclusion in Scholar Commons.

For more information about USCB Library resources for faculty, take a look at the [Teaching Resources for Faculty guide](#).

PERSONNEL MATTERS

Annual Course Observation

As an institution whose primary mission is to teach, it is important to provide feedback related to effective teaching. Per [USCB Academic Affairs Policy 302](#), all USCB faculty shall be observed by the Department Chair or faculty peer in the first semester and annually thereafter. Additionally, faculty may choose to have any faculty observe their teaching or request a classroom observation through the Center for Teaching and Learning, separate and distinct from the supervisor's observation. The observation shall provide written formative feedback and it is at the faculty's discretion to include this feedback in promotion and tenure files.

Annual Performance Evaluation

Faculty are evaluated for their performance annually by the Department Chair. The performance evaluation reflects quality of work conducted during the calendar year. Faculty are requested to provide a summary of teaching, scholarship, and service to the Department Chair for consideration in the annual performance evaluation. See Figure 1.

Figure 1



Academic Affairs staff are evaluated annually by the immediate supervisor using EPMS. The performance evaluation reflects the quality of work conducted during the calendar year and are completed no later than February 1 for the preceding year.

On-Boarding New Faculty

Each new employee will receive a “Welcome” email providing instructions on ‘**how to complete your hire**’. This is a time sensitive task that triggers all other required onboarding tasks. All employment offers are contingent on the satisfactory completion and verification of both the federal I9 process (verifying identity, eligibility and work authorization) and USC’s required background screening. The [Onboarding Checklist](#) provides a comprehensive overview of all onboarding tasks, where they will come from, and when they are due.

Benefits/Insurance

Benefits and Insurance are selected during on-boarding process. Faculty can adjust benefits during open enrollment, conducted each fall. Please ccontact Human Resources at HR@uscb.edu for more information.

Time/Labor and Attendance Management

USCB employees utilize the Time and Absence System to access online timesheets. All sick leave and annual leave hours must be reported through the HCM PeopleSoft system. For more information please contact Human Resources at HR@uscb.edu. All faculty areexpected to report sick leave for classes missed due to illness. If a faculty member misses an entire day of class, the reported leave should be 7.5 hours.

Hazardous Weather

In thevent of hazardous weather that necessaitates campus closure, these days require the approval of the Governor to be paid days. For more information, please review the [Hazardous Weather & Emergency Policy](#).

Holidays

The following holidays are normally observed by The USC System. On these days, the university is closed.

January	May	July	September	November	December
New Year's Day	National Memorial Day	Independence Day	Labor Day	Thanksgiving Day	Christmas Eve
Martin Luther King, Jr. Day				Day after Thanksgiving	Christmas Day
					Three additional December Holidays* (3)

*Other State and National holidays are incorporated into the December holiday. These include: President's Day, Confederate Memorial Day, and Veterans Day. The University is open and classes are scheduled on these days.

Payroll

All new employees are paid on a lag period. A pay lag means that earnings for the first half of the month will be paid at the end of the month – and earnings for the second half of the month will be paid the following month on the 15th day. For example, if you were to start work on August 16, you would receive your first paycheck on September 15. All University employees are ordinarily paid twice a month: on the 15th day and the last day of each month.

Questions about payroll and other personnel matters should be sent to HR@uscb.edu.

Sand Shark Faculty ID

You may have your Faculty ID made as soon as you have completed the HR onboarding process. This can take 2-3 weeks after your hire date. Your Sand Shark ID also serves as your Carolina Card. If you choose to, you may add money to this card through Self Service Carolina and use it as a declining balance card for purchases in dining or the bookstore. You can use your ID to access the Fitness Center and Dining Services on the campuses and events on the USC Columbia Campus.

To have your ID made, you will need to have either a driver's license, military ID, or passport with you at the time of ID creation. or the [ITSS](#) suite located in the Library of the Bluffton Campus.



PUBLIC SAFETY

The Department of [Public Safety/University Police](#) (DPS) oversees public safety on all campuses and is available 24/7 at 843-208-8911. In addition, DPS is responsible for [Clery Reports](#) and emergency management of campus operations.

DPS works closely with federal, state and local public safety partners to maintain a safe environment to study, learn and work. DPS consists of sworn state police officers and public safety personnel. You may see them on-foot or in golf carts and motor vehicles as they patrol the campus.

Emergency Contact Information

Bluffton Campus

For maintenance emergencies, call (843) 208-8016. For any other emergency during normal working hours from 8:30 a.m. to 5:00 p.m. please dial (843) 208-8911. After normal working hours from 5:00 p.m. to 11:30 p.m., the emergency should be reported to the Department of Public Safety, (843) 208-8911.

Beaufort Campus

For maintenance emergencies, call (843) 521-4140 between the hours of 7:00 a.m. and 3:00 p.m. After working hours from 3:00 p.m. to 11:00 p.m., the emergency should be reported to the Department of Public Safety at (843) 521-3189.

Hilton Head Island Campus

For maintenance emergencies during work hours call (843) 208-8040. For any other emergency during normal working hours from 9:00 a.m. to 4:00 p.m. please dial (843) 208-4911. After normal working hours (after 4:00 p.m.) the emergency should be reported to the Department of Public Safety, (843) 208-8911.

Shark Alert

Each week the campus tests the emergency alert system at noon. You will hear the *Jaws* themed alert called overhead through the emergency alert system.

Classroom Safety

All classes are equipped with an emergency button that silently calls DPS for help in urgent and emergent situations. These emergency buttons are located underneath classroom instructional desks.

In the event there is an unsafe situation in the classroom, use the emergency button or call DPS at x8911. When calling, be sure to identify your name, location, and perceived threat. DPS will respond and determine the need for a [Campus Lockdown](#).

When confronted by a person who may be an immediate threat to themselves or others, call for help and attempt to de-escalate the situation, if possible.

1. Stay calm
2. Use a soft and reassuring tone of voice
3. Use active listening skills
4. Be mindful of non-verbal behaviors that could be perceived as aggressive (see Figure 2)

Figure 2

HOW TO RESPOND TO AN ACTIVE SHOOTER



RUN

HAVE ESCAPE ROUTE AND PLAN IN MIND; LEAVE YOUR BELONGINGS BEHIND; KEEP YOUR HANDS VISIBLE



HIDE

HIDE IN AREA OUT OF SHOOTERS VIEW; BLOCK ENTRY TO YOUR HIDING PLACE AND LOCK THE DOORS; SILENCE YOUR CELL PHONE



FIGHT

FIGHT BACK AS A LAST RESORT AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER; ATTEMPT TO INCAPACITATE THE SHOOTER; ACT WITH PHYSICAL AGGRESSION

How to respond when law enforcement arrives

- Remain calm and follow instructions; put down any items in your hands (i.e. bags, jackets).
- Raise hands and spread fingers.
- Avoid quick movements towards officers or holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

PROFILE of an active shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.



RAVE
Guardian App

Download on the App Store
GET IT ON Google Play

CHARACTERISTICS of an active shooter

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.



CALL 9-1-1 WHEN IT IS SAFE TO DO SO
(843) 208-8911 • UNIVERSITY OF SOUTH CAROLINA BEAUFORT



Firearms

Firearms are **prohibited** in all campus buildings, whether concealed or unconcealed.

Severe Weather Alert While On-Campus

In the event of a weather emergency, such as a Tornado Warning, you will be notified via shark alert to seek shelter indoors. This notification will be put out over the mass notification system audibly, be posted on theUSCB website and through campus notification systems to include text messages, email and official social media platforms.

Parking

Parking Decals are free of charge and are required to park on campus. You may register to get your [Parking Decal](#) any time. You may also request additional decals if you use different vehicles to travel to campus. Decals can be picked up in the lobby of the Hargray building at the Campus Operators desk Monday-Friday from 8:30am – 5:00pm. Decals are valid for a period of 5 years.

PURCHASING AND TRAVEL

Procurement Cards

Procurement Cards are available for full time employees of the University where a need exists within the department and where approved by the Department Chair. Cardholders must submit monthly statements with all sales slips, register receipts, and/or Purchasing Card slips as backup within PeopleSoft by established monthly deadlines. The Procurement Card expense reports are approved by the cardholder and department head within the PeopleSoft system. For more information please contact the Business Office at (843) 208-8137.

Purchase Orders

Departments may make purchases through a purchase order by submitting a purchase requisition in PeopleSoft. Purchases over \$10,000 must be made with the assistance of the Business Office by following South Carolina's procurement code through State Contracts, competitive bids, or a sole source. Requisitions must be completed with the appropriate vendor selected, detailed item descriptions, and vendor quote attached. Once approved by the department, the requisition is sent to the Purchasing Office. Purchasing will issue a Purchase Order to the vendor. For more information, please contact the Business Office at (843) 208-8137.

Certain small purchases may be placed with the use of a procurement card. These purchases will depend on policy, availability of the cardholder, and availability of funds on the card. It is important to plan ahead in order to ensure there is time for your order to be placed and processed.

Travel

USC Beaufort follows all University of South Carolina system policies and procedures for Travel approval and reimbursement. Travel requests for employees should be submitted through PeopleSoft via a Travel Authorization prior to the trip. All reimbursements shall be submitted via a Travel Expense Report with itemized receipts within 30 days of the return from the trip. Students and guests follow a separate travel authorization process. Below are links to policies and procedures.

Please check with your department administrative assistant or the Business Office prior to incurring travel expenses to ensure proper reimbursement. For details and the most up-to-date information about

travel policies, reimbursement rates, forms, etc., please go to the [USC Travel site](#).

University Vehicle Use

The University has a small fleet of vehicles that may be available for travel, as well as a local vendor to rent a vehicle for university approved travel. Please consult with your Administrative Assistant about options.

Official Travel

Official travel is when faculty and staff are away from the University for the purpose of conducting university-related business or professional development.

Categories of Expenses

- Transportation (i.e., air, mileage, rental car, taxi, etc)
- Subsistence (i.e., lodging and meals)
- Other Expenses

Whenever you travel on University business, there are two digital forms that are required. The first is the **Travel Authorization Form**. It must be completed before you travel. The second form is the **Expense Report**. You must complete it after you return from your trip. The [USC Travel Quick Reference Guide](#) provides examples to assist you in this process.

Completing a Travel Authorization Form (TA)

Please note that the PeopleSoft Finance system can only be accessed from our secure networks. If you are not accessing the links from a desktop on campus you may need to log into the Cisco AnyConnect VPN prior to being able to log on.

- Begin by logging in at <https://finance.ps.sc.edu>. See Figure 3.

Figure 3

UofSC South Carolina

UofSC Central Authentication Service (CAS)

Login Credentials Required

Network Username/VIP ID

Password:

LOGIN

If you receive an ACCESS DENIED message, visit [myaccount.sc.edu](#) and setup multifactor authentication under the Account Settings field.

For security reasons, please **log out** and exit your web browser when you are done accessing services that require authentication.

HR, Payroll, & Finance Systems (PeopleSoft)

UofSC Authentication System

If you have signed up for MFA, please enter one of the following to login:

Network Username - the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

VIP ID is an eight digit number. Currently faculty, staff, and students can find their VIP ID [here](#). Admitted students can find their VIP ID in their acceptance materials.

Blackboard Auxiliary ID - allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

cas-prod3

- Click Main Menu
- Employee Self Service > Travel and Expenses > Travel Authorizations > Create/Modify (See Figure 4)

Figure 4

Create Travel Authorization

Skip Stone

*Business Purpose

*Description

Default Location

*Date From *Date To

[Attachments](#)

Projected Expenses [?](#)

[Expand All](#) | [Collapse All](#) Add: [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Expand All](#) | [Collapse All](#)

- Fill out the header information
 - Description – a brief title of the travel (ex: Conference in Arizona)
 - Select the magnifying glass by Default location to select in state, out of state, or foreign
 - Input the date leaving and the date returning
 - Add attachments such as conference information, hotel reservation, etc.
- Select “Quick Fill” to select the types of anticipated expenses
- Fill in a description for each expense category selected. Be as descriptive as possible. Under Actions at the top right, select “Default Accounting” and click Go
- If the accounting information is correct, click ok. If you are using a different fund number, input it now.
- Click Summary and Submit.
- Check the box certifying that all expenses comply with University and State policies.
- Click Submit for Approval.
- On the box that pops up, click Ok.

Estimated Cost

To estimate allowable meal reimbursement for domestic travel please use the following:

As of March, 2022, the employee will be reimbursed for the actual expenses incurred in obtaining meals except that such cost shall not exceed \$35.00 per day for in-state meals and \$50.00 per day for out-of-state meals. The time limitations for breakfast will not apply for overnight trips when returning early in the morning. Please refer to Table 4.

Table 4

Time of Departure	Time of Return	Meal	In-State	Out-of-State
Before 6:30am	After 11:00am	Breakfast	\$8.00	\$10.00
Before 11:00am	After 1:30pm	Lunch	\$10.00	\$15.00
Before 5:15pm	After 8:30pm	Dinner	\$17.00	\$25.00
All Day	All Day	All Meals	\$35.00	\$50.00

NOTE: The University does not reimburse meals for individuals conducting travel in one day.

Foreign Travel Meals - If receipts are not provided, only the maximum daily rate for meals as established by the Federal Government for travel in foreign areas can be claimed. When claiming reimbursement for actual expenses of meals that exceed the daily rate, receipts are required.

Note: The rates listed include an amount for incidental charges. This amount cannot be included in the meal reimbursement request. (Incidental expenses must be accounted for under "other expenses" on the TRV).

Dependents Accompanying Employee

Whenever you travel, keep in mind that if a dependent, such as a spouse or child, accompanies an employee on an authorized business trip, only the employee's expenses will be reimbursed. If the hotel rate differs from single occupancy rate only the single rate will be reimbursed. If the hotel rate is the same for single or double occupancy, certification of that must be provided either in writing from the hotel or from the conference room reservation information which may indicate single and double rates. Providing this documentation is the responsibility of the traveler.

Reimbursement in Foreign Currency

When claiming reimbursements for expenses that are in foreign currency, the expense report should be completed in U.S. dollars, and the exchange rate should be documented.

Completing the Expense Report

The **Expense Report** can be found by logging in at <https://finance.ps.sc.edu>.

- Click Main Menu
- Employee Self Service Travel and Expenses > Expense Reports > Create/Modify
- To create a new expense report, ensure that your USCID is filled in the box and click “Add” (See Figure 5).

Figure 5

The screenshot displays the 'Create Expense Report' interface on the University of South Carolina's finance portal. At the top, there's a search bar and a 'Skip Stone' button highlighted with an orange box. Below this, the form is divided into several sections. The first section contains fields for 'Business Purpose' (set to 'Employee Travel'), 'Report Description', 'Reference', 'Default Location', 'Trip Location', 'Date From', 'Date To', 'Attachments', and 'Notes'. A 'Quick Start' dropdown and a 'GO' button are also present. The second section, titled 'Expenses', shows a table for adding individual expenses. The table has columns for 'Date', 'Expense Type', 'Description' (with a 254 character limit), 'Payment Type', 'Amount' (currently 0.00), and 'Currency' (USD). The total amount is displayed as 0.00 USD. Navigation links like 'Expand All' and 'Collapse All' are visible at the bottom of the table.

- On the top right corner is a drop box labeled “Quick Start”. Select “A Travel Authorization” and click “Go” to be taken to the Travel Authorization selection page.
- You will be able to select your approved Travel Authorization and bring the estimates over into the expense report.
- From here, begin adjusting each line to the actual expenses to match your receipts.

Air Travel Expenses – The ticket number must be provided in the field within the expense report. You must also attach a paid receipt that shows the full itinerary and ticket number. The receipt cannot just show a total due, but must show the method of payment. If the airfare was paid to the Travel Vendor (ex. Island Travel) do **not** include the cost on your reimbursement.

Hotel and Lodging – The maximum hotel cost per night is \$300. Anything in excess will not be reimbursed. Please also remove any food or excess charges that may be on the bill. An itemized, paid invoice must be attached showing the nightly rate and any taxes that were charged.

Meal Expenses – The time leaving home base on the first day and the time returning on the last day must be included. Please use the per diem table 4 to calculate all costs. A copy of your conference agenda must be attached showing any meals that were included with your registration.

Table 4

Time of Departure	Time of Return	Meal	In-State	Out-of-State
Before 6:30am	After 11:00am	Breakfast	\$8.00	\$10.00
Before 11:00am	After 1:30pm	Lunch	\$10.00	\$15.00
Before 5:15pm	After 8:30pm	Dinner	\$17.00	\$25.00
All Day	All Day	All Meals	\$35.00	\$50.00

Mileage expenses – If your mileage is more than 500 miles roundtrip, a justification will need to be attached along with a quote for airfare showing the time/cost benefit of flying. Any reimbursement will be limited to the most economical mode.

- Prior to submitting, ensure that all appropriate documentation has been attached. Once you are ready to submit, click “Summary and Submit” on the top right corner.
- Check the box certifying that all expenses comply with University and State policies.
- Click Submit for Approval.
- On the box that pops up click OK.

STUDENT SUCCESS

The Student Development Division manages academic and social-emotional support efforts for students on all campuses. Office hours are available at the Bluffton and Beaufort Campuses. It is led by Dr. Angela Simmons, Vice Chancellor for Student Development.

Academic Support

Academic Support is a service within the Student Success Center that exists to help students reach their academic goals. The following programs are supported:

- Tutoring, a program offering free tutoring, up to 2h per week per subject in a number of general education courses. Note: tutor schedules fill up fast so it is best to encourage access early in the semester.
- Academic Coaching, a program that helps struggling students develop skills to promote success in college.
- Early Alert, a program to report academically at-risk students early in the semester.
- Academic Workshops, a program that supports academic well-being of students.
- Placement Testing, a program that assesses proficiency in foreign language and mathematics.

For more information, contact Academic Support at academicsupport@uscb.edu or x8049.

Counseling and Accessibility Services for Students

Counseling Services are available to all currently enrolled students for the purpose of increasing students' academic success and personal development through the promotion of health and wellness. College counseling services are designed to assist students with addressing the difficulties they may encounter as they go through times of transition. There is no additional charge to students for counseling services. Students contact us at counseling@uscb.edu to schedule an appointment.

Faculty may notify Counseling Services of students experiencing serious difficulties, threats to safety, well-being or academic performance by submitting a [Student of Concern Referral](#). Student of Concern referrals are addressed by a team of USCB personnel. This referral may be submitted anonymously and should be submitted as soon as the faculty is aware of the concern.

Accessibility Services partners with students, faculty, and staff to facilitate disability access essential to advancing an inclusive campus experience. Access and accommodations ensure equal opportunity for students with disabilities to participate in all programs, activities and services designed to transform our students into global citizens.

Accessibility Services facilitates services and accommodations to meet the various needs of students with disabilities at the university, in accordance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

Students are responsible for providing a copy of their USCB Accommodation letter and making arrangements for accommodations for each course. If a student requests accommodations without providing the USCB Accommodation letter, please advise the student that the USCB Accommodation letter is necessary. However, if the disability is obvious and the request is reasonable, you can provide the accommodation while waiting for the USCB accommodation letter.

Sample Syllabus Statements are available on the [Accessibility Services website](#) under [FAQ's](#). An Accessibility Services counselor is available for faculty consultation at 843-208-8375.

New Student and Transition Programs

The [Office of New Student and Transition Programs](#) was created to help new students - both freshman and those transferring from other academic institutions - become oriented and have a smooth entry into life as a Sand Shark. The office oversees new and transfer student registration and orientation, family programs, and UNIV B101 courses. For more Information contact Director Laura Bessent at lbessent@uscb.edu or x8024.

Student Access to Computers and Software

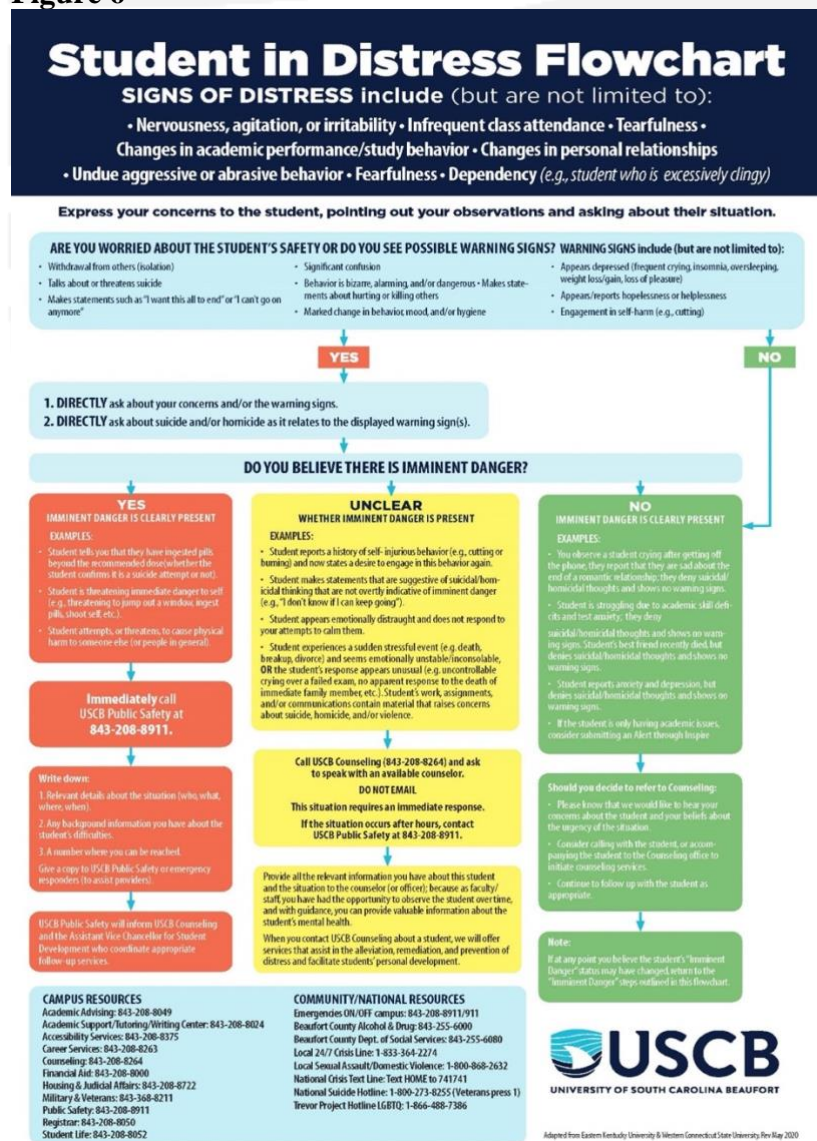
Computers for student use are available in the libraries on the Bluffton and Beaufort Campuses and in common areas on the Hilton Head Island Campus. Computer classrooms are also available across all three campuses. These computers have Microsoft Office, QuickBooks, Matlab, and SPSS software available.

Although most students have personal computing devices, these computers, and the corresponding software, are made available for students who need them or may need the additional resources available on these computers. Additionally, students may print by using the library computers located on each campus. As a USCB student, all students have access to Microsoft Office 365.

Students in Distress Flowchart

The Office of Student Development has provided a helpful guide for faculty and staff to respond to students in distress (Figure 6).

Figure 6



Student Grievance Policy

Principle

Federal Requirement 12.4 of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) mandates that “the institution (a) publishes appropriate and clear procedures for addressing written student complaints, (b) demonstrates that it follows the procedures when resolving them, and (c) maintains a record of student complaints that can be accessed upon request by SACSCOC.”

Policy

The procedures to resolve a conflict or submit a formal grievance when the student believes he or she has been treated unjustly or improperly by a faculty or staff member are found in [Student Development Policy #539](#).

Student Rights and Responsibilities

Students have rights and responsibilities as member of the university community. [Student Rights & Responsibilities](#) apply to all students enrolled at the university as well as student organizations recognized by the university.

Writing Center

USCB’s Writing Center offers writing support for any kind of writing assignment, at any stage of the writing process, in any course at USCB. The undergraduate peer tutors in the Writing Center can help students with all kinds of writing—from traditional essays to multimodal or digital writing assignments (including documents that mix text and images or videos, like infographics, flyers, videos, podcasts, etc). Faculty are warmly encouraged to remind students that the Writing Center can help them brainstorm ideas, refine their thesis/argument, organize their ideas, incorporate evidence, consider audience perspectives and responses to their work, polish their drafts, and much more.

Students can book a one-on-one appointment with a writing tutor [through our website](#), or they can drop by Library 219 for an in-person walk-in appointment if the tutors are available. The Writing Center offers both in-person (in Library 219 on the Bluffton campus) and virtual (synchronous) appointments for any enrolled student at USCB. Tutors in the Writing Center are hired after they take a 3-hour course in writing pedagogy (English B470), and they continue their professional development through a 1-hour practicum with the Director each week.

The Writing Center also hosts semesterly “Write-Ins,” a late-night writing studio event, where students can gather to socialize and write with on-demand help from the Writing Center tutors (and snacks!). The Writing Center schedule changes on a semesterly basis, based on the availability of our tutors, and is announced the first week of class via email and hard copy flyers. If faculty would like to have a peer tutor visit their class, or if you’d like to share a writing assignment with the tutors, please contact Dr. Sarah Swofford @ swofford@uscb.edu.

COMMENCEMENT AND CONVOCATION

Commencement

The university holds two ceremonies each year. A ceremony is held at the conclusion of the Spring term for Spring and summer graduates and each December for fall graduates. The dates and times for Commencement ceremonies are listed in the academic calendar annually. Faculty are expected to march with academic regalia and cap in at least one Commencement ceremony annually.

Convocation

Convocation is annual ceremony held at the beginning of the fall term. The ceremony is jointly offered by Academic Affairs and Student Development. Faculty are expected to attend in academic regalia (no cap) at Convocation.

Appendix A

Weekly Schedule Teaching & Office Hours [TERM]

Faculty Name
Office Location & Campus
Office Phone
Email

My preferred name is

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES				ONLINE	
<i>Students are encouraged to schedule appointments during office hours. Walk-in students will be accommodated as time permits</i>					

Weekly Schedule Teaching & Office Hours [TERM]

Faculty Name
Office Location & Campus
Office Phone
Email

My preferred name is

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES				ONLINE	
<i>Students are encouraged to schedule appointments during office hours. Walk-in students will be accommodated as time permits.</i>					