

FACULTY QUICK-HELP GUIDE

AUGUST 2025

OFFICE OF ACADEMIC AFFAIRS



SEMESTER TO-DO LIST

TO-DO	DUE DATE*
<p>1. <i>Annual CV Update</i></p> <ul style="list-style-type: none"> ▪ Submit revised and dated CV to your Administrative Assistant (AA) and communications@uscb.edu 	<p>August 22nd</p>
<p>2. <i>Office Hours</i></p> <ul style="list-style-type: none"> ▪ Publish Office Hours on each Course Syllabus ▪ Post Office Hours outside of your office ▪ Provide your AA with a copy of your office hours 	<p>August 22nd (Fall) & January 12th (Spring)</p>
<p>3. <i>Course Syllabi</i></p> <ul style="list-style-type: none"> ▪ Upload Course Syllabus in each Blackboard Course ▪ Provide your AA with an electronic copy of each course syllabus 	<p>August 22nd (Fall) & January 12th (Spring)</p>
<p>4. <i>Book Adoptions</i></p> <ul style="list-style-type: none"> ▪ Submit textbook adoptions to the Shark's Cove Bookstore 	<p>March 15th (Summer) March 31st (Fall) September 15th (Spring)</p>
<p>5. <i>Annual Self-Evaluation</i></p> <ul style="list-style-type: none"> ▪ Submit self-evaluation to Department Chair 	<p>February 2nd</p>

* Due Dates are approximate. Please consult with your Department Chair to determine if the department has established a modified calendar.

ACADEMIC HONOR CODE



KEY TAKEAWAYS

- The Academic Honor Code is an essential element in teaching and learning. Faculty guide students in the pursuit of academic excellence, and by extension, intellectual honesty.
- Students have a right to due process: Faculty must notify the student of the alleged misconduct within **five (5) days** from date identified.
- Academic misconduct includes actions such as: bribery, cheating, lying, plagiarism, unauthorized access to exams or university software systems.



WHY IS THIS IMPORTANT FOR ME?

- All faculty share responsibility to promote a learning environment that values intellectual honesty.



HELPFUL RESOURCES

- [Academic Affairs Policy #309](#)
- [Academic Misconduct Reporting Form](#)



PEOPLE AND PLACES

Chair, Academic Integrity Committee
Dr. Lisa Ciresi
ciresi@uscb.edu
x8215

Ombudsman
Dr. Summer Roberts
smcwilli@uscb.edu
x8353

LIBRARIES



KEY TAKEAWAYS

- Departments have assigned Research and Instruction Librarians.
- The Librarians are happy to embed themselves in your course, when requested.
- The Libraries are a gathering place to connect, study, and create.



WHY IS THIS IMPORTANT FOR ME?

- The Libraries are an invaluable resource for students, faculty, and staff.



HELPFUL RESOURCES

- [USCB Libraries](#)
- [USCB Makerspace](#)



PEOPLE AND PLACES

Director of Libraries
Dr. Kim Kelley
kk27@uscb.edu
x8025

WHO OUR STUDENTS ARE



KEY TAKEAWAYS

- USCB is home to a large number of students who come from educationally and environmentally disadvantaged backgrounds.
- Primarily from the state of South Carolina.



WHY IS THIS IMPORTANT FOR ME?

- Student retention is multi-factorial, but a key strategy is creating faculty-student connections and meaningfully engaging them as partners in their educational journey.



HELPFUL RESOURCES

- Worried about a student? Complete a [Student of Concern Report](#)
- [24/7 Live Student Support](#)
- [Students Rights and Responsibilities](#)



PEOPLE AND PLACES

Academic Advising
advising@uscb.edu
x8049

Academic Support
academicsupport@uscb.edu
x8049

Accessibility Services
accessibility@uscb.edu
x8375

Campus Recreation
llogue@uscb.edu
X8360

Career Services
careerservices@uscb.edu
x8263

Counseling Services
counseling@uscb.edu
x8049

Housing & Student Conduct
housing@uscb.edu
x8722

New Student and Transition Programs
lbessent@uscb.edu
x8024

Student in Distress Flowchart

SIGNS OF DISTRESS include (but are not limited to):

- Nervousness, agitation, or irritability • Infrequent class attendance • Tearfulness •
- Changes in academic performance/study behavior • Changes in personal relationships
- Undue aggressive or abrasive behavior • Fearfulness • Dependency (e.g., student who is excessively clingy)

Express your concerns to the student, pointing out your observations and asking about their situation.

ARE YOU WORRIED ABOUT THE STUDENT'S SAFETY OR DO YOU SEE POSSIBLE WARNING SIGNS? WARNING SIGNS include (but are not limited to):

- Withdrawal from others (isolation)
- Talks about or threatens suicide
- Makes statements such as "I want this all to end" or "I can't go on anymore"
- Significant confusion
- Behavior is bizarre, alarming, and/or dangerous • Makes statements about hurting or killing others
- Marked change in behavior, mood, and/or hygiene
- Appears depressed (frequent crying, insomnia, oversleeping, weight loss/gain, loss of pleasure)
- Appears/reports hopelessness or helplessness
- Engagement in self-harm (e.g., cutting)

YES

NO

1. **DIRECTLY** ask about your concerns and/or the warning signs.
2. **DIRECTLY** ask about suicide and/or homicide as it relates to the displayed warning sign(s).

DO YOU BELIEVE THERE IS IMMINENT DANGER?

YES

IMMINENT DANGER IS CLEARLY PRESENT

EXAMPLES:

- Student tells you that they have ingested pills beyond the recommended dose (whether the student confirms it is a suicide attempt or not).
- Student is threatening immediate danger to self (e.g., threatening to jump out a window, ingest pills, shoot self, etc.).
- Student attempts, or threatens, to cause physical harm to someone else (or people in general).

**Immediately call
USCB Public Safety at
843-208-8911.**

Write down:

1. Relevant details about the situation (who, what, where, when).
 2. Any background information you have about the student's difficulties.
 3. A number where you can be reached.
- Give a copy to USCB Public Safety or emergency responders (to assist providers).

USCB Public Safety will inform USCB Counseling and the Assistant Vice Chancellor for Student Development who coordinate appropriate follow-up services.

UNCLEAR

WHETHER IMMINENT DANGER IS PRESENT

EXAMPLES:

- Student reports a history of self-injurious behavior (e.g., cutting or burning) and now states a desire to engage in this behavior again.
- Student makes statements that are suggestive of suicidal/homicidal thinking that are not overtly indicative of imminent danger (e.g., "I don't know if I can keep going").
- Student appears emotionally distraught and does not respond to your attempts to calm them.
- Student experiences a sudden stressful event (e.g. death, breakup, divorce) and seems emotionally unstable/inconsolable, OR the student's response appears unusual (e.g. uncontrollable crying over a failed exam, no apparent response to the death of immediate family member, etc.). Student's work, assignments, and/or communications contain material that raises concerns about suicide, homicide, and/or violence.

Call USCB Counseling (843-208-8375) and ask to speak with an available counselor.

DO NOT EMAIL

This situation requires an immediate response.

**If the situation occurs after hours, contact
USCB Public Safety at 843-208-8911.**

Provide all the relevant information you have about this student and the situation to the counselor (or officer); because as faculty/staff you have had the opportunity to observe the student over time, and with guidance, you can provide valuable information about the student's mental health.

When you contact USCB Counseling about a student, we will offer services that assist in the alleviation, remediation, and prevention of distress and facilitate students' personal development.

NO

IMMINENT DANGER IS CLEARLY PRESENT

EXAMPLES:

- You observe a student crying after getting off the phone, they report that they are sad about the end of a romantic relationship; they deny suicidal/homicidal thoughts and shows no warning signs.
- Student is struggling due to academic skill deficits and test anxiety; they deny suicidal/homicidal thoughts and shows no warning signs. Student's best friend recently died, but denies suicidal/homicidal thoughts and shows no warning signs.
- Student reports anxiety and depression, but denies suicidal/homicidal thoughts and shows no warning signs.
- If the student is only having academic issues, consider submitting an Alert through Inspire

Should you decide to refer to Counseling:

- Please know that we would like to hear your concerns about the student and your beliefs about the urgency of the situation.
- Consider calling with the student, or accompanying the student to the Counseling office to initiate counseling services.
- Continue to follow up with the student as appropriate.

Note:

If at any point you believe the student's "Imminent Danger" status may have changed, return to the "Imminent Danger" steps outlined in this flowchart.

CAMPUS RESOURCES

Academic Advising: 843-208-8049
Academic Support/Tutoring/Writing Center: 843-208-8049
Accessibility Services: 843-208-8375
Career Services: 843-208-8263
Counseling: 843-208-8375
Financial Aid: 843-208-8000
Housing & Student Conduct: 843-208-8722
Military & Veterans: 843-368-8211
Public Safety: 843-208-8911
Registrar: 843-208-8050
Student Life: 843-208-8052

COMMUNITY/NATIONAL RESOURCES

Emergencies ON/OFF campus: 843-208-8911/911
Beaufort County Alcohol & Drug: 843-255-6000
Beaufort County Dept. of Social Services: 843-255-6080
Local 24/7 Crisis Line: 1-833-364-2274
Local Sexual Assault/Domestic Violence: 1-800-868-2632
National Crisis Text Line: Text HOME to 741741
National Suicide Hotline: 988 (Veterans press 1)
Trevor Project Hotline LGBTQ: 1-866-488-7386



Adapted from Eastern Kentucky University & Western Connecticut State University, Rev May 2022

BLACKBOARD



KEY TAKEAWAYS

- Blackboard is the Learning Management System (LMS) for USC System.
- Get to know Ultra! The USC system is making the transition to the Blackboard Ultra version.
- The LMS is FERPA protected and requires Network ID for log-in of students and faculty.



WHY IS THIS IMPORTANT FOR ME?

- Blackboard is the primary means to connect with students in your courses, whether you are teaching online or in-person.
- Blackboard is an official part of the academic record.



HELPFUL RESOURCES

- [Blackboard for Faculty](#)
- [Link to Blackboard](#)
- Download the Blackboard Instructor app to access courses on the go



PEOPLE AND PLACES

Director of E-Learning
Lori Vargo
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x8272

FACULTY TRAVEL



KEY TAKEAWAYS

- Faculty travel must go through an approval process to be eligible for reimbursement.
- Faculty who are required to travel between campuses in a single work day may be eligible for mileage reimbursement.



WHY IS THIS IMPORTANT FOR ME?

- All travel must go through an approval process *before* travel occurs. Failure to do so could result in denial or delay of reimbursement.



HELPFUL RESOURCES

- [USCB Travel](#)
- Your Administrative Assistant is a great resource to help you navigate the travel approval process.



PEOPLE AND PLACES

Assistant to the Provost & EVCAA
Angela Frazee
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x8203

CAMPUS SAFETY



KEY TAKEAWAYS

- Public Safety covers all three campuses to safeguard students, faculty, and staff. The team is composed of sworn and certified officers with comprehensive arrest powers in SC as well as public safety personnel.
- Each classroom podium is equipped with an emergency call button.
- Buildings are equipped with AED and Trauma Kits. Know where they are located in your building.



WHY IS THIS IMPORTANT FOR ME?

- Know what to do in the event of a campus lockdown or emergency situation.
- Know who to report safety concerns and review safety data.



HELPFUL RESOURCES

- [Public Safety](#)
- [Campus Lockdown Protocol](#)
- [Civil Rights & Title IX](#)
- [Clery Report](#)
- [Parking Decal Request](#)



PEOPLE AND PLACES

Public Safety
Chief of Police
Erik Salus
publicsafety@uscb.edu
x8911 (Bluffton)
843-812-8186 (Beaufort)
X4911 (Hilton Head Island)

Title IX Coordinator
Dr. Brandon Wright
wrightb@uscb.edu
x8280

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



FACULTY SENATE



KEY TAKEAWAYS

- Faculty Senate is a representative body of the faculty. Each department elects 1 to 3 senators as defined by the Faculty Senate By-Laws. Only Senators may vote on action items.
- Faculty Senate has several committees that provide for additional opportunities to serve the Faculty Senate, beyond the role of Senator.
- Meets one Friday a month @ 3:00pm (Bluffton Campus) and is open to all faculty and the public.



WHY IS THIS IMPORTANT FOR ME?

- Share your voice on issues related to faculty governance.
- Faculty Service



HELPFUL RESOURCES

- [Faculty Senate Webpage](#)



PEOPLE AND PLACES

- Chair (2025-2027)
Dr. Bud Sanders
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