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USCB SMALL BUSINESS DEVELOPMENT CENTER (SBDC) ............................................... 60
The University of South Carolina Beaufort (USCB) is a senior comprehensive university in the University of South Carolina (UofSC) system. It is one university with three campuses: Beaufort Campus, Bluffton Campus and Hilton Head Island Campus. Academic programs are grouped into three schools each headed by a Dean: School of Science & Mathematics, School of Humanities & Social Sciences and School of the Professions. The Deans 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.

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 are not a contract of employment. In addition to the Faculty Handbook, pertinent information is found in the University Bulletin, the 2016 Faculty Manual, and the USCB Policies and Procedures Manual located in the Business Office or online.
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

UofSC system Board of Trustees
April 21, 2017

SC Commission on Higher Education
March 1, 2018

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.
CAMPUS MAPS

Beaufort Campus

If you would like to discover more about USCB, or take a campus tour, please call 843.521.4177
Bluffton Campus

1. Hargray Building
   1 University Blvd., Bluffton, SC 29909
2. Science and Technology
3. Library
4. Campus Center
5. Palmetto Village
   5a - Port Royal
   5b - Combahee
   5c - Chechessee
   5d - Okatee
   5e - Hampton
   5f - Jasper
6. Guard House/USCB Police
7. Maintenance Building
8. Recreation Area
9. Indoor Recreation
10. Recreation/Intramural Field
11. Recreation/Soccer Field

A Faculty/Staff/Visitor Parking
B Commuter Student Parking
C Campus Center Staff Parking
D Palmetto Village Resident Parking
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 on the basis of 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 whose second language is English are able to write and speak fluently in the English language.
ADDRESSES AND CONTACT INFORMATION

USCB Web Site

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 & Veterans
MCAS, 843-368-8211

The Director of Military Programs holds office hours at the military installations. Classes for military personnel and family members are held at the Beaufort Campus and Bluffton Campuses.

Military Programs at Marine Corps Air Station (MCAS):
Military Site Hours: M/W 8:30 a.m. to 5:00 p.m.

Military Programs at Parris Island (PI):
Military Site Hours: T/TH/F 8:30 a.m. to 5:00 p.m.
AREAS OF ADMINISTRATIVE AND OPERATING RESPONSIBILITIES
CONTACT INFORMATION BY OFFICE

**Academic Affairs**
Dr. Eric Skipper, Provost and Executive Vice Chancellor for Academic Affairs
(843) 208-8243

Dr. Martha A. Moriarty, Associate Vice Chancellor for Academic Affairs
(843) 521-3137

Dr. Babet Villena Alvarez, (Interim) Assistant Vice Chancellor for Academic Affairs
(843) 521-4152

Twyla Reynolds, Administrative Assistant
(843) 208-8203

**Academic Schools**

*School of Humanities & Social Sciences*
(843) 208-8271

  **Department of English, Theater and Interdisciplinary Studies**
  (843) 208-8271

  **Department of Visual Art and Design**
  (843) 521-4150

  **Department of Humanities**
  (843) 521-4150

  **Department of Social Sciences**
  (843) 208-8271

*School of the Professions*
(843) 208-8352

  **Department of Business Administration**
  (843) 208-8230

  **Department of Education**
  (843) 208-8230

  **Department of Hospitality Management**
  (843) 208-8352

  **Department of Nursing & Health Professions**
  (843) 208-8352
School of Science and Mathematics  
(843) 208-8352

Department of Computer Science  
(843) 208-8352

Department of Mathematics  
(843) 208-8352

Department of Natural Sciences  
(843) 208-8352

Academic Advising  
(843) 208-8057

Academic Support and Early Intervention  
(843) 208-8024

Admissions  
(843) 208-8055

Advancement  
(843) 208-8240

Athletics  
(843) 208-8067

Bookstore  
(843) 208-8020

Business Office  
All calls go to (843) 208-8008 (for cashier’s office only)  
  Vice Chancellor for Finance and Operations (843) 208-8143  
  Bursar (843) 208-8142  
  Procurement Specialist (843) 208-8137  
  Controller (843) 208-8147  
  Accounts Payable Clerk (843) 208-8140  
  Space Management Coordinator & Special Projects Director (843) 208-8138  
  Budget Director (843) 208-8139  
  Head Cashier, Bluffton Campus (843) 208-8228  
  Head Cashier, Beaufort Campus (843) 521-3107  
  Cashier, Bluffton Campus (843) 208-8008

Career Services  
(843) 208-8263
Center for the Arts (CFA)  
(843) 521-3145

Chancellor’s Office  
(843) 208-8242

Chamber Music Concerts  
(843) 208-8246

Continuing Education  
(843) 208-8246

Counseling and Accessibility Services  
(843) 208-8264

Development  
(843) 208-8345

Dining Services  
(843) 208-8119

Financial Aid/VA  
Beaufort Campus  843-521-3104  
Bluffton Campus  843-208-8000

Grants  
(843) 208-8254

Human Resources  
(843) 208-8144

Information Technology Services & Support  
Help Desk  (843) 208-8086

Institutional Effectiveness & Research (IER)  
(843) 521-4137

Library  
(843) 208-8022

Maintenance & Facilities  
Beaufort Campus  (843) 521-4140  
Bluffton Campus  (843) 208-8016  
Hilton Head Island Campus  (843) 208-8722
Osher Lifelong Learning Institute (OLLI)
All calls go to (843) 208-8247

Palmetto Village
All calls from parents and students go to (843) 208-8722

Public Safety
Bluffton Campus  (843) 208-8911
Beaufort Campus  (843) 521-3189 and the hours are 7:00 AM-11:00 PM
Hilton Head Campus  (843) 208-4911 and the hours are 9:00 AM to 4:00 PM*
*Off-hours contact (843) 208-8911

Registrar
All calls go to (843) 208-8050

Small Business Development
Beaufort Campus  (843) 521-4143
Bluffton Campus  (843) 208-8259

Student Life/Activities/Clubs/Orientation
(843) 208-8052

Student Development
(843) 208-8120

Tours
(843) 208-8029 or (843) 208-8118
Tours scheduled online

Tutoring Services
(843) 208-8034
POLICIES AND PRACTICES FOR THE INSTRUCTIONAL PROGRAM

Publications and Codes of Conduct

The University Bulletin, published annually, contains essential information on academic policies, course descriptions and general information. Please review the following excerpts from the Bulletin on academic and student codes of conduct and then 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.

Academic Code of Conduct

The first law of academic life is intellectual honesty. Students of the university are expected to be honest and forthright in their academic endeavors. The following acts of academic dishonesty subject to disciplinary action include lying, plagiarism, bribery, cheating and academic misconduct. Plagiarism, even the first offence, will result in a failing grade for the course in addition to any sanctions assigned by the appropriate hearing body or official.

The University reserves the right to decline admission, to suspend or to require the withdrawal of a student from the university if the appropriate hearing body or official determines that this course of action is in the best interest of the university. Registration at the university assumes the student’s acceptance of responsibility for compliance with all regulations published in the Student Handbook, as well as any rules found in any other publication.

Student Code of Conduct

The mission of providing an educational climate conducive to learning is more than just educational programs and research facilities. It requires the establishment and maintenance of a climate that refrains from conduct that distracts from the work of the university, interferes with the lawful exercise of rights by other persons, endangers the safety or security of other persons or their property, and prevents the proper use to the operation of an institution of higher learning. For this reason, the University is committed to maintaining social discipline among its students and student organizations.

The UofSC system Board of Trustees is the governing body of the university; the power of the UofSC President, the USCB Chancellor and faculty are delegated by the Board in accordance with policies. The student discipline system is administered by the Office of Student Development. The responsibility for good conduct rests with students as individuals. All members of the university community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. Conduct rules, disciplinary penalties and complete hearing procedures are contained in the Student Handbook.
ACADEMIC INFORMATION (A-Z)

Academic Advising

Academic advisement 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. The Academic Advising office advises the following majors up to 30 hours:
- Biology
- Business Administration (up to 45 hours)
- Communication Studies
- Computational Science
- Pre-Nursing
- Public Health
- Interdisciplinary Studies
- Mathematics
- Psychology
- Sociology
- Undecided

Working in conjunction with the academic Department Chairs and faculty, students transition to faculty advisors as they reach 30 credit hours. Incoming students majoring in Early Childhood Education, Elementary Education, English, English with Secondary English Language Arts Licensure, History, Hospitality, Human Services, and Studio Art begin their advising with faculty advisors as soon as they are accepted into those programs. If you have questions about advising, please contact your Department Chair or Advising at 208-8049.

Blackboard

Blackboard is an online course management system available to the entire University community and managed by University Technology Services (UTS) on the UofSC Columbia campus. Every course offered has a Blackboard course generated for it. Departments and organizations may also use Blackboard for sharing information. Please note that organizations, departments and independent study courses may not be automatically created. Contact University Technology Services in Columbia at 803-777-1800 if you have any questions regarding adding a course that was not automatically created.

This web-based course management system is designed to allow students and faculty to participate online in classes using materials and activities online to complement teaching. Blackboard enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center, grades, 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.sc.edu or www.uscb.edu, on the faculty/staff tab.
Quick Help Guides for Blackboard

For Blackboard support, submit an [online support] ticket or call (803)777-6015. From an on-campus phone, dial 777-6015. Blackboard is supported through UofSC Columbia. For teaching support and USCB Blackboard workshops, contact the USCB [Director of eLearning] at (843) 208-8272.

Class Attendance (for Faculty)

Contact your Department Chair for detailed information regarding class attendance. If there is an unavoidable conflict and you must miss a scheduled class, notify the Department Chair, and the department Administrative Assistant as soon as possible. You must contact and speak with someone directly and notify students on Blackboard. Please communicate the cancellation notification procedure with students at the beginning of each semester. Every effort must be made to cover the class by arranging for an outside speaker, a colleague, an outside assignment, or an examination. Contact Public Safety for classes that are scheduled to begin before 8:30 a.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.

The University will make every effort to avoid the cancellation of classes due to inclement weather. However, if classes are cancelled, that information will be posted on the University homepage at [www.uscb.edu], sent via the emergency alert text system, sent via email to the student, faculty and staff list serves, and a recording of the closure announcement will play on the switchboard at (843) 208-8000.

Class Rolls 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 rolls carefully for actual class attendance and to report discrepancies, if any, immediately to the Registrar’s Office. Class schedules and room assignments are prepared a semester in advance by the Registrar’s Office, the Provost/EVCAA and the Department Chairs. Course schedules are published on Self-Service Carolina. They are based on previous year models, student enrollment patterns, available faculty, and educational program considerations. Requests for changes in the schedule and suggestions for improvement must be made early to your Department Chair. Once the schedule is published, it becomes binding except in exceptional circumstances.

Commencement and Convocation

The date and time for Commencement is listed in the academic calendar annually. Faculty are expected to march with academic regalia and cap at Commencement and academic regalia (no cap) at Convocation.

Confidentiality of Student Records

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. Under this Act, students have the following rights:
• the right to inspect and review education records maintained by the institution that pertain to the requesting student;
• the right to 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;
• the right to control disclosures from student's education records with certain exceptions.

The UofSC'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.

Counseling and Accessibility Services for Students

The mission of the Counseling and Accessibility Services unit is to provide counseling support for the entire student population through individual and group services and campus-wide outreach, and to coordinate accommodations and services for students with documented physical, learning, or psychiatric disabilities. The unit also offers consultation support to faculty regarding student needs and behaviors.

Counseling and 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. The University is actively involved in fostering an environment that encourages full participation by students with disabilities in every segment of the university.

Upon acceptance, learning disabled students or students with disabilities may gain access to support services by providing documentation of their disability and registering with Accessibility Services. The office maintains appropriate documentation and records for students, provides communication with faculty members and offers ongoing support services for students.

Students in need of behavioral health counseling can meet with a licensed counselor, either by appointment or as a walk-in during designated hours. Counseling also responds to Student of Concern reports involving behavioral health issues. For general information on all services, please call 843-208-8264. Should faculty identify a student who may be in need of counseling or accessibility services, please refer students directly.

Course Offerings

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, Deans and Department Chairs to determine which classes must be cancelled.
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. No final examination may be held outside of the stated 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.

Grading System

A, B, C, D represent passing grades in order from highest to lowest. B+, C+, D+ may also be recorded for undergraduate students. F represents failing performance. “AUD” indicates a course was carried on an audit basis.

"I",Incomplete, is assigned at the discretion of the instructor, when in the instructor’s judgment a student is unable to complete some portion of the assigned work in a course due to an anticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of “I” is not intended to give students additional time to complete course assignments unless there is some indication that the specified event prevented the student from completing course assignments on time. By arrangement with the instructor, the student may have up to 12 months in which to complete the work before a permanent grade is recorded. Re-enrolling in the course will not make up an Incomplete. (An Assignment of Incomplete Grade form must be completed by the instructor and submitted to the Office of the Registrar explaining the reason for the “I” and conditions for make-up.) A grade of “I” is not computed in calculating a student’s grade point average. After 12 months, an “I” that has not been made up is changed to a grade of “F” or to the back-up grade indicated by the faculty member on the Assignment of Incomplete Grade form. Tuition assistance guidelines do not allow 12 months for a permanent grade to be recorded.

“S” and “U” indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under Pass-Fail option. The S/U designation is used also for some research courses, workshops and seminars in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in the University Bulletin descriptions. No course carried under the Pass-Fail option will affect a student’s grade point average or the evaluation of suspension conditions.
"W" is assigned for student withdrawal from a course after the late registration period but before the penalty date. Courses dropped during the late registration period (as published in the Academic Calendar) will not be recorded on a student’s permanent record. The grade “W” will not enter into the evaluation of suspension conditions or in grade point average computation but will be recorded on a student’s permanent record.

"WF" is assigned for student withdrawal from a course after the penalty deadline prescribed in the Academic Calendar. The grade of “WF” is treated as an “F” in the evaluation of suspension conditions and in the grade point average computation.
### FAQ’s Regarding Grades

<table>
<thead>
<tr>
<th>WHAT TO DO IF A STUDENT…</th>
<th>Refer student to the Registrar’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>is not listed on my grade roster</td>
<td>A student must opt to change class status during the drop period and may not change status either way once the “W” drop period ends. Refer students to the Registrar’s Office if they have questions.</td>
</tr>
<tr>
<td>is not designated as taking the class pass/fail</td>
<td>A student is responsible for his own withdrawal from a class. If the student’s name is listed and no grade of “W” is recorded, the student has not officially withdrawn and should be given a grade of ‘FN’.</td>
</tr>
<tr>
<td>is listed on the roster but has never attended</td>
<td>The instructor should assign the student his/her earned grade. NOTE: A grade of ‘I’ (incomplete) should only be assigned when the student missed the final part of the course due to reasons beyond his/her control and has arranged for the ‘I’ grade with the instructor.</td>
</tr>
<tr>
<td>is actively enrolled but missed the final examination without explanation</td>
<td>An incomplete in a course is given only for situations where the student has completed a majority of the course work and was unable to complete the course work due to reasons beyond his/her control. Instructors assign the grade of ‘I’ in Self-Service Carolina and outline the reason for giving the incomplete, exactly what must be done by the student to remove the incomplete, and the back-up grade to be assigned if the work is not completed by the date indicated. The maximum time allowed for completion of an ‘I’ is 12 months.</td>
</tr>
<tr>
<td>requests an incomplete in my course</td>
<td>An incomplete is not a substitute for a low or failing grade. The grade earned should be assigned and the student encouraged to repeat the course officially.</td>
</tr>
<tr>
<td>is entitled to have his/her grade changed</td>
<td>It is necessary for the instructor changing the grade to do so using the Change of Grade form available from the Registrar’s Office. The Change of Grade forms must be submitted directly from the instructor. Students are not allowed to handle (Change of Grade) forms.</td>
</tr>
</tbody>
</table>

**Note:** UofSC AND USCB have decided to allocate NO “-“ MINUS GRADES and only CARDINAL GRADES of (A, B, C, D, & F) and “+” PLUS GRADES between these. It is appropriate to assign PLUS “+” GRADES numerically halfway between the CARDINAL GRADES.
**Missing Class**

Faculty are responsible for making arrangements and/or finding a substitute/proctor for any planned class/exams they miss. Faculty are expected to inform their Department Chair and department Administrative Assistants when they know they will miss class. During business hours, the Administrative Assistants 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.

**Office Hours**

Prior to the first week of each semester, full-time faculty are required to notify their Department Chair and department Administrative Assistant of their semester office hours. A minimum of six regularly held office hours per week must be scheduled and included on the class syllabi and posted on the office door.

**Plagiarism**

As stated in the University Bulletin:

Plagiarism, even a first offense, will earn you a failing grade in the course.

Plagiarism is presenting the work of someone else as your own. An act of plagiarism has taken place when:

- A student submits assignments written by anyone else to be evaluated as his/her own work.
- The words, sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (a book, an article, another student's paper, etc.) without appropriately acknowledging the source.
- A student submits an assignment (a paper, library assignment, a revision, etc.) in collaboration with another person without the knowledge and prior approval of the instructor. Legitimate forms of collaboration not requiring consent of the instructor are tutorial services either the campus or the instructor make generally available.
- A student knowingly aids another student in plagiarizing an assignment as defined above.
- A student allows another person to take his/her place in all or part of a course.

More information on plagiarism is published in the Student Handbook. Specifically:

Plagiarism is the representation of someone else’s words, ideas or data as one’s own work. All work for credit that includes the words, ideas or data of others must acknowledge the source of that information through complete, accurate and specific footnote references and, if verbatim statements are included, quotation marks. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid charges of plagiarism if there is an acknowledgment of indebtedness:

- Whenever one quotes another person’s actual words;
- Whenever one uses another person’s idea, opinion or theory, even if this is completely
paraphrased in one’s own words; and

- Whenever one borrows facts, statistics or other illustrative materials, unless the information is common knowledge.

A person has committed plagiarism when he or she:

- Submits another person’s work in lieu of his or her own work;
- Submits the work, sentences, ideas, conclusion and/or examples from a source (a book, an article, another student’s paper, etc.) without acknowledging the source; or
- Knowingly aids another student in plagiarizing an assignment or allows another student or students to complete all or part of his or her course work and/or examination.

Plagiarism, even a first offence, may result in a failing grade for the course in addition to any sanctions assigned by the Honor Court.

For more information on plagiarism, please visit this link or https://www.uscb.edu/student_life/student_rights_responsibilities/academic_integrity/honor-code/honor-violations.html

If a student wishes to appeal an instructor’s ruling of plagiarism, he or she has recourse by adhering to the following the procedure:

Step 1. Within two academic weeks of the date the assignment was returned, the student must schedule an appointment with the instructor. (End-of-semester grade results could be appealed within the first two weeks of the next semester.) If the student remains unsatisfied after this meeting, he or she may proceed to Step 2.

Step 2. Within two weeks of the student's scheduled appointment with the instructor (Step 1), the student may request an appointment with the Department Chair.

Step 3. Plagiarism is a violation of the honor code; therefore any allegation of plagiarism may result in a hearing before the Honor Court.

Step 4. If necessary, in an appeal, the final decision of the Provost/EVCAA of the University will be binding.

What Faculty Can Do About Plagiarism

Plagiarism, even the suspicion of it, undermines the educational program in which it occurs. Faculty have decided by formal vote, to encourage instructors strongly to oppose plagiarism in the following way.

- Above is the faculty's policy on plagiarism. Faculty are hereby authorized to refer to this statement when issues of plagiarism arise. The Faculty endorse this policy only in its entirety, and do not authorize its reproduction in part.
- Instructors are encouraged to place the following statement on their syllabi, which may be modified, provided reference to the complete policy statement is included.

For more information on campus policy see the Bulletin. How to cite sources properly.

Explanation

When dealing with plagiarism, and more generally with any issue affecting student rights and responsibilities, faculty need to be aware that students may seek redress and that the University is obligated to inform them how they may do so. Hence instructors should make reference to the above policy. The syllabus, however, is not an institutional document and need not serve as a
declaration of student rights. It needs instead to reflect the instructor’s intentions in managing the course.

**Reading Days**

Reading Days are to be honored as days when no classes are held, to enable students to prepare for finals.

**Semesters**

Semesters are both regular and abbreviated. Regular semesters usually last 16 weeks with 2 ½ hours a week scheduled for standard three-credit classes. Two eight-week semesters 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 Maymester and in Summer. Month-long Maymester classes are typically intended for specially designed educational experiences. Summer classes are either five, eight, or ten weeks in length, to conform either to the Military Program design or the Summer semester.
**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. Word documents are also accepted. Please name your file using the format listed below:

`DISCIPLINE_COURSE NUMBER_SECTION_SEMESTER_YEAR_FACULTY_LASTNAME`

Examples:

- MATH_B111_001_Fall14_Smith
- BIOL_B243L_001_Fall14_Thomas
- ENGL_B102_009_Fall14_Wilson
- HRTM_B373_001_Fall14_Jones

This information is 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.

All syllabi must have the following required information:

1. Course Number: [example: MATH B111]
2. Course Name: [College Algebra]
3. Term: [Spring Summer Fall, Year:]
4. Instructor's Name and Contact Information: [include office &/or home 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’s Cove Bookstore.
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 less stringent.
   "University Policy: “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: The Student Handbook lists academic regulations relating to the honor system; reference to this will put students on notice of repercussions of code violations; also include “USCB Plagiarism Policy: Plagiarism, even a first offense, will result in a failing grade for the course.” For more information on campus policies see the University Bulletin. “For more information on plagiarism, see: http://www.sc.edu/beaufort/library/pages/liblink/plagiarism.shtml

15. At the request of the Provost/EVCAA, all syllabi must contain the following statement:
   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.
   - 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.
   - 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.
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. Syllabi Statement for 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. Contact the Director of eLearning for sample syllabi entries.

19. Title IX Statement:* USCB adheres to the federal Title IX law as described in USCB’s Student Rights and Responsibilities.

20. Syllabi Addendum:* Faculty are advised to include the COVID-19 addendum to their syllabi.

The COVID-19 pandemic will require certain provisional modifications to USCB policies. These encompass, but are not limited to, the following course rules:

1. Attendance Policy
   Regular attendance in traditional face-to-face and synchronous live virtual courses denotes enhanced educational engagement and learning. The University Policy as noted below will be recommended and students who are ill or have documented health-related issues and are unable to attend face-to-face or synchronous live virtual courses must contact and inform faculty to request flexibility.
   “University Policy: “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).

2. Class Recordings
   Courses may be recorded by the faculty to enable various teaching modalities. 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.

3. Virtual exams and proctoring
   Courses may require virtual proctored exams. These will be noted in the syllabi and discussed by the faculty on the first day of the course.

4. Course equipment needs, Required Materials /Texts
   Courses may require virtual delivery and virtual proctored exams that require computers with camera and mic. Student equipment needs for successful course completion will be noted in the syllabi and discussed by faculty on the first day of the course.

5. Pre-semester Communication
   Faculty can provide pre-semester communication through Blackboard announcement/email and first day class discussion on teaching modalities, arrangements, grouping, and requirements that will impact course progress and implementation.

6. Modality Conversion
   The University will reserve the right to convert course sections to 100% online format prior to the start
of the semester or at any point in the semester. Instructors needing to change modality to 100% online should consult with their department chair. This will ensure that both the instructor and the institution are covered in case of issues resulting from the change. Accordingly, this statement will appear on all course syllabi: “Note that this class may be adjusted to 100% online format as conditions require.”

7. COVID-19 Institutional Statement

In accordance with CDC and SC-DHEC Guidelines, USCB is promoting a safe university environment to prevent COVID-19 transmission. Practice physical distancing of 6ft whenever possible and wearing a face covering is required in classrooms and other public spaces. Faculty reserve the right to dismiss students from the classroom who do not comply with these practices. For further COVID-19 information, visit https://www.uscb.edu/coronavirus/

*Yellow highlight* designates new revisions for AY 2020-2021

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:

**English 101** is designed to help you become a careful reader, an analytical thinker, and a more effective writer. You will learn how to generate ideas for essays, analyze audiences, create thesis statements, frame and construct arguments, revise and edit drafts, and compile and cite reference sources.

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 energetic 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
- Read texts with understanding, critical awareness, and an appreciation for style and structure appropriate to purpose, audience, thesis, and disciplinary field.
- Analyze, evaluate, and construct arguments.
- Formulate a clear thesis.
- Organize a paper using logic appropriate to your purpose.
- Structure a paragraph to give it a clear sense of unity, purpose, and coherence.
- Use topic sentences to unify paragraphs and keep a thesis in focus throughout the essay.
- Write a research paper, using information technology to find appropriate sources, using evidence appropriately to advance a thesis, and citing sources correctly in MLA format.
- Punctuate sentences correctly.
- 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 UofSC Provost 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, the course evaluations will be emailed to students’ USCB e-mail accounts and will be added to online courses. After the semester has ended and grades have been turned in, the faculty member and the appropriate Department Chair will receive results of the evaluations.

**STUDENT COMPLAINT 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. “

The University of South Carolina Beaufort is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate and masters degrees. Contact the Southern Association of Colleges and School Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Carolina Beaufort.

**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 the Student Handbook.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the agency to which compliance of the University with the Principles of Accreditation: Foundations for Quality Enhancement should be addressed. Students, faculty, staff, alumni, or other interested parties who wish to submit a formal complaint regarding the University’s compliance with the Commission on Colleges Principles of Accreditation can do so directly to SACSCOC or to the administration of the University in writing to the Provost/EVCAA. The Provost/EVCAA will review the complaint and respond in writing to the complainant within sixty (60) days. The Provost/EVCAA will investigate the complaint thoroughly, exploring all available avenues, and guide the process through the appropriate procedures in those cases where other officials of the University must address the complaint. In those instances, the Provost/EVCAA will supervise the process in order to bring it to a responsible conclusion.
SUPPORT FOR FACULTY

Building Keys

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

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 hardware, software, classroom technology, telephone and voicemail. In addition, we make lecture capture software and an onsite studio available to faculty, to enhance their teaching experience. Blackboard is the online course management system (LMS) used, Blackboard support is offered through the Division of IT in Columbia. Following is more detail about the technology and services available to faculty.

To manage your University accounts and set up Multifactor Authentication (DUO), please go to the USCB Account Management Page and follow the instructions on the links on this page.

Multifactor Authentication (DUO)

For an added level of security, Multi-Factor Authentication is utilized for several of the systems and applications you will be using. You will need to set up Multi-Factor Authentication (DUO) before you will be able to access many applications, including Self Service Carolina. You will need to have claimed your account before setting up DUO. You may go to the following link, Account Management for Employees, login and provide the answer to the security question you set during your account set up; click on the Multifactor tab and follow the instructions for setting up DUO.

Network Username and Password

As part of the hiring process, you will have received a University email address, which will set you up with a username and temporary password. This network username and password is used to access many of the systems and applications you will be utilizing, including Blackboard and your University email. To access these systems, you will need to go through the process of claiming your account. Go to this link for step-by-step instructions for claiming your account Account Claiming - New Hires. To reset your password once you have claimed your account, go to Forgot my Password - Reset Password and follow the step by step instructions to reset your password. When setting a new password, please be sure to follow the password restrictions for setting a secure password.

VIP ID and Password

Your VIP ID is one of your UofSC Identifiers and will used to log into some applications. To find
your VIP ID and reset your password, go to the following link and follow the detailed instructions: [Forgot ID's](#). Follow the instructions and your ID’s will be displayed. At the bottom of the screen displaying your ID’s there will be a link to reset your password, if needed.

**Blackboard**

Blackboard is Learning Management System (LMS) available to the entire University community and managed by the Division of IT in Columbia. 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.

This web-based LMS is designed to allow students and faculty to participate in classes delivered online using 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.sc.edu at [Blackboard](#) or USCB.edu on the Faculty/Staff page at [Fac/Staff Blackboard](#).

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 Division of IT on this same page. Alternatively, you may contact the Division of IT Service Desk at 803-777-1800. A calendar of Blackboard training sessions for instructors is also available at this link.

**Lecture Capture Software**

Lecture capture software, Blackboard Collaborate, is available 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 [ITSS Helpdesk](#).

**Video and Audio Studio**

The University has an onsite video and audio studio for use by faculty and students on the Bluffton Campus. Led by an ITSS staff member, faculty and students are able to record lectures, vignettes or discussions to be used for classes or informational purposes. Adding video to an online class or in your Blackboard content, can add another interest element to class content to further engage students and enhance their learning experience. If you are interested in talking to ITSS’s onsite Studio Production Lead, please call 843-208-8176 and put in a request at the [ITSS 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. Many of the most widely used classrooms also have Apple TV’s, 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 green space. You may access the public wireless without logging in. In most cases, you will be accessing the network using your Network Username and Password to log in.

Faculty/Staff Email

All faculty and staff receive a University email account as part of the onboarding process. Microsoft Office 365 is the official provider and includes Word, Excel, PowerPoint and Outlook for Mac and Word, Excel, PowerPoint, Outlook, Access, OneNote and Publisher for Windows.

Key Features

- Official University Faculty/Staff and Student email
- Use 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 once you have claimed your account, go to Forgot my Password - Reset Password and follow the step by step instructions to reset your password. When setting a new password, please be sure to follow the password restrictions for setting a secure password.

Student Access to Computers and Software

Computers for student use are available in the libraries on the Bluffton and Beaufort Campuses and in some common areas on the Hilton Head Campus. Computers are available in some classrooms on all three campuses and in two labs. The student access computers have Microsoft Office, QuickBooks and SPSS software available. The classroom computers have software appropriate for those classes being taught in that space (QuickBooks, Office). The two labs have software appropriate for the work students are doing in their majors (Computational Science and
Art). 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. All students also have an account that allows them to print in the libraries.

**Getting your Sand Shark Faculty ID**

You may have your Faculty ID made, once your paperwork has cleared the HR process in Columbia. This can take 2-3 weeks after your hire date. Your Sand Shark ID is also a Carolina Card. If you choose to, you may add money to this card through VIP 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 Columbia Campus.

To have your ID made, you will need to have a driver’s license, military ID or passport with you. ID’s may be made in the Library on the Beaufort Campus from 10:00 AM – 5:00 PM M-F, or in the ITSS suite, located in the Library, on the Bluffton Campus 9:00 AM – 11:00 AM and 1:00 PM -3:00 PM, M-F. If you are unable to be on campus for one these posted times, please contact the ITSS Helpdesk at 843-208-8086, to make other arrangements.

**Audio/Visual Equipment**

If audio/visual equipment, other than what is available in the classroom is needed, please submit Helpdesk Request at least two weeks in advance of your need at: https://helpdesk.uscb.edu. Your request will be evaluated and someone from the technical team will follow up with you.

**Requesting IT Support**

Faculty and Staff can request support from the ITSS team through the following:

- For all but emergency requests, such as immediate classroom support, please complete a [helpdesk work order](https://helpdesk.uscb.edu).
  - Log in using your network username and password
  - Please be as specific as possible in your request
  - Someone from the ITSS Helpdesk team will review and assign the work order within a few hours and follow up with you
- If you need immediate IT Help, please call 843-208-8086.
  - **Normal Hours of Support**
    - Monday – Thursday: 7:30am – 6pm
    - Friday: 7:30am to 4:30pm
  - **After Hours Support** – Limited monitoring of the ITSS phone number
    - Friday: 4:30pm – 7:30pm
    - Saturday: 8:30am – 6pm
    - Sunday: 1pm – 6pm
Library Services

The library’s website serves as the portal to the library’s resources and services. The website provides access to the library’s catalog, article databases, and library guides, as well as requests for services such as Interlibrary Loan, course reserves, instruction, Ask a Librarian Services, and more.

Locations and Contact

<table>
<thead>
<tr>
<th>Beaufort Campus</th>
<th>Bluffton Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 Carteret Street</td>
<td>8 East Campus Drive</td>
</tr>
<tr>
<td>Beaufort, SC 29902</td>
<td>Bluffton, SC 29909</td>
</tr>
<tr>
<td>843-521-4122</td>
<td>843-208-8022</td>
</tr>
</tbody>
</table>

Please see our website for our current hours.

Library Resources

Faculty members can use their Sand Shark ID card to borrow an unlimited amount of library materials for the duration of one semester. Sand Shark ID cards can be obtained from the library in the Sandstone Building on the Beaufort campus or from the ITSS Offices in the Library Building on the Bluffton campus.

To search for and request library materials, use the library’s catalog. Change the location filter to find and request materials from within the UofSC system. Through PASCAL, a statewide cooperative agreement, patrons can also request materials from colleges around the state. This agreement also allows members to present their ID cards to borrow materials from participating libraries.

In addition, faculty members may borrow books, journal articles, and more from academic and public libraries in the state and around the country through Interlibrary Loan (ILL). Create an account, make requests, and access electronically delivered materials through ILL Express! Use the barcode number located on your ID card to set up your account.

Faculty members have remote access to nearly all of the library’s electronic databases via the A-Z Databases.

Reference Services

Reference services are available to faculty and students at the circulation desk on the Beaufort campus and at the Reference Desk at the Bluffton campus during regular hours of operation. Reference librarians are available in-person or via the phone, text, email, or chat.
**Instruction**

Faculty members may request customized library tours, instruction, or tutorials for their courses. Librarians are open to tailoring services to best meet the needs of you and your students. [Request instruction services](#).

**LibGuides**

Request a LibGuide (research guides) to help your students find and use relevant information for your specific subject, course, or topic. Browse our LibGuides.

**Course Reserves**

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

**Acquisitions**

Faculty members, both full-time and adjunct, are urged to actively participate in the acquisition of new materials for the library. Library staff members work closely with faculty members to build their subject area collections. The Faculty Library Committee allocates funds from the materials budget every fall for purchases by department.

**Open Educational Resources**

As an effort 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 a reference librarian if you need additional support locating or discussing OER options.

**Scholar Commons**

If you are interested in participating in open access, we can archive your scholarly work in the UofSC institutional repository, Scholar Commons. This will increase access to your scholarly work worldwide. Contact a librarian today if you were interested in participating.

**University Mail**

Faculty Mailboxes are provided on all campuses. Faculty will be assigned one mailbox at their preferred location. Please contact the appropriate department Administrative Assistant to indicate your preference for mailbox location. A daily shuttle is available for sending mail to and from the Beaufort, Bluffton, and Hilton Head Campuses.
Ordering Education Supplies

Approximately two weeks lead-time is required for ordering educational supplies. Turn in supply requests to the department administrative assistant.

Telephone Usage Basics

<table>
<thead>
<tr>
<th>Calling….</th>
<th>Dial….</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus Staff/Faculty (from campus phone)</td>
<td>Last four digits</td>
</tr>
<tr>
<td>On-campus Staff/Faculty (from off-campus)</td>
<td>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.</td>
</tr>
<tr>
<td>Beaufort Campus Switchboard Operator</td>
<td>8000</td>
</tr>
<tr>
<td>Bluffton Campus Switchboard Operator</td>
<td>8000</td>
</tr>
<tr>
<td>Hilton Head Island Campus Switchboard</td>
<td>8000</td>
</tr>
<tr>
<td>Beaufort/Bluffton/Hilton Head Local Calling Area</td>
<td>9+ area code + seven digit number</td>
</tr>
<tr>
<td>Long Distance</td>
<td>7+9+1+area code + seven digit number</td>
</tr>
<tr>
<td>International Direct*</td>
<td>9 + 011+ country code + city code + number</td>
</tr>
<tr>
<td><strong>Other USC Campuses</strong> (from campus phone)</td>
<td></td>
</tr>
<tr>
<td>UofSC Aiken</td>
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</tr>
<tr>
<td>UofSC Columbia</td>
<td>7+77 + last four digits</td>
</tr>
<tr>
<td>USC Lancaster</td>
<td>7+76 + last four digits</td>
</tr>
<tr>
<td>USC Salkehatchie (East, Walterboro)</td>
<td>7+51 + last four digits</td>
</tr>
<tr>
<td>USC Salkehatchie (West, Allendale)</td>
<td>7+58+ last four digits</td>
</tr>
<tr>
<td>UofSC Upstate</td>
<td>7+52 + last four digits</td>
</tr>
<tr>
<td>USC Sumter</td>
<td>7+55 + last four digits</td>
</tr>
<tr>
<td>USC Union</td>
<td>7+54 + last four digits</td>
</tr>
</tbody>
</table>

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

Textbook Selection

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's Cove Bookstore 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. We all know that more used textbooks are exactly what students want!
On the other hand, a delayed textbook list can result in inventory shortages, students’ inability to obtain required texts, and a complete lack of quality used textbooks. Please submit textbook lists as early as possible each semester.

Once you are scheduled for a course, you may enter your textbook adoption into the Bookstore’s adoption website. If you have any questions, please contact the Bookstore directly or ask your department Administrative Assistant to contact the Bookstore. Please be aware that if you order a text, you must incorporate the text into the courses you teach. 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 in October; Fall Semester adoptions are due in March. (Please see the section below on Registration Integration and how it may affect the adoption process.) If you have any questions regarding the adoption process, please contact the Bookstore Manager, at 843-208-8020 or lowrancej@uscb.edu.

**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.

Due to a conflict of interest, the bookstore will not be able to order your desk copy for you. Desk copies can be ordered through the FacultyEnlight website. With FacultyEnlight, you can: view books by author, title, and keyword; browse a subject’s tree specifically designed for the college market; filter your results to show the newest or most popular textbooks; fill “virtual notebooks” with titles you’re interested in for adoption, review or research. Even though creating an account is not required when submitting your adoption, establishing an account in FacultyEnlight tracks all of your past, present, & future adoptions, making the adoption process very easy.

**Registration Integration**

USCB participates in the Registration Integration program which is currently being utilized at UofSC Columbia. Registration Integration allows a student, after registering for classes, to use a direct link to order their textbooks. There will be no need to search the bookstore’s website. With a “click” of a button, all the required textbook information for their corresponding courses will display. Because of this, it is imperative that book adoptions are submitted in a timely manner.

**LMS Integration**

USCB participates in the LMS Integration program which is currently being utilized at UofSC Columbia. Once registered for classes, LMS Integration simplifies the textbook process for students, showing them the required and recommended materials for their course through a link in Blackboard. It also streamlines the textbook adoption process for faculty, allowing them to select the course materials for their courses more easily.
For students, a link within all courses in Blackboard allows students to view and purchase their course materials on the bookstore website for their specific course. Students will land directly on a page showing their section-specific course materials along with available formats and pricing options. Students’ bookstore accounts are paired with their Blackboard ID, eliminating the need to login when using the link in the future.

A link is available for faculty to log into FacultyEnlight and pair their Blackboard ID to their FacultyEnlight account. After creating an account or signing in, their account will be paired with Blackboard, eliminating the need to login when selecting this link in the future. They can easily access FacultyEnlight directly through Blackboard. Additionally, the course information will automatically populate in FacultyEnlight, saving a few steps in the adoption process.

**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 can make purchases once a Purchase Requisition has been completed in PeopleSoft. The completed requisition with the appropriate vendor selected, detailed item descriptions, and vendor quote attached is submitted for approval within the department. Once approved by the department, the Purchasing Office will issue a Purchase Order to the vendor. Please allow 2-3 business days for processing. 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 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.
HUMAN RESOURCE INFORMATION

Benefits/Insurance

The Human Resources office contacts all new full-time employees to set up a Benefits Orientation. The Benefits Orientation includes information about payroll, health and dental insurance, retirement, money plus, etc. For more information, or to set up your Benefits Orientation, please contact the Human Resources office at (843) 208-8144.

Internet-based Time & Attendance Management System (ITAMS)

USCB does not complete paper timecards. All sick days and vacation days must be reported on the online timecard software (ITAMS). For more information about ITAMs, please contact the Human Resources office at (843) 208-8144. All faculty are expected 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.

Holidays

The following holidays are normally observed by the university:

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas
- Three (3) additional December holidays

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

Payroll

Paydays are the 15th and the last day of each month. Nine-month faculty will receive checks on August 31 through May 15 (total of 18 checks). Unclassified employees on 12-month appointments will receive checks on each payday. Summer pay schedule depends upon the schedule of the summer sessions, with the first portion of the summer pay normally being received on June 30. Five, eight, and ten-week sessions have different schedules. Below, are a few of the items that will either need to be completed or provided prior to being placed on payroll:
• Academic Personal Information (API) – Complete annually through on-line process at uscjobs.sc.edu
• I-9 Form with copies of required documentation
• W-4 Tax withholding form – update as needed through VIP
• Direct Deposit – update through VIP
• Retirement Forms – Enrollment & Beneficiary form
• SC Retirement System or Optional Retirement Plan OR Non-election Form with each appointment

Questions about payroll and other personnel matters should be addressed Human Resources Manager at (843) 208-8127.
TRAVEL

For details and the most up-to-date information about travel policies, reimbursement rates, forms, etc., please go the UofSC Travel website at: https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php

University Vehicle Use

The University has a number of vehicles for use by full-time faculty, instructors and staff to attend meetings, conferences, etc. The Business Office requires a 10-year driver’s record in order to approve faculty and staff for university vehicle use. All Faculty/Staff that do not hold a permanent position or have an out-of-state license must update their driver record every July. Please allow two to three weeks for the approval process. To reserve a vehicle from the Bluffton campus, please call (843) 208-8145. Faculty who wish to reserve a vehicle from the Beaufort Campus should call (843) 521-3107.

The University has a State Contract with Enterprise in order to alleviate wear and tear on personal vehicles. If a faculty or staff member has an approved Travel Authorization on file, they may contact the local Enterprise to reserve a vehicle. The University account number is 26C4063. The vehicle will be direct billed to the University and the traveler will be reimbursed for gas via the Travel Reimbursement Voucher. The rented vehicle should not exceed a standard vehicle unless prior authorization has been received from the Business Office. Please note that when traveling in excess of 500 miles round trip, a cost comparison for airfare must be documented. If the airfare cost comparison is not included in the reimbursement request, the employee may be held personally liable for a portion of the charges.

To reserve a vehicle on the contract via the website, please visit the Enterprise website and have your Travel Authorization number ready.

If a traveler wishes to take their own vehicle, the traveler will be reimbursed up to the cost the University would pay for a rental.

Filling Out the Forms

Official travel is when faculty and staff are away from the University for the purpose of:

- Conducting University business
- Attending professional meetings
- Special demonstration meetings
- Other related meetings

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.

Categories of Travel Expenses
• Transportation
• Subsistence (Lodging and Meals)
• Other Expenses

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
Click Main Menu
Employee Self Service
Travel and Expenses
Travel Authorizations
Create/Modify

Input your USCID and select “Add” under the tab Add a New Value

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

(a) To estimate allowable meal reimbursement for domestic travel please use the following:
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.

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Time of Return</th>
<th>In-State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6:30 a.m.</td>
<td>After 11:00 a.m.</td>
<td>Breakfast</td>
<td>$ 8.00</td>
</tr>
<tr>
<td>Before 11:00 a.m.</td>
<td>After 1:30 p.m.</td>
<td>Lunch</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Before 5:15 p.m.</td>
<td>After 8:30 p.m.</td>
<td>Dinner</td>
<td>$ 17.00</td>
</tr>
<tr>
<td><strong>Daily Total</strong></td>
<td></td>
<td><strong>$ 35.00</strong></td>
<td><strong>$ 50.00</strong></td>
</tr>
</tbody>
</table>

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

(b) 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).

**Completing the Expense Report**

**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.

**Reimbursements 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 rate of exchange should be documented.

The **Expense Report** can be found by logging in at [https://finance.ps.sc.edu](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”.

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.

Please note, for:

- **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 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 to calculate all costs. A copy of your conference agenda must be attached showing any meals that were included with your registration.

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Time of Return</th>
<th>In-State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6:30 a.m.</td>
<td>After 11:00 a.m.</td>
<td>Breakfast</td>
<td>$8.00</td>
</tr>
<tr>
<td>Before 11:00 a.m.</td>
<td>After 1:30 p.m.</td>
<td>Lunch</td>
<td>$10.00</td>
</tr>
<tr>
<td>Before 5:15 p.m.</td>
<td>After 8:30 p.m.</td>
<td>Dinner</td>
<td>$17.00</td>
</tr>
<tr>
<td><strong>Daily Total</strong></td>
<td></td>
<td>$35.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

- **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.

**Diners Club/UofSC Corporate Card Program**

Full-time University employees who travel on University business are eligible to receive a Diners Club/UofSC Corporate Card. This program is intended to provide employees with a means of
financing their official University travel and offers many advantages to both the employee and the University.

The corporate card is to be used for University related travel expenses. The cardholder is responsible for making payments directly to Diners Club. Applications for the Corporate Card are available by contacting the Business Office who will request the information from the University Controller's Office in Columbia.

(Students traveling with previously approved USCB funds still use the previous Travel Authorization and Travel Reimbursement Voucher forms and will need to work with the department administrative assistant to complete forms.)
The form is NOT automatically processed after clicking ‘Submit’. Click ‘Submit Form’ and print the next page. The appropriate Department Head or signatory authority will need to sign the form and turn it in to the Business Office for processing.
TRAVEL REIMBURSEMENT VOUCHER

<table>
<thead>
<tr>
<th>Department</th>
<th>Name of Requesting Person</th>
<th>Name of Employee Traveling</th>
<th>Name of Traveler</th>
<th>Address of Traveler</th>
<th>Mileage</th>
<th>Lodging</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**SECTION I**

- **Date of Trip**: 
- **Traveler's ID**: 
- **Voucher Number**: 
- **Purpose of Travel**: 
- **Name of Traveler**: 
- **Address of Traveler**: 
- **Mileage**: 
- **Lodging**: 
- **Total Expense**: 

**SUB TOTALS**

**SECTION II**

- **Inclusion**: 
- **Registration Total**: 

**SECTION IV**

- **Other Expenses**: 
- **Amount**: 
- **Total Other Expenses**: 
- **Amount to be Reimbursed**: 

**SECTION V**

- **Grand Total**: 
- **Amount to be Reimbursed**: 

**NOTE:** In the case of non-employees, if the traveler is not available to sign the TRV, only the Chancellor may approve it in their stead. Please forward the TRV to the Business Office where the appropriate documentation will be attached.
SUPPORT FOR STUDENTS

The Coordinator of Academic Support and Early Intervention manages academic support efforts for students on the campuses. Office hours are available at the Bluffton and Beaufort Campuses.

Tutoring Services

USCB is proud to offer FREE tutoring to all currently enrolled students. The mission of the Tutoring Center is to help students succeed in the classroom by providing a deeper understanding of course material, assisting them in developing better study skills, and promoting a positive attitude toward learning. Students can book appointments at www.uscb.edu/tutoring. The Tutoring Center located in the Bluffton Campus Library, rooms 219 - 234. Tutoring is available on the Beaufort Campus as well for the courses that are offered on that campus. Contact the tutoring center at tutoring@uscb.edu if you have additional questions.

Tutoring services are performed by both peer and professional tutors, so students are sure to get the specialized help they need by:
• aiding them in gaining a deeper understanding of course material,
• assisting them in developing better study skills and
• promoting a positive attitude toward learning.

Tutors are available by appointment and for walk-in sessions. Students with appointments have priority over “walk ins”. Students that walk in without previously booking an appointment are not guaranteed a tutoring session if tutors are already booked with other students who made appointments. It is best for students to book appointments to insure they are able to meet with a tutor when they need to do so. Making an appointment secures a student's spot with a tutor. Students can book appointments. For questions, please contact.

Writing Center

USCB’s Writing Center is designed to help students become more comfortable with writing and critical thinking skills and offers support in all stages of the writing process. Students sharpen their skills through one-on-one sessions which both complement and reinforce what they are learning in the classroom. The USCB Writing Center is located in the Library, room 219 on the Bluffton campus. Writing Center hours and location will be announced to Beaufort Campus Students at the beginning of the fall semester.

The Writing Center is staffed by Writing Fellows, upper level students who have demonstrated exemplary proficiency in writing and who have earned endorsement of their professors. Students can make Writing Center appointments.

Early Intervention

Early Intervention works to identify at-risk students early in the semester and help set them on the right track. The Coordinator of Academic Support and Early Intervention works with identified
students to develop successful study and time management habits and connect them to campus resources. The Early Intervention initiatives implemented through Academic Support are:

**Early Alert Program**

Each semester, within the first 8 weeks of class, the instructors of 100 level Math, English and University 101 courses are asked to complete a survey to inform Academic Support of students who do not have satisfactory attendance and/or academic performance. These students receive an email and a letter is sent to their on-campus and permanent addresses inviting them to meet with the Coordinator of Academic Support and Early Intervention. The goal of this program is to help students avoid failure by helping them get connected with tutoring, providing academic coaching, and supporting students in deciding if they should withdraw from the course.

**Probationary Student Outreach**

All first-year students placed on Academic Probation with the University are required to meet with the Coordinator of Academic Support and Early Intervention and attend an Academic Workshop. They are also encouraged to enroll in UNIV 101-The Student in the University during their first semester on probation. Probationary students who complete these requirements are more likely to persist at the University than students who do not.

**Missing Students**

At the beginning of each semester faculty are asked to report any students on their roster who have not shown up for class. The objective is to identify students who are having difficulty early on and to help students withdraw from courses they are unable to complete.

For questions about Academic Support.

**EMERGENCY 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 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. The Campus Dean can also be reached at 843 247 2081.
HAZARDOUS WEATHER AND EMERGENCY LEAVE

Declaration of Emergency

The Governor has sole authority to excuse employees of State government, including University employees, from reporting to work during hazardous weather or other emergency conditions. The Office of the Governor and the Emergency Management Division will make a determination that state offices will close based on the determination of the county government officials where the campus offices are located.

Each University campus and their non-essential employees will follow the same weather hazard/emergency leave decisions made by the county government offices where the campus is located. If an employee is a non-essential employee and state and county offices close or delay opening because of bad weather, campus offices in that county will also close or delay opening accordingly. Those non-essential employees who live or work within the regions specified will not be expected to report to work and compensation will be determined in accordance with Section I (A)(3) of this policy.

All essential and direct care services will remain operational during hazardous weather or other emergency conditions. The president, provost, vice presidents, chancellors and regional campus deans will identify and notify essential employees by position, classification or internal title and a list will be maintained. To the extent possible, no change of the essential employee roster should be made after the notification of a closing.

No provision of the Hazardous Weather and Emergency Leave policy will preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

Compensation during Declaration of Emergency

Notwithstanding any other provision of law, when the Governor declares a state of emergency for the State or any portion of the State, he/she can provide State employees (except temporary or student employees) leave with pay for absences from work for up to five days for each declaration of a state of emergency. If the governor does not authorize leave with pay for employees, those employees who do not report to work or who report late will use annual or compensatory leave to make up hours scheduled but not worked, take leave without pay, or be allowed to make up hours at a time to be scheduled by the department. The employee must be given the option of making up the hours if the employee so desires.

Notification – Regular Working Hours

The South Carolina Office of Human Resources will transmit the message to each State agency in accordance with the list of agency representatives to be contacted in the case of emergency declarations.
Additional Emergency Information

In the event of inclement weather, announcements will be posted on:

- the homepage at [www.uscb.edu](http://www.uscb.edu)
- sent via the USCB emergency alert text system
- sent via email to the student, faculty and staff list serves, and
- a recording of the announcement will play if you call the USCB switchboard at (843) 208-8000 or (843) 521-4100.
RESOURCE LINKS FOR FACULTY

Faculty and Staff Links and Information

Academic Affairs Policies

USCB Student Handbook

USCB Honor Court

USCB Student Honor Code

Title IX
## Annual Faculty Review Forms

**Full-time Faculty Evaluation Form**

**FACULTY EVALUATION**

*Calendar Year – XXXX*

<table>
<thead>
<tr>
<th>NAME:</th>
<th>FACULTY RANK:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPARTMENT:</strong></td>
<td><strong>If tenured or tenure-track:</strong></td>
</tr>
<tr>
<td></td>
<td>Date entered tenure eligible position: ________</td>
</tr>
<tr>
<td></td>
<td>Tenured: ______ Yes ______ No</td>
</tr>
<tr>
<td></td>
<td>Date tenure received: ______</td>
</tr>
</tbody>
</table>

### I. Performance Factors:

<table>
<thead>
<tr>
<th></th>
<th>Not Applicable</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Does Not Meet Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Effectiveness</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Scholarly/Creative Activities</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Service</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>OVERALL RATING*</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

*To receive an overall rating of *Exceeds Expectations* the faculty member must receive a rating of *Exceeds Expectations* in teaching and one other category and *meets expectations* in the remaining category. To receive an overall rating of *Meets Expectations*, the faculty member must receive a rating of *Meets Expectations* in all areas. To receive an overall rating of *Does Not Meet Expectations*, the faculty member must receive a rating of *Does Not Meet Expectations* in any one of the categories.

### II. Comments:

Faculty Signature ___________________________ Date _____________

Department Chair’s Signature ___________________________ Date _____________

School Dean’s Signature ___________________________ Date _____________
Adjunct/Instructor Evaluation Form

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DEPARTMENT:</th>
<th>TITLE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Performance Factors</th>
<th>Outstanding</th>
<th>Highly Effective</th>
<th>Effective</th>
<th>Less Than Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Effectiveness</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Syllabus Content</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Other Activities</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Date Entered Position: mm/yyyy

Current CV/Resume on File (no more than three years old) □ Yes □ No

Date of CV/Resume on File

USCB Policy 300 requires that all adjuncts to be evaluated their first semester and once a year thereafter by their Department Chair or his/her designee. The evaluation process of adjunct faculty is intended to ensure adherence to the academic standards of the University. If you do not sign and return your evaluation form, you will not be eligible for reappointment.

Narrative:

Adjunct/Instructor Signature Date

Department Chair Date

School Dean’s Signature Date
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 Chancellor, the President, and the UofSC system Board of Trustees.

Schedule

Meets twice during the fall and twice during the spring. 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

The standing committees of the Senate include the Academic Steering Committee, Courses and Curricula Committee, the Faculty Development Committee, the Faculty Library Committee, Faculty Manual Committee, Library Committee, and the Faculty Welfare 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 Chair (2019-2021): Dr. Jayne Violette
The Faculty Chair is elected at the last meeting of each year, to serve two years.

Chair Elect (2021-2023): Dr. Brian Canada
The Chair Elect is elected at the last meeting of each year, to serve two years as elect, then two years as chair.

Secretary (2020-2021): Dr. Elizabeth Hammond
The Faculty Secretary is elected at the last meeting of each year to serve one year.
USCB SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

The Small Business Development Center (SBDC) offers a variety of services including management training courses. Programs are tailored to encourage the growth of existing businesses and the development of new businesses by providing both management and technical assistance. SBDC consultants are available at each location to give one-on-one consultation to analyze business operations, develop business strategies, and provide marketing and economic information.

Services provided by the SBDC include: business plans, cash flow projections, income statements, balance sheets and loan packaging and for existing businesses help with setting up bookkeeping systems including QuickBooks™ training, government compliance and procurement, and business evaluations. The SBDC is a part of the U.S. Small Business Administration and provides confidential business advisement to SC small businesses at no cost. The centers also offer seminar and training courses on relevant business topics for a minimal registration fee. They are taught by staff and professionals in industry and government.

The Director of the USCB Small Business Development Center is located in the Sandstone Building on the Beaufort Campus and can be reached at (843) 521-4143. The Business Consultant of the Small Business Development Center is located in the Annex at the Bluffton Campus and can be reached at (843) 208-8259.