Guide for Teaching Faculty
2014-2015
Welcome to Coastal Carolina University.

Coastal Carolina University is a student-centered institution that prides itself on offering a premier education at both the undergraduate and graduate levels. This education is delivered by our faculty, including full-time faculty and part-time faculty. Your professional experience, advanced training and knowledge will enhance the quality and effectiveness of the learning process. I am grateful that you have chosen to share your expertise with our students. The intention of the 2014-2015 Guide for Teaching Faculty is to ensure that all faculty members have the requisite knowledge about University policies, procedures, and services to effectively carry out their instructional assignments. I ask that you review this manual and welcome any suggestions you may have for the next revision of these materials.

J. Ralph Byington, Ph.D.
Provost and Senior Vice President for Academic & Student Affairs
PURPOSE OF THE GUIDE

The Guide for Teaching Faculty is designed to introduce you to Coastal Carolina University and answer some of the questions frequently asked by new faculty. Specific questions should be directed to your chair or college dean. You will also find your department’s support staff to be a valuable resource for general information, office procedures, and paperwork.

A number of website resources are identified throughout the Guide. Among those that you may want to bookmark on your computer are the following:

- Coastal Carolina University
- Undergraduate/Graduate Studies Catalogs
- Distance Learning (Office of Online Learning)
- Student Handbook and Student Code of Conduct
- New Employee Forms
- University Policies
- Faculty Manuals
- Contingency Instruction
- Associated Faculty Online Orientation

NOTE: This Guide refers many times to your direct supervisor. Depending on the academic unit in which you work, this person may be a department chair, a dean, or another designated administrator. For simplicity, we will refer to your direct supervisor as “chair” throughout the Guide.

STATEMENT OF COMMUNITY STANDARDS

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. Members of this community are accountable for their actions and are committed to creating an atmosphere of mutual respect and trust.
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I. INTRODUCTION

A. Our Mission

Coastal Carolina University is a public comprehensive liberal arts institution that seeks to develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective. To deliver on this commitment, Coastal Carolina recruits highly qualified and motivated students, faculty, and staff from the region, state, nation, and world to create a diverse and dynamic student-centered learning environment.

Because Coastal Carolina embraces the teacher-scholar model, it places primary emphasis on high quality teaching and engaged learning, and it supports faculty research, creative activities, and expert collaboration in the community, state, nation, and world. This focus enables faculty and staff to mentor students in collaborative research, creative opportunities, and internships. To nurture this active learning community, Coastal Carolina maintains a broad range of contemporary technologies, programming, support services, and innovative course offerings and delivery methods. The result is alumni who are well prepared for professional careers or graduate programs in their chosen fields and who continue to be connected to Coastal Carolina.

Inspired by its founding in 1954 to serve the educational needs of the immediate area, Coastal Carolina has grown with the region to become a mid-sized regional comprehensive university with a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to maintaining a population of 8,000-12,000 students by building baccalaureate; selective master’s and specialist programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services; and a Ph.D. program in Marine Science. Coastal Carolina fully embraces its leadership role as a regional center of economic and intellectual resources, lifelong learning, cultural and recreational opportunities, and athletic programs.

As Coastal Carolina executes this mission, it recognizes its responsibility to be a role model to the community and to the professions by assuring fair and honest treatment of people with whom it interacts and sustainable stewardship of resources entrusted to it, adopting the highest standards of integrity and accountability, and committing itself to excellence through continuous self-improvement.
B. Accreditation

Accreditations
Coastal Carolina University conducts in-depth accreditation self-studies for many of our programs to meet the accreditation needs of various organizations. Various University programs are currently accredited by the following organizations:

Regional Accreditation
- SACSCOC - Southern Association of Colleges and Schools Commission on Colleges

E. Craig Wall Sr. College of Business Administration
- AACSB International - The Association to Advance Collegiate Schools of Business (College)
- PGA - Professional Golfers’ Association of America

William L. Spadoni College of Education
- NCATE - National Council for Accreditation of Teacher Education (College)

Thomas W. & Robin W. Edwards College of Humanities & Fine Arts
- NASAD - National Association of Schools of Art and Design
- NASM - National Association of Schools of Music
- NAST - National Association of Schools of Theatre

College of Science
- AAHE - American Association for Health Education (joint program approval)
- ABET - Accreditation Board for Engineering and Technology
- ACEN - Accreditation Commission for Education in Nursing
- SOPHE - Society for Public Health Education

More information on the University’s accreditation and institutional assessment is provided at Institutional Research, Assessment and Analysis.
C. **Campuses and Outreach Centers Information**

Coastal Carolina University’s main campus is located on University Boulevard between Hwy 501 and Hwy 544 near Conway, South Carolina. A campus map is found at [http://www.coastal.edu/tour/](http://www.coastal.edu/tour/).

The University Center in Conway, SC, (Coastal Science Center) offers both credit and non-credit courses. The University’s Coastal Carolina Science Center is located on the East campus at 301 Allied Drive in Conway. The main phone number for the Center is (843) 349-5002. More information about the Center and its support staff is available at [http://www.coastal.edu/outreach/index.html](http://www.coastal.edu/outreach/index.html).

The Myrtle Beach Education Center in Myrtle Beach, SC, offers both credit and non-credit courses. The University’s Myrtle Beach Education Center is located at 900 79th Avenue North and Hwy. 17 Bypass in Myrtle Beach. The phone contact for the Center is (843) 349-2767. More information about the Center and its support staff is available at [http://www.coastal.edu/outreach/index.html](http://www.coastal.edu/outreach/index.html).

The Litchfield Education Center in Litchfield, SC, offers non-credit courses. The Litchfield Education Center is located at 14427 Ocean Highway in Litchfield Landing. The main phone number for the Center is (843) 349-6584. More information about the Center and its support staff is available at [http://www.coastal.edu/outreach/index.html](http://www.coastal.edu/outreach/index.html).

The Georgetown Education Center offers credit and non-credit courses. The Georgetown Eudcation Center is located at 909 Front Street in Georgetown. More information about the Center and its support staff is available at [http://www.coastal.edu/outreach/index.html](http://www.coastal.edu/outreach/index.html).

D. **Organizational Charts**

Organizational charts and functional organizational charts for Coastal Carolina University are found at [www.coastal.edu/hreo/](http://www.coastal.edu/hreo/).
II. ADMINISTRATIVE PROCEDURES

A. Username/E-mail account and PIN

Once you complete all new hire paperwork, including a Confidentiality Statement, your new hire data will be entered into the Human Resources and Payroll systems. Once that occurs, a username/e-mail address and pin number is assigned within 48 hours. You will need this PIN to access e-mail, the grade reporting system (WebAdvisor), Moodle (course management system) and other to access other information. To look up your PIN, go to the address www.coastal.edu/search/password/.

- Faculty/Staff — Faculty & Staff accounts are generated automatically after an employee's records are activated by the Office of Human Resources and Equal Opportunity (HREO). Contact HREO hr@coastal.edu with any questions about employee status. Any Faculty or Staff that have academic information (grades, transcripts, sat scores, etc.) on our system and do not have a security question on file, will need to visit ITS (Wall 105) with a photo ID to get your login information.

- If you have already set up your account or do not have any academic information in our system, go to https://www.coastal.edu/search/inc/password.

B. Payroll

The payroll schedule and other information is available on the Payroll Department website at www.coastal.edu/payroll/. The Teaching Pay Deadlines/Pay Dates is available at http://www.coastal.edu/payroll/schedule/teaching.html. Please note that the pay schedule is based on receipt of all paperwork and approvals by the payroll processing deadlines. If paperwork is not received in a timely fashion, compensation will be divided equally among all remaining payroll periods within the employment period. University payroll is distributed by direct deposit to the employee’s personal banking account. See the Payroll Type – Payroll Lag Schedule for more information.

C. Department/College Offices

Most department and college offices are open Monday through Friday from 8:30 a.m. to 5 p.m. during the academic year. Check Campus Hours website or see your department or college support staff for summer and holiday hours.

You will receive intra-campus mail at your department location, and you will be asked to submit your class schedule, office and advising hours (see the Chair of your department for requirements), home address, home telephone, and campus e-mail address to the department support staff. Any changes in the information should be reported to the
department support staff. Changes in personal information should also be reported to the Office of Human Resources and Equal Opportunity (HREO) by completing the **ID Summary/Emergency Data Form** available online at [www.coastal.edu/hreo/newemployeeforms.html](http://www.coastal.edu/hreo/newemployeeforms.html).

If your appointment is at an Education Center, you will receive intra-campus mail at this location. You will be asked to file your class schedule, office and advising hours (see the Chair of your department for requirements), home address, home telephone, and campus e-mail address to the primary support staff at the Center as well as with your departmental support staff. If your appointment is away from any of the offices listed above, contact your department chair to arrange for mail delivery. You will need to post your office hours online, which may include virtual office hours if you do not have an office on campus.

### D. Office/Desk Space

Your department will provide you with an office/desk/work station where you can prepare for class, hold office hours, and perform other course related tasks, unless you have an appointment off campus. Office/desk/work stations will be arranged with your department chair.

### E. Identification Cards

CINO picture ID cards are made in the CINO Campus Card Office. Your CINO card serves as employee identification and is available approximately two business days after all required paperwork is submitted to HREO. The Card may also be used as a cash card if you wish to deposit funds in your campus account. For FAQs on using the CINO card as a cash card, CINO Campus Card Office location and locations where it is accepted, go to [www.coastal.edu/cinocard](http://www.coastal.edu/cinocard).

### F. Parking

Your vehicle must show a current faculty/staff decal issued by the Department of Public Safety. Please try park only in areas designated for faculty/staff when available. Faculty may park in any space except those designated as Visitor, Handicap and Reserved spaces. The first two faculty/staff parking decals are free; there is a cost for additional decals. Some faculty parking lots are gated and require an additional barcode decal available from Public Safety. For more information or to purchase decals online visit [Public Safety’s Traffic and Parking Information website](http://www.coastal.edu/safety) including a map of Faculty/Staff parking lots.

An application for a parking decal may be submitted online or in person at the Department of Public Safety. To apply for a decal you will need your vehicle registration and a photo I.D. (either CCU or driver’s license). For more information on decals and regulations related to fines and towing, visit [www.coastal.edu/safety](http://www.coastal.edu/safety).
Vehicles illegally parked in designated tow zones are subject to removal by an off-campus tow company. Faculty are responsible for paying any fines associated with towing and for paying tickets received for parking illegally.

**G. Campus Directory Information**

Your email, phone and office information will appear in the campus directory, found at [www.coastal.edu/search/facultystaff](http://www.coastal.edu/search/facultystaff). This directory is available to students and the public. A second directory is accessible to employees only from Workplace on the HREO home page. The Workplace directory requires a log-in and provides personal information such as home address and telephone number. If you do not wish this information to appear on the password protected site, you have the option of indicating this when completing the *ID Summary/Emergency Data Form* when first hired. If your personal information changes, complete a new *ID Summary/Emergency Data Form* online at New Employee forms or make the necessary changes on the online directory page at [www.coastal.edu/hreo/workplace/directory](http://www.coastal.edu/hreo/workplace/directory).

**H. Maintenance Requests**

Maintenance and repair services requests should be referred to the appropriate college or department office for submission.
III. RESOURCES AND SUPPORT

A. Administrative Support

Each academic department has a support staff member who will be available to assist you with making copies if needed, acquiring supplies, etc. This staff member is an invaluable contact for you and is knowledgeable about the campus. Please check with the staff member for deadlines for submitting work requests and recognize that during certain periods, such as semester start, midterm and finals, most faculty members are requesting similar assistance.

B. Office Supplies

Office supplies, paper, and Scantron forms are available in, or may be ordered through, your department office. If it is necessary to purchase supplies off-campus, your chair must give prior approval to any expenses for which you will request reimbursement.

C. Technology Support

Information Technology Services (ITS) is the point of contact regarding use of Smart Classroom Technologies: www.coastal.edu/its.

As a faculty member, the ITS Help Desk is the preferred method to seek technical support. If you require immediate assistance, call (843) 349-5000 and Information Resource Consultant (IRC) or other staff member will assist you. For Help Desk hours, after-hours support and smart classroom technology support visit http://www.coastal.edu/its/support/index.html. You must complete a help desk ticket to receive assistance; do not simply call or email your IRC.

If you have a problem with a classroom computer during a class time within normal working hours, please call Equipment Checkout in Media Services at (843) 349-2890. If you require assistance with a classroom computer outside normal working hours, please call (843) 283-1155.

D. Center for Teaching Excellence to Advance Learning (CeTEAL)

CeTEAL is the faculty development center at Coastal Carolina University. Founded in 2004 and restructured in 2012 to include faculty development and technology integration support. We seek to promote a culture of excellence in teaching and learning at Coastal Carolina University by facilitating the integration of proven pedagogical techniques into the instructional process and encouraging the development of a university-wide community of reflective practitioners.
The CeTEAL staff has a strong commitment to providing faculty and staff with excellent training and support in teaching, scholarship, current and emerging instructional technologies, and leadership. Our highly competent staff specializes in listening to your needs and helping you develop solutions for your classroom. We work with programs and offices from across campus to bring experts to assist faculty in their scholarly endeavors. Our Instructional Coaches provide written, confidential reports on observations in your classes and/or complete interviews with your students at the midterm to give you feedback to improve your courses.

We make technology approachable and will help you integrate technology in your courses effectively. Coastal Carolina University is a Quality Matters (QM) institution and we provide reviews for hybrid and online courses that align with the QM standards of quality for courses online.

We are proud of our record of consulting, training, supporting, and working with faculty and staff to provide a high-level of customer service. You will find our staff to be friendly, flexible, and highly committed to your success. [https://www.coastal.edu/ceteal](https://www.coastal.edu/ceteal)

The CeTEAL staff can assist you with:

- Teaching Effectiveness
- Face-to-Face, hybrid and online learning course (re)design, planning and training
- Training for Moodle, Coastal’s Course Management System
- Individual and group training and consultation
- Demonstration of teaching strategies which integrate technology
- Provision and development of instructional materials and resources

## E. Kimbel Library and Bryan Information Commons

Kimbel Library and Bryan Information Commons is a dynamic partner for teaching and learning in a vibrant, student-centered intellectual gathering space. Bryan Information Commons opened in August 2012 and provides a perfect setting for individual and group study and research. Kimbel Library collections include print and digital books and journals, DVDs, CDs, kits, maps, and a myriad of other resources to serve CCU’s academic community. The library and information commons are open seven days a week; check [www.coastal.edu/library](http://www.coastal.edu/library) for hours and for access to resources 24/7. Other library services include reference assistance, interlibrary loan, electronic delivery of materials, instructional services and programs, laptops, computers, a computer lab, presentation rooms, and group and individual study rooms.

For a list of Faculty Services provided by Kimbel Library and Bryan Information Commons which includes course reserves, materials request, Interlibrary Loan and Pascal Delivers services, student assistant faculty card, loan periods, library instruction requests, equipment checkout, My Library Account, distance learning services, digital collections, videos and tutorials and other services visit: [http://www.coastal.edu/library/services/faculty.html](http://www.coastal.edu/library/services/faculty.html)
F. Media Services

Audio/Visual Equipment may be reserved for teaching purposes via online request at www.coastal.edu/mediaservices. For assistance with equipment, including classroom computer equipment, call (843) 349-2890. To request equipment, visit the Equipment Checkout Site and fill out an online form. Provide as much notice as possible when requesting services or equipment; last-minute requests may not be able to be accommodated.

G. Academic Calendar

The academic calendar and the exam schedule are available at www.coastal.edu/registrar by clicking on Calendars.

H. Ombuds Office

The Faculty Ombuds provides a neutral, independent, confidential and informal place for faculty to express their workplace concerns and explore options to resolve issues and answer questions. For more information about Ombuds services, visit www.coastal.edu/ombuds.

I. Other University Services

1. Recreational Facilities

Your CINO ID card gives you access to the HTC Student Recreation & Convocation Center (SRCC) and the Williams-Brice Building. The HTC Student Recreation Center http://www.coastal.edu/recreation/facilities/htccenter/ opened in the Fall 2012, houses a full line of Life Fitness Signature series, Hammer Strength Plate loaded machines, power racks, and Smith machines and a free weight area, a large functional training area, complete with TRX training system and Cybex circuit training with ADA guidelines, the basketball arena, cardio studios, a rock climbing wall, three exercise studios, and the outdoor recreation program. The Williams-Brice Building houses a 25-meter swimming pool, a dance studio, an activities gym, and a weight training room. Hours of operations for recreational facilities, contact information and other information is available at http://www.coastal.edu/recreation/index.html

2. Food Services

ARAMARK manages dining services on campus. There is a faculty/staff discount with your CINO card. For hours, menus and locations of food services visit www.campusdish.com/en-US/CSSE/CoastalCarolina.
3. Off-Campus Mail and Postage

Mail pickups are completed each day in all University offices. All postage and delivery fees are charged to your department or college’s budget; this service is not for personal use. However, you may visit the on-campus post office directly for your personal needs. For more information, please visit http://www.coastal.edu/mailservices/. Be sure to provide the correct address when receiving packages on campus which can be found on the Mail Services website listed above.

4. Credit Union

All University employees are eligible to become members of the Carolina Collegiate Federal Credit Union. The main office located in Columbia, SC. Visit www.carolina.org/home.aspx for more information. Information about ATMs located on campus can be found at http://www.coastal.edu/businessservices/atm.html

5. General James Hackler Golf Course

General James Hackler Golf Club, a par 72 golf course, is operated by the University’s Professional Golf Management Program and maintained by Horry Georgetown Technical College’s Sports Turf Management Program. The golf course is adjacent to the University and includes a clubhouse with fully-stocked golf shop and grill. Hackler’s practice facility offers an all-grass driving range, practice bunker, and a 3,000 square foot putting green. Advance reservations for tee times are recommended (especially during peak season) but not always necessary. Discounted memberships are available to full-time faculty and staff. http://www.coastal.edu/hacklercourse/
IV. TEACHING RESPONSIBILITIES AND SYLLABI

A. Teaching Responsibilities (as per the Faculty Manual)

In order to maintain academic credibility and consistency in classroom procedures, all faculty members must perform the following duties:

- Write and distribute a syllabus for each course taught. All syllabi must include the course objectives, student learning outcomes, grading procedures, and attendance policies (refer to the University Catalog statement on "Class Attendance").
- Direct instruction and examinations toward the completion of stated objectives and to return exams promptly.
- Maintain consistency between course content and the course description in the current University Catalog.
- Make available to students throughout the semester a current evaluation of their progress, including student inspection of examinations and papers. All final examinations and final papers not returned to the student must be retained by the instructor of record for at least one calendar year and be made available to the student for inspection upon request.
- Conduct classes according to the published schedule. In the event that a class must be canceled, the faculty member must notify the Department Chair/Supervisor or the Office of the College Dean before the scheduled class meeting.
- Schedule and post reasonable office hours for student conferences. The minimum number of expected office hours per week is determined by the Dean of the College.
- Be available for student advisement during registration periods and to keep current with curriculum changes that influence the advising process. (In addition, faculty members are expected to maintain accurate files for each advisee.)
- Promote a work and educational environment free from harassment.
- Assist in providing program accessibility to self-identified qualified students with disabilities by making reasonable accommodations for the disability.
- Protect the privacy of students as defined in the Family Educational Rights and Privacy Act of 1974 by:
  i. Knowing the contents of the University’s FERPA policy (located online at www.coastal.edu/registrar/ferpa.html)
  ii. Never posting grades for students by social security number or student ID (instead, employing computer systems that ensure students see only their own grades and not those of their classmates)
iii. Never taking attendance by distributing or displaying a class roster containing social security numbers or student ID number

iv. Never giving out academic information to anyone over the phone

v. Never giving out academic information in person to anyone except the student (with valid photo identification if you cannot personally identify the student)

vi. Never distributing any student’s directory information

vii. More details are available at http://www.coastal.edu/registrar/ferpa.html

B. Course Syllabi

In addition to the university requirements for your course syllabus, your chair will discuss department and college-specific requirements for course syllabi with you, and may provide you with an instructional model adopted by your department. Copies of syllabi used by others teaching the course will be available from your chair for reference while preparing your syllabus. You must file a copy of your completed syllabus with your chair prior to the first class meeting.

6. Basic Information

Good practice dictates that syllabi should contain the following basic information:

- Course identification and section number, semester, meeting times, and assigned meeting room.
- Instructor name, office, telephone extension, e-mail address, and office hours.
- Information about the textbook, including edition.

Unless you have selected your texts personally, your chair will provide desk copies of texts before the semester begins. Some departments use departmentally-selected texts for courses. The University Bookstore, operated by Neebo, will stock the textbook for your class. www.neebo.com. You may also request the library place a copy of your textbook on reserve. Many textbooks are now available for rental and/or electronic copies.

7. Required Components

The following components are REQUIRED in each syllabus (per the Faculty Manual):

a) Course Objectives

Course objectives express the intended content to be covered in a course. Most are derived from the course description. Some academic departments use common objectives and student learning outcomes for courses. They are available from your chair or support staff.
b) **Student Learning Outcomes**

Student learning outcomes indicate to students what the students will be able to do because they took your course. Student Learning Outcomes:

- Answer the question “Why is it important to take your course?”
- Allow easy comparison of the outcomes of two different courses, especially for transfer of credit.
- Help gauge how well a student has mastered a subject.
- Are not course objectives or topic lists.

For more information including a flow chart and how-to article on writing student learning outcomes, go to [www.coastal.edu/facsenate/aac/#procedures](http://www.coastal.edu/facsenate/aac/#procedures). If you need assistance in developing objectives with measurable outcomes, consult your chair. Training is also available throughout the academic year in CeTEAL.

c) **Student Attendance Policy**

The current University Attendance Policy may be found in the Academic Regulations section of the *Undergraduate Catalog* and *Graduate Studies Catalog* at [www.coastal.edu/catalog](http://www.coastal.edu/catalog). These regulations define excused absences. Faculty may use a different attendance policy as long as it is clearly stated in the syllabus and approved by the dean.

d) **Grading Policy**

Your syllabus should state the values of each required classroom performance (exams, papers, discussion, etc.) and must have a grade scale describing the cutoffs for final grades. The University’s grading system is described in the *Undergraduate Catalog* and *Graduate Studies Catalog* at [www.coastal.edu/catalog](http://www.coastal.edu/catalog).

8. **Optional Components**

The following identifies general components which occur in most syllabi, but are not required:

e) **Tentative Schedule**

A daily schedule, including topics to be covered and due dates for readings or exams may be included. Exams must be announced well in advance of the date given. A list of class holidays and final exam times is available in the academic calendar at [www.coastal.edu/registrar/acadcalendar.html](http://www.coastal.edu/registrar/acadcalendar.html).

f) **Course Description**

This should be copied from the *Undergraduate Catalog* or *Graduate Studies Catalog* at [www.coastal.edu/catalog](http://www.coastal.edu/catalog) and may be elaborated upon.
Special Requirements for Your Class

You will find it useful to state any special requirements you have for papers or exams, as in the following example.

“Paper requirements:

• All submitted work will include your name, student ID, course, and section.
• All final papers must be typed and show forms, e.g., parenthetical notes, per MLA II.
• All paper assignments are due at the beginning of the class period on the dates shown in the schedule above.
• Late papers are penalized at 25% of grade points x class periods late.”

Accommodations for Students with Disabilities

All faculty are encouraged to include a statement about providing accommodations for students with disabilities, including learning disabilities and Attention Deficit and Hyperactivity Disorder (ADHD). A statement like the following should be included in your syllabus:

“Coastal Carolina University, in accordance with the Americans with Disabilities Act of 1990 (ADA) and the Federal Rehabilitation Act of 1973/ Section 504, will provide reasonable accommodations for eligible students with disabilities. If you require special assistance, please see me privately and seek assistance directly from the Office of Accessibility and Disability Services. You are responsible for initiating arrangements of accommodations for tests and other assignments in collaboration with the Office of Accessibility and Disability Services and your professors.”

It is also recommended that you provide information in your syllabus on how students can contact the Office of Accessibility and Disability Services. More information is found at http://www.coastal.edu/disabilityservices/

Syllabus Disclaimer

It is recommended that you end your syllabus by stating clearly that “This syllabus and schedule are tentative and subject to change by the instructor with notice to the student as the semester progresses.”

Statement on Cheating and Plagiarism

The Code of Student Conduct outlines Prohibited Conduct and gives examples under Standards of Academic Conduct. It is recommended that this information be part of the syllabus for and/or discussions in your class. The full text for the current Code of Student Conduct is located at http://www.coastal.edu/conduct/index.html. Students who break the honor code by cheating and plagiarizing are to be reported to the Office of Academic Integrity (www.coastal.edu/aic).
V. ACADEMIC AND CLASSROOM ADMINISTRATION

A. WebAdvisor

WebAdvisor is a secure web interface that allows faculty, staff, students and guests to access and/or update information on the University’s shared integrated database. For faculty, this information includes class schedules, class rosters, absence reporting, entering earned grades, information on advisees (grades, e-mail, telephone, etc.) and an efficient way to e-mail your students by class or advisee roster. For students, this information includes registration, grades, transcripts, class schedules, financial aid and payments, account profiles, etc. There are additional functions for University employees, prospective students, and parents. Some information may be accessed by anyone, such as a class search. Access to confidential information requires you to log-in with a user ID and password. 
http://webadvisor.coastal.edu

B. Moodle

Moodle is the University’s online course management system that can be used with any course to deliver course content (online assignments, quizzes and surveys, study guides, video clips and more). Visit http://www.coastal.edu/moodle to find Moodle Resources for faculty and students and more information. The Moodle Guide for Faculty contains a Faculty Help Request Form for Moodle questions or issues. Faculty may request (login required) that courses be added to Moodle at any time during the year at https://www.coastal.edu/moodle/courseRequest.html; early requests are welcome. Moodle training is provided CeTEAL via scheduled group sessions or individual training. Technical issues are addressed through the Course Management Administrators in the Coastal Office of Online Learning (COOL) www.coastal.edu/online.

C. Faculty Absences

Any planned absences must be pre-approved through your chair, and you must make arrangements for your students and/or other university appointments and notify the chair of these arrangements. It is recommended that you confirm your absence and arrangements in writing/e-mail.

Emergency absences should be reported promptly (prior to the class meeting time) to your chair and support staff member. Consult with your chair regarding arrangements when emergencies occur. Your chair will discuss with you the communication to your students about your absence and how your absence will be covered. Please refer to the CeTEAL website at www.coastal.edu/ceteal, then click on “Contingency Instruction” or libguides.coastal.edu/contingency for assistance in an emergency absence situation.
D. Taking Student Attendance

The current University Catalog obligates students “to attend regularly.” You are required to take attendance during the first two weeks of the semester, as the Financial Aid Office asks each faculty member to identify students who never attended during this time.

Faculty and instructional staff are administratively directed to take continuous semester-long attendance for all “100 and 200” level courses. Attendance is reported on WebAdvisor (https://webadvisor.coastal.edu, Login, click on Faculty, click on Reporting Attendance). Proof of attendance checking for 100 and 200 level classes will be part of the annual faculty evaluation process.

Faculty and staff are encouraged to make use of the online attendance system available on the CCU website, www.coastal.edu/attendance. The system provides you with a roster (including photos) of enrolled students. You may enter attendance yourself or request students use a card reader (if available) to automatically enter their attendance. The system is capable of providing attendance reports on individuals as well as by date. Access is PIN-protected. Attendance may also be recorded through your course on Moodle, see CeTEAL for sessions on how to use these resources.

Portable swipe card readers for student IDs can be purchased by departments from ITS for those classrooms equipped with computers or faculty laptops. Alternatively, paper-based attendance checking is permitted. The two most important components of attendance checking occur when faculty state on their syllabus that they will be checking attendance, and when faculty hold students responsible for missing class by following up with advising of students who miss classes, especially those students who have two unexcused absences in a row (see Faculty Absence Alert on http://webadvisor.coastal.edu, then Faculty, Communication: Student Absence Alert).

E. Reporting Grades

Grades must be reported by the semester’s deadline issued via e-mail by the Registrar. This is typically the Monday after the end of final exam week and no later than 5pm on that day. All grades are recorded using the online WebAdvisor system, available at http://webadvisor.coastal.edu. 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 because of an unanticipated illness, accident, work-related responsibility, or family hardship. Please note that a grade of “I” (incomplete) may not be used for the sole purpose of extending the deadline for the faculty member to submit grades.

Midterm grading is required for all 100 and 200 level courses. We require the use of the online mid-term grading module provided in WebAdvisor available at http://webadvisor.coastal.edu, which operates identically to end-of-term grading. Prior to each reporting period, the Office of the Registrar will electronically notify each instructor with mid-term grades to report, and provide instructions on how to do so. Class syllabus materials should clearly state that mid-term grades for 100 and 200 level courses will be
provided. Proof of mid-term grading for 100 and 200 level classes will now be part of the annual faculty evaluation process.

Additional grading forms, such as for an Assignment of an Incomplete or a Grade Change, may be found at: http://www.coastal.edu/forms/ (You will need to login to link to this page.)

The Student Athlete Academic Support Services requests mid-term grades are submitted for student athletes. For more information about support services for student athletes visit http://www.goccusports.com/athleteservices/academics.html. Faculty will be notified by the athletics office when those grades are to be submitted and where to submit grades.

F. Performance Feedback for Students

To assist the student in monitoring his/her own academic progress, faculty are encouraged to provide timely feedback, particularly prior to the “drop date” before a grade of “WF” is assigned. This feedback enables a student to make an informed decision regarding withdrawal from the course without grade penalty. Check the academic calendar at www.coastal.edu/registrar under “Calendars” to determine the last drop date for each semester.

Use of the Moodle course management system to record grades provides students with convenient access to their grades for the class. CeTEAL www.coastal.edu/ceteal/ provides training for using the Gradebook in Moodle. COOL www.coastal.edu/online provides helpdesk support for faculty using Moodle.

G. Tests and Final Exams

Your chair will discuss usual testing procedures with you. While you may elect a variety of testing schedules and methods, no exams may be given during the last regular class meeting of the semester, and faculty members are expected to give final exams or the equivalent in all classes during finals week at the end of each semester (exception: laboratory courses may hold final exams during the last week of class). Final exam times are often different from class times during the semester and are listed in the Academic Calendar on the Office of the Registrar’s website at www.coastal.edu/registrar under “Calendars.” No deviation is permitted unless specific prior approval has been obtained from your Dean and reported to the Provost. For policies governing exams, see the Undergraduate Catalog or Graduate Studies Catalog at www.coastal.edu/catalog.

H. Required Student Evaluations of Course and Faculty

It is required that students are given the opportunity to evaluate faculty and courses each semester. Each college has adopted an evaluation instrument designed to provide specific feedback on how students perceive your conduct of the class. Evaluations are available online for the students to complete. Students are sent a confirmation email once each evaluation has been completed. Each semester the dates for the online evaluations are announced on
the Moodle website for faculty and students Moodle.coastal.edu and emails are sent to both faculty and students.

**I. Department Chair Evaluations of Faculty**

The chair is responsible for providing ongoing assessment of the quality of your instruction. The chair should make clear (prior to and following employment) both the general expectations and the specific duties of each faculty appointment. Immediately following the conclusion of the semester’s teaching responsibilities, or on an annual basis, the chair will evaluate the performance of the faculty member. The chair or his/her designee may visit the faculty member’s classroom during the term for evaluation of performance. More information about course evaluations including timeline and FAQs can be found [http://www.coastal.edu/iraa/courseeval/index.html](http://www.coastal.edu/iraa/courseeval/index.html). CeTEAL also provides in course observations through their instructional coaching program and for online courses through their online design coaching program see CeTEAL website for more information.

**J. University Policy for Student Complaints**

The University deems it essential that all students be provided an adequate opportunity to bring complaints and problems to the attention of the administration with the assurance that their concerns will be treated promptly, professionally, fairly, confidentially, and without fear of reprisal. The University’s policy on student complaints is posted on the University Policies website. If any student believes he or she has been mistreated by any member of the faculty or staff, the procedures listed in the policy should be followed. The policy is not intended to replace any existing grievance process. Students who are unsure about this complaint policy are encouraged to consult with their academic advisers.

If a student with a complaint does not receive satisfaction from any of the above-listed offices, the student should bring his or her complaint directly to the Office of the Provost of the University.

**K. Cheating, Plagiarism and Academic Infractions**

**Statement of Community Standards**

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. Members of this community are accountable for their actions and are committed to creating an atmosphere of mutual respect and trust.

A faculty member’s response to student cheating/plagiarism is governed by the Code of Student Conduct, approved by the Student Government Association and the Faculty Senate. The guidelines and reporting procedures for academic infractions are available in the Code of Student Conduct at [http://www.coastal.edu/conduct/documents/codeofconduct.pdf](http://www.coastal.edu/conduct/documents/codeofconduct.pdf).
Violations of the Academic Integrity code can be reported through the Office of Academic Integrity website.

The University has adopted the grade of FX to be assigned to a student who receives a failing grade in a course as a result of academic dishonesty. Information about the FX grade is available in the Grading System section of the Undergraduate Catalog and Graduate Studies Catalog at www.coastal.edu/catalog.

L. Student Services

Faculty members are not responsible for providing student services not related to the classes they teach. However, students frequently approach faculty members with problems or issues beyond faculty expertise. In order to facilitate the faculty’s ability to direct students to the appropriate student services, a partial list of resources is provided below:

1. Learning Assistance Centers

   Foreign Language Instructional Center (FLIC), Mathematics Learning Center (MLC), Writing Center (WC), Structured Learning Assistance (SLA), and Learning Assistance in the Sciences - These peer tutoring labs are academic resources available to all Coastal Carolina University students free of charge. The Learning Assistance Centers have adopted a tracking procedure which allows its staff to track and advise faculty of the attendance in the center of your students. If you refer a student to one of the centers you will receive an acknowledgement from the center. www.coastal.edu/lac

2. Student Health Services

   Services are available to currently enrolled students for primary medical care, first aid, allergy injections, limited lab services, vaccines, physicals, health education and personal counseling services. Student Health Services are not for routine use by faculty. www.coastal.edu/health

3. Accessibility and Disability Services

   Coastal Carolina University is dedicated to establishing and maintaining a barrier-free environment with all of its resources. Students with physical, psychological, or learning disabilities receive accommodations and assistance through the Office of Accessibility and Disability Services. With appropriate documentation, the coordinator determines accommodations needed to assist students in taking full advantage of their educational opportunities at the University. On-going coaching of students with disabilities is offered to help ensure success. To access services and accommodations, students should obtain documentation of the disability and make an appointment with the Accessibility Coordinator. www.coastal.edu/disabilityservices
4. Students At Risk Committee – Chant Intervention Team
The University maintains a “students at risk” committee called the CHANT Intervention Team (C-IT) through the Office of the Dean of Students and Student Affairs to identify and assist students who are at risk of failing or leaving the University for behavioral, psychological, or health reasons. For information on identifying students who are “at risk” and of the referral process faculty should use to help identified students, visit the CHANT Intervention Team website.

5. Public Safety
Information about parking permits, campus safety, reporting emergencies and crimes can be found at the Department of Public Safety’s website www.coastal.edu/safety.
VI. SAFETY AND EMERGENCY INFORMATION

A. Accidental Injury

Initial Notification: In case of accidental injury, it is an employee's responsibility to notify his supervisor or department head immediately. Any injury, no matter how slight, must be reported. Supervisors or department heads should notify the Coordinator of Risk Management of the injury.

If time and circumstances permit, an employee injured on the job should be referred to the Coordinator of Risk Management for accident reporting forms and worker’s compensation insurance information. More information about reporting injury and illness can be found at http://www.coastal.edu/safetyandtransportation/ehs/workerscompensation/

If immediate assistance is needed, call University Dispatch (843) 349-2911 and then Campus Police (843) 349-2177 who should be notified so that the ambulance can be directed to the scene.

Faculty may be covered by worker’s compensation for on-the-job injuries. Information on worker’s compensation benefits is available at www.coastal.edu/hrrol by entering the Workplace site.

Students should be referred to Student Health Services for proper medical referral, unless the student is injured while performing duties as a student employee. Student employees may be covered under the University’s worker’s compensation insurance for workplace injury or illness but must report the accident, through supervisors, to the Coordinator of Risk Management as with any other employee.

B. Personal Safety

If you feel unsafe in your classroom or office, call Campus Police at (843) 349-2911.

C. Reporting Crimes or Emergencies

You should report potential criminal action and related emergencies to Department of Public Safety at (843) 349-2911. The non-emergency number for the Public Safety is (843) 349-2177.

The University has installed an emergency phone system for the safety of our community members. Call boxes are located both indoors and out and their locations are available on the University’s emergency preparedness page at www.coastal.edu/emergency/pdfs/appendix-a.pdf. All call boxes connect to the Department of Public Safety communications center 24/7. Please use call boxes for emergency communications with the University’s Department of Public Safety when you do not have access to a telephone.
Outdoor call boxes are mounted in a column and are identified by a blue light near the top and the words “Emergency Call Box” on the exterior. These call boxes work like a walkie-talkie: push the button to talk and release the button to hear the dispatcher respond. Many of the call boxes are in areas monitored by a camera that feeds into the Department of Public Safety communications center.

Indoor call boxes are either red or white boxes mounted on the wall and identified with the words “Emergency Call Box” or “Emergency phone.” These call boxes also work like walkie-talkies.

### D. Emergency Alert System

The University operates the emergency CCU alert system which sends messages to registered cell phones when there is a general emergency. You may register for the system at [www.coastal.edu/emergency/ccualert.html](http://www.coastal.edu/emergency/ccualert.html). The Office of Emergency Management provides other important information at [www.coastal.edu/emergency](http://www.coastal.edu/emergency).

### E. Closing the University for Inclement Weather

In the event of hazardous weather, faculty, staff, and students are requested to listen to local radio and television stations or visit the Coastal Carolina University website for official University closing announcements. Announcements about hazardous weather are also posted on the University’s homepage at [www.coastal.edu](http://www.coastal.edu).
VII. FACULTY MEETINGS AND EVENTS

A. Faculty Meetings

Faculty members are invited to attend the variety of faculty meetings held throughout the year, including:

1. General Faculty Meetings
   Convened by the Provost in fall and spring before the beginning of classes. Open to all faculty.

2. Faculty Senate Meetings
   Convened by the Chair of the Faculty Senate. The Faculty Senate meets once per month with the exceptions of January, June and August, when there is only one meeting during the summer. All faculty members may attend, but only Senators can vote. The Faculty Senate website is www.coastal.edu/facsenate.

3. College and Department Meetings
   Convened by the Dean and department chair respectively. College meetings are usually held two times per year. Department meeting schedules are at the discretion of the chair.

B. University Events

Special Events usually include the four formal events of New Student Convocation, Founders Day, Honors Convocation, and Commencement. A formal event requires faculty who participate in the processional or recessional to wear academic regalia. If you wish to purchase academic regalia, contact the University Bookstore. Participation is optional for part time faculty.

1. New Student Convocation
   Each August the incoming freshman class is formally welcomed by the faculty, staff, and continuing students.

2. Founders Day
   Scheduled each fall, this event commemorates the University’s founding and recognizes community leaders for their contributions to the University.
3. Honors Convocation
Each spring, Coastal Carolina University recognizes outstanding academic achievements of its students. This event is convened by the Provost and arranged through that office.

4. Commencement
There are three graduation ceremonies each year in May, August, and in December. All tenured and tenure track faculty members are required to attend the May Commencement. There is limited seating for the August and December commencement ceremonies and faculty attendance is determined by each college. Other faculty members are cordially invited to march in the processional and recessional. Full regalia is required.

5. Celebration of Inquiry
Celebration of Inquiry is a campus-wide, multiday, cross-disciplinary academic conference based on a common theme unique to each conference and is held every other year. Faculty, staff, students and community members are invited to contribute proposals and the event is free and open to the public. During the event, all classes are re-directed to the conference sessions. Classes are redirected to conference sessions in lieu of normal class meetings. It is recommended that you make an assignment related to the program or ask for an attendance record. The conference also includes presentations of Coastal Carolina University students' undergraduate research. For information, visit www.coastal.edu/inquiry.

C. General Event Information
General information about upcoming University events is available on the university’s News & Events website. You will also find links to University Calendar, Academic, Cultural Arts and special events from this website. Athletic schedules are available at www.goccusports.com.
VIII. APPENDIX

A. Definition Of Teaching Positions

1. Tenure Track Faculty

An appointment as tenure track faculty is considered full-time employment with expectation of teaching, research, and service. Teaching loads for these positions are determined by the deans of the colleges. Tenure track faculty members are reappointed automatically unless notified as described in the Faculty Manual. For information about tenure, see the Faculty Manual at http://www.coastal.edu/academics/facultysenate/manuals.html.

According to state regulations, tenure track faculty members are eligible for benefits and leave. Information on benefits is available at http://www.coastal.edu/hreo/employment/benefits.html.

2. Lecturer

An appointment as a lecturer is considered full-time for the period of up to one year and is dependent on the needs of the University. The course load for lecturers is 30 contact hours, or the equivalent as defined by the chair or dean, over fall and spring semesters. Lecturers may be reappointed on an annual basis as determined by their chair or dean. Advance notification of non-reappointment is not required. Lecturer positions are neither in the tenure track nor eligible for tenure.

According to state regulations, lecturers are eligible for benefits and leave. Information on benefits is available at http://www.coastal.edu/hreo/employment/benefits.html.

3. Teaching Associate

An appointment as a teaching associate is considered temporary employment for the period of one semester and is dependent on the needs of the University. Teaching assignments for these positions are granted on a per course basis according to enrollment demands. All teaching associates are hired on a per semester basis. Positions end on the last day of the appointment as indicated in the offer letter. No further notice of the end of an appointment or the decision not to reappoint a teaching associate in the subsequent semester(s) will be provided. Teaching associate positions are neither in the tenure track nor eligible for tenure.
According to state regulations, teaching associates are not eligible for benefits or leave. However, they are eligible to enroll in the South Carolina Retirement System (SCRS) or the Optional Retirement Program (ORP). Information on both systems including ORP vendors is available at [http://www.coastal.edu/hreo/workplace/benefits](http://www.coastal.edu/hreo/workplace/benefits).

4. **Note on Retirees from the South Carolina Retirement System Returning to Work:**

If an employee retires from the South Carolina Retirement System (from Coastal Carolina University or another state agency) and returns to work, he/she is required to continue contributions to the System. Working retirees are eligible to continue receiving their monthly retirement benefits from System.

**B. APPPOINTMENT TO A TEACHING POSITION**

1. **Offer Letter**

After you have discussed and agreed to the terms of employment with your chair and your appointment has been approved by the Provost, a formal offer letter will be generated for you to sign prior to the commencement of work. You must sign a completed offer letter for each appointment period. For tenure track faculty and lecturers, a single offer letter will be generated prior to the first semester of work; teaching associates will sign a new offer letter for each semester in which they are re-hired.

If employed by two departments at the same time, you must sign an offer letter for each department. The signed offer letter should be returned to the department chair.

2. **The Hiring Process**

In addition to the offer letter, you will be asked to submit the following documents before work has begun. Your appointment will be processed when all of these materials, along with the signed Offer Letter and a Personnel Action Form (PAF) prepared by your academic department, have been completed, approved by the Provost and received by HREO. A delay in submission of items may delay the start of pay for the semester as well as access to e-mail, Moodle and other University services and systems.

The chart below is a quick-reference list of the documents and forms which must be supplied or completed in the initial hiring process. Please see the additional information below the chart for details on each item.
<table>
<thead>
<tr>
<th>Document</th>
<th>available from:</th>
<th>submit to:</th>
<th>submit method:</th>
</tr>
</thead>
<tbody>
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<td>Job Application</td>
<td><a href="https://jobs.coastal.edu">https://jobs.coastal.edu</a></td>
<td>HREO</td>
<td>online</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>-</td>
<td>Chair</td>
<td>online, email, by mail or in person</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>-</td>
<td>Dean</td>
<td>by mail</td>
</tr>
<tr>
<td>I-9 Form</td>
<td>HREO, a list of acceptable documents is at coastal.edu/hreo/newemployeeforms</td>
<td>HREO</td>
<td>in person</td>
</tr>
<tr>
<td>E-Verify New Employee Hire</td>
<td>hiring department</td>
<td>HREO</td>
<td>in person</td>
</tr>
<tr>
<td>W-4</td>
<td>coastal.edu/hreo/newemployeeforms</td>
<td>HREO</td>
<td>in person</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>coastal.edu/hreo/newemployeeforms</td>
<td>HREO</td>
<td>in person, with voided check or deposit slip</td>
</tr>
<tr>
<td>Pre-Employment Release Form</td>
<td>coastal.edu/hreo/newemployeeforms</td>
<td>Department Support Staff</td>
<td>by mail or in person</td>
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<tr>
<td>ID Summary/Emergency Data</td>
<td>coastal.edu/hreo/newemployeeforms</td>
<td>Dept. Support Staff</td>
<td>by mail or in person</td>
</tr>
<tr>
<td>Computer Usage</td>
<td>coastal.edu/hreo/newemployeeforms</td>
<td>Dept. Support Staff</td>
<td>by mail or in person</td>
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<tr>
<td>Confidentiality Statement</td>
<td>coastal.edu/hreo/newemployeeforms</td>
<td>Dept. Support Staff</td>
<td>by mail or in person</td>
</tr>
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a) **Job Application**

A job application must be submitted online through Coastal Carolina University’s employment site. In almost all cases, this will have been completed before any interviews were conducted, and later signed in person at HREO during an on-campus interview. In some cases (primarily teaching associates who were recruited directly), a job application may need to be submitted after the interview.

b) **Curriculum Vitae**

Vitae are kept on file, and must be kept current with updated versions submitted periodically to the departmental office.

c) **Official Transcripts**

Official transcripts are required for all your postsecondary education, not just the most recent or post-baccalaureate degree work. They must be sent directly from your institution(s) to the dean of your college.
d) I-9 Process
To comply with the Immigration and Reform Act of 1986, you are required to complete an “Employment Eligibility Verification,” or I-9 to verify identity and work eligibility. The I-9 form must be completed on or before your first day of employment. The documents used to establish identity must be original and must be presented in HREO in person. The list of acceptable documents is available at coastal.edu/hreo/newemployeeforms.

e) E-Verify New Employee Hire
In accordance with South Carolina regulations, Coastal Carolina University participates in the E-Verify program. Some of the pertinent information provided by the new hire to complete the I-9 form is entered into the E-Verify system to confirm work eligibility. You will pick up the E-Verify form in your department and deliver it to HREO in person, at the same time as completing the I-9.

f) W-4
The W-4 form informs Coastal of your desired tax withholding instructions.

g) Direct Deposit
All salary payments are made via direct deposit. You will need to provide HREO with a voided check or deposit slip for the account you wish to use.

h) Pre-Employment Release
A Pre-Employment Release form authorizes the release to Coastal Carolina University of information held by any parties regarding previous employment, any criminal history record and/or record of convictions, credit history, worker’s compensation history, driving record, and scholastic/educational records. Background checks may take up to two weeks depending on previous places of residence.

i) ID Summary/ Emergency Data
If your personal information changes after the initial submission of this form, please complete a new form, available at coastal.edu/hreo/newemployeeforms.

j) Computer Usage Form
This form signals your agreement to use Coastal’s computer resources properly/appropriately and your adherence to FERPA.

k) Confidentiality Statement
This form signals your agreement to follow Coastal’s confidentiality policy.
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