Welcome to Coastal Carolina University.

Coastal Carolina University is a student-centered institution that prides itself on offering a premier undergraduate education. 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 this 2010-2011 manual is to ensure that all faculty have the requisite knowledge about University policies and procedures to effectively carry out their instructional assignments. I ask that you review this manual. I welcome any suggestions you have for the next revision of these materials.

Robert Sheehan, Ph.D.
Provost and Senior Vice President for Academic & Student Affairs
PURPOSE OF THE GUIDE

This guide 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 this Guide. Among those that you may want to bookmark on your computer are the following:

- Coastal Carolina University [www.coastal.edu](http://www.coastal.edu)
- University Catalog [www.coastal.edu/catalog](http://www.coastal.edu/catalog)
- Forms Page [www.coastal.edu/hreo/newemployeeforms.html](http://www.coastal.edu/hreo/newemployeeforms.html)
- University Policies [www.coastal.edu/policies](http://www.coastal.edu/policies)

**NOTE:** This manual will often refer 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 manual.
STATEMENT OF COMMUNITY STANDARDS

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

A. Our Mission

Original approved by the Coastal Carolina University Board of Trustees on 04/18/1997. Update adopted by the Coastal Carolina University Board of Trustees on 12/14/2007.

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 and selective master’s programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services. 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**

Coastal Carolina University is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the baccalaureate degree and the master’s degree. SACS ([www.sacs.org](http://www.sacs.org)) is the regional body for the accreditation of higher education for the southern states.

In addition, the Spadoni College of Education is individually accredited by the National Council for Accreditation of Teachers Education (NCATE), and the South Carolina State Board of Education using standards from the National Association of State Directors of Teacher Education and Certification. Additional information on the accreditation of specific disciplines within the Spadoni College of Education is available at [www.coastal.edu/assessment/acadAccreditation.pdf](http://www.coastal.edu/assessment/acadAccreditation.pdf).

The E. Craig Wall Sr. College of Business Administration is accredited by the Association to Advance Collegiate Schools of Business International (AACSB), and the Wall College’s Professional Golf Management program is sanctioned by the Professional Golfers Association (PGA).

Coastal Carolina University’s Department of Visual Arts is an accredited institutional member of the National Association of Schools of Art and Design (NASAD).

Within the College of Science the Department of Computer Science is accredited by the Accreditation Board for Engineering and Technology (ABET). The Department of Health Promotion is accredited by the Society for Public Health Education (SOPHE).

More information on the University’s accreditation and institutional assessment is provided at [www.coastal.edu/assessment/](http://www.coastal.edu/assessment/).

**C. Campuses and Education Centers**

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 [www.coastal.edu/tour/stour.html](http://www.coastal.edu/tour/stour.html).

The following Centers offer both credit and non-credit courses:
Myrtle Beach Education Center
The University’s Myrtle Beach Higher Education Center is located at 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 [www.coastal.edu/outreach/mb.html](http://www.coastal.edu/outreach/mb.html).

Waccamaw Higher Education Center
The Waccamaw Higher Education Center is located off of Highway 17 at 160 Willbrook Boulevard behind the Hampton Inn in Litchfield. The main phone number for the Center
is (843) 349-4030. More information about the Center and its support staff is available at [www.coastal.edu/outreach/waccamaw.html](http://www.coastal.edu/outreach/waccamaw.html).

**D. Organizational Charts**
Organizational charts for Coastal Carolina University are found at [www.coastal.edu/hreo/orgcharts](http://www.coastal.edu/hreo/orgcharts).

**II. ADMINISTRATIVE PROCEDURES**

**A. Username/EMAIL 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/EMAIL address and PIN number is assigned within 48 hours. You will need your username and PIN to access EMAIL, the grade reporting system, blackboard and to order interlibrary loan documents online. To look up your PIN, go to the address [www.coastal.edu/search/password/](http://www.coastal.edu/search/password/).

**B. Payroll**
The payroll schedule is available on the Payroll Department website at [www.coastal.edu/payroll/schedule.html](http://www.coastal.edu/payroll/schedule.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. Payroll for all teaching associates will be on an approximately one month lag.

**C. Department/College Offices**
Most department and college offices are open Monday through Friday from 8 a.m. to 5 p.m. during the academic year. See your department or college support staff for summer hours.

You will receive intra-campus mail at your department location, and you will be asked to submit your class schedule, office hours, home address, home telephone, and campus EMAIL 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 Myrtle Beach or Waccamaw, you will receive intra-campus mail at this location. You will be asked to file your class schedule, office hours, home
address, home telephone, and campus EMAIL address to the primary support staff at the Center as well as with your departmental support staff.

**D. Office/Desk Space**
Your department will provide you with a workspace where you can prepare for class, hold office hours, and perform other course related tasks.

**E. Identification Cards**
“CINO” picture ID cards are made in the 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 and locations where it is accepted, go to www.coastal.edu/cinocard.

**F. Parking**
Your vehicle must show a current faculty/staff decal issued by the Department of Public Safety. Please park only in areas designated for faculty/staff. The first two faculty/staff parking decals are free; there is a cost for additional decals. Vehicle registration and a license are required.

An application for a parking decal may be submitted online or in person at the Office of Public Safety. For more information on decals and regulations related to fines and towing, visit 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. 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.
**H. Maintenance Requests**

Maintenance and repair services requests should be referred to 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, if needed, with making copies, acquiring supplies and the like. 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 to them and recognize that during certain periods, such as semester start, midterm and finals, most faculty 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](http://www.coastal.edu/its).

As a faculty member, your first point of contact for other technology related problems is your Information Resource Consultant (IRC). The job request form and contact info for your IRC is at: [www.coastal.edu/its/irc.html](http://www.coastal.edu/its/irc.html). You must complete a job request 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 349-2890. If you require assistance with a classroom computer outside normal working hours, please call 283-1155.

**D. Technology in Education to Advance Learning (TEAL) Lab**

TEAL, a part of Kimbel Library, develops consulting relationships with faculty from all academic disciplines to improve student learning by integrating technology in the teaching process. TEAL staff can assist with technology training and support, teaching strategies using technology, course planning and assessment, course management for Blackboard, development of instructional materials, and development of distance
learning courses. TEAL offers workshops and one-on-one assistance. The TEAL training schedule is available at www.coastal.edu/teal.

**E. Center for Effective Teaching and Learning (CETL)**

CETL is charged with the responsibility of supporting faculty members in their work as teachers, taking a leading role in offering support for faculty members in areas related to instruction. CETL also conducts new faculty orientation before each Fall semester. More information is available at www.coastal.edu/cetl.

**F. Kimbel Library**

Kimbel Library is a dynamic partner for teaching and learning in a vibrant, student-centered intellectual gathering space. Collections include print and digital books and journals, DVDs, CDs, kits, maps, and other resources to serve Coastal’s academic community. The library is open seven days a week; check 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.

Helpful library links:
Library website: www.coastal.edu/library
Library catalog: http://library.coastal.edu
Library reserves policy & forms: www.coastal.edu/library/circulation/reservepolicy.html
Request a library session for your class: www.coastal.edu/library/li.html
Interlibrary loan services: www.coastal.edu/library/ill.html
PASCAL Delivers services: www.pascalcat.org
Login to library resources from off-campus: https://library.coastal.edu/patroninfo

**G. Media Services**

Audio/Visual Equipment may be reserved for teaching purposes via online request at www.coastal.edu/media. For assistance with equipment, including classroom computer equipment, call 349-2890. As much notice as possible should be provided when requesting services or equipment; last-minute requests may not be able to be accommodated.

**H. Academic Calendar**

The academic calendar and the exam schedule are available at www.coastal.edu/registrar/acadcalendar.html.
**I. 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](http://www.coastal.edu/ombuds).

**J. Other University Services**

1. **Recreational Facilities**
Your CINO ID card gives you access to the Williams-Brice Building, which houses a 25-meter swimming pool, racquetball courts, a dance studio, an activities gym, and a weight training room. Additional information is available at the front desk or by calling 349-2802.

2. **Food Services**
ARAMARK manages dining services on campus. There is a faculty/staff discount with your CINO card. For hours, menus and locations visit [www.campusdish.com/en-US/CSSE/CoastalCarolina](http://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. Postage for this service is not for personal use. However, you may visit the on-campus post office directly for your personal needs.

4. **Credit Union**
All University employees are eligible to become members of the Carolina Collegiate Federal Credit Union. Carolina Collegiate has a branch on campus, with the main office located in Columbia. Visit [www.carolina.org/home.aspx](http://www.carolina.org/home.aspx) for more information.

5. **Quail Creek Golf Course**
Quail Creek 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. Quail Creek’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. [www.coastal.edu/quailcreek](http://www.coastal.edu/quailcreek/)
IV. TEACHING RESPONSIBILITIES AND SYLLABI

A. Teaching Responsibilities (as per the Faculty Manual)
To maintain academic credibility and consistency in classroom procedures, all faculty are expected to:

- Write and distribute a syllabus for each course taught. Required and suggested components for syllabi are listed below.
- Direct instruction and exams toward completion of stated objectives and return exams promptly.
- Maintain consistency between course content and current University Catalog course descriptions.
- Make available to students throughout the semester a current evaluation of progress, including student inspection of exams and papers. All final exams/papers not returned to the student must be retained by the instructor for at least one calendar year and be made available to the student upon request.
- Meet classes regularly, starting and ending classes at scheduled times. No classes may be cancelled without prior approval of the chair or dean. In the case of illness or emergency, faculty should notify the chair or department personnel before the scheduled class meets.
- Give final exams or the equivalent in all classes during exam week. Final exams must be given in accordance with the exam schedule published in the academic calendar; no deviation is permitted unless specific prior approval has been obtained from your Dean and reported to the Provost. A list of final exam times is available at www.coastal.edu/registrar. This policy applies to all except laboratory courses, which may hold exams in the last week of class.
- Provide to all students, before the end of each course, an evaluation form to evaluate the instructor and course.
- Schedule and post reasonable office hours for student conferences. The minimum number of expected office hours is one hour/week for each three credit hour course taught; your Dean may set a higher requirement.
- Provide 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.
- Observe the Family Educational Rights and Privacy Act of 1974 (FERPA), including:
  Never posting grades for students by their social security number, student ID, or other identifiable information
  Never giving out academic information to anyone over the phone
  Never giving out academic information in person to anyone except the student (with valid photo identification if you cannot personally identify the student)
  Never giving out directory information on a student
More details are available at www.coastal.edu/registrar/ferpa.pdf.

B. Course Syllabi
Your chair will discuss department-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.

1. 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, EMAIL 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 Follett, will stock the textbook for your class. www.efollett.com.

2. Required Components
The following components are REQUIRED in syllabi (per the Faculty Manual):

-Course Objectives
Course objectives express the intended content to be covered in a course.
Some academic departments use common objectives and student learning outcomes for courses. They are available from your chair or support staff.

-Student Learning Outcomes
Student learning outcomes are the things that students will be able to do because they took your course. They
- 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 a list of topics.

For more information including a flow chart and how-to article on writing student learning outcomes, go to www.coastal.edu/facsenate/aac/#procedures.
A glossary of terms is available at www.coastal.edu/assessment/. If you need assistance in developing objectives with measurable outcomes, consult your chair. Training is also available throughout the academic year.

-Student Attendance Policy
The current University Attendance Policy may be found in the “Regulations” section of the University Catalog at www.coastal.edu/catalog. These regulations define excused absences and the number of absences students may have before their credit for the course is affected. Faculty may use a different attendance policy, as long as it is clearly stated in the syllabus and approved by the chair.

-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 University Catalog at www.coastal.edu/catalog.

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

-Daily Schedule
A daily schedule, including topics to be covered, 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.

-Course Description
This should be copied from the University Catalog at 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 should show 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.”
-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 is part of the syllabus for and/or discussions in your class. The full text of Code of Student Conduct is located at www.coastal.edu/judicialaffairs/codeofconduct.pdf.

-Accommodations for Students with Disabilities
All faculty are encouraged to include a statement about providing accommodations for students with disabilities, including learning disabilities. The following example 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 Disability Services. You are responsible for initiating arrangements of accommodations for tests and other assignments in collaboration with the Office of Disability Services and your professors.”

It is also recommended that you provide information in your syllabus on how students can contact the University’s Disabilities Coordinator. More information is found at www.coastal.edu/counseling/disability.html.

-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.”

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, EMAIL, telephone, etc.) and an efficient way to EMAIL 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. Blackboard

Blackboard is an online system that can be used with any course to deliver course content (online assignments, quizzes and surveys, study guides, video clips and more). Faculty may request (login required) that courses be added to Blackboard at any time during the year; early requests are welcome. Blackboard training is provided via scheduled group sessions or individual training with a member of the TEAL staff. For more information on this powerful tool, contact the Blackboard Administrator at blackboard@coastal.edu or go to www.coastal.edu/blackboard.

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/EMAIL.

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.

D. Taking Student Attendance

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.

Recording attendance may be expedited by using the University’s online attendance system at 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.

E. Reporting Grades

Grades must be reported by the semester’s deadline issued via EMAIL by the Registrar. All grades are recorded using the online WebAdvisor system, available at http://webadvisor.coastal.edu. 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 grades must be submitted for all freshmen during the first semester regardless of the course. Midterm grades are not submitted for other students. The Registrar’s Office will send an EMAIL stating when midterm grades are due.
Additional grading forms, such as for an Assignment of an Incomplete or a Grade Change, may be found at: www.coastal.edu/forms.

**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 to determine the last drop date for each semester.

Use of the Blackboard technology system to record grades provides students with convenient access to their grades for the class.

**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 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 University 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. Your chair will provide you with a copy of the course evaluation instrument. You are required to provide students class time to complete the evaluation prior to finals week. The evaluations are distributed and the results collected by someone other than the instructor (normally a student volunteer) and returned to the departmental office. Your chair will provide you with a copy of the evaluation results after the class is completed.

**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.

**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 they will be treated promptly, professionally, fairly, confidentially, and without fear of reprisal. If any student believes he or she has been mistreated by any member of the faculty or staff, the procedures listed below should be followed. They are intended to simplify the proper route for students to follow in complaining about any perceived mistreatment and are not intended to replace any existing grievance process for matters that may be grieved.

Students who are unsure about this complaint policy are encouraged to consult with their academic advisers.

*Complaints about faculty on academic matters* should be reported to the department chair or dean who supervises the professor or instructor, or inquire at the Provost’s office.

*Complaints about any form of perceived discrimination, including, but not necessarily limited to racial discrimination, sex discrimination, discrimination because of a disability, or sexual harassment and complaints about improper treatment by any university employee* should be reported to the Executive Director, Human Resources and Organizational Development.

*Complaints about accessibility for students with disabilities should* be reported to the Disabilities Coordinator.

*Complaints about admissions, any registration problem, or financial aid should* be reported to the office of the Vice President for Enrollment Services.

*Complaints about billings or accounts receivable should* be reported to the Office of Student Accounts.

*All other complaints on non-academic matters, including complaints about treatment by other students should* be reported to the Office of Student Affairs or the Office of Student Conduct. If any 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 President 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 at [www.coastal.edu/judicialaffairs/codeofconduct.pdf](http://www.coastal.edu/judicialaffairs/codeofconduct.pdf).
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. You must consult with your department chair before assigning a grade of FX. Information about the FX grade is available in the “Grading System” section of the University Catalog at www.coastal.edu/catalog.

L. Student Services

Faculty are not responsible for providing student services not related to the classes they teach. However, students frequently approach faculty 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. University Academic Center

The Academic Center offers assistance in the form of a Writing Center, a Mathematics Learning Center, a Foreign Language Instructional Center, and Peer Tutoring, as well as placement testing and the First Year Experience. The Academic Center has adopted a tracking procedure which allows their staff to track and advise you of the progress of your students. If you refer a student to one of the centers you will receive an acknowledgement from the center. www.coastal.edu/uac

2. Student Health Services

Available to currently enrolled students for general outpatient care, first aid, allergy injections, limited lab services, vaccines, physicals, and personal counseling services. Student health services are not for routine use by faculty. www.coastal.edu/health

3. 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 Disability Services. With appropriate documentation, the coordinator determines accommodations needed to assist students in taking full advantage of their CCU educational opportunities. On-going coaching of students with disabilities is offered to help ensure success at CCU. To access services and accommodations, students should obtain documentation of the disability and make an appointment with the Coordinator of Disability Services. www.coastal.edu/disabilityservices
4. **Students At Risk Committee**

The University maintains a “Students At Risk” Committee to identify and assist students who are at risk of failing or leaving the University for behavioral, psychological, or health reasons. Contact the Office of Student Affairs for information on identifying students who are “At Risk” and on the referral process faculty should use to help identified students.

5. **Public Safety**

Information about parking permits, campus safety, reporting emergencies and crimes can be found at Public Safety’s website [www.coastal.edu/safety](http://www.coastal.edu/safety).

VI. **SAFETY AND EMERGENCY INFORMATION**

**A. Accidental Injury**

If time and circumstances permit, an employee injured on the job should be referred to the Office of Risk Management for accident reporting forms and worker’s compensation insurance information. More information can be found at [www.coastal.edu/risk](http://www.coastal.edu/risk).

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

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 work place injury or illness but must report the accident, through supervisors, to the Office of Risk Management as with any other employee.

**B. Personal Safety**

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

**C. Reporting Crimes or Emergencies**

You should report potential criminal action and related emergencies to Campus Police at 349-2911. The non-emergency number for Public Safety is 349-2177.

The University has installed an emergency call box system for the safety of our community members. The 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](http://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 don’t 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 DPS 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 an emergency 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 Online Emergency Information Center 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 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 Senate meets once per month with the exceptions of January, June and August. All faculty may attend, but only senators can vote. The Faculty Senate website is www.coastal.edu/fac senate.

3. College and Department Meetings
Convened by the dean and department chair respectively. College meetings are usually held two times per year. Department meetings 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 two graduation ceremonies each year in May and December. All tenured and tenure track faculty are required to attend. Other faculty 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. 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. As regularly scheduled classes are not held but class time is not cancelled, students should be redirected to conferences 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

VIII. APPENDIX

A. DEFINITION OF TEACHING POSITIONS

1. Definition of 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 are reappointed automatically unless notified as described in the Faculty Manual. For information about tenure, see the Faculty Manual at coastal.edu/facsenate.

According to state regulations, tenure track faculty are eligible for benefits and leave. Information on benefits is available at coastal.edu/hreo/workplace/benefits.

2. Definition of 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 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 coastal.edu/hreo/workplace/benefits.

3. Definition of 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. Positions end on the last day of their 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 coastal.edu/hreo/workplace/benefits.
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 participating agency) and returns to work, he/she is required to continue contributions to the SCRS. Working retirees are eligible to continue receiving their monthly retirement benefits from SCRS.

B. APPOINTMENT 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 certain 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 EMAIL, Blackboard and other University services and systems.

The chart below is a quick-reference list of the documents and forms which must be supplied/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>
<tr>
<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/newemployeefoms</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/newemployeefoms</td>
<td>HREO</td>
<td>in person</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>coastal.edu/hreo/newemployeefoms</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/newemployeefoms</td>
<td>Department Support Staff Person</td>
<td>in person</td>
</tr>
<tr>
<td>ID Summary/Emergency Data</td>
<td>coastal.edu/hreo/newemployeefoms</td>
<td>HREO</td>
<td>in person</td>
</tr>
<tr>
<td>Computer Usage</td>
<td>coastal.edu/hreo/newemployeefoms</td>
<td>HREO</td>
<td>by mail or in person</td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td>coastal.edu/hreo/newemployeefoms</td>
<td>Dept. Support Staff</td>
<td>by mail or in person</td>
</tr>
</tbody>
</table>

a) Job Application
A job application must be submitted online through Coastal Carolina University’s employment site. This should be completed before any interviews are conducted. This application will be signed at HREO in person at HREO.

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, process 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 Form
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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