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2018

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Guide for Teaching Faculty

2018-2019



Office of the Provost

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 2018-2019 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 I 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 be a reference and resource for all faculty and associated faculty. The Guide introduces you to Coastal Carolina University and answers 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.

NOTE: This Guide refers many times to your direct supervisor. Depending on the academic unit in which you work, your supervisor may be a department Chair, a Dean, Program Coordinator or another designated administrator. For simplicity, we will refer to your direct supervisor as "Chair" throughout this Guide.

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I. INTRODUCTION

A. Coastal Carolina University Mission

Original approved by the Coastal Carolina University Board of Trustees on April 18, 1997

Update adopted by the Coastal Carolina University Board of Trustees on December 14, 2007

Update adopted by the Coastal Carolina University Board of Trustees on June 7, 2012

Update approved by the Commission on Higher Education on October 4, 2012

Update adopted by the Coastal Carolina University Board of Trustees on July 19, 2013

Update approved by the Commission on Higher Education on October 3, 2013

Update adopted by the Coastal Carolina University Board of Trustees on July 19, 2014

Update approved by the South Carolina Commission on Higher Education on February 5, 2015

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 region, Coastal Carolina has a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to building undergraduate and graduate degree 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 in committing itself to excellence through continuous assessment and improvement.

B. Code of Ethical Conduct

Coastal Carolina University is committed to the highest standards of ethical behavior. These standards include respecting the rights and dignity of all persons and upholding obligations to others in a fair and honest manner. Each person in the Coastal Carolina University community plays an important role in maintaining these standards by demonstrating integrity in performing one's duties and fulfilling one's responsibilities in the workplace.

To this end, this Code of Ethical Conduct serves (1) to set forth ethical principles that guide the activities of all trustees, officers, and employees (including faculty, staff, contractual agents, and student employees); (2) to emphasize the University's commitment to ethical conduct and compliance with the law; and (3) to help prevent and detect wrongdoing.

- Integrity
- Fairness
- Respect
- Honesty
- Confidentiality
- Compliance
- Conflicts of Interest
- Stewardship and Proper Use

To read the full document, visit the [Code of Ethical Conduct Website](#).

Given the variety and complexity of ethical questions that may arise in the course of carrying out the University's business, this Code can serve only as a general guide. This does not replace, and may be supplemented by, specific University policies that have been adopted in the past and that may be adopted in the future.

Confronted with ethically ambiguous situations, individuals should keep in mind the University's commitment to the highest ethical standards and seek advice from appropriate sources so as to ensure that this commitment is honored at all times. Individuals who witness behaviors that violate this code of ethical conduct are expected to confront, report, and/or prevent actions that threaten the well-being of the University community and erode the integrity of the institution. In addition to reporting through supervisors, individuals may bring attention to unethical behaviors through the anonymous reporting website (<http://www.coastal.edu/universitycompliance>) or use the toll free phone number (855-595-9580). To report crimes or suspicious behavior on the campus, at the Residence Halls, or at University Place go to the Anonymous Reporting Website or phone line (843-349-TIPS [8477]).

Adopted by the Coastal Carolina University Board of Trustees, July 19, 2013

C. 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.

D. Accreditation

Coastal Carolina University conducts in-depth accreditation self-studies for many of our programs to meet the accreditation needs of various professional 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](#)

- CAEP- Council for the Accreditation of Educator Perpetration

[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](#).

E. Main Campus, East Campus and Education Centers

- Coastal Carolina University's main campus is located on University Boulevard between Hwy 501 and Hwy 544 near Conway, South Carolina. [Campus tours](#) are available through the Welcome Center in Baxley Hall. [Printable campus map](#).
- East Campus - East Campus (those building east of Hwy 501) is located in the Atlantic Center. The CCSC offers both credit and non-credit courses.
- 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 MBEC is (843) 349-2767.
- The Litchfield Education Center in Litchfield, SC, offers non-credit courses. The Litchfield Education Center is located at 14427 Ocean Highway in Pawley's Island. The main phone number for the LEC is (843) 349-6584.
- The Georgetown Education Center in Georgetown, SC, offers both credit and non-credit courses. The University's Georgetown Education Center is located at 903 Front Street, Georgetown. The main phone number for the GEC is (843) 349-6584.

F. Organizational Charts

Organizational charts for Coastal Carolina University are found at [Human Resources and Equal Opportunity](#).

II. ADMINISTRATIVE PROCEDURES

A. Username/E-mail Account Password

Once you complete all new hire paperwork, including the Confidentiality Statement, Computer Usage Form—found on the New Employee Forms Page and ID Card Application your new hire data will be entered into the Human Resources and Payroll systems. It will take up to 48 hours to then generate your username and password. You will then need to contact ITS at 843-349-5000 (x5000 from on campus) to obtain your username and temporary password. You will need your username and password to login to [WebAdvisor](#), (the grade reporting system), [Moodle](#) (course management system), email, and other information.

Faculty/Staff Accounts — Faculty and 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, 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 Retrieve Login information.

B. University Hours

Primary University hours are Monday through Friday from 8:30 a.m. to 5 p.m. during the academic year. Review the [Campus Hours](#) website or see your department or college support staff for summer and holiday hours.

C. Department/College Offices

- Campus Mail, Office Hours and Contact Information – You will receive intra-campus mail, 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. You will need to post your office hours on or near your door and online, which may include virtual office hours if you do not have an office on campus or teach a distance learning course. Check with your department Chair to be sure you are fulfilling the required number of office hours according to your specific schedule. Colleges may require a specific number of office hours.
- Any changes in the information should be reported to the department support staff.
- Changes in Personal Information – 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 on the [New Employee Forms Website](#).

D. Identification Card

The CINO Card—CINO stands for Coastal is Number One--is the official ID of Coastal Carolina University. CINO made in the CINO Campus Card Office in Baxley Hall. Your CINO Card may also be used as a cash card if you wish to deposit funds in your campus account. [The CINO Card website](#) contains information about using the CINO card as a cash card, locations where the card is accepted and an FAQ.

E. 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 when available. Faculty may park in any space except those designated as Visitor, Handicap and Reserved spaces and other designated restricted spaces, such as loading and fire zones. The first two faculty/staff parking decals are free; there is a cost for additional decals. For more information, a map of faculty/staff parking lots, or to purchase decals online, visit [Public Safety's Traffic and Parking Information website](#).

An application for a parking decal may be submitted online or in person at the Department of Public Safety located at 255 University Blvd. To apply for a decal, you will need your vehicle registration and your CINO Card, CCU's official ID. Please note that some faculty parking lots are gated and require an additional fee and barcode decal available from Public Safety. For more information on decals and regulations related to fines and towing, visit the [Public Safety website](#).

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.

F. Campus Directory Information

Your email, phone and office information will appear in the campus directory, found at [Faculty/Staff Directory Search](#). This directory is available to students and the public – please verify that the contact information is correct. A second directory is accessible to employees only from HREO Workplace on the HREO home page. The HREO Workplace directory requires a login and provides personal information such as home addresses and telephone numbers. 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. If your personal information changes, complete a new [ID Summary/Emergency Data Form](#) or make the necessary changes on the [online directory page](#).

G. Employee Mandatory Training

All new employees have a required series of [compliance/mandatory training](#) within 30 days of employment. The training provides links and resources are online and may provide useful information to you in specific circumstances. More information can be found on the [Training, Development and Service Excellence website](#), and you can access a list of training that you are specifically required to complete at [My Training](#) with your user ID and password. The mandatory sessions are Compliance and Ethics, FERPA, General Safety, Information Security Awareness, Protection of Minors, S.A.F.E Response to Violence (formerly Active Shooter), Sexual Harassment, and Title IX.

III. STAFF AND TECHNICAL SUPPORT

A. Administrative Support

Each academic department has a support staff member who will be available to assist you with acquiring supplies and other administrative tasks. This staff member is an invaluable contact for you and is knowledgeable about the campus. Please check with this 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.

- **Office/Desk Space** - work station where you can prepare for classes, 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. These may be shared spaces as determined by the Dean of your college and overall University needs.
- **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 to be purchased on a university purchase card for which you will request reimbursement.
- **Facilities Requests** - maintenance, furniture, and repair services requests should be referred to the college or department administrative staff for submission.
- **Office Phone** – see your departmental administrative assistant.

B. Technology Support

Academic Computing Services in Information Technology Services provides support for faculty and staff with their technology requirements. Completing a help desk ticket through the ITS Help Desk is the preferred method to seek technical support. During normal working hours if you require assistance, call (843) 349-5000, and an ITS staff member will assist you. For Help Desk hours and smart classroom technology support visit the ITS Faculty/Staff support site.

- **Classroom Technology Support** – Information Technology Services (ITS) use of smart classroom technologies. Use the [ITS Help Desk](#) to seek help for Smart Classrooms. If support for classroom technology is needed during a class time within normal working hours, please call ITS at ext. 5000. If you require assistance with classroom technology outside normal working hours, please call ext. 5000 and leave a message. This line is monitored and if someone is available, they will return your call. Please fill out an [ITS Help Desk ticket](#) too.
- **Smart Classroom Inventory** – To view what types of audio/visual equipment are in each classroom, a list of smart classroom equipment is located on the [Classroom Technology Inventory website](#). For assistance with equipment during normal working hours, including classroom computer equipment, call (843) 349-5000.
- **Equipment Checkout** – Audio/Visual Equipment may be reserved for teaching purposes via online [ITS Help Desk ticket](#) for classrooms. To request equipment for a special event, contact the administrative assistant in your department. The administrative assistant will fill out a 25 Live request.

IV. RESOURCES FOR FACULTY

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

[CeTEAL](#) is the faculty development center at Coastal Carolina University (CCU). The CeTEAL staff are committed to providing faculty and staff with quality, research-based training and support in teaching, scholarship, current and emerging instructional technologies, and leadership.

CeTEAL seeks to promote a culture of excellence in teaching and learning at CCU by facilitating the integration of proven pedagogical techniques into the instructional process and encouraging the development of a university-wide community of reflective practitioners.

CeTEAL envisions a center that is a strength-based group of faculty developers who provide an inclusive, safe space and dynamic center to engage, inspire and motivate all faculty to innovate in teaching, research and leadership.

- **Professional Development Sessions** -- CeTEAL offers professional development sessions in the following areas: effective teaching, assessment and evaluation, scholarship and research, and services, instructional technology and distance learning. In addition, we host sessions led by individuals and offices across campus on topics such as grant writing, student advising, intellectual property and copyright issues, course and program development, and more.
- **Instructional Observations for Classroom Teaching** -- CeTEAL trains and coordinates instructional coaches who are available to provide classroom observations and recommendations upon request. The process is confidential and strength-based.
- **Individual Consultations** -- CeTEAL staff are available for individual consultations on a variety of topics including instructional design for in-class and online courses, using technology for teaching, effective teaching techniques, promotion and tenure activities, research and scholarship activities, and more.
- **CeTEAL Certificate Programs** -- CeTEAL offers several certificate programs. For more information email ceteal@coastal.edu or go to the CeTEAL Website for information on:
 1. Instructional Coaching
 2. Teaching Effectiveness Institute
 3. Assessment Institute
 4. Distance Learning Institute
 5. Blended/Hybrid Course Design Institute
 6. Instructional Technology
- **CeTEAL Newsletter** -- The CeTEAL News was created to share information with faculty and to highlight faculty accomplishments, activities and research. If you are interested in contributing to the newsletter please email cetealnews@coastal.edu.
- **CeTEAL's catalog of sessions** can be found on the CeTEAL website. CeTEAL services are provided in multiple delivery modes including sessions, in small or large groups, consultations (1:1), online and for departments upon request.

B. Coastal Office of Online Learning (COOL)

The mission of [Coastal's Office of Online Learning \(COOL\)](#) is to advance the university's ability to offer high-quality and high-value online, hybrid, and flex courses and programs targeting in-demand content areas aligned to the academic strengths of the university. The COOL Office is currently engaged in the following initiatives, aimed at assisting faculty and students on the Coastal campus.

- **Standards Development for Online and Hybrid Courses**—Promoting high-quality online course design aligned with the Coastal campus's course Quality Assurance Inventory (QAI, v.2), through managing standards of best practices in teaching aligned with academic and administrative policies, with input provided by the university Distance Learning Committee. Providing oversight to all updates to and changes for the related course design tools of QAI, as well as Distance Learning Policies along with the development and maintenance of the Online and Hybrid Best Practices Guide for Faculty. Read more Coastal Carolina University's Distance Learning Policy ([ACAD-SENA-129](#)).
- **Standardized COOL Course Templates**—Online Learning developed and vetted 2 separate [Moodle course templates](#) for faculty, which decrease total development time and strengthen the design components of CCU courses overall. Faculty are encouraged to use all or parts of the standardized templates, available within the Moodle system.
- **Quality Assurance Reviews for Online and Hybrid Classes** -- For faculty seeking to enhance the quality and compliance standards of their online and hybrid courses, including those who are going through the process to receive a COOL grant, COOL offers quality assurance course reviews based upon the Quality Assurance Inventory. These reviews are an integral portion of high quality course development, and are available to faculty by request through the COOL office.
- **COOL Grants**—COOL oversees the [COOL Grant](#) programs, including Course Development, Course Enhancement, Program Enhancement, and Marketing Grant opportunities. These grant-funding opportunities assist faculty with implementation of Online and Hybrid Learning Best Practices into their new and current online and hybrid courses at CCU.
- **Training & Support for LMS and Academic Technology Tools**—COOL provides both face-to-face and online [training workshops](#), tutorials, and faculty and [student user guides](#) and [support documents relating to Moodle](#) as well as 3rd party support tools for our academic systems, such as Echo 360, Respondus LockDown Browser and Monitor, Ally, and many others.
- **Marketing**—COOL Markets the Coastal Online brand and its programs by collaborating with the [Office of University Communications](#), the [Office of Admissions](#), and the [Office of Graduate Studies](#), as well as academic units, and through promotion in our social media channels such as [Facebook](#), [YouTube](#), [Twitter](#), [Pinterest](#), [Instagram](#) and [LinkedIn](#), as well as through promotion within the [Southern Regional Electronic Campus \(SREC\)](#).

Student Support—Coordinating the support of online learners through orientations

conducted by the [Office of Admissions](#), advising services provided by academic units, and technical support offered by [Student Computing Services](#).

- **Faculty HelpDesk Support for Moodle LMS**—Providing online and in-person help-desk service to faculty teaching through online, hybrid, and face-to-face class formats for the university's learning management system ([Moodle](#)).

C. 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 the [Office of Ombuds Services website](#).

D. 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, streaming media, DVDs and other resources to serve CCU's academic community. The facility is open 24/7 during the fall and spring semesters (except holidays and selected summer hours). Other library services include reference assistance, research consultations, interlibrary loan, electronic delivery of materials, instructional services and programs, laptops, computers, and presentation rooms.

[The Faculty Services website](#) provided by Kimbel Library and Bryan Information Commons includes information on 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.

E. Coastal Student Success Center

The mission of the Coastal Student Success Center is to promote student learning and provide robust, comprehensive support for students enrolled at Coastal Carolina University. Our student-centered staff aims to support students in developing skills and strategies to enhance their academic and personal performance.

The Center provides Academic Coaching Experience, the Bridge Program, and CEaL Program. [Visit the Center's website](#) for more information.

F. Honors Program

[The University Honors Program](#) is designed to encourage intellectual curiosity and ability in highly motivated and academically-gifted students.

Honors students pursue a challenging and personalized education at Coastal Carolina University. They must meet graduated academic requirements and complete a senior thesis in order to earn the designation of "University Honors Program" on their transcript upon graduation from Coastal Carolina University. University Honors Program graduates earn high acceptance rates into the nation's most

prestigious graduate and professional schools.

Honors students enjoy multiple benefits for participating in the University Honors Program including high levels of personal attention from faculty, priority registration, and designated housing.

G. Office of Sponsored Programs and Research Services

[The Office of Sponsored Programs and Research Services \(OSPRS\)](#) serves as the stewards of the University's research portfolio, responsible for ensuring that all proposals and awards comply with university, state, federal and sponsor regulations, policies and procedures. In addition, as the office responsible for the ethical and regulatory oversight of human research protection, the OSPRS administers, supports and guides the work of the Institutional Review Board (IRB).

As a part of Research and Emerging Initiatives, the OSPRS team provides comprehensive services to faculty, staff and graduate students to identify, pursue and manage external funding for research, instructional projects, training and public services opportunities.

V. UNIVERSITY WIDE INITIATIVES

A. Undergraduate Research

[Undergraduate Research](#) is a resource for the support and promotion of undergraduate learning and faculty/student collaboration through research and creative experiences and the dissemination of research, scholarly and creative outcomes.

B. Experiential Learning

The purpose of the [Quality Experiential Learning](#) (QEL) program is to strengthen the abilities of students to link theory with practice by expanding and enhancing experiential learning (EL) across the University's educational programs.

Students who participate in the EL courses have a heightened sense of the value, relevance and advantage of their collegiate studies to life beyond the University. EL is defined as the process whereby learning occurs through reflection on doing, and knowledge is discovered as a result of guided, purposeful experience(s).

C. Global Initiatives

As we seek to prepare future leaders to have a global perspective, it is necessary for our students, faculty, staff, and community to engage with and in the world. [The Center for Global Engagement](#) at Coastal Carolina University seeks to support this perspective building by coordinating and facilitating the efforts of individuals and departments on campus to transform the world through travel abroad, strategic programming to raise global perspective on our campus and in our community, the cultivation of a supportive environment for learners and leaders from all parts of the world, and sustainable strategic partnerships that enhance the resource position of the university to achieve enhanced global engagement.

VI. OTHER UNIVERSITY SERVICES

A. CHANT411

CHANT411 provides a central point of contact for students, families, faculty, staff, and visitors who want a question answered or need assistance navigating the university system. Text, call, email or use social media to ask questions and get an answer quickly!

To reach CHANT411:

- Call/Text: 843-234-3411
- Email: chant411@coastal.edu
- [Twitter](#)
- [Facebook](#)
- [Instagram](#)
- Hours: Monday-Friday 8am-8pm, Saturday & Sunday Noon-8pm
- [CHANT411 website](#)

B. University Recreation

University Recreation oversees many programs for students, faculty and staff. Faculty may access the HTC Student Recreation & Convocation Center (SRCC) for 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 the [Campus Recreation Home website](#).

C. Food Service

ARAMARK manages dining services on campus. There is a faculty/staff discount with your CINO card for food services, visit at the [#CCUFoodCrew website](#). [Faculty/staff meal plans](#) are also available with your CINO Card. [A list of on campus dining locations](#).

D. Mail Services

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. Be sure to provide the correct address when receiving packages on campus, which can be found on the Mail Services website listed above. However, you may visit the on-campus U. S. post office directly for your personal needs. For more information, please visit the [Mail Services website](#).

E. General James Hackler Golf Course

[General James Hackler Golf Course](#), 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 pro golf shop and restaurant 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.

VII. TEACHING POSITIONS AND RESPONSIBILITIES

A. Definition of Teaching Position

Faculty and associated faculty ranks and appointments are described within the current [Faculty Manual](#).

B. Teaching Responsibilities

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 as well as the [Class Attendance Policy](#) (STUD-SENA-332).
- 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 through the [Office of Accessibility and Disability Services](#).
- 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](#).
 - 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 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.
- Promote a culture of academic integrity consistent with the Academic Integrity Code contained with the [Code of Student Conduct](#).

VIII. 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 or departmental designee prior to the first class meeting.***

A. 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 location, phone number, e-mail address, and office hours.
- Information about the textbook, including edition and any other required course materials.

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 Chanticleer Store, the university bookstore by Barnes & Noble, will stock the textbook for your class. 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.

B. Required Components

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

1. 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 may be available from your Chair or support staff.

2. 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 should:

- a) Answer the question "Why is it important to take your course?"
- b) Indicate what your students will be able to do at the end of the course and should be measurable.
- c) Allow easy comparison of the outcomes of two different courses, especially for transfer of credit.

- d) Help gauge how well a student has mastered a subject.
- e) Are not course objectives or topic lists.

If you need assistance in developing objectives with measurable outcomes, consult your Chair. Professional development is also available throughout the academic year in [CeTEAL](#).

3. **Student Attendance Policy**

The current University Attendance Policy may be found in the Academic Regulations section of the Undergraduate Catalog and Graduate Studies Catalog on the [University Catalog website](#). 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. Refer to the [Class Attendance Policy](#) (STUD-SENA-332).

4. **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 description of the University's grading system is found in the Undergraduate Catalog and Graduate on the [University Catalog website](#).

C. Best Practices Components (dependent upon department)

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

1. **Tentative Course Outline**

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](#).

2. **Course Description**

This should be copied directly from the [Undergraduate Catalog or Graduate Studies Catalog](#).

3. **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 (sample):

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

4. **Accommodations for Students with Disabilities**

All faculty members are highly encouraged to include a statement about providing accommodations for students with disabilities, including learning disabilities. A statement like the following should be included in your syllabus:

“Coastal Carolina University is committed to equitable access and inclusion of individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals seeking reasonable accommodations should contact [Accessibility & Disability Services](#) or 843-349-2503.”

Suggested addition to lab syllabus:

“The Americans with Disabilities Act indicates, “title II and title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.” As such, service animals are permitted in lab settings at Coastal Carolina University. Emotional support animals are not permitted in lab settings unless it is approved as a classroom accommodation. Students with service animals are strongly encouraged, but not required, to inform lab instructors of the use of a service animal. This communication provides both the student and the instructor with an opportunity to discuss and plan for the safety of the service animal as well as any other safety concerns. Students and instructors should contact [Accessibility & Disability Services](#) or 843-349-2503 regarding any potential accommodations or for support and assistance.”

5. Statement on Academic Integrity

It is recommended that you place information about or a link to or the [Academic Integrity Code](#) on your syllabus and discuss in your class. You are required to report students who break the Honor code by cheating and plagiarizing, through the [Office of Academic Integrity](#).

It is highly recommend your syllabus outline the sanctions you give for violations of the code. Sample statement: *“Cheating, plagiarism, or any other act of academic dishonesty will result in the student receiving a 0.0 (FX) for the course.” Or “First incident of plagiarism will result in a 0 on the assignment. Any subsequent violations will result in an FX for the course.”*

6. 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.

7. Contingency Instruction Statement

In order to maintain continuity of instruction a contingency instruction statement is suggested. Sample statement: *“If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.”*

More information can be found on the [Contingency Instruction website](#).

8. Syllabus Disclaimer

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

IX. ACADEMIC AND CLASSROOM ADMINISTRATION

A. WebAdvisor

[WebAdvisor](#) 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. For online guides and instructions go to the [Webadvisor for Faculty website](#).

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 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; early requests are welcome. Moodle training is provided by [CeTEAL](#) via scheduled group sessions or individual training. Technical issues and helpdesk for Moodle are addressed through the Course Management Administrators in the [Coastal Office of Online Learning \(COOL\)](#).

C. Academic Calendar

The academic calendar is found at the [Office of the Registrar website](#) under Calendars

D. Faculty Absence

Any planned absences must be pre-approved through your Chair, and you must make arrangements for your students and notify the Chair of these arrangements. It is recommended that you confirm your absence and arrangements in e-mail.

Emergency absences should be reported promptly (prior to the class meeting time) to your Chair, support staff member, and students. 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 [Contingency Instruction website](#) for assistance in an emergency absence situation.

E. Taking Student Attendance

The current University Catalog obligates students "to attend regularly." Refer also to the [Class Attendance Policy](#) (STUD-SENA-332). **Faculty 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** such as summer sessions, wintermester and abbreviated fall and spring terms, the time period in which to report absences may be shorter. Check your email for notifications or contact the Office of the Registrar.

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](#) at the midterm and nonattendance at the end of drop add. (Login, click on Faculty, click on Reporting Attendance).

Faculty and staff are encouraged to make use of the [online attendance system](#) available on the CCU website. 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 password-protected. Portable swipe card readers for student IDs can be requested by departments from ITS for those classrooms equipped with computers or faculty laptops. Attendance may also be recorded through your course on Moodle, see [CeTEAL](#) for sessions on how to use these resources. Alternatively, paper-based attendance checking is permitted.

The two important components of attendance checking are, when faculty state on their syllabi that they will be checking attendance, and when faculty hold students responsible for missing class. Faculty should to follow-up by advising students who miss classes, especially those students who have two unexcused absences in a row (see [WebAdvisor](#), then Faculty, Communication: Student Absence Alert).

F. 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. Check Coastal email for emails regarding deadlines for grade reporting or check with the Office of the Registrar. All grades are recorded using the online [WebAdvisor](#). The grade of 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. CCU requires the use of the online mid-term grading module provided in [WebAdvisor](#), 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.

Additional grading forms, such as for an Assignment of an Incomplete or a Grade Change, may be found at the [CCU Forms Page website](#) (You will need to login to link to this page).

The Student Athlete Academic Support Services requests that mid-term grades are submitted for student athletes. For more information [visit the support services for student athletes website](#). Faculty will be notified by the Athletics Office when those grades are to be submitted and where to submit grades.

G. Performance Feedback for Students

To assist students in monitoring their 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 [Office of the Registrar website](#) 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](#) provides training for using the Gradebook in Moodle. [Coastal Office of Online Learning](#) (COOL) provides helpdesk support for faculty using Moodle.

H. 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.** During exam week, faculty members are entitled to give final examinations or the equivalent in any of their classes, and this requirement should be clearly articulated in the course syllabus. Final examinations or the equivalent that occur in class must be given each semester in accordance with the published University Final Examination Schedule so that students' final exams do not conflict with each other.

Final exam times and the Academic Calendar on the [Office of the 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 current Undergraduate Catalog or Graduate Studies Catalog on the [University Catalog website](#). Check the [Faculty Manual](#) Examination and Grading Policy section for faculty rights and responsibilities pertaining to examinations and grading policy.

I. Required Student Evaluation of Courses

Course evaluations are an important part of CCU's commitment to excellence in teaching. It is required that students are given the opportunity to evaluate faculty and courses each semester (See Student Evaluation of Courses [ACAD-SENA-127](#) policy). More information about course evaluations including a timeline, information for faculty and students, and FAQs can be found on the [Course Evaluations page](#).

Course evaluations are designed to provide feedback to instructors. 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 and emails are sent to both faculty and students.

J. Annual Reports and Reviews

All full-time faculty will need to complete an annual report. The requirements for annual reports are provide through your college or department. Ask your department chair for information on these reports. Annual reviews become a part of the faculty members permanent record. See the [Faculty Manual](#) section on Faculty Performance Reviews.

K. 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. CeTEAL also provides non-evaluative, peer classroom observations through their instructional coaching program and for online courses through their Online Design Coaching Program (see [CeTEAL website](#) for more information).

L. 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.

M. 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.

The Code of Student Conduct governs a faculty member's response to student cheating /plagiarism. The guidelines and reporting procedures for academic infractions are available in the [Code of Student Conduct](#). Violations of the Academic Integrity Code of the Code of Student Conduct are to be reported through the [Office of Academic Integrity website](#). The University has adopted the grade of FX for courses where failure occurs as a result of academic dishonesty. Additional information is found in the Grading Information section of the [Undergraduate Catalog and Graduate Studies](#).

N. Contingency Instruction

1. Introduction

This section address contingencies for suspension of on-campus academic operations for periods of up to two weeks. No plan can cover every contingency. Each emergency presents its own set of challenges for the university. Set of prescribed actions that are meant to cover foreseeable decision scenarios. All faculty must make decisions that follow the intent of these guidelines, if not the exact directions. The guidelines in this document are intended to ensure the continuity of instruction in the event of an evacuation or suspension of on-campus academic operations. The standard policies for both instructor preparation and for student attendance ([Attendance Policy-ACAD-SENA 129](#)) stated in the [Faculty Manual](#), Section 5.1. Faculty Responsibilities, Section 5.1.1 Instructional Procedures.

2. Class Cancellation by University Administrative Announcement

- a) Academic operations may be suspended when external conditions on or around campus may be unsafe, but not severe enough to evacuate.
- b) Faculty and students must be prepared to continue instruction by distance learning methods which may include:
 - c) University learning management system (LMS) such as Moodle,
 - d) Email,
 - e) Other online methods and completion of reading, writing or other assignments specified on individual course syllabi.
- f) Teaching faculty, in consultation with their chairs or supervisors, must notify their students of changes in availability while faculty members are travelling to evacuation destinations.
- g) On-campus classes will continue instruction in distance learning mode utilizing the university LMS or other online method and completion of reading, writing or other assignments specified on individual course syllabus.
- h) Provost will inform the faculty of the make-up schedule of classes.

3. Assumptions

- a) Student attendance will be monitored and contact with students will be maintained.
- b) Faculty must make contact with students using the university LMS, email, voice mail, texting or other online method.
- c) Faculty will check in with their department chair/supervisor in the case or supervisors within 48 hours of an evacuation. All units will maintain and distribute contact lists or contact trees.
- d) Students must complete, upon the resumption of classes, course assignments regardless of evaluation or suspension of on-campus operations. Students are encouraged to complete assignments, as they are able, during the evacuation.
- e) All academic rules and regulations will remain in force during an evacuation or suspension of on-campus operations.
- f) All faculty must inform students of contingency plans on their course syllabi. Faculty must be able document contingency instruction assignments and hours.

4. Pre-Evacuation/Suspension

- a) Become fully familiar with university emergency plans and contingency instruction plans.
- b) Ensure that each course has a presence in the university LMS.
- c) Develop assignments appropriate for evacuation/suspension periods and, when appropriate, distribute prior to evacuation/suspension.
- d) Develop a document that clearly states the following:
 - i. Information about how students are to log on to the university LMS
 - ii. Communicates to students the expectations for course continuation during an evacuation/suspension
 - iii. Provide one-to-two-week plan of reading and assignments. Specify what course work to complete even if student does not have access to the University LMS due to power outage.
- e) Obtain contact and alternate contact information from all your students (email, voice, text). If class has not yet met, use student contact information in Webadvisor (See examples on Contingency Instruction Guide).
- f) Faculty in the sciences and in equipment-intensive disciplines will ensure that their research laboratories and sensitive equipment are secure and that temperature sensitive supplies (e.g., tissue or cell cultures, certain chemicals, etc.) or materials that require constant care are evacuated/secured as appropriate.
- g) Prepare to take equipment, supplies, and documents needed to continue instructional activities during evacuation/suspension.
- h) Science faculty that may need access to labs during suspension of on campus operations will notify their chair or supervisor of lab location and access needs.
- i) All campus buildings will be locked during suspension of campus operations. No access will be allowed, except for science faculty that have made advance arrangements with their chair or supervisor.

5. During Evacuation/Suspension of Campus Operations

- a) Communicate with their department chair/supervisor regarding the status of courses within 48 hours of an evacuation or suspension of on campus operations.

- b) Continue course instructions as described in [Faculty Manual](#), Instructional Responsibilities, 5.1 and the Guide for Teaching Faculty

One Week or Less

- a) Reading and writing assignments prepared in advance and indicated on syllabus, or other online assignments such as watching a lecture/videos and writing a paper. See samples on [Contingency Instruction](#).
- b) Additionally, homework assignments equivalent to one week of class work will be given to students

One to Two Weeks

- a) Faculty will continue instruction by holding a minimum of one class session via the university LMS or other distance learning protocol. These sessions maybe include one or more video lecture, PowerPoint presentation, and interactive Moodle assignment or reading and writing assignments emailed to students by the course instructor.
- b) Additionally, homework assignments equivalent to one week of class work will be given to students

X. ABBREVIATED LIST OF STUDENT SERVICES

Faculty members are not responsible for providing student services unrelated 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.

A. Tutoring and Learning Center

[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 the Writing Center or Foreign Language Instructional Center, you will receive an acknowledgement from the center. The Learning Assistance Centers will provide this information for the other areas of support at the instructor's request.

B. Accessibility and Disability Services

Coastal Carolina University is committed to equitable access and inclusion of individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals seeking reasonable accommodations should contact [Accessibility & Disability Services](#) (843-349-2503).

C. Dean of Students

Dean of Students services include:

1. Concerning Behavior: Chant Intervention Team (C-IT)

Coordinated by Student Advocacy and Intervention in the Dean of Students Office, the CHANT Intervention Team (C-IT) is composed of representatives from various offices across campus whose

mission is to identify and address student behaviors that are concerning or disruptive to the campus community. The C-IT collaborates to assist students who are struggling to maintain adequate functioning due to behavioral, psychological, or medical concerns. For more information about identifying and responding to concerning or threatening behavior, [please visit the website](#).

2. Student Conduct

The [student conduct process](#) is aimed at investigating, responding to, and resolving instances of alleged misconduct both on campus and in the surrounding communities, in order to foster a safe academic and social environment for all students. This is done within the guidelines of [the Code of Student Conduct](#) in order to determine students' levels of responsibility for cases of misconduct based on the majority of information present. With the assistance of conduct officers, as well as the Student Conduct Board, the process seeks to serve the entire campus community, especially those brought through the process, by educating students through their decision-making.

3. Student Rights and Responsibilities

Students have certain rights under the Code of Conduct. In the annual [Code of Conduct](#), found on the Dean of Student's website, these rights are explained.

4. Student Advocacy and Intervention

Personal, social and academic concerns are typical challenges for college students. However, when these concerns interfere significantly with academic and personal success, it may be time to seek assistance. The [Student Advocacy and Intervention](#) area:

- Supports students in managing all aspects of their personal, social and academic success;
- Addresses questions or concerns about utilizing various campus resources;
- Assists students who are struggling to function academically, socially, or mentally as a result of a personal challenge or crisis; and
- Aids students in identifying and navigating offices both on and off campus to meet their respective needs.

5. Faculty Absence Alert

[A Faculty Absence Alert](#) serves as a process to connect with students that have two (2) consecutive absences in a 100 or 200 level class. After a faculty member has made a first attempt to make contact (via phone and/or email) with the student following two (2) consecutive absences, a Faculty Absence Alert should be completed.

The Dean of Students Office will work with campus partners to make contact with students with excessive absences. Please provide all information available to ensure that we are able to make contact with the student.

D. Counseling Services

Counseling services are offered to Coastal Carolina University students to assist students in defining and accomplishing their personal and academic goals.

Priorities of the service include:

1. Treatment of mental health concerns
2. Prevention of psychological difficulties

3. Educating students to live emotionally and behaviorally healthy lives, and
4. Contributing to a healthy campus environment.

Services include individual, couples and group counseling; psychiatric services; crisis intervention; assessment; drug and alcohol education; workshops; referrals; and consultation. The ultimate aim of Counseling Services is to produce graduates who are "healthy citizens."

Counseling Services adheres to the standard professional procedure regarding confidentiality of information and records are not part of any other Coastal Carolina University records.

E. 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. For more information, visit the [Student Health Services website](#). Student Health Services are not for routine use by faculty.

XI. PUBLIC SAFETY AND EMERGENCY MANAGEMENT INFORMATION

A. Public Safety

Information about campus safety, reporting emergencies, crimes and parking permits can be found at the [Department of Public Safety's website](#).

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 Management site](#). 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. CCU Emergency Alert System

The University operates the [emergency CCU alert system](#) which sends notifications during campus emergencies. The [How to Sign UP for CCU Alert page](#) provides instructions and options for receiving CCU alerts. The [Office of Emergency Management](#) provides other important information to prepare for emergencies. Other sources of information:

- Social Media - Follow us on Twitter: @CCUchanticleers and on Facebook: /Coastal Carolina University
- CHANT411 - A service that provides a central point of contact for University information at 843-234-3411 or Chant411@coastal.edu
- Emergency Hotline (843-349-2079) - Recorded message that provides the most current information during an emergency

E. CCU Outdoor Mass Notification System

Coastal Carolina University has a mass notification system (MNS) that will broadcast voice messages via a central control unit throughout the main campus in emergency situations. The mass notification system is designed to alert and inform people in an emergency and will be used for emergency notification purposes only.

The high-powered speakers broadcast intelligible voice messages, tones and sirens from four locations on the main campus. The speaker poles are located adjacent to Baxley Hall, on Prince Lawn, in front of Hicks Dining Hall and at the Springs-Brooks Baseball Stadium.

F. Closing of 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. Review the [Hazardous Weather and Emergency Conditions Leave Policy](#) (FAST-HREO-220). Instructors may refer to the [Contingency Instruction website](#) or Section VIII M. Contingency Instruction for information about what to do if class has been cancelled.

XII. FACULTY MEETINGS AND UNIVERISTY EVENTS

A. Faculty Meetings

Faculty members are expected 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 on the first Wednesday, with the exceptions of January, June and August, and there is only one meeting during the summer. All faculty members may attend, but only Senators can vote. Visit the [Faculty Senate website](#).

3. College and Department Meetings

Convened by the Dean and department Chair respectively. Department meeting schedules are at the discretion of the Chair.

B. University Special Events

Special Events usually include the three formal events of New Student Convocation, 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 Chanticleer Store, the university bookstore. Wheelwright Ticket Office supplies loaner robes on a first come basis. Contact boxoffice@coastal.edu with the Robe Request form or visit the Wheelwright Box Office Monday thru Friday, 9 a.m. to 5 p.m. to complete a form. Participation is optional for part time faculty.

1. New Student Convocation

Each August, the incoming first-year student class is formally welcomed by the faculty, staff, and continuing students. New student convocation is typically scheduled the Sunday before Fall classes begin.

2. 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.

3. Commencement

Graduation ceremonies are held each year in May, August, and 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.

For the dates, times, and when each college holds commencement visit [the Commencement website](#).

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 goccusports.com.

XIII. HUMAN RESOURCES AND EQUAL OPPORTUNITY/PAYROLL

A. 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 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-mail 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.

Document	Available from	Submit to:	Submit method:
Job Application	jobs.coastal.edu	HREO	online
Curriculum Vitae	-	Chair	online, email, by mail or in person
Official Transcripts	-	Dean	By mail, before first day of work
I-9 Form	HREO, a list of acceptable documents is at coastal.edu/hreo/newemployeeforms	HREO	in person
E-Verify New Employee Hire	hiring department	HREO	in person
W-4	coastal.edu/hreo/newemployeeforms	HREO	in person
Direct Deposit	coastal.edu/hreo/newemployeeforms	HREO	in person, with voided check or deposit slip
Pre-Employment Release Form	coastal.edu/hreo/newemployeeforms	Departmental Support Staff	by mail or in person
ID Summary/Emergency Data	coastal.edu/hreo/newemployeeforms	Departmental Support Staff	by mail or in person
Computer Usage	coastal.edu/hreo/newemployeeforms	Departmental Support Staff	by mail or in person
Confidentiality Statement	coastal.edu/hreo/newemployeeforms	Departmental Support Staff	by mail or in person

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. All original transcripts must be on file in the Provost's office prior to your first day of work.
- 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 [HREO new forms](#).
- 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**.
- j) **Computer Usage Form**
This form signals your agreement to use Coastal's computer resources properly and your

adherence to FERPA.

k) **Confidentiality Statement**

This form signals your agreement to follow Coastal's confidentiality policy.

3. 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.

4. Payroll Department

The payroll schedule and other information is available through the Payroll Department including the Teaching Pay Deadlines/Pay Dates. 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.

XIV. EXECUTIVE DEVELOPMENT

[Executive Development](#) includes advanced management training program for leaders who are responsible for managing organizational goals at the operational, group, departmental or individual level. This training is designed to promote personal and professional development as well as empower participants with management strategies that aid in the successful attainment of organizational goals. Coastal Carolina University provides this training based on sound management practices to enhance leadership development.

Our training programs consist of face-to-face, online or hybrid sessions with participants, possibly from different functional areas and levels of employment, to reinforce learning materials that can be transferred to on-the-job practices. Each training session consists of "pre-work" materials to prepare participants for the face-to-face classroom experience. Participants complete a series of readings on the content and engage in reflection exercises, self-assessment, and often develop personal action plans to enhance managerial effectiveness. Participants are encouraged to work with their managers to develop action plans that reflect their engagement in the organizational strategy of your organization.

XV. THE DIVISION OF ACADEMIC AND COMMUNITY OUTREACH

The Division of Academic and Community Outreach is comprised of three programs -- the Osher Lifelong Learning Institute, Coastal Carolina Kids Camps, and Continuing Education-- all designed to increase community access to "learning for a lifetime." We draw upon the knowledge and talents of community members, as well as the expertise of Coastal Carolina University faculty, to offer innovative and comprehensive courses, providing skill enhancement and personal enrichment opportunities for all ages.

The Osher Lifelong Learning Institute (OLLI@CCU) provides opportunities for community members aged 50 and above to achieve intellectual stimulation as well as cultural and social growth. In addition to offering a large

variety of non-credit classes each semester, OLLI@CCU sponsors over twenty clubs, several lecture series and assorted special events. OLLI members have opportunities to attend CCU cultural and athletic events at a reduced rate, to interact with students and faculty through classes and discussion groups, and to take part in local, overnight and international excursions. OLLI classes are held at each of our four outreach centers:

Conway Education Center

Burroughs & Chapin Center
290 Allied Drive
Conway, SC 29526
843-349-5002

Litchfield Education Center

14427 Ocean Highway, Litchfield Landing
Pawleys Island, SC 29585
843-349-6584

Coastal Carolina Science Center

301 Allied Drive
Conway, SC 29526
843-349-5002

Georgetown Education Center

903 Front Street
Georgetown, SC 29440
843-349-6584

[Coastal Carolina Kids Camps](#) are offered each summer for children aged six to ten at the Litchfield and Conway locations. Area teachers combine fun and learning in week-long half-day or whole-day camps ranging from Incredible Edibles to Amusement Park Physics to Magnificent Musical Theater.

[Continuing Education](#) offers area businesses, civic organizations, non-profits, and other community groups the opportunity to request specially designed workshops, classes, or seminars geared toward their particular needs.

For more information, visit the [Division of Academic and Community Outreach](#).

APPENDIX

APPENDIX A

TECHNOLOGY RESOURCES FOR NEW FACULTY

Username and Password

Username and passwords are generated automatically after a hired employee's records are activated by the Office of Human Resources and Equal Opportunity (HREO). Your CCU username and password will be used to login to your computer and access University resources such as email, WebAdvisor, Moodle and the ITS Service Center.

Visit www.coastal.edu/search/inc/password to see if your account has been created and obtain your CCU username and password. If you have trouble obtaining your account information, contact the ITS Service Center.

ITS SERVICE CENTER

For help with your technology issues, contact the ITS Service Center. To put in a service request, visit <http://helpdesk.coastal.edu/> and login to access the service request form. If you do not yet have your username or password, or would prefer to speak to an ITS Service Specialist, call the ITS Service Center at 843-349-5000. The ITS Service Center is available Mon-Fri 8:00 am to 5:00 pm

OFFICE365

CCU uses Microsoft Office365 for email and cloud-based office functions. As a faculty member, there are many services available to you through the Office365 portal.

MULTI-FACTOR AUTHENTICATION

As of June 2018, Coastal utilizes a Multi-Factor Authentication (MFA) system in order to add an extra layer of security to your CCU account. Upon your first sign-in, you will be asked to setup your MFA details. For more information regarding Multi-Factor Authentication, you can visit <https://www.coastal.edu/mfa/>.

For links and more information on accessing Office365, as well as installation instructions, visit <https://www.coastal.edu/office365/faqs/>

EMAIL

Getting a CCU email account

Email accounts are generated automatically along with usernames and passwords.

Accessing your email account

Your e-mail address will be in the format of username@coastal.edu. You can access your e-mail on the web using your CCU username and password at <https://office365.coastal.edu>. An ITS Services Specialist will assist you in setting up Outlook to access email as part of the initial setup of your computer. Contact the ITS Service Center at extension 5000 for assistance. For more information on CCU email, visit: <http://www.coastal.edu/intranet/its/fs/email/>.

You may link directly to the CCU email sign-in portal on any desktop or mobile device at mail.coastal.edu. On the screen that loads, sign in with your full CCU email address and password. You can also setup your email to work with your mobile device using the Outlook for Mobile app on Android, iOS, and Windows devices. Just search "Microsoft Outlook" in your respective app store to download.

MICROSOFT OFFICE

Do NOT try to install Office applications to University-owned devices. If you need Office installed on a University-owned device, contact ITS at x5000. When you load into the applications for the first time, you are asked to link your Office365

account with Office. This will “register” the installation to your account and link your Microsoft OneDrive Content to your Office applications. As a member of the CCU community, you can download and install standalone desktop versions of Microsoft on up to five (5) personal devices. The applications that will prompt to be installed are dependent upon whether you are running Windows or Mac OSX.

ONEDRIVE

Microsoft OneDrive is a cloud-based file storage system that is available to you to store not only Office365 created documents, but also any type of file you would like to upload to the server. This can be accessed after sign in at portal.office.com. You can store up to 1 terabyte (1024 GB) of files in your OneDrive.

WebAdvisor

Using WebAdvisor

WebAdvisor is the web interface for the student/faculty information system. Using WebAdvisor, you can access class schedules, class rosters, grading, absence reporting, budgets, paystubs and much more. Your account will be activated automatically once your username and password have been generated.

Accessing your WebAdvisor account

You can access WebAdvisor by logging in at <https://webadvisor.coastal.edu>. If you are unable to access WebAdvisor, contact the ITS Service Center at 843-349-5000 for assistance.

PHONE SERVICE

Requesting a voice mail account

Voice messaging gives you the ability to communicate effectively from any touchtone phone 24 hours a day. Voice mail is not automatically provided with your extension. You must initiate an ITS Service Center ticket by either visiting the [ITS Help Desk](#) website or calling the ITS Service Center at extension 5000 and provide the required information.

Once the ITS Service Center request for your voice mail feature has been completed, you will receive an email with letting you know it is complete. The email will also contain first time setup instructions.

Accessing your voice mail

- On campus from your phone: Enter 6500, you will be prompted for your password.
- On campus from another phone: Enter 6500, "#", you will be prompted for your phone extension and password.
- Off campus: Dial 843-349-6500, "#" you will be prompted for your phone extension and password.

Voice mail messages are also received in your email inbox. For more information on phone service, visit <http://www.coastal.edu/intranet/its/fs/telephonesvoicemail/> or call the ITS Service Center at extension 5000.

MOODLE

Getting a Moodle account

Moodle accounts will be automatically generated on the Thursday following the activation of a hired employee's records. If you need to access Moodle more quickly, send an email from your CCU email account to the Moodle administrators at moodle@coastal.edu to request a Moodle account. To access Moodle, go to <https://moodle.coastal.edu> and login using your CCU username and password.

Requesting your Moodle course sites

Faculty are added to their Moodle classes by request. To request your classes, click the Faculty Course Request link at the top of the Moodle login screen. On the secure login screen that appears, login with your CCU username and password to access the course request form. Once you complete and submit the form, you will receive an auto-generated email acknowledging your request. Generally, course requests are completed within 2 business days, and you should receive another email when the request has been processed. For more information on Moodle, visit: <http://www.coastal.edu/moodle> or email moodle@coastal.edu.

ONLINE ATTENDANCE TOOL

CCU has an online Attendance tool faculty can use to take class attendance. The Attendance tool is located at <http://www.coastal.edu/attendance/>. To access the system, login with your CCU username and password. Your courses should be listed on the site once you are listed as the official instructor.

SMART CLASSROOMS

During normal working hours if you require assistance with a classroom projector, computer or any other presentation equipment please contact the ITS Service Center at 843-349-5000 or put in a Help Request at <http://helpdesk.coastal.edu/>.

Things to consider:

- Classroom computers do not have passwords - most log on automatically, but if you need to log on just press the “Enter” key on the keyboard without entering your user name and password.
- Rebooting solves most computer/browser errors, so try rebooting the computer. Rebooting should wipe out anything someone else did to the browsers.
- The ITS Service Center is available Mon-Fri 8 a.m. to 5 p.m. so if you call or submit a request for assistance after hours there may be a delay in response.

To see a list of equipment available in individual classrooms, visit <http://www.coastal.edu/intranet/its/fs/classroomtechnologyinventory/>.

CCUNWIRED

SafeConnect is a NAC (network access control) tool to help ensure that only current CCU students, faculty, and staff can use CCU network resources via our wireless network, CCUnwired. It also validates that each system meets security requirements to keep the network safe for all users. Specifically, SafeConnect checks the following:

- SafeConnect Policy Key installed
- Authentication using CCU username/password
- Operating System patches - installed and up-to-date
- Antivirus Software installed and up-to-date

For more information on CCUnwired and SafeConnect, visit <http://www.coastal.edu/its/safeconnect/> or call the ITS Service Center at extension 5000.

NEXTCLOUD

NextCloud is a file storage space with industry-level security from which you can manage and share your files. While there are other tools for sharing and storage, Nextcloud is the best choice for sharing while protecting your confidential data. Connect to the website at: owncloud.coastal.edu and login in with your CCU username and password. Please remember, you must update the ownCloud encryption key password every time you update your CCU password.

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