



UNIVERSITY OF
SOUTH CAROLINA

LANCASTER

**GUIDE FOR NEW & ADJUNCT
FACULTY**

Office of Academic & Student Affairs
Hubbard Hall 118

Edited and revised as of 31 July, A.D. 2013



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

M. Ron Cox, Jr., Ph.D.
Associate Dean for Academic & Student Affairs

WELCOME TO USC LANCASTER!

We are very pleased to have you as a part of our campus community and look forward to working with you in fulfilling our mission of serving the citizens of Lancaster, York, Chester, Chesterfield, Fairfield, and Kershaw Counties.

Because we are a small campus (approx. 1300 students), we rely on qualified full-time and part-time faculty to teach specific courses in our curriculum. This combination of faculty, dedicated to teaching excellence, allows the University to offer the diversity and quality of courses that our students need and deserve.

Anyone interested in teaching for USC Lancaster should first contact the chairperson of the appropriate academic division. Currently, the academic division chairs at USC Lancaster are:

Humanities	Science, Mathematics, Nursing, & Public Health	Business, Behavioral Science, Criminal Justice & Education
Professor Fran Gardner Hubbard 120 313-7045 (6-7045)	Dr. Noni Bohonak Hubbard 110 313-7136 (6-7136)	Professor Stan Emanuel Medford 219 313-7444 (6-7444)

All course offerings at USC Lancaster are coordinated through the Office of Academic & Student Affairs (Hubbard Hall 118). Please feel free to call our office at 313-7101 (6-7101 within the USC system) if you have questions or concerns.

I hope that you find your time at USC Lancaster to be an enjoyable and rewarding experience. Although we are a small campus devoted primarily to teaching, we are proud of our connection to the University of South Carolina and enthusiastically embrace its mission of teaching, scholarship, and service to the citizens of our State.

Sincerely,

M. Ron Cox, Jr.

M. Ron Cox, Jr.
Associate Dean for Academic & Student Affairs
USCL

I. SALARY ISSUES

Base salaries for full-time faculty at USC Lancaster are determined by contract and are adjusted annually based on performance reviews (peer and administrative) and at the direction of the South Carolina General Assembly and the University of South Carolina administration. Faculty overloads and salaries for adjuncts are determined by the campus administration and reflect USCL's commitment to offering competitive levels of compensation for services.

For the 2013-2014 academic year, overload and adjunct pay has been set at **\$1000.00 per credit hour** (\$3000 for a typical three-credit-hour course). For science labs and certain other courses, pay is based on contact and not credit hours. **Please note that Tenure-Track Faculty who are teaching a revised load (7 courses per year) are not eligible for overload courses.**

Per USC policy, no faculty member may be paid more than 30% of his/her nine-month base salary for overloads or summer courses during a single academic year (and no more than 15% in any single summer session). All USC employees are paid through direct deposit. For questions, see your division chair, the Office of Academic Affairs, or contact Ms. Tracey Mobley, Director of Human Resources (6-7152).

II. TEACHING RESPONSIBILITIES

The responsibilities of any individual involved with the instruction of students are usually considered to be so apparent and reasonable that they are just part of an unwritten "code of scholars." These responsibilities are so fundamental to the integrity of an educational program that it seems appropriate to specify some basic considerations:

- A. Each faculty member must make available to students (and provide the Office of Academic Affairs) a course syllabus (SACS requirement). The syllabus may be paper, electronic, or both.
 1. The syllabus must clearly state the **Student Learning Outcomes** of the course, grading procedures & scale, and the instructor's attendance policy.
 2. Course content must be consistent with course descriptions as published in the *USC Bulletin* and classroom instruction (including examinations) should be directed toward fulfillment of the stated objectives and USCL's General Education Goals (online at <http://usclancaster.sc.edu/acadstu/GEG.htm>).
 3. For additional guidelines on course syllabi, see "Resources for Faculty" on the USCL web page at <http://usclancaster.sc.edu/faculty/faonly.htm>.
- B. Enrollment in a course obligates students to prompt completion of all work assigned and also for punctual and regular attendance. Absence from class does not absolve students from their responsibilities. According to the *USC Student Handbook*, "absence from more than ten percent of scheduled class meetings is considered excessive, and the professor may determine such penalties as he or she deems appropriate."

USC makes no distinction between “excused” and “unexcused” absences, and instructors should clearly state their class attendance policy at the beginning of the semester. The *Handbook* is found online at <http://usclancaster.sc.edu/studentlife/index.html>.

- C. Every USCL student and faculty member is automatically assigned a username to login to the USCL Campus Network from any campus computer. If you do not know your USC Network Username/Password combination (or if you have forgotten your password), follow the instructions below.

- Open “Internet Explorer” or your preferred browser.
- Type in address: vip.sc.edu (no WWW).

[If you do not know your VIP PIN or have forgotten it, browse to or type in this address: <http://registrar.sc.edu/html/faq/newPIN.stm> Follow the directions on that page for setting your PIN for VIP access.]

- Click on **Login**.
- Click on **Continue**.
- Log-in screen: Type in social security number (no dashes).
- Tab: Type in your VIP PIN.
- Click on **Login**.
- You are now on the main menu page.
- Click on the **Technology** link.
- Click on **Show Me Network Username**. Your USC Network Username will be displayed and you will be prompted to choose your password. You must type in the password twice to verify your choice.
- Click on the **SET PASSWORD** button to set your new password.

Password Rules

Legal passwords can be a minimum of 5 characters and a maximum of 14. They can contain any alphanumeric character (A-Z/0-9) and the \$ sign. Case doesn't matter. Your password will expire every six months, or six months from the last time you re-set or change it.

VIP may be used to check personal and employment information. Questions about VIP should be directed to the appropriate Academic Division Chair, the Office of Academic & Student Affairs, or the Office of Admissions & Records.

- D. Class rolls may be obtained by accessing “Self Service Carolina.” Student grades at the end of the semester will also be entered through SSC. You may use your VIP ID and password to access “Self Service Carolina” at <https://my.sc.edu/>.

Please inform the Office of Admissions and Records of any enrollment discrepancies. Failure to do so could result in significant difficulties with grades, records, and subsequent registrations. You will receive an e-mail approximately two weeks into the semester asking you to verify your course enrollment.

A student's name will remain on the Class Roll provided that the student registered and paid for the course, unless the student officially drops, changes sections, or withdraws from the University prior to the official "drop date."

All instructors should maintain accurate class attendance records in order to ensure that USCL remains in compliance with regulations associated with federal financial aid programs.

Drop and add dates for each academic semester may be found in the printed schedule or online at <http://usclancaster.sc.edu/admissions/Calendarlist.htm>. Please note that these calendars are subject to change and therefore should be checked regularly.

- E. TESTS – A critical responsibility for instructors is evaluation of student progress. Test style, number of tests given, and timing (with some exceptions) are at the discretion of the instructor. Tests should conform to the stated learning outcomes of the class.

In a course or lab which meets two or three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the scheduled examination period.

In a course or lab which meets once a week (or any 8-week or 5-week course which meets more than once a week), no quiz, test, or examination may be given during the last class meeting prior to the examination period.

In any course or lab which meets more than three times per week, no quiz, test, or examination may be given during the last three class meetings prior to the regular examination period.

- F. FINAL EXAMS – Final examinations each semester are given in accordance with a schedule published well in advance of the examination period. **Deviation from this schedule is permitted ONLY with specific prior approval secured from the Office of Academic & Student Affairs through the appropriate Academic Division Chair.**

Any student absent from a final exam will be given the grade of **F** in the course unless an excuse acceptable to the instructor is offered. Re-examinations for the purpose of removing an **F** or raising a grade are not permitted.

Questions about final exams should be directed to the appropriate Division Chairperson or to the Office of Academic & Student Affairs.

- G. Graded exams, papers, etc. will be returned to students in a timely manner for inspection and discussion. Final exams must be kept on file by the instructor for at least one semester and may be viewed by students upon request.
- H. Instructors are expected to meet classes at the scheduled time for the full class period. In case of illness or emergency, notify the appropriate Division Chairperson or the Associate Dean for Academic & Student Affairs. The class should also be told of any "wait" policy if the faculty member is unavoidably detained or delayed.

- I. **GRADING** – The grading system for USC Lancaster includes the grades outlined below. Under this system, undergraduate course credit will be granted only for earned grades of D or better (or S). Any of the following symbols (except NR – no grade recorded) will become a permanent part of a student’s academic record when assigned by the instructor.

Grades of **A, B+, B, C+, C, D+**, and **D** represent passing grades in order from highest to lowest. (Each instructor sets the grade scale for each course.) A grade of **F** represents a failing performance.

Grades of **S** (satisfactory) and **U** (unsatisfactory) are assigned only in courses carried under the University’s pass-fail or non-credit options.

A grade of **W** is assigned in courses from which a student officially withdraws after the last day to enroll (prescribed in the academic calendar). A grade of **WF** is assigned for students who withdraw from a course after the last day to drop. For GPA purposes, a grade of WF is calculated as an F. These grades are assigned automatically by the Records Office.

A grade of **I** (incomplete) indicates satisfactory performance and attendance but failure to complete some portion of assigned work in a course. It is assigned at the discretion of an instructor and must be completed within one calendar year.

(The exact amount of time available to the student for make-up, and the conditions of the make-up, are determined by the instructor and specified on the appropriate form. This form is available online under VIP and must be processed when final grades are being recorded.

A grade of **AUD** indicates that a course was carried on an audit basis (no academic credit awarded). A grade of **NR** (no record) is assigned by the Records Office when a student’s grade is unavailable at the time grade rolls are processed. It is a temporary mark and must be replaced by a grade.

If replacement does not occur before the last week of the spring or fall semester following the term for which the grade was recorded, a grade of **F** will be assigned. The **NR** is ignored in computing the GPA.

- J. **GRADE CHANGES** – Grade changes based on transcription or computation errors shall be reported directly to the Office of Records (6-7073) on the appropriate grade change form signed by the instructor and the Associate Dean.

Requests for a grade change must be submitted no later than one calendar year from the date on which the grade was reported. Beyond this period, grade changes will be considered only in exceptional circumstances and must be handled through USCL’s petition procedure.

Any other grade change request resulting from enrollment discrepancies, medical withdrawals, or perceived administrative errors must be submitted on the appropriate forms with signatures and documentation to the Office of Academic Affairs for review through the petition procedure.

- K. FINAL GRADES – University grades are processed according to a rigid schedule, and it is imperative that all instructors respect the appropriate deadlines for submitting grade reports.

The final date for submitting final grades is posted with the final exam schedule, but grades may be requested (and submitted) earlier than that time. Final grades are assigned online via Self Service Carolina. All students listed on the grade sheet must have a grade assigned to them.

Instructors may publicly post final grades for the convenience of the students ONLY with written prior permission of the students. Posted grades must be **completely** anonymous (i.e., no use of social security number, no alphabetical order, etc.). **In general, it is wisest NOT to post grades publicly.**

If you have questions about the legalities of posting grades, please contact the Admissions Office or the Office of Academic & Student Affairs. Students may access course grades via SSC, but grades may not be given over the phone.

- L. COURSE EVALUATIONS – SACS requires that all courses be evaluated, and USCL has developed teaching evaluation forms for this purpose.

Students will be notified via e-mail when the online evaluation form is ready, and will be given a link to follow to complete the evaluation. This notification will be sent approximately two weeks prior to the last day of the class.

Faculty have the option of requesting the traditional “paper” (in-class) evaluation forms. **Faculty must notify the Office of Academic & Student Affairs no later than the middle of the term (either 8 weeks or 16 weeks) if they wish to administer paper evaluations.** (Dual credit courses all utilize the paper evaluations.)

Students should be given 10-15 minutes at the beginning of the class period to complete the evaluations. The instructor is NOT to be in the classroom during the evaluation period. Completed forms are reviewed by division chairs and the Associate Dean for Academic Affairs, and results are released to the faculty member after final grades have been assigned.

If you have questions about the evaluation process, contact the Office of Academic & Student Affairs (6-7101).

III. ADDITIONAL RESPONSIBILITIES

- A. **Academic Advising** – Except in unusual circumstances, all full-time faculty are assigned a group of students for whom they will serve as academic advisor. In most cases, faculty are assigned students who have indicated they plan to major in the faculty member’s area of expertise.

Because we are a small faculty, however, in some cases faculty will be assigned students who are majoring in other areas.

Faculty advisors are encouraged to familiarize themselves with the curricula for the USCL Associate degrees (<http://usclancaster.sc.edu/admissions/degrees.htm>) as well as for the baccalaureate program in which the student has indicated that he or she plans to major. A list of majors and faculty advisors is found online at <http://usclancaster.sc.edu/admissions/major-advisor.htm>.

Questions regarding academic advising should be directed to the Office of Academic & Student Affairs or the Office of Admissions & Records. Advisement training will be made available periodically and upon request.

Advisement for Spring semester generally begins after Fall break (October). Advisement for Summer and Fall semester generally begins after Spring break (March). See <http://usclancaster.sc.edu/faculty/faonly.htm> for additional information.

It is the students' responsibility to make an appointment with their advisors and to pre-register for classes.

- B. Summer [Freshman] Orientation** – Each summer, USC Lancaster hosts four one-day orientation sessions for freshmen entering in the upcoming fall semester. During this session, students receive academic advisement and pre-register for courses. We ask that all faculty try to be available for three out of the four sessions (dates are published online annually). If for some reason a faculty member is unable to be present for a scheduled orientation, please arrange with a colleague to meet with your advisees so that they can be pre-registered for classes.
- C. Commencement** – USC Lancaster holds commencement exercises at the conclusion of every spring semester (late April/early May). The schedule for commencement exercises is found at <http://usclancaster.sc.edu/admissions/Calendarlist.htm>.

Commencement is the single most important “special event” at the University of South Carolina, and ALL full-time faculty are expected to attend. Adjunct and part-time instructors are welcome and encouraged to attend the exercises and accompanying receptions as well.

Dress for commencement exercises is full academic regalia, including caps, gowns, and hoods (as appropriate). **Each faculty member is responsible for providing his or her own regalia for the ceremony.**

- D. Service** – USC Lancaster prides itself on the relationship between the campus and the surrounding communities, and all faculty are strongly encouraged to be involved in service, whether on campus, the greater University, the academic community, or the general public. (The annual Faculty Evaluation Form includes a section on service – to the campus, university, profession, and community.)
- E. Faculty Information Forms (FIF)** – As a part of our yearly evaluation process, all full-time faculty are required to submit a Faculty Information Form (FIF) to the Office of Academic Affairs. This form is due on January 15 for first-year faculty and January 31 for all other faculty. Information on the Faculty Information Form can be found at <http://usclancaster.sc.edu/faculty/faonly.htm>.

IV. MISCELLANEOUS INFORMATION

- A. **COPYING MACHINES** – Photocopying machines are available for faculty use across campus. Machines are located in Hubbard Hall (Telephone/Reception Area), in the Medford Library, and upstairs in the Bradley Building (across from faculty offices).
- B. **SUPPLIES** – Grade books, notepads, pens, etc. which you need may be ordered from the Business Office (Starr Hall). The Business Office has a request form available.
- C. **CAMPUS MAIL** – All faculty (full-time and adjunct) have a mailbox located in Hubbard Hall (Room 122). It is each faculty member's responsibility to check his/her mailbox regularly. If you have questions about on-campus mail, please contact Trina McFadden (6-7001).
- D. **OTHER MAIL:**
- **U.S. Mail** – Mail being sent through the US Postal Service may be deposited in the bins at the switchboard in Hubbard Hall. A postage machine is also located there for use with official USC correspondence. Stamped private mail may also be placed in the appropriate bin for delivery.
 - **Interagency Mail** – Mail to state agencies other than USC may be sent via Interagency Mail. The Interagency Mail basket is located at the switchboard in Hubbard Hall. Mail must be marked "INTER-AGENCY" and is picked up each evening. A list of participating state agencies and delivery schedules may be obtained online at <http://www.gs.sc.gov/OGS/GS-index.phtm>.
 - **Intercampus Mail** – Intercampus mail is designed to handle those items mailed within the Greater University. The "courier" delivers and picks up from Medford Library each weekday. All types of parcels and inter-office mail may be sent to any USC campus via courier. They must be securely packaged, and clearly marked with the recipient's name, department, and campus. Please check with library staff to make sure that an official barcoded courier label is affixed to your package prior to pickup. **Faculty are cautioned that the courier service should not substitute for the U.S. Mail in delivering dated or confidential materials.**
- E. **AUDIO-VISUAL or MULTIMEDIA EQUIPMENT** – Most USC Lancaster classrooms are outfitted with multimedia equipment. If an instructor's teaching style requires such equipment, the request for such an equipped room should be made through the appropriate academic division chair. Every effort will be made to schedule classes in rooms which meet the instructor's needs. Additional audio-visual equipment may be available from Medford Library.
- F. **KEYS** – Some faculty members on the USC Lancaster campus require access to controlled areas. In special cases, keys to certain rooms and areas may be assigned to faculty. Requests should be made through the appropriate division chairperson.
- G. **TEXTBOOKS** – Traditionally, each instructor is responsible for the selection of course materials, which may or may not include the use of textbooks. Requests for texts or supplemental course materials are made through the USCL Bookstore (Starr Hall).

In some cases, a standard text may be required for all sections of a course. Instructors should check with the appropriate division chairperson prior to placing orders for texts or other materials. **It is each instructor's responsibility to secure complimentary (or "desk") copies of texts by contacting the appropriate publisher.** Most major publishers allow such copies to be ordered online.

- H. MEDFORD LIBRARY – Medford Library primarily serves the students, faculty, and staff of USC Lancaster and offers physical and remote access to an array of materials that support USC Lancaster's academic programs and research goals, including 80,000 print books, almost 150,000 electronic books, and 130 electronic resource subscriptions. The beautiful facility also has varied spaces for study, teaching, and learning needs, including 40 computer stations, a quiet reading room, and three group study rooms, which can be reserved online up to 4 weeks in advance. Medford Library materials can be checked out by faculty for one semester, and don't forget to take advantage of the state-wide book delivery program, PASCAL DELIVERS. To augment your borrowing power, be sure to create an Interlibrary Loan account so you may request items from even more academic and public libraries. Library faculty are also your partners in improving students' critical thinking and information literacy skills, so please engage Library Faculty in offering research instruction to your students. To learn more about Medford Library's programs and services, please contact Library Director Lori Harris (Medford 120, 313-7058) and also see Medford Library's Faculty Library Manual located at <http://usclancaster.sc.edu/library/FacultyLibraryManual.pdf>.
- I. ACADEMIC SUCCESS CENTER – USC Lancaster is dedicated to the success of its students. The Academic Success Center (ASC) is located on the second floor of Medford Library and is designed to help students attain academic success by providing a variety of resources to support their academic pursuits, including one-on-one tutoring, computer assisted instruction (CAI), instructional video tapes, supplementary handbooks and texts, and workbooks. The ASC works closely with faculty members to provide assistance that is linked to particular courses, and offers discipline- and course-specific tutoring. If you need a tutor for your course, please contact the Office of Academic & Student Affairs. Faculty are urged to encourage their students to make use of the ASC in all classes.
- J. COUNSELING SERVICES – Students at USCL come from a variety of backgrounds and situations and often are juggling home and work demands along with their academic load. USCL Counseling Services assists students in clarifying and resolving issues of personal, educational, and career concerns. All counseling is conducted in a confidential and professional setting providing students the opportunity to explore and evaluate information central to the helping process. Personal counseling is handled by Ms. Tracey Craig (Bradley 128, 313-7448) and Career counseling is offered by Ms. Andrea Campbell (Starr 125E, 313-7590).
- K. WEB PAGE – All faculty (full-time and adjunct) are strongly encouraged to maintain an active web page complete with access to course information (including syllabi). Professor Lori Harris (Medford 120, 313-7058) serves as Campus Webmaster and can answer questions and assist faculty with the setting up and maintenance of web pages.

- L. GREGORY HEALTH & WELLNESS CENTER – All USCL faculty (full-time and adjunct) have a complimentary membership to the Gregory Health & Wellness Center. For information, call the center at 6-7102.

Important Phone Numbers

(All USCL phone numbers begin with “6” when dialing from on-campus. When dialing from off-campus, please use “313” and the last four digits.)

Switchboard:	0 or 6-7000	Development Office:	6-7026
Dean’s Office:	6-7001	Financial Aid:	6-7068
Academic Affairs:	6-7101	Gregory H&W Center:	6-7102
Academic Success Center:	6-7113	Human Resources:	6-7152
Admissions:	6-7073	Maintenance/Security:	6-7085
Bookstore:	6-7050	Medford Library:	6-7060
Business Office:	6-7100	Student Life:	6-7066
Computer Services:	6-7033	TRIO Learning Center:	6-7125
Counseling Center:	6-7112		