

COLLEGE of CHARLESTON

INTERNATIONAL AND INTERCULTURAL STUDIES

Faculty Handbook¹ Departmental and College Policies and Guidelines

Welcome to the International Studies Program. Below are policies and guidelines to assist with your integration into the College of Charleston community.

ALL FACULTY MEMBERS

Please review and bookmark the [Faculty and Staff webpage](#) for numerous useful links such as Human Resources, Parking, Academic Affairs, the Faculty Administration Manual, links to the College's various information portals (MyCharleston, Banner), Academic Affairs, etc.

Some of the following information is already found in different forms in the aforementioned Internet links. However, because each department has varying policies, the information below serves as an important supplement for ALL new and veteran faculty members alike.

New Faculty would also benefit from visiting the Academic Affairs' [Info for New Faculty](#) page

DEPARTMENTAL MEETINGS

Besides the opening semester meetings in August and January, the respective Program Directors, will call other departmental meetings as needed and **ONLY** to address issues that require feedback and/or a vote of the faculty. At least one week prior to departmental meetings, the Chair will distribute a related agenda via email. Information not requiring feedback will be disseminated via email. If a faculty member wishes to propose a departmental meeting, he/she may submit a request to the appropriate Director accordingly.

ADDRESS LISTING

For important contact purposes, please submit your local address and phone number to Sarah Wuigk (wuigk@cofc.edu), Administrative Coordinator of International Studies. Shortly after the beginning of the academic year, Sarah will provide each faculty member a consolidated list of this information that will not be shared with students. Any contact information you wish to provide to students should be published on your course syllabi and/or website.

KEYS, SUPPLIES AND EQUIPMENT

You will receive one key to your office which also accesses the exterior of the building and any other necessary rooms. All key issuances and returns will be coordinated with Sarah Wuigk, and will require the signature of the key holder using the official [key issuance/return form](#). All keys must be returned to Sarah or to Melendia Roseboro, Assistant to the Dean of LCWA, upon the conclusion of your employment at the College (or you will be charged a fee). Keys for classrooms without keypads are to be requested through Sarah prior to the beginning of the semester and returned to her at the end of the semester when classes conclude.

¹ This handbook was adapted with permission from the Hispanic Studies "New Faculty Orientation" document

The securing of keyed areas can not be overemphasized due to past vandalism of our faculty offices and classrooms. Your diligence in this regard is most appreciated.

The office of 9 Glebe holds regular business hours from 8 a.m. to 5 p.m. Monday through Friday. Outside of this schedule, the main door to the building should remain locked, even if faculty members are still occupying offices inside.

For needed office supplies (e.g., printer cartridges, stationery, flash drives, etc.) and borrowing certain equipment (professional travel laptops, video cameras for CofC events, etc.), please email Sarah with your request (wuigks@cofc.edu). Office equipment available for borrowing can be found on the Office Equipment Inventory. Each piece of equipment comes with its own check-out form and transfer of accountability contract.

FACULTY OFFICES

Due to the size and diversity of this program, as well as limited available office space on College of Charleston's campus, not all offices can be housed within one building. Consequently, the Director for International Studies, the Director of Chinese, the Director of Arabic, the Administrative Coordinator, as well as the tenure-track and assistant professors of the INTL faculty occupy offices in the 9 Glebe Street building. Specific office assignments are posted at each program's respective website under "More Info:"

[African American Studies](#)

[Asian Studies](#)

[International Studies](#)

COMPUTER FILE BACKUP

All faculty members are highly encouraged to back-up their computer files regularly to avoid possible loss of data from computer crashes. The most convenient and hassle-free method is via a cloud such as www.dropbox.com (DropBox provides free storage) that allows one to access his/her current files from any computer with an Internet connection. For those who choose backing up files on a flash drive, please see Sarah Wuigk to acquire a drive.

TIME SHEETS

All Instructors, Tenure-Track and Tenured faculty are required to complete Leave reports online in MyCharleston on the 15th and the last day of each month, unless otherwise specified. Generally, faculty will submit the report without inputting any data. This will simply register the report as "0" for your leave balance. Unless you took official leave for circumstances outlined in official College of Charleston policy (see [Human Resources](#)), all faculty register "0" leave balances for the bi-monthly online reports.

MAIL AND PHONE

Please check your mail box and CofC email account regularly. Most pertinent Departmental and campus wide-information is disseminated via email DAILY, and most packages (depending upon size) are delivered to the department's main office mailroom, 9 Glebe Street, Room 101. Beginning in Fall 2012 ALL mail will be delivered to 9 Glebe, Room 101 and you must come to Room 101 in order to receive it. For large packages or important documents you can expect to receive an email notification from Sarah Wuigk notifying you of its arrival. However, these email notifications will not be sent out on a regular basis, so try to get into the habit early of making regular visits to your mailbox. All outgoing mail can be deposited in the outgoing mailbox located in 9 Glebe, Room 101 or sent through the Dean's office.

You can contact your students via email individually or by class list via MyCharleston.

Long distance calls on college phones are for official business only. For assistance making off-campus local or long distance calls, please contact Telephone Services or see Sarah.

LETTERHEAD, NAMETAGS, ETC.

Downloadable templates for these and other purposes are found here:

<http://marcomm.cofc.edu/brandmanual/templatedownloads/index.php>. International & Intercultural Studies encourages you to use the downloadable letterhead when possible for professional correspondence. Furthermore, program specific digital letterhead is available:

[African American Studies](#)

[Asian Studies](#) (complete title)

[Asian Studies](#) (Asian Studies only)

[International Studies](#) (red logo)

[International Studies](#) (black logo)

Asian Studies faculty members also have access to departmental envelopes and letterhead in print. International Studies faculty members have access to departmental envelopes.

BUSINESS CARDS

The College of Charleston approved vendor is Business Card Express and can be found on the MyCharleston page under the "Finance" tab. For help ordering business cards, please see Sarah Wuigk.

PHOTOCOPIES, PRINTING, FAX AND SCANNER

All faculty members have access to the copier in 9 Glebe, Room 101. This machine is capable of making copies, scans and faxes in black and white only. The machine is intended for CofC business use only. Faculty can also use the photocopier located in the Dean's office on the third floor of 96 Wentworth, however you will need to receive a copier code from Sarah Wuigk before using it.

Due to the size of International & Intercultural Studies, faculty members generally make their own copies. However, Sarah's assistance may be requested in instances when faculty members are unable to make copies due to time constraints, illness, etc. If making a request via email, include all necessary information: number of copies, stapled, collated, etc. Please follow up with a telephone call to Sarah at 3-4884, if needed. Copies are generally made front to back to preserve paper. Please plan accordingly.

Copies of exams will be placed in a manila envelope or manila folder and left in the requesting individual's mailbox.

For copy jobs that might require the services of the Copy Center and departmental expenditures, please first request approval from your Program Director.

Each faculty member has access to their own personal printer for small printing jobs. However, any time you expect to print more than 25 pages, plan to send the job to the copier located in 9 Glebe, Room 101. This will save on the cost of replacing ink and toner for each faculty member. All computers can be connected to the copier through a network connection. For help getting this copier installed on your office computer, please see Lauren Saulino.

Replacement ink and toner cartridges for office printers should be requested through the Xerox Service number (call the number on the printer). Please notify them as soon as you begin receiving low ink warnings so that a replacement cartridge can be ordered and delivered before you run out of toner.

RECYCLING

Each desk should have a trash can. However, there are communal cans and bins in the common areas. Please take your own paper recycling to the communal bins when your desk bin is full, and take your cans or bottles to the communal bin when you leave your office. Custodial staff will empty your trash cans.

OFFICE COMPUTERS

All newly hired faculty and staff, except Adjunct Faculty, are issued new computers for official College use. If you experience an issue with your office computer or printer, please contact the help desk at helpdesk@cofc.edu or 953-3375. If the Help Desk is unable to resolve the issue, please consult with your Program Director or Melendia Roseboro, Assistant to the Dean, for further assistance.

COURSE SYLLABI, CLASS SCHEDULE & OFFICE HOURS

Faculty office hours should be held Mondays through Fridays, and each professor should post his/her office hours on his/her office door. Please also inform Sarah of your office hours so that she can create a compiled document of faculty schedules and office hours.

The class schedule and office-hours list is given to each professor and is also posted outside of the main office for student reference.

Please begin and end classes **on time**; this is especially important due to the transit needs of students between classes.

CLASSROOM ASSIGNMENTS

Unfortunately, smart/multi-media classrooms are limited and designated according to faculty rank. If you wish to explore the possibility of changing your classroom assignment, please **DO NOT** contact the Registrar's Office. All requests for changes in classrooms must be submitted to your Program Director no later than two weeks prior to the beginning of the semester in question.

SECTION INCREASES

As you are adding and over-riding students into your courses, please refer to your course's classroom assignment and take care to not exceed the maximum number of physical seats available in that room. If you do exceed the room capacity, please notify your Program Director as soon as possible in order to have your room re-assigned through the Registrar.

International & Intercultural Studies discourages section increases for full classes, and such authorizations are only made by your Program Director. Students who insist upon being added to your full class should be told that their only option is to attend your class daily until enough students drop the course for them to enroll (tell them to check MyCharleston daily so they can add into the class as soon as the course opens). Any problematic situations should be directed to your Program Director. Exceptions are occasionally made, and the Director will hear each special case.

Course over-rides, grade roll additions and deletions, and change of grade forms can be handled through Sarah Wuigk's office. Appropriate forms can be found on the "Faculty Forms" tab on [MyCharleston](#)

MAKE-UP EXAMS

In cases such as athletic events, legitimate emergencies (illness or death in the family), or other justified reason where a student misses your scheduled exam or in-class composition, please provide an option for the student to make up the exam, unless you have a different, explicitly written policy dictating otherwise in your syllabi. For example, if your syllabus says that no make-up exams will be given, but the remaining exams will count more to cover the missed exam, then this could be an exception. However, such policies must be included in your syllabi; if not, the instructor in question must give make-ups.

Administering make-ups—provided students have justified excuses for missing your class—is only fair for those who have not voluntarily missed your exam or in-class composition. Although many instructors do not look favorably on students missing class because of collegiate athletics, the college does excuse them from class for certain athletic events, and in accordance we should provide some reasonable accommodations for missed exams.

Please also consult with veteran faculty members to learn about the various acceptable ways to approach make-ups. A few professors designate a specific day and time for ALL students to make up the same exam or in-class composition; others allow students to choose between this option and by-passing the make-up altogether to allow the remaining exams to be weighted heavier. If the student consents to this latter option, despite it not being written in your syllabi, then you can indeed adopt it.

In the past, faculty members have invited students to sit in Sarah Wuigk's office at 9 Glebe, Room 101. To do this, the faculty member must plan with Sarah at least 24 hours in advance of the scheduled make-up exam to make sure that she will be available in her office during the time the student would like to take the make-up exam. Students who fail to arrive on time or complete the exam within the specified make-up time will be subject to Sarah's availability.

STUDENT ISSUES

Faculty and students are first encouraged to address issues of mutual concern directly with each other. If a faculty member and student are unable to resolve an issue, the Chair will mediate as necessary.

DESK COPIES AND BOOK ORDERS

Most publishers in the U.S. will provide you a desk copy of your course texts free of charge. Although some international publishers will provide free desk copies, most do not. Faculty members are responsible for requesting their own desk copies. For instructions on ordering textbooks through the College Bookstore, read the [Textbook Request](#) document.

For these orders, you may fill out the online form available, [here](#) or email the following information to the College of Charleston Bookstore at textbooks@cofc.edu:

- 1) Book title
- 2) Book author(s)
- 3) Edition and year published
- 4) Publisher
- 5) ISBN
- 6) Number of copies needed

ABSENCE

Please advise Sarah Wuigk and your Program Director via email if you plan to miss your scheduled office hours or classes, so they can plan accordingly. For planned absences (besides approved, official CofC travel), please consult with both Lauren and your Program Director **BEFORE** making arrangements. For unanticipated absences (illness, emergency, etc.), you should email your students (see previous **MAIL** section) and you must notify as soon as possible both Lauren (saulinole@cofc.edu; 953-4884) and your Program Director via email or phone. This is particularly important if you will need to have an exam proctored, or if you will need a notice posted outside of your classrooms for any meeting cancellations.

CofC-RELATED TRAVEL, TRAVEL AUTHORIZATIONS AND REIMBURSEMENTS

All official College forms related to travel (travel authorization, expenditure authorizations, travel advance requests, travel reimbursement and travel policy) are downloadable here: <http://sb.cofc.edu/officeofthedean/facultyresources/travel.php>.

An official travel authorization form must be completed **before** ALL professional travel, no matter the source of funding. Please see Sarah Wuigk for assistance. The completed form must be submitted to your Program Director who will sign and send to the Dean's office for approval. Note to Program Directors: ALL forms which have been completed must pass through Lauren's office before being sent to the Dean's office for record-keeping purposes. If the College of Charleston has committed to funding your professional travel, and you do not complete a travel authorization form prior to your trip, you may be denied travel reimbursement. If your travel authorization is approved, you will be assigned an official travel authorization number to be used when completing the [Travel Reimbursement Form](#) in order to be compensated for your travel expenses. With this form, you must provide documentation such as airline boarding passes, hotel and misc. travel receipts, conference program to verify your participation in the event, etc.

For [travel advances](#), the official form must be fully completed (with original receipts), signed by the traveler, and delivered to Lauren, who will submit it to the Controller's office. All travel reimbursement forms must also be sent to Sarah, who will submit them to the Controller's office.

Specific details about travel can be found in the [Travel Policies](#) manual.

Family Education Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools, including the College of Charleston, that receive funds under an applicable program of the U.S. Department of Education. Please review the following site for details on FERPA and your obligations as an instructor: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

CofC faculty can not discuss student performance with parents unless the student has signed an official waiver kept on file at the College of Charleston. If a parent claims their child has signed such a waiver, do not share any information on student performance until you have verified this with Academic Affairs that the student has indeed sign the necessary waiver.

RECORDING OF STUDENT GRADES

Mid-term and final grades are to be posted in MyCharleston (<http://my.cofc.edu>) by the indicated deadlines.

FINAL EXAM SCHEDULE

Please do not change your final exam schedule from the College's pre-established one.

VACATING AN OFFICE

Whenever you vacate an office—due to end of employment or office reassignment—please prepare your office so that it would be acceptable to you if you were the new occupant. If you are reassigned to a different office, please consult with Lauren before moving any CofC property, especially computer equipment. Once the Department Chair confirms your office is ready for the next occupant, please return your office key to Sarah. As previously noted, you will be charged for any unreturned keys.

FURLOUGH CONTACT INFORMATION

Before leaving campus for college-wide furloughs (Thanksgiving, winter, spring and summer), please inform Sarah of your contact information. A CofC email address is highly recommended since it may be easily accessed internationally and because the Program Directors and College regularly disseminate important information to College email accounts. Also, as occasionally there are student issues that linger into the furlough period and require your prompt attention, please keep your gradebook on hand (or a photocopy) and check your CofC email account regularly (at least bi-weekly during the first few weeks immediately after the semester ends; weekly thereafter).

SUMMER COURSES/STUDY ABROAD PROGRAMS

For faculty members teaching summer courses, a separate adjunct contract or RAP will be completed by Sarah Wuigk according to the schedule established by the Summer School. Any faculty member planning to conduct a new study abroad program should first review the Center for International Education's [handbook](#). Travel plans and schedules, as well as emergency contact information and contingency plans, must be communicated to Sarah Wuigk.

For all faculty members who plan to leave campus during the summer break, either to return home in another state or to travel abroad, please plan to have your office phone forwarded during your absence and post an out-of-office notification on your email account if you do not expect to be checking either regularly. This will alleviate any confusion or frustration experienced by students, parents or fellow faculty members who may be trying to reach you during your extended absence from campus.

DECLARING MAJORS & MINORS

Students who wish to declare a major or minor may do so themselves via MyCharleston (<https://my.cofc.edu/cp/home/displaylogin>) in the Program of Study Management (POSM) channel located on the Academic Services tab. Approvals of such declarations are handled by the respective Program Director.

SEXUAL HARASSMENT, RACIAL DISCRIMINATION (and other policies)

Numerous College of Charleston policies that include such important issues as sexual harassment, racial discrimination, code of conduct, ethics, etc. are found at <http://hr.cofc.edu/policies/index.php>.

EMERGENCIES

Please consult the Public Safety website for important contact information:

<http://publicsafety.cofc.edu/contact/index.php>. In the unlikely event there is an emergency in your class that requires immediate attention by public safety and or medical personnel, the following steps are recommended:

- 1) call the relevant contact number from the aforementioned link;
- 2) enlist your students' help if/when necessary;
- 3) solicit, if necessary, help from a colleague in a neighboring classroom;
- 4) unless you or others are in physical danger, remain attending to the situation until professional assistance arrives;
- 5) use common sense.

You should also consider signing up for [CougarAlert](#) which is a campus-wide messaging system.