### New Faculty Orientation

**Wednesday, August 15, 2018**  
Session A: For New Permanent and Visiting Faculty (only)

School of Education, Health, & Human Performance Alumni Center (1st Floor, 86 Wentworth St)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>8:00 AM</td>
<td>Check-in and Welcome – Light Breakfast Snacks</td>
<td>Meet and Greet with the <a href="https://example.com">Office of the Provost and Academic Affairs</a> leadership team</td>
</tr>
</tbody>
</table>
| 8:30 – 9:00 AM | Welcome and Introductions                               | Brian McGee, Provost and Executive Vice President for Academic Affairs   
Deanna M. Caveny, Associate Provost for Faculty Affairs   
Liz Jurisich, Speaker of the Faculty, [Faculty Senate](https://example.com) |
| 9:00 – 10:15 AM | New Faculty Introductions and First-Year Experience              | Facilitated by Sarah Owens, Director, [First-Year Experience](https://example.com)                 |
| 10:15 – 10:30 AM | Break                                                               |                                                                                                   |
| 10:30 – 11:15 AM | High-Impact Learning Experiences and Academic Engagement         | Facilitated by Lynne E. Ford, Associate Vice President for the [Academic Experience](https://example.com)   
- High-Impact Learning Experiences – Lynne E. Ford   
- [The College Reads! and Convocation](https://example.com) – Lynne E. Ford   
- [Undergraduate Research and Creative Activities](https://example.com) – Beth Meyer-Bernstein, Director   
- [Study Abroad](https://example.com) – Sarah Simmonite, Center for International Education   
- [Community Engagement](https://example.com) – Stephanie Visser, Center for Civic Engagement   
- [Internships](https://example.com) – Kristin Wichmann, [Career Center](https://example.com) |
| 11:15 – 11:35 AM | Resources for Faculty                                              | Facilitated by Deanna Caveny   
- [Office of Research and Grants Administration (ORGA)](https://example.com) – Susan Anderson, Director, and Sara Stevenson, Research Protections & Compliance   
- [Faculty Research and Development Grants](https://example.com) – Brooke Van Horn, Chair, 2018-2019 Faculty Research and Development Committee   
- [Faculty Writers’ Retreats](https://example.com) – Deanna M. Caveny |
| 11:45 – 1:30 PM | 26th Annual Back to School Picnic                                  | Campus-wide Picnic and Presentation of State Service Awards   
TD Arena (301 Meeting Street)   
Our group will travel together to the indoor picnic lunch (0.4 mile walk). |

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New Faculty Orientation | 1 of 7
1:30 – 1:45 PM  Question & Answer Session
Facilitated by Deanna M. Caveny

1:45 – 2:30 PM  Academic Student Support Services
Facilitated by Lynne Ford
- Academic Advising and Planning Center – Karen Hauschild, Director
- Advising tools, Program of Study Management (POSM), Degree Works, and the Advising tab on MyCharleston – Mary Bengstrom, Registrar
- Center for Student Learning

2:30 – 2:45 PM  Break

2:45 – 4:45 PM  Teaching, Learning, and Technology (TLT)
Led by Zach Hartje, Director, Teaching, Learning, and Technology
TLT’s session is open to all new faculty, including interested adjunct faculty.
Thursday, August 16, 2018
Session B: For Adjunct, Permanent, and Visiting Faculty

School of Education, Health, & Human Performance Alumni Center (1st Floor, 86 Wentworth St)

8:00 AM  
Check-in and Welcome – Light Breakfast Snacks
Meet and Greet with the Office of the Provost and Academic Affairs

8:30 – 9:00 AM  
Welcome and Introductions
Brian McGee, Provost and Executive Vice President for Academic Affairs
Deanna M. Caveny, Associate Provost for Faculty Affairs
Liz Jurisich, Speaker of the Faculty, Faculty Senate

9:00 – 10:30 AM  
Creating and Fostering Inclusive Learning Environments
Facilitated by:
- Renard Harris, Associate Vice President and Chief Diversity Officer, Office of Institutional Diversity
- Hollis France, Director of Gender and Sexuality Equity Center
- Kris De Welde, Director, Women’s and Gender Studies Program

10:30 AM – 11:00 AM  
Specific Populations and Programs
Facilitated by Deanna Caveny
- Honors College – Trisha Folds-Bennett, Dean
- Nationally Competitive Awards – Anton Vander Zee, Honors Faculty Fellow
- REACH program – Edie Cusack, Executive Director
- Sustainability Literacy as a Bridge to Addressing 21st Century Problems – Steve Jaume, Faculty Development Fellow, Sustainability Literacy Institute, College of Charleston Quality Enhancement Plan (QEP)

11:00 – 11:15 AM  
Break

11:15 – 11:30 PM  
Library Resources for Faculty
Christa Poparad, Associate Dean of Access, Instruction, and Assessment, College of Charleston Libraries
- Faculty Services Guide
- “Ask Us” answers.library.cofc.edu

11:30 AM – 12:45 PM  
Luncheon at the Alumni Center
Hosted by the Office of the Provost and Academic Affairs.
Alumni Center Lobby (1st Floor, 86 Wentworth St)
12:45 – 1:15 PM  **Important Policies and Questions**  
Kimberly Gertner, Director, Office of Equal Opportunity Programs, and Deanna Caveny  
- Prohibition of Discrimination and Harassment  
- Reasonable Accommodation and Equal Access Policy  
- Consensual Relations Policy, Faculty/Administration Manual, Article IV.D.  
- Ethics Policy

1:15 – 2:15 PM  **Academic Standards and Student Support Services**  
Facilitated by Lynne Ford, Associate Vice President for the Academic Experience  
- Center for Academic Performance and Persistence – Michelle Futrell, Director  
- Kate Tiller, Assistant Athletics Director for Student-Athlete Academic Services  
- Students of Concern Practices – Jeri Cabot, Dean of Students  
- Center for Student Learning – Melinda Coleman, Director  
- Honor Code and XXF Grade – Jeri Cabot  
- Classroom Disruption Policy – Jeri Cabot

2:15 – 2:30 PM  **Break**

2:30 – 2:45 PM  **Question & Answer Session**  
Facilitated by Deanna Caveny

2:45 – 4:15 PM  **Course Administration and Academic Resources**  
Facilitated by Lynne Ford  
- Grading & attendance verification – Lynne Ford and Mary Bergstrom, Registrar  
- FERPA – Mary Bergstrom  
- Preferred First Names – Deanna M. Caveny  
- Religious accommodations – Lynne Ford  
- Absences by students representing the College of Charleston – Lynne Ford  
- Disability accommodations policy and disability services – Deborah Mihal, Director, Center for Disability Services  
- Other policies on faculty interactions with students – Lynne Ford  
  o Student grievance procedures  
  o Other policies in the Faculty/Administration Manual, Section VIII  
- Mandatory in-class administration of Course-Instructor Evaluations – Deanna M. Caveny  
- Building an effective syllabus – Lynne Ford  
  o Syllabus policy and sample syllabus statements

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*Note for Adjunct Faculty Members*  
Optional additional session on August 15:  
An optional technology training class will be offered by Teaching, Learning, and Technology (TLT) to all interested faculty during Orientation Session A from 2:45 to 4:45 PM on Wednesday, August 15, 2017. All adjunct faculty members are welcome to attend this training session. Faculty can also register to attend future classes offered by TLT. View the TLT Training calendar at [http://tlr.eventbrite.com](http://tlr.eventbrite.com). Alternatively, faculty video and text-based tutorials are available online on the OAKS blog at TLT OAKS Support, and you can also email tlt@cofc.edu to set up a one-on-one consultation with your instructional technologist.
### New Faculty Orientation

**Friday, August 17, 2018**

Session C: For New Adjunct, Permanent, and Visiting Faculty

School of Education, Health, & Human Performance Alumni Center (1st Floor, 86 Wentworth St)

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<tr>
<td>8:30 AM</td>
<td><strong>Check-in and Welcome – Light Morning Refreshments</strong> Check in with staff from the Office of Human Resources</td>
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<tr>
<td>9:00 – 9:10 AM</td>
<td><strong>Welcome</strong></td>
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<td>Ed Pope, Vice President for Human Resources</td>
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<td>9:10 – 9:30 AM</td>
<td><strong>Deer Oaks – Employee Assistance Program</strong></td>
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<td>Ed Pope</td>
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<td>9:30 – 9:45 AM</td>
<td><strong>Public Safety Presentation</strong></td>
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<td>Robert Reese, Chief of Police, Public Safety</td>
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<td>9:45 – 10:00 AM</td>
<td><strong>Fire and EMS Presentation</strong></td>
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<td>David McDonough, Fire and EMS</td>
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<td>10:00 – 10:10 AM</td>
<td><strong>Perks</strong></td>
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<td>Laurie Hogan, Human Resources Benefits</td>
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<td>10:10 – 11:30 AM</td>
<td><strong>Benefits</strong> (adjunct faculty may leave early if they are not eligible for/or do not opt to receive health insurance benefits)</td>
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<tr>
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<td>Sandy Butler, Human Resources Benefits Manager</td>
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<tr>
<td>11:30 – 11:45 AM</td>
<td><strong>Leave Policies</strong> (information for regular and visiting faculty only)</td>
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<td>Sandy Butler, Human Resources Benefits Counselor</td>
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<tr>
<td>11:45 AM – Noon</td>
<td><strong>Payroll</strong> (information for regular and visiting faculty only)</td>
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<td>Cheryl Drum, Budget and Payroll Services</td>
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<tr>
<td>Noon – 1:15 PM</td>
<td><strong>Luncheon at the Faculty Club</strong></td>
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<td>Hosted by the Faculty Club at the Faculty House, 20 Glebe Street</td>
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<td>Joined by Matt Roberts, Director of Athletics, Laura Lageman, Associate Director of Athletics, Vince Benigni, Faculty Representative to Athletics, and George Pothering, Faculty Club Member and Professor of Computer Science</td>
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Online Training Sessions

**Online Training: Discrimination and Harassment Prevention (mandatory)**

This mandatory training program will provide you with crucial information about federal laws, state laws, and our obligations as College employees to help us avoid and report potentially unlawfully conduct. This session will discuss your legal obligations to ensure compliance with laws prohibiting sexual harassment/assault and other forms of discrimination and harassment, including retaliation. In addition, the training will inform you of your rights and the resources that are available to you if you experience discrimination or harassment on campus.

To start your training, go to [http://dhpt.faculty.legalaffairs.cofc.edu/](http://dhpt.faculty.legalaffairs.cofc.edu/). Use your COUGARS login and password to log in.

**Online FERPA Training and Quiz (mandatory)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education. Under this Act, students have specific, protected rights regarding the release of such records. FERPA requires that institutions adhere strictly to these guidelines. It is imperative that faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

To access the online FERPA quiz, log in to [MyCharleston](https://my.cofc.edu/), click on the **Home** tab, and look for the **FERPA Quiz** channel. Before taking the quiz, please review the FERPA Overview and Quick Tips documents. When you click the quiz link you will be prompted to sign in to the FERPA Quiz. Use your COUGARS login and password to log in. This quiz takes approximately 5-10 minutes to complete. You may take the quiz more than once. A score of 10 or better is considered passing. Additional information and forms regarding FERPA are available on the Office of the Registrar’s website: [http://registrar.cofc.edu/ferpa/index.php](http://registrar.cofc.edu/ferpa/index.php).

**IT Security Awareness Training, Online (mandatory – 30 minutes)**

We rely on computers as part of our daily lives to store, process and transfer information. As such, we invest tremendous resources and technology to protect these assets against cyberattacks. However, less attention has been devoted to securing the primary target of many of today’s cyber threats – you! **IT Security Awareness Training** educates employees to shield themselves, our systems, and networks against imminent cyberattacks. Using videos, real-world scenarios, and interactive quizzes, the course addresses the latest issues surrounding the workplace like phishing, passwords, browsing, data security and malware.

The training takes less than 30 minutes and can be completed module by module if you wish to open it as you find time throughout the workday. Once the course has been assigned to you, you will receive an email from **Cougar ED** (the College’s new employee Learning Management System) containing a link to access the course. If you are not already logged into Office 365, a prompt will ask you to do so before beginning the training using your current CofC username and password.

If you have misplaced your course invitation email, you may log into cofc.myabsorb.com and then click on My Courses to view, start, or resume this course. If you are not logged into your College of Charleston Office 365 account when you begin, you will first need to do so here: [https://portal.office.com](https://portal.office.com). Please note you may not begin this training until after your CofC faculty account has been activated and our Office 365 account is in use. Questions or requests for assistance may be directed to HelpDesk@cofc.edu or by phone to (843) 953-3375.
Important Upcoming Dates
Receptions: For New Adjunct, Regular, and Visiting Faculty (optional)

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<tr>
<th>Submit e-form by</th>
<th>New Faculty On-Boarding Form Submission Deadline</th>
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<tbody>
<tr>
<td>July 31, 2018</td>
<td>Please complete the appropriate on-boarding form by July 31, 2018 so our Orientation staff can prepare your materials appropriately:</td>
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<tr>
<td></td>
<td>• For visiting and permanent faculty members.</td>
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<td></td>
<td>• For adjunct faculty members.</td>
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August 24, 2018  
4:00 PM – 5:30 PM  
New Faculty Reception  
Marlene and Nathan Addlestone Library (205 Calhoun St)

The College of Charleston Libraries and Office of the Provost invite all new faculty to join us for the New Faculty Reception held in your honor. All faculty – both new and returning members – are invited to join us for a celebratory toast, to hear welcoming remarks from Interim President Osborne and Provost McGee, and to meet your colleagues.