# New Faculty Orientation

**Monday, January 6, 2020**

Addlestone Library (205 Calhoun Street)

Room 227

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:00 AM – 8:30 AM</td>
<td><strong>Check-In and Welcome – Coffee and Light Snacks</strong>&lt;br&gt;Meet and greet with the Office of the Provost and Academic Affairs</td>
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<td>8:30 – 9:00 AM</td>
<td><strong>Welcome and New Faculty Introductions</strong>&lt;br&gt;Andrew T. Hsu, President of the College of Charleston&lt;br&gt;Deanna M. Caveny, Associate Provost for Faculty Affairs</td>
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<td>9:00 – 10:45 AM</td>
<td><strong>Managing Your Classes and Academic Resources</strong>&lt;br&gt;Facilitated by Mark Del Mastro, Associate Provost for Curriculum and Academic Administration</td>
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- **“The quintessential syllabus” – Mark Del Mastro**
  - Overview of required and recommended components.
  - Attendance policy and students representing CofC
  - Useful Links: [sample syllabus statements](#), [Religious accommodations](#)
  - [Policy on Course Syllabi](#)
    - Section VIII-A.9 of *Faculty/Administration Manual* (pp. 165-66)
- **General Education Assessment** – Karen Smail, Faculty Coordinator for General Education
- **Attendance verification** – Mark Del Mastro
- **Grade Submissions** and **FERPA** – Mary Bergstrom, University Registrar and Assistant Provost
- **Faculty engagement with students** – Mark Del Mastro
  - Consensual Relations Policy (Section IV-D of *Faculty/Administration Manual*, p. 75)
  - Student grievance procedures and relevant policies in the *Faculty/Administration Manual*, Section VIII-B
- **Mandatory in-class administration of Course-Instructor Evaluations** – Deanna Caveny
- **Preferred First Names** – Deanna Caveny
- **The Honor Code**, plus [reporting procedures](#) and [sample syllabus statement](#) – Jeri Cabot
- **Classroom Disruption Policy** – Jeri Cabot
- Deborah Mihal, Director, Center for Disability Services
  - [Faculty/Administration Manual](#), Sect. VIII.C, Students with Disabilities
  - [Frequently Asked Questions for Faculty](#)
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<tr>
<td>10:45 – 11:00 AM</td>
<td>Break</td>
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<td>11:00 AM – 12:15 PM</td>
<td><strong>Promoting Student Success and Retention</strong>&lt;br&gt;Facilitated by Lynne Ford, Associate Vice President for the Academic Experience&lt;br&gt;• Academic Advising and Planning Center – Karen Hauschild, Director&lt;br&gt;• Center for Student Learning – Melinda Coleman, Director&lt;br&gt;• Kate Tiller, Assistant Athletics Director for Student-Athlete Academic Services&lt;br&gt;• Center for Academic Performance and Persistence – Michelle Futrell, Director</td>
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<td>12:15 – 1:15 PM</td>
<td>Break and Lunch&lt;br&gt;Frances C. Welch, <em>Interim Provost and Executive Vice President for Academic Affairs</em>&lt;br&gt;Provided by the Office of the Provost and Academic Affairs</td>
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<td>1:15 – 2:45 PM</td>
<td><strong>Teaching and Learning Team (TLT)</strong>&lt;br&gt;• Zach Hartje, Deputy CIO and Director of TLT&lt;br&gt;• Instructional Technologists&lt;br&gt;  o Jack Wolfe, School of the Arts and CofC North Campus&lt;br&gt;  o Chris Tilley, School of Business&lt;br&gt;  o Mendi Benigni, School of Education, Health and Human Performance, Library, and EDLS&lt;br&gt;  o Vacant – School of Humanities and Social Sciences&lt;br&gt;  o Michael Overholt, School of Languages, Cultures and World Affairs&lt;br&gt;  o Katie Rose, School of Sciences and Mathematics&lt;br&gt;  o Chris Meshanko, Distance Education&lt;br&gt;• Laura Plotts, Academic Applications Administrator</td>
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<td>2:45 – 3:00 PM</td>
<td><strong>Library Resources for Faculty</strong>&lt;br&gt;Christa Poparad, Associate Dean of Access, Instruction, and Assessment, College of Charleston Libraries&lt;br&gt;• Library Website&lt;br&gt;• Faculty Services Guide&lt;br&gt;• Access &amp; Instruction Desk</td>
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<td>3:15 – 3:45 PM</td>
<td><strong>Important Policies and Questions</strong>&lt;br&gt;Leya Nelson, Deputy Director, Office of Equal Opportunity Programs&lt;br&gt;Deanna Caveny, Associate Provost for Faculty Affairs&lt;br&gt;• Prohibition of Discrimination and Harassment&lt;br&gt;• Reasonable Accommodation and Equal Access Policy&lt;br&gt;• Consensual Relations Policy, <em>Faculty/Administration Manual</em>, Article IV.D.&lt;br&gt;• Ethics Policy</td>
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<td>3:45 – 4:15 PM</td>
<td><strong>Question &amp; Answer Session</strong>&lt;br&gt;Facilitated by Deanna Caveny</td>
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New Employee & Benefits Information

Please schedule an appointment on or before your first day of work (January 2, 2020).

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Please schedule an individual appointment with the Office of Human Resources by calling 843.953.5512 or emailing a HR representative.

**New Employee Paperwork** including the presentation of your I-9 documentation and identification **must** be completed on or before the first day of your appointment (on or before January 2, 2020).

You may also opt to attend a general staff orientation session, with the understanding that some of the content of these sessions does not apply to faculty (i.e., annual leave, regular work hours, etc.). These regularly-scheduled staff orientations are held in the Human Resources Conference Room in the basement of the Lightsey Building. Please contact the Office of Human Resources if you would like to attend one.

Please go to [http://academicaffairs.cofc.edu/newfaculty/training.php](http://academicaffairs.cofc.edu/newfaculty/training.php) for information on how to set up MyCharleston, OAKS (our learning management system), Self-Service Banner, Self-Service Password Recovery, Multi-Factor Authentication, and campus wifi, as well as information about technology orientation options, classroom access codes, and more.

**Training:** Please also complete the new employee training outlined on the following page.
Online Training for New Adjunct, Regular, and Visiting Faculty

Complete online by January 31, 2020

Please complete the online training sessions listed below by January 31, 2020 and complete all additional sessions listed at http://academicaffairs.cofc.edu/newfaculty/training.php by February 15. All CougarEd courses will be automatically assigned to you. You will receive an email notification with a link to CougarEd (cofc.myabsorb.com), where you can sign in using your CofC email and password. Each course is accompanied by a brief assessment.

Discrimination, Harassment and Retaliation Prevention – CougarEd Course
The objectives of this course are to:
- Give you tools to recognize and respond to potential discrimination, harassment and retaliation
- Provide guidance on how you can help prevent discrimination, harassment and retaliation
- Understand campus resources available to help you, fellow employees, and our students

Sex Discrimination and Harassment Prevention – CougarEd Course
The objectives of this course are to:
- Understand what conduct is prohibited under our policies
- Prevent sexual misconduct before it occurs by identifying problematic behavior
- Identify campus resources available to help you, your colleagues, employees, and our students
- Empower you to safely address sex discrimination and other forms of sexual misconduct

Workplace Violence Policy – CougarEd Course
The objectives of this course are to:
- Understand college policy pertaining to workplace violence
- Know how to recognize and report workplace violence
- Know where to find additional resources to help you and other employees

Run. Hide. Fight.™ 1 – CougarEd Course
This video is intended to help you respond and survive should a violent event occur. This information is provided and based on the Department of Homeland Security and FBI's latest instructional materials. This video provides you with some key steps to follow should you find yourself in a crisis situation similar to the one portrayed.

FERPA Online Training and Assessment – MyCharleston Quiz
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 law applies to all educational agencies and institutions that receive funds under any program administered by the U.S. Department of Education. Under this Act, students have specific, protected rights regarding the release of such records. It is imperative that College of Charleston employees with access to student education records comply with FERPA and protect these records according to the law. The Office of the Registrar provides detailed information on their FERPA webpage regarding requirements and release forms. Additional details regarding FERPA can be found by visiting the U.S. Department of Education Family Policy Compliance webpage.

The Office of the Registrar provides an online FERPA quiz on the Home tab in MyCharleston. To access the quiz, login to my.cofc.edu > Home tab > FERPA Quiz channel. Before taking the quiz, please make sure you review the FERPA Overview and Quick Tips resources. Use your COUGARS login and password to log into the quiz. The 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. Please achieve a passing score before your first day of class.

1 The phrase "Run. Hide. Fight." is a registered trademark of the City of Houston.