**New Faculty Orientation**

**Thursday, January 5, 2017**
School of Education, Health, and Human Performance  
Alumni Center (86 Wentworth Street)

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| 8:00 AM – 8:30 AM | Check-In and Welcome – Coffee and Light Snacks  
Meet and greet with the Office of the Provost and Academic Affairs |
| 8:30 – 9:00 AM   | Welcome and New Faculty Introductions  
Brian McGee, Provost and Executive Vice President for Academic Affairs  
Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs |
| 9:00 – 10:00 AM  | Course Administration and Academic Resources  
Facilitated by Lynn Cherry, Associate Provost for Curriculum and Institutional Resources  
- Building an Effective Syllabus  
- Attendance Verification  
- Midterm grading, final grading, special grades, and Incompletes  
- Faculty tab in MyCharleston |
| 10:00 – 10:15 AM | Break                                                                                       |
| 10:15 – 11:00 AM | Academic Standards and Policies  
Facilitated by Deanna Caveny-Noecker  
- Undergraduate Academic Services – Michelle Futrell, Director  
- Honor Code and XF Grade – Jeri Cabot, Dean of Students  
- Classroom Disruption Policy – Jeri Cabot  
- Students of Concern Practices – Jeri Cabot |
| 11:00 – 11:30 AM | Important Policies and Questions  
Facilitated by Deanna Caveny-Noecker  
- Prohibition of Discrimination and Harassment  
- Consensual Relations Policy Faculty/Administration Manual, Article IV.D.  
- Ethics Policy |
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| 11:30 AM – 12:30 PM | **Break and Lunch**  
Provided by the Office of the Provost and Academic Affairs |
| 12:30 – 1:30 PM | **Inclusive Learning Environments**  
(Full Power Point and Pointers for Professors)  
Facilitated by Jon Hale, Associate Professor of Teacher Education, and Deanna Caveny-Noecker |
| 1:30 – 2:00 PM | **Student Support Services**  
Facilitated by Lynne Ford, Associate Vice President for the Academic Experience  
- Academic Advising and Planning Center – Karen Hauschild, Director  
- Career Center – Jim Allison, Executive Director  
- Center for Student Learning – Melinda Coleman, Interim Director  
- Disabilities Services – Anne Osowski, SNAP Services Coordinator  
  ○ Full Power Point and Seven Points to Guide Instructors |
| 2:00 – 2:45 PM | **Resources for Faculty**  
- Library Services – Christa Poparad, Head of Research & Instruction Services  
- Information Technology – Teena Ham, Helpdesk First-line Support Coordinator |
| 2:45 – 3:00 PM | **Question & Answer Session**  
Facilitated by Deanna Caveny-Noecker |
**New Employee & Benefits Information**

*Please schedule an appointment on or before your first day of work (January 3, 2017).*

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| **New Employee Orientation and Benefits Information** | 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 3, 2017).  
You may also opt to attend a general staff orientation session, with the understanding that some sessions do not apply to faculty (i.e., annual leave, staff-only information). This orientation is held in the Human Resources Conference Room in the basement of the Lightsey Building. Please contact HR if you plan to attend. |

**Online Training and Policies**

*Please complete online before the first day of class (January 11, 2017).*

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| **Online Training for Faculty: 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. Visit [http://dhpt.faculty.legalaffairs.cofc.edu](http://dhpt.faculty.legalaffairs.cofc.edu) to start your training. | |
| **Online Training for Faculty: Phishing Prevention** and **Online Phishing Quiz** (**mandatory**):  
All College employees are required to take a "Phishing Quiz" to help reduce the incidence of college-wide disruptions of email services as occurs whenever an employee responds inappropriately to a phishing message. To access the phishing quiz, please visit [https://phishingquiz.it.cofc.edu](https://phishingquiz.it.cofc.edu). Log in with your Cougars login and password. You may find it helpful to visit the IT webpage ([it.cofc.edu/security/phishing](it.cofc.edu/security/phishing)) for samples and information about phishing before taking the quiz. If you start the quiz, but do not complete it, you will need to contact Helpdesk at [helpdesk@cofc.edu](mailto:helpdesk@cofc.edu) or call 953-3375 to request that your quiz be reset. | |

Complete online before your first day of class |
| **Online Training for Faculty: Family Educational Rights and Privacy Act (FERPA) Information** and **FERPA Quiz (mandatory):**  
All College employees are required to abide by the regulations set forth by FERPA. FERPA, as amended, helps protect the privacy of students’ educational records. The Act provides students the right to inspect and review their educational records, the right to seek to amend those records, and the right to limit disclosure of information from those records. You may not disclose protected or confidential information from a student’s educational record, with some exceptions, including: Student’s Written Consent; Valid Subpoenas; Search Warrants; Ex Parte Order (Patriot Act); or Emergency/Crisis Situation. Please do not release a student’s records (e.g. grades or class schedule) or discuss a student outside the College, even to a parent or other family member, without first getting the student’s written consent. For more detailed information or for access to the consent form, visit the FERPA page on the Registrar’s website located at [http://registrar.cofc.edu/ferpa/index.php](http://registrar.cofc.edu/ferpa/index.php). The FERPA Quiz is located at [https://ferpaquiz.registrar.cofc.edu](https://ferpaquiz.registrar.cofc.edu). Please feel free to reference the Department of Education's webpage [http://www2.ed.gov/policy/gen/guid/fpco](http://www2.ed.gov/policy/gen/guid/fpco) and PowerPoint on FERPA basics at [http://ptac.ed.gov/sites/default/files/ferpa101-slides.pdf](http://ptac.ed.gov/sites/default/files/ferpa101-slides.pdf). |
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| **Review online** **Online Training for Faculty: College of Charleston Privacy Policy:**  
All College employees should read and understand the College of Charleston Privacy Policy located at [http://www.cofc.edu/policies/privacypolicy](http://www.cofc.edu/policies/privacypolicy). If you have any questions, please contact the Office of Academic Affairs. |
| **Review online** **Online Training for Faculty: State, College, and Faculty Policies:**  
In accordance with the laws of South Carolina, you are considered a “public employee” of the State. In that capacity, you are subject to the State’s Rules of Conduct for public employees and others who serve the interests of the public. A copy of the Rules of Conduct and information about the Rules can be found on the website of the South Carolina Ethics Commission at [http://ethics.sc.gov/rulesofconduct](http://ethics.sc.gov/rulesofconduct). If you have any questions about these ethical standards, or related conflicts of interests, please feel free to submit your inquiry to the College or to the State of South Carolina Ethics Commission. You are encouraged to review and become familiar with the campus wide policies contained in our Faculty/Administration Manual and on our website at [policy.cofc.edu](http://policy.cofc.edu), Policy List, particularly those in Section 7: Faculty and Unclassified Administrators. |