



Faculty Handbook

Prepared by the Office of the Academic Dean

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1. Basic Information

1.1. The Salkehatchie Region

The Salkehatchie region of South Carolina is the five counties (Allendale, Bamberg, Barnwell, Colleton, and Hampton) crossed by the Salkehatchie and Little Salkehatchie Rivers. Like most of South Carolina, the Salkehatchie area draws much of its business from tourism, particularly that associated with outdoor activities such as hunting, fishing, canoeing, and camping.



1.2. University Organization

The University of South Carolina has 8 campuses. In addition to the flagship campus in Columbia (established in 1801), three senior campuses offer instruction at Aiken, Beaufort, and Upstate (Spartanburg-Greenville). Four regional two-year campuses—Lancaster, Sumter, Salkehatchie, and Union—have helped USC cover the state. When the Palmetto College online degree completion program was launched by USC in 2013, the regional campuses were brought under its umbrella and became known as Palmetto College campuses.

The USC Salkehatchie campus was established in 1965. Despite being a separate line item in the state budget, the campus is administratively very close to the flagship campus. Salkehatchie is accredited as part of the Columbia campus by the Southern Association of Colleges and Schools. Of significance to faculty members are the facts that teaching assignments at Salkehatchie are subject to approval by department chairs in Columbia and that tenure decisions are subject to approval by the Palmetto College chancellor, the provost, the University president, and the Board of Trustees.

The highest executive officer on the Salkehatchie campus is the Dean of the Campus, and the highest academic officer is the Associate Dean for Academic and Student Affairs (or “academic dean”). There are two Divisions, each one led by its chairperson. There are no disciplinary departments. Classes are offered at two locations—the West Campus in Allendale and the East Campus in Walterboro—with about half of the student body attending classes at each location. Full-time faculty members typically teach at both locations each semester of the regular academic year. Salkehatchie also has agreements to teach select classes at high schools in its footprint (these classes are called Salkehatchie's "dual enrollment" or "high-school concurrent" classes). Finally, numerous Palmetto College online classes are taught by Salkehatchie faculty.

Allendale County's website (<http://www.allendalecounty.com>) provides information about the county and the city. Information about the City of Walterboro can be found on its website (<http://walterborosc.org>).

1.3. USC Salkehatchie Contact Information

West Campus

Location: 465 James Brandt Boulevard in Allendale
Postal Address: P.O. Box 617, Allendale, SC 29810
Office Hours are Monday–Friday, 8:30 AM – 5:00 PM
Phone: (803) 584-3446, Fax: (803) 584-5038
Toll-free Number: (800) 922-5500
Evening Emergency Number: (803) 300-1127

East Campus

Location: 807 Hampton Street in Walterboro
Postal Address: P.O. Box 1337, Walterboro, SC 29488
Office Hours are Monday–Friday, 8:30 AM – 5:00 PM
Phone: (843) 549-6314, Fax: (843) 549-6007
Evening Emergency Number: (843) 635-3043

Contact information for various Salkehatchie departments is listed below, followed by maps of both campuses.

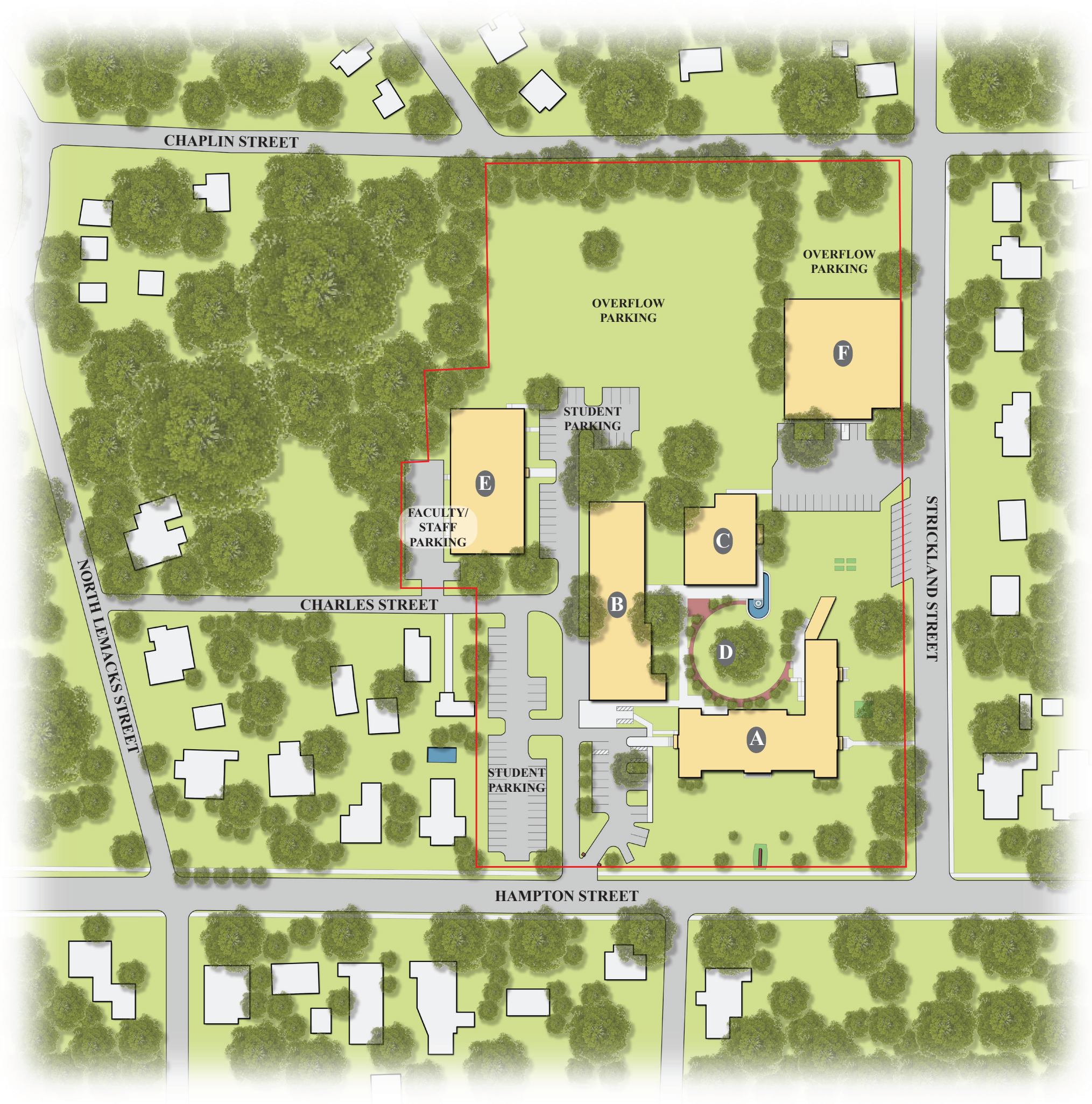
Name	Title	Extension: Allendale	Extension: Walterboro	Email
Dr. April Cone	<i>Dean</i>	27330	28644	acone@mailbox.sc.edu
Margaret Carter	<i>Exec Assistant to Dean</i>	27330	28644	cartermr@mailbox.sc.edu
Dr. Sarah Miller	<i>Associate Dean for Academic & Student Affairs</i>	28665	28665	semiller@mailbox.sc.edu
Stephanie Sanders	<i>Administrative Assistant to the Faculty</i>	27319		ssanders@mailbox.sc.edu
Jennifer Breland	<i>Administrative Assistant to the Associate Dean</i>		28600	brelanj1@mailbox.sc.edu
Dr. Eddie Howard	<i>Assistant Dean for Enrollment Services and Student Success</i>	27355	28601	Eh90@mailbox.sc.edu
Laura Atkinson	<i>Human Resources Coordinator</i>	27361	28612	la25@mailbox.sc.edu
Jessica All	<i>Director of Business & Operations</i>	27398		allj@mailbox.sc.edu
Carmen Brown	<i>Registrar</i>	27318		cdbrown@mailbox.sc.edu
Georgeann Williams	<i>Director of Financial Aid</i>	27358		Willi994@mailbox.sc.edu
Amy Kilpatrick	<i>Teacher Cadet and Education</i>		28620	Ak89@mailbox.sc.edu
Anna Carol Ptacin	<i>Interim Nursing Academic Program Manager</i>		28653	Allandry@uscb.edu
Bernard Washington	<i>Palmetto College Regional Admissions Representative</i>		28694	Jbw15@mailbox.sc.edu
	<i>Director of Opportunity Scholars Program</i>	27377	28610	
Shelby Broomfield	<i>Salkehatchie Leadership Director</i>	27354		Shelbywb@mailbox.sc.edu
Daniel Johnson	<i>Librarian</i>	27353		Johns943@mailbox.sc.edu
Jessica Goodwin	<i>Librarian</i>		28627	Goodwij3@mailbox.sc.edu
Andy Thompson	<i>IT Director</i>	27301		At91@mailbox.sc.edu
Ray Potts	<i>IT Walterboro</i>		28625	Raypotts@mailbox.sc.edu
Lamar Hewett	<i>Campus Shop</i>		28608	dlhewett@mailbox.sc.edu

Name	Title	Extension: Allendale	Extension: Walterboro	Email
Todd Padgett	<i>Facilities</i>	27311	28635	padgetk@mailbox.sc.edu
Christopher Brown	<i>Athletics Director</i>	27304	29661	CB286@mailbox.sc.edu
Dr. Bryan Love	<i>Division Chair, Arts, Languages, Social Sciences</i>	26466	28675	bryanlov@mailbox.sc.edu
Dr. Wei-Kai (Bryan) Lai	<i>Division Chair, Math, Science, Professional Studies</i>	27346	28611	laiw@mailbox.sc.edu
Stephanie Gruber	<i>Director Of Marketing & Public Relations</i>		803.686.4665	grubersi@mailbox.sc.edu
Haley Rowe	Director of Student Life	27360	28691	hbrowe@mailbox.sc.edu

East Campus Map

KEY:

- WALTERBORO MAIN A
- STUDENT COMMONS AND CONFERENCE CENTER B
- PEDEN B. MCLEOD LIBRARY C
- MARVIN PARK D
- SCIENCE AND NURSING BUILDING E
- SALK ARENA F



0' 50' 100' 200'



USC Salkehatchie
Walterboro, SC



West Campus Map

KEY:

MAINTENANCE	A
EDUCATION AND PROFESSIONAL STUDIES	B
SPRUCE HALL	C
CONFERENCE CENTER	D
THE RESERVE AT SALKEHATCHIE	E
ATHLETICS CENTER	F
ADMINISTRATION BUILDING	G
STUDENT SERVICES CENTER	H
LIBRARY AND ACADEMIC SUPPORT	I
PRESS BOX / CONCESSIONS	J
BASEBALL FIELD HOUSE	K
RESTROOMS	



USC Salkehatchie
Allendale, SC



1.5. Transportation

Part-Time Faculty

Part-time faculty members are expected to provide their own transportation to work.

Full-Time Faculty

Campus shuttles typically run between campuses daily. In order to drive a state car, a person must be an employee of the University and must submit a copy of his/her driver's license, driving record, and signed Vehicle Use Form to Lamar Hewitt, Walterboro Campus Shop.

All drivers must sign and follow the Vehicle Use Form.

Mileage of one's private car can be reimbursed ***only*** if a state car is not available (and in such cases mileage must be pre-approved by the academic dean and director of business and operations). Inconvenience is not grounds for reimbursement of miles in a personal vehicle.

Faculty members wishing to take students on field trips in the vicinity of the campus should contact the associate dean for academic and student affairs and the director of business and operations for special arrangements.

Faculty travel to scholarly/professional-development conferences and other reimbursable expenses must be pre-approved by one's division chair, the academic dean, and the director of business and operations. Travel authorizations can be found on the website under "Faculty Tools."

Reimbursement occurs through the PeopleSoft system and is made via direct deposit; each faculty member who plans to travel should set up her/his banking information in the PeopleSoft system. Faculty are expected to provide photographs and information about the trip for social-media posts, etc.

Parking on Campus

Parking permits for private cars can be obtained free of charge after completing an online form and can be picked up from the campus shops.

The form can be found at

https://forms.office.com/Pages/ResponsePage.aspx?id=GUsqSzXRDkKLsrHNI4mYzNTT_OF5EmBDioitAU_Y_11URE1TRE1MU1NQN1IOVUdGWE9RT1YyMkFXVy4u

1.6. Academic Calendar

Each year, there are two main semesters, as well as summer terms.

The Fall semester runs from mid-August to early December and includes a selection of "8-week" (half term) Fall I and Fall II courses. The Spring semester runs from mid-January to early May and includes a selection of "8-week" Spring I and Spring II courses. Other terms or class start/end days may occasionally appear within the Fall and Spring semesters.

Summer is generally divided into three Salkehatchie sessions (a 3-week Maymester, one running mostly in June, and one mostly in July), but some courses for specific programs may appear on different schedules. Summer Palmetto College courses may operate on different schedules as well.

If in doubt, it is best to consult the appropriate course schedule and academic calendar on the Salkehatchie website and/or to consult course start/end information in Self Service Carolina.

A convenient posting is:

https://www.sc.edu/about/system_and_campuses/salkehatchie/internal/current_students/academic_calendars/index.php

Full-time and adjunct faculty are expected to meet their classes at all scheduled times according to each course's official modality. Faculty should not *plan* to miss classes (excepting conference presentations or very unusual circumstances in which other urgent job duties unavoidably conflict) or end classes earlier than the academic calendar dictates (end a full fall semester class at Thanksgiving break, for example).

Classes should meet for the designated time. While there are certain activities that may result in a shorter class period (special projects, tests), in general, students should be in class for the duration.

All faculty are expected to hold office hours. One hour per face-to-face class should be in person. Online courses should have designated office hours. Faculty are encouraged to be flexible with additional or virtual meetings.

1.7. Faculty Meetings & Commencement

All full-time faculty members are expected to attend Faculty Organization (FO) meetings, which are held two or more times every semester (adjuncts are invited but not required to attend these meetings). An administratively called meeting of the faculty is traditionally held the week before classes begin. The

date of this meeting is announced in the spring or summer. The faculty chair typically announces the dates of each semester's regular FO meetings (two per semester) prior to the start of the semester.

Part-time faculty members are expected to attend the annual adjunct faculty meeting generally held virtually before classes start in the fall. Additionally, the Faculty Organization chair and division chairs are expected to attend the adjunct meetings.

Commencement is held in April or May, usually during the week of final exams (this unusual timing being necessary for scheduling reasons). Full-time faculty members are expected to attend the Commencement ceremony. Part-time faculty members are welcome but not required to attend. The attire for those officially participating in the ceremony is full academic regalia (of the university from which the person obtained his/her highest degree). Most faculty members own their regalia, but regalia may be rented if reserved in a timely fashion through the campus shop.

Besides FO meetings and Commencement, all full-time faculty are expected to attend other major events on campus such as the Scholarship Banquet and Academic Awards Ceremony.

2. Employment

2.1. Protocol

For discussion of contractual and financial matters related to employment, faculty members should contact the director of human resources. For all academic matters, faculty members should contact their division chairs and/or the academic dean.

The HR/Payroll System can be accessed at hcm.ps.sc.edu. This can also be reached by Quick Link on the website. This system features access to pay stubs, direct deposit, tax withholdings, personal details, etc.

2.2. Terms of Appointment

Faculty appointments at Salkehatchie are either full-time positions or part-time positions. Many but not all full-time positions are tenure track.

Part-Time Faculty

Appointments for adjunct faculty are for a particular term, course, time, and location. The appointment may be cancelled due to insufficient enrollment or, rarely, by the need to add a class for a full-time faculty member. In some cases, cancellation may occur shortly before a course is scheduled to begin.

Full-Time Faculty

Full-time faculty members are generally assigned to teach 24 credit hours per year (often eight 3-credit-hour classes per year), approximately half taught in the fall semester and half in the spring semester. Tenure-track faculty, as well as tenured faculty demonstrating engagement in research, generally teach 21 credit hours per year (often seven 3-credit-hour classes per year). See *section 3.2 below*. Note that math and science faculty schedules may be arranged differently because these disciplines feature numerous 4-credit-hour courses, or 3-credit-hour courses with related labs, etc., that include significantly more contact hours than regular 3-credit-hour courses in other disciplines. Overloads (at a lower pay rate) are sometimes available (although not technically to tenure-track faculty) and must be negotiated before each semester. Summer courses, when available, are paid at the rate of 7.5% of the 9-month salary per standard three-credit hour course, with proportional extra pay available to compensate for courses with additional credit/contact hours. Note that there is a limit of two classes per summer, after which overload rates apply. Note too that summer classes/pay are always contingent upon enrollment.

Service to the campus, the larger University, the profession, and the community is also expected of all full-time faculty members.

Tenure-Track Faculty

In addition to the teaching and service responsibilities of full-time faculty, tenure-track faculty members are expected to engage in productive scholarship. Although continuation of employment is contingent on satisfactory performance evaluated annually during a probationary period, tenure-track faculty members may eventually attain a level of job security (and academic prestige) not attainable by non-tenure-track faculty members.

The entire tenure and promotion process is detailed in the *Palmetto College Campuses Faculty Manual* (henceforth *PCC Faculty Manual*). Please refer to that document for specifics related to employment expectations, third-year review, the tenure process, post-tenure review, the consequences of tenure-process results, etc. ***The PCC Faculty Manual is the official and legally binding document for faculty. This handbook provides guidance, but only the PCC Faculty Manual is authoritative.***

Every year the Faculty Welfare Committee of the Palmetto College Campuses Faculty Senate organizes a workshop on tenure and promotion. Tenure-track faculty members are strongly encouraged to attend the workshop at least during their first year and again closer to their application for tenure. The exact date and location of the workshop is announced during the fall semester.

2.3. Salary Payments

For the term of employment salaries are paid on the fifteenth and last day of each month (or the last workday prior to those days when those days fall on a weekend or holiday). The term of employment is usually an academic semester for part-time faculty members and an academic year (9 months) for full-time faculty members. Faculty members can be paid only by direct deposit.

A pay lag is in effect for new salaried employees hired with an effective start date of April 1, 2019 or later. All adjunct faculty will also now be on a pay lag. A pay lag means earnings for the first half of the month will be paid at the end of the month and earnings for the second half of the month will be paid the following month on the 15th day.

2.4. Benefits

Full-time faculty members are eligible for several benefits, including subsidized health insurance. New faculty members should contact the director of human resources (*see contact information in section 1.3*). A summary of benefits may be inspected in the HCM HR/Payroll System at hcm.ps.sc.edu under the Benefit Details tab.

2.5. Electronic Resources

A variety of services is available electronically to faculty members, although not all services are available to part-time faculty members. To request access to resources that are not immediately available, faculty members should contact the academic dean (*see contact information in section 1.3 For information on electronic resources in the classroom, see section 3.10 below.*

Desktop Computer

Full-time faculty members are assigned an office on each campus (unless they decline or only teach on one campus). Offices are equipped with a desktop computer or docking station and Internet access. Part-time faculty members may request access to either a shared office or space on campus appropriate for meeting with students.

Electronic Mail

A University e-mail account is established for every new full-time faculty member and generally for part-time faculty as well. E-mail programs are available on all campus computers or through the Salkehatchie website.

Part-time faculty are strongly encouraged to use University e-mail accounts for classes and official University business.

Regardless, it is absolutely imperative that the academic dean and director of human resources have a good, frequently-checked e-mail address for ALL faculty members, so part-time faculty should endeavor to keep e-mail contact information up to date at all times so that vital communication and documents (alerts, schedule requests, contracts, etc.) are not missed. Regularly failing to respond to official business sent via e-mail is sufficient grounds for not offering contracts in the future.

Salkehatchie Web Site

Several faculty resources are available on the Salkehatchie website at

https://www.sc.edu/about/system_and_campuses/salkehatchie/internal/faculty_and_staff/index.php

Every new faculty member (part-time or full-time) is added to the faculty directory at https://sc.edu/about/system_and_campuses/salkehatchie/faculty-staff/index.php. Anyone who is overlooked should contact the academic dean.

Academic Bulletin

The *USC Salkehatchie Bulletin* is available online. It can be accessed at <https://academicbulletins.sc.edu/salkehatchie/>. The *Bulletin* contains policies, course catalogs, and much more.

Course Schedules

For each term a course schedule by campus (Allendale or Walterboro) is available on the Salkehatchie website

https://www.sc.edu/about/system_and_campuses/salkehatchie/internal/current_students/course_schedules/index.php

These schedules include non-Salkehatchie classes available on the Salkehatchie campus (i.e. Columbia distance-education classes, USC Aiken classes in support of the Education Program, etc.) as well as online classes through Palmetto College. These course schedules are important resources for students, faculty advisors, and others.

A full, searchable schedule of classes (including those classes taught off campus by Salkehatchie faculty) is available through Self Service Carolina at <https://my.sc.edu>. The caveat is important because publicly posted schedules usually do not include certain off-campus dual-enrollment classes, etc., but these may always be found/seen in Self Service Carolina.

Self Service Carolina

All faculty members use Self Service Carolina (<https://my.sc.edu>) to obtain class rolls at the beginning of the semester and to enter grades at the end of the semester. Other important faculty business, such as resetting network passwords, is also done through Self Service Carolina.

HCM HR/Payroll System

HCM HR/Payroll System (hcm.ps.sc.edu) provides information about paychecks, benefits, and other professional and personal matters. Address changes or updates to personal information can be made in the HCM HR/Payroll System. For questions, please contact the director of human resources.

Blackboard

Blackboard is available at <http://blackboard.sc.edu>. Blackboard is a user-friendly suite of computer programs that assists faculty members in distributing course syllabi, administering tests and exams, keeping a grade book, setting up discussion boards, and various other tasks. It is also the standard platform for delivering 100% online and hybrid course materials.

Use of Blackboard is not required, but faculty members are strongly encouraged to familiarize themselves with the system before deciding whether to use any of its tools. Experienced faculty members are usually willing to help new faculty navigate Blackboard and there are tutorial courses provided by the Center for Teaching Excellence.

Many faculty members enjoy features of Blackboard such as the Grade Center, which keeps students abreast of their grades over the course of the semester,

and SafeAssign, which provides an initial check of student essays for plagiarism.

Blackboard is used to facilitate both online and hybrid courses. Faculty members teaching online or hybrid courses should maintain/manage all work, assignments, assessments, and grades in Blackboard.

Palmetto College Campuses Faculty Manual

The *PCC Faculty Manual* is the official document that establishes the rules governing faculty employment at USC Salkehatchie. It can be accessed at https://sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/academic_affairs/faculty_manual/index.php

Faculty Senate

The Palmetto College Campuses Faculty Senate is the governing body of the Palmetto College campuses and represents the voice of the regional campuses faculty in Columbia. Once fully adjusted to Salkehatchie, full-time faculty members are encouraged to volunteer to be elected for the Senate, as they may make valuable contacts there with people who are excellent resources for teaching, scholarship, and even service. Information about the Senate is available at

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/faculty_senate/index.php

USC Library

Many databases (some including full-text journal articles) are available via on-campus computers through the Salkehatchie library web page at https://sc.edu/about/system_and_campuses/salkehatchie/internal/current_students/library/

Many items not available through the Salkehatchie library can be obtained by interlibrary loans. One particularly useful option is to request books through the Partnership Among South Carolina Academic Libraries (PASCAL). Through this partnership, books available at other academic libraries in South Carolina can be delivered free of charge to the Salkehatchie library of one's choice—usually within a few days. The "PASCAL Delivers" catalog and other interlibrary loans may be requested electronically

Full-time faculty members requesting material pertinent to their scholarly activities are not charged for interlibrary loans.

2.6. Annual Evaluation

All active faculty members are evaluated annually. This is a requirement for reaccreditation. Any noncompliance can endanger not only the Salkehatchie campus but also the flagship campus in Columbia. Thus, lack of cooperation from faculty members is not tolerated.

Part-time faculty members (adjunct and administrative instructor) are evaluated annually by their respective division chair and the academic dean, who examine syllabi, student evaluations, and class-visitation reports. Once every three years each part-time faculty member must be visited in the classroom or have a virtual visit to an online class by a peer designated by the division chair in consultation with the academic dean.

Full-time faculty members (tenure-track and instructor) are evaluated annually by their respective division chair and the academic dean. The annual-evaluation criteria for tenure-track faculty are the criteria for tenure and promotion detailed in the *PCC Faculty Manual*: teaching effectiveness, scholarship, and service. Non-tenure track faculty members are not required to do scholarship, and their work is evaluated on teaching and service as described in the *PCC Faculty Manual*. All full-time faculty members must have at least one class visitation by a colleague every 6 years (a class-visitation report should be submitted to the academic dean and division chair, who both keep it on file). Every full-time faculty member must complete and submit the annual evaluation form and the related Faculty Information Form by the January 31 deadline.

3. Teaching

3.1. Expectations

The *PCC Faculty Manual* defines teaching effectiveness as “the amount of progress students make on teacher defined goals consistent with professional standards in that discipline.” All faculty members (except librarians) are expected to demonstrate teaching effectiveness. Teaching effectiveness can be measured in many ways, including the quality of course design, student learning, knowledge, communication ability, instructional improvement, and personal characteristics (see the *PCC Faculty Manual* for more details).

At a minimum, faculty members are expected to prepare a syllabus for each course, to meet all scheduled classes for the hours assigned, to promote course evaluation completed online, and to enter the final grades through Self Service Carolina by the deadline. **(If this is your first semester, make sure to register in Self Service Carolina early!)**

Faculty members who know in advance of a conflict with a scheduled class session are responsible for notifying the class of the upcoming absence and scheduling some type of academic exercise in lieu of class so that students observe a continuous academic experience. Any deviation from the schedule of classes, whether planned or an emergency, must be reported to the academic dean. Emergency cancellations should also be reported to the main office of the appropriate campus (or, if an evening class, by calling the evening emergency number of the appropriate campus), and the faculty member should create a plan to compensate for the lost instructional time.

When Salkehatchie runs classes at a high school, that school is often on a slightly different schedule in terms of holidays, etc. It is incumbent upon instructors teaching at high schools to coordinate with their contact at the high school to ensure that students are getting the appropriate number of contact hours and have a smooth experience, all while keeping the beginning and end of the term roughly in sync with USC Salkehatchie's academic calendar. When students are on a break established by their high school, if Salkehatchie is in session, another day should be arranged or online lecture should be given. Consulting with the academic dean and experienced colleagues about options for dealing with these situations is strongly encouraged.

Regarding the meeting times assigned to a course, notice that a break is typically scheduled into longer class meetings, such as those typical of evening classes and summer-session classes, while still providing the required contact hours. If you have any questions about meeting times, please consult with the academic dean.

Note that while allowances must be made for certain classroom activities

and other variables, classes are expected to meet the entirety of their allotted time.

3.2. Teaching Load

Since the fall 2008 semester, the normal teaching load for tenure-track, research-active faculty in the USC Palmetto College campuses (including Salkehatchie) has been 21 credit hours per year. Typically, this has meant four 3-credit-hour classes in the fall and three 3-credit-hour classes in the spring. However, as noted in 2.2 above, teaching in certain disciplines involves equivalent schedules comprised at least in part of 4-credit-hour courses, 3-credit-hour courses with related 1-credit-hour lab courses, etc.

3.3. Syllabus

Every class must have a syllabus. The syllabus should be distributed and discussed at the first class meeting. A copy of a syllabus for every class must be sent (preferably as an e-mail attachment) to the academic dean during the first week of classes each semester. Note that separate sections of the same course are separate classes and the academic dean must have a separate syllabus on file for each section you teach (even if the contents are identical).

Faculty members are free to prepare each syllabus as they consider appropriate, except that some items are required. Generally, a syllabus should feature the following information:

- Course title, course number (including section number), location, and meeting time. (required)
- Faculty member's name, office location, office hours, telephone numbers, and e-mail address (for part-time faculty members, a work or home phone is acceptable, and office hours may be scheduled as the half hour before and the half hour after class, or a similar convenient arrangement). Please note that a general rule of thumb is to hold at least one office hour per class per week. (required)
- Catalog description and expected **learning outcomes** of the course (*required*). Also, if a course fulfills one or more Carolina Core ("general education") requirements, it is a good practice to note that on the syllabus. In such cases, it is imperative that learning outcomes established for the class on the syllabus align with the appropriate Carolina Core learning outcome(s). For more information about Carolina Core, please see https://sc.edu/about/offices_and_divisions/provost/academicpriorities/undergradstudies/carolinacore/
- Course prerequisites (if any).
- Textbooks—required and recommended—and required software, laboratory supplies, etc. Faculty members are free to choose the textbooks to be used in their courses but are encouraged to consult with colleagues or the USC Upstate Bookstore for information about the various books and distribution

methods.

- Attendance policy (consistent with the University's policy: [Microsoft Word - attendance_policy_approved.docx \(sc.edu\)](https://sc.edu/about/system_and_campuses/salkehatchie/internal/current_students/disability_services/index.php)).
- Daily (where applicable) course topic schedule and corresponding textbook pages or chapters.
- Daily laboratory topic schedule, if applicable.
- Number and dates of exams, laboratory exercises, papers, etc.
- Disclosure of expected types of exams (essay, true or false, etc.).
- Grading policy (required) (clear statements of points or percentage contributions of each exam, lab exercise, term paper, presentation, project, etc., as well as factors such as class participation, to the final grade) and grade scale (see section 3.6).
- Policy on unannounced quizzes and how they are graded.
- Expectations on class participation and how it is graded.
- Comments on expected academic honesty and forms of punishment for academic dishonesty (*Note*: in December 2006, the Salkehatchie faculty organization voted to **require** the inclusion of this statement: "All documented cases of plagiarism will be reported to the academic dean's office. A second offense, in any class, may result in action by the Academic Affairs Council to seek the student's expulsion from the University.").
- ADA statement (not required): "No qualified person shall, because of his or her disability, be denied access to, participation in, or the benefits of any program or activity operated by the University of South Carolina. Students having questions about accessibility or requesting reasonable accommodations should contact Student Services."
 - NOTE: A student must register a disability via the online link at https://sc.edu/about/system_and_campuses/salkehatchie/internal/current_students/disability_services/index.php
In turn, the Assistant Dean for Enrollment Management and Student Success will consult with the appropriate parties in Columbia to determine accommodations and then send that information directly to the faculty member, who is legally obligated to abide by the accommodations as stipulated. At no point is any faculty member to directly negotiate these accommodations with a student. All concerns should be discussed with the Assistant Dean for Enrollment Management and Student Success.
- Equal Opportunity statement (not required): "The University of South Carolina is committed to the policy and practice of affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, or veteran status."
- Statement regarding the use of AI technology, such as:
As a partner in your learning, it is important for both of us that any assignment submission is a pure reflection of your work and understanding. The introduction of artificial intelligence options to complete academic work jeopardizes my ability to evaluate your understanding of our course content and

robs you of the ability to master the subject matter. Suspicions of use of artificial intelligence aids will be referred to the Office of Academic Integrity as alleged violations of cheating, defined as “unauthorized assistance in connection with any academic work” and/or falsification, which includes “misrepresenting or misleading others with respect to academic work or misrepresenting facts for an academic advantage.”

3.4. Course Schedules

Course schedules for each academic term are posted at least several weeks and often several months before the beginning of that term. As noted in section 2.5 above, a schedule of classes by campus (Allendale or Walterboro) is posted on the Salkehatchie website. (Each year the goal for posting the spring schedule to the website is October 15 and for posting the fall schedule is March 15.) The full, searchable schedule of classes (including classes taught off campus by Salkehatchie faculty) is available at <https://my.sc.edu>. Although not all requests can be granted, faculty members are invited to request specific assignments before the schedule of classes is completed. (Usually, the academic dean will send out an e-mail to all full-time and part-time faculty seeking schedule requests prior to the building of the course schedule.) Additionally, effort is made to consult with all faculty members before course schedules are finalized and posted.

3.5. Class Rolls

The average class size at Salkehatchie is 14 students. Introductory-level classes usually have higher enrollment (but never above 30 without the consent of the instructor of the class), whereas upper-level classes typically have lower enrollment. Class rolls are available on Self Service Carolina (<https://my.sc.edu>) as soon as registration starts and are updated until the end of the add/drop period (see the Academic Calendar, referenced at 1.6, for specific dates).

3.6. Textbooks

USC Salkehatchie deals with textbooks through a partnership with USC Upstate. A representative from USC Upstate will contact faculty members, or a generic e-mail will be generated from the USC Upstate bookstore and distributed to faculty members, about entering textbook adoptions into their system (note that it is imperative to indicate that you are NOT adopting textbooks if that is the case).

Faculty with digital textbooks can request that the text be inclusive, meaning the textbook is automatically sent to the student upon registration and the cost is added to the bill. Contact the USC Upstate bookstore for more information

Faculty may also contact the USC Upstate bookstore for desk copies.

3.7. Course Evaluations

It is the University's policy to require every class with 5 or more students to be evaluated by the students at the end of the semester. Palmetto College has a standard questionnaire with 16 questions that will be administered online during the last month of the semester. Faculty should encourage students to complete the evaluation--indeed, faculty members are expected to do their utmost to ensure reasonable response rates. Student responses are anonymous.

Faculty members can expect to receive a copy of their evaluation results after their grades are submitted to the registrar, or approximately two or three weeks after the term ends. (If results have not arrived in a timely fashion, please contact both the academic dean and the administrative assistant to the faculty.)

The student course evaluation questionnaire is sent to each student's university email account approximately a month before the end of a regular semester (proportional timing for 8-week classes or summer courses) through Class Climate. Faculty should remind students to complete the evaluation. Periodically faculty will receive an email notifying them of the percentage of students who have completed the evaluation.

3.8. Testing and Grades

A critical responsibility of course instruction is the evaluation of student progress. The test style, the number of tests given, and the timing (with the exception of final exams) are at the discretion of the faculty member but must be noted in the syllabus. Testing should conform to the stated objectives of the class. Graded exams, papers, etc., are to be returned to students in a timely manner for inspection and discussion. After inspection and discussion, graded exams should be retained by the faculty member for a period of five years. Other graded material may be stored, returned to students, or discarded at the faculty member's discretion.

Final exams must be administered **during the week of final exams according to a schedule posted on the Salkehatchie website.** The exam schedule can be found at the link for the academic calendar.

USC's *Academic Regulations* state that

- 1) no final exam may be held outside of the scheduled time without authorization from the academic dean, and**
- 2) no quiz, test, or exam may be given during the last week of classes. Students who have conflicting exam times and need help should contact the academic dean.**

At the end of the semester, shortly after final exams, all faculty members must

enter their students' grades through Self Service Carolina (<https://my.sc.edu>). USC uses a "plus system" in which the available grades are A, B+, B, C+, C, D+, D, and F.

Note that dual-enrollment class grades must be entered in the standard way with USC, but the high schools require that numerical final grades are submitted to them as well.

The grading scale to be used in a class is decided by the instructor, but it must be included in the syllabus. There is no absolute rule to convert numerical grades into the letter grades that are required by the University's registrar.

Additional Grade Options

FN: A student who stopped attending the class during the semester and did not attain a passing grade should receive an FN. Use of this grade is essential in helping the University meet its obligations when it comes to ensuring financial-aid compliance. Indeed, if a student receives an F in a faculty member's class but received an FN in other classes, often the registrar will contact that faculty member to verify that the student actually attended the class through the end of the semester. Prompt response to these routine post-semester e-mails is important.

I: Under special circumstances, it is possible to assign an I (Incomplete), which can be changed to an actual grade later if the student completes unfinished work within the agreed time period (no longer than 12 months). The Office of the University Registrar discourages Incompletes, so they should be used very sparingly.

NR: While this is still an option, faculty should **NEVER** use this. If the student never attended or quit attending, an FN should be recorded.

Privacy Note: A student 18 years old or older is an adult. If the student does not give you written permission to disclose his/her grades, you may not discuss the grades with anyone outside the University (including the parents who pay the tuition), except to the extent that FERPA authorizes disclosure without consent. Grades for dual enrollment students may be discussed with the director of educational partnerships and school guidance counselors or appropriate staff.

3.9. Disruptive Behavior

If a faculty member encounters disruptive behavior from students in his/her class, that faculty member should notify the students that their behavior is disruptive and should try to negotiate a solution. If the faculty member is unable to reach a resolution to his or her satisfaction, he/she should ask either the Assistant Dean for Enrollment Management and Student Success or the academic dean for assistance.

3.10. Institutional Support

Classrooms

Each campus has at least three “smart classrooms” (referred to as IRD) with computerized audio-visual equipment suitable for distance-education courses. Other classrooms on each campus contain a permanent computer and projector suitable for PowerPoint presentations and exhibition of digital videos as well as a document camera. The audio-visual center, located in the Library and Academic Support Building in Allendale, contains a variety of media equipment for faculty use. The library in Walterboro also contains a limited amount of audio-visual equipment.

Technology emergencies: Posted in every classroom is a flyer with emergency IT contact information. Please consult that document for options if IT troubles occur when class is in session.

Class Materials

Requests for additional classroom technologies should be made to the IT Department. Requests for chemicals or materials for labs, purchases for theater classes, etc., should be made to the appropriate division chair. (Please consult with the division chair or academic dean when all such needs arise and for details pertaining to the handling of such items, etc.)

Typing and Copying

Faculty members generally should do their own typing and copying of class-related materials, but in certain circumstances they may request assistance from the administrative assistant to the faculty (see 1.3).

In Allendale, photocopying machines are located in the office of the administrative assistant to the faculty in Spruce Hall, in the mailroom in the Science/Administration Building, and in the Library and Academic Support Building. In Walterboro, copying equipment is located in the Walterboro Main Building in the mailroom and in the hallway near room 212, in faculty suite 101 in the Science and Nursing Building, and in the Library.

Library Services

Material on reserve: Faculty members wishing to place material on reserve at the library should provide the librarian in Allendale or Walterboro with a list of books, the course syllabus, and the desired circulation period (library use, overnight, weekend, etc.) at least three days before making the assignment to students.

Electronic resources: see section 2.5 above.

4. Scholarship

4.1. Expectations

The *PCC Faculty Manual* specifies that “scholarship is a function of one’s field of academic expertise and includes the body of activities associated with the development, dissemination, and application of knowledge.” All tenured and tenure-track faculty members are evaluated on scholarship accomplishments. Scholarship in a broad sense includes professional growth, application of knowledge, research and productive scholarship, and evaluation of scholarship.

For expectations about, and examples of, scholarly achievements, please see the PCCFM.

4.2. Internal Support

There are several mechanisms to support research and productive scholarship by tenure-track and tenured faculty members at Salkehatchie. They are briefly described below. The academic dean may be consulted for more details.

Division Funds

Limited funds are available to defray the costs of presenting at a professional conference, attending a conference for professional reasons, research related activities, or the purchase of needed equipment. Please use the online funding request form:

https://sc.edu/about/system_and_campuses/salkehatchie/internal/faculty_and_staff/forms/index.php

Teaching Load Reduction

If budget and academic needs allow, faculty occasionally may be eligible for a teaching load reduction or sabbatical in support of productive scholarship. See the academic dean about such opportunities.

USC Library

See "USC Library" in section 2.5.

USC’s Sponsored Awards Management

The Office of Sponsored Awards Management in Columbia provides assistance in locating grant opportunities and submitting proposals. For more information, visit

https://sc.edu/about/offices_and_divisions/sponsored_awards_management/index.php

A website with multiple links concerning the various stages of grant seeking and management at USC is located at:

http://www.sc.edu/researchdev/investigator_toolbox.shtml

USC's Research Initiative for Summer Engagement (RISE) Grants

These competitive grants are available to faculty on the senior and Palmetto College campuses. According to the website of the Office of the Vice President for Research, the "program provides financial support to faculty members at senior and regional campuses for summer salary, research supplies, travel related to research and undergraduate student support. Faculty members can also use these funds to spend the summer collaborating with USC Columbia faculty members."

USC's Advanced Support for Innovative Research Excellence (ASPIRE) Grants

According to the website of the Office of the Vice President for Research, "Through the ASPIRE program, USC faculty have the opportunity to compete for funding to begin a promising new research endeavor for later external funding, build up a collaborative, interdisciplinary research project and/or invest in the university's research infrastructure. The goal of these investments is to enhance the University of South Carolina's research capabilities." There are several different tracks for these awards.

Mentoring Opportunities

These awards from the Office of Undergraduate Research support undergraduate student research with faculty mentors. As USC Salkehatchie is primarily a teaching institution, involvement with undergraduate research is highly valued. Opportunities include the Magellan Scholar Grant, Mini-Magellan, CIEL grant, and more. For information on specific grants, eligibility requirements, etc., please see

https://www.sc.edu/about/offices_and_divisions/undergraduate_research/index.php

PURE Grants (Palmetto Undergraduate Research Experience)

PURE is designed to support faculty mentored undergraduate research activities for students and faculty on our Palmetto College campuses. The program is intended for projects involving one faculty mentor and one student mentee.

USC's IACUC and IRB

All teaching and research involving vertebrate animals must be pre-approved by the Institutional Animal Care and Use Committee (IACUC) in Columbia. For forms and more information, visit

https://www.sc.edu/about/offices_and_divisions/research_compliance/iacuc/index.php

All research involving human subjects must be pre-approved (or exempted from approval) by the Institutional Review Board (IRB). For forms and more information, visit

https://sc.edu/about/offices_and_divisions/research_compliance/irb/

4.3. External Support

Grants in support of productive scholarship are available competitively from a large number of federal, state, and local funding agencies as well as from private foundations. The largest funding agency for basic scientific research is the National Science Foundation (<http://www.nsf.gov>). The largest funding agency for biomedical research is the conglomerate known as the National Institutes of Health (<http://www.nih.gov>). The main funding agencies for the arts and humanities are the National Endowment for the Arts (<https://www.arts.gov/>) and the National Endowment for the Humanities (<http://www.neh.gov>).

The staff at the Office of Sponsored Awards Management on the Columbia campus (SAM) can help faculty members locate appropriate sources of funding.

https://sc.edu/about/offices_and_divisions/sponsored_awards_management/index.php

5. Service

5.1. Expectations

The *PCC Faculty Manual* specifies that “service is comprised of activities that enhance the relationship between the university and the region, the state, the nation, or the world.” All full-time faculty members are evaluated on their service performance. Service predicated on one’s education and professional experience is favored but other forms of service may be included. There are four major types of service: community service, campus service, greater University service, and service to the profession.

A candidate with a mediocre record in teaching and scholarship may well fail to obtain tenure because of poor service.

For expectations about, and examples of, service, please see the PCCFM.

5.2. Opportunities

Opportunities for community service abound in (?) the Salkehatchie area. Options are available in many areas, depending on one’s interests and expertise.

Opportunities for campus service include engaging in student advising/ extracurricular mentorship, serving on or chairing Faculty Organization committees, sponsoring student associations or committees, and involvement in faculty- and student-driven campus events, whereas opportunities for greater University service include participation in the Palmetto College Campuses Faculty Senate, the Columbia Faculty Senate, or in ad hoc committees at various levels of university government.

Among the most directly beneficial service to the campus is FO, ad hoc, and search committee work. Election or appointment to such a committee confers an obligation to actively participate in this role

Opportunities for service to the profession include elective office in professional organizations, journal editorship and/or manuscript reviewing, and consulting services to businesses or courts of law.

The guiding document for PCC faculty is the PCCFM available at:
https://sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/academic_affairs/faculty_manual/facultymanual_palmettocollege.pdf

Bylaws of Faculty Organization

The bylaws of the Faculty Organization are in the process of being revised to accord with recent changes approved by that body. The most recent bylaws are posted on the “Faculty Organization” Organization page on Blackboard or from the chair.