

Hispanic Studies, College of Charleston

New Faculty Orientation

Departmental and College Policies and Guidelines

Welcome to the Department of Hispanic Studies. Below are policies and guidelines to assist with your integration into the College of Charleston community. This document is a supplement to the official HISP departmental By-laws found at <http://spanish.cofc.edu/faculty-resources/index.php>.

All Faculty

Please review and bookmark the [Faculty Resources](#) 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 alike.

DEPARTMENTAL MEETINGS

Besides the opening semester meetings in August and January, the department chair, Mark Del Mastro, will call other departmental meetings for roster faculty 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 department chair accordingly.

ADDRESS LISTING

For important contact purposes, please submit your local address and phone number to Marti Norfleet (norfleetm@cofc.edu), administrative specialist of Hispanic Studies. 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, one exterior building key, and the code to the mail/work room. All key issuances and returns will be coordinated with Laura Moses, administrative assistant, and will require the signature of the department chair and the keyholder using the official form downloadable at <http://spanish.cofc.edu/faculty-resources/index.php>. All keys must be returned to Laura or the department chair 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 Laura prior to the beginning of the semester and returned to her at the end of the semester when classes conclude.

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

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 Marti or Laura with your request (norfleetm@cofc.edu or mosesle@cofc.edu).

FACULTY OFFICES

Due to the size of the department's faculty and staff (40+), CofC facility limitations prohibit housing all the department's offices in one building. Consequently, the department chair, all HISP tenured and tenure-track faculty, the administrative assistants and some instructors and adjunct faculty occupy offices on the first floor of the JC Long building, located on the corner of Liberty and St. Philip Streets; HISP instructors and adjunct faculty also occupy the 2nd floor of the Bell South (AT&T) building at 81 St. Philip Street. Specific office assignments are posted on the [Faculty and Staff](#) page.

FACULTY WEBPAGES

Faculty webpages in addition to the Hisp Faculty and Staff page are highly recommended. You can choose from:

- CofC blog with Word Press (recommended) <http://blogs.cofc.edu/>
- CofC faculty web page with FileZilla <http://people.cofc.edu/howto.php>

If you create one of these, please send the link to Laura Moses to add to your departmental webpage.

COMPUTER FILE BACKUP

All faculty are highly encouraged to back up their computer files regularly to avoid possible loss of data from computer crashes. Some options are: Dropbox, Google Drive, [OneDrive for Business](#), and [U: drive](#) (click on link at bottom of File Storage and Backup page).

As a CofC employee, you already have a Google account that requires your activation. The username and password will be your CofC username and password.

1. Using your web browser, go to <http://my.cofc.edu>
2. Sign in to MyCharleston
3. Click on the Employee or Faculty tab
4. Click on the widget that says 'Request your Google Account'
5. Follow the wizard to activate your account

All permanent employees have a user (U: drive) folder on a server named wharfside. IT encourages employees to save College related files to the U: drive. The employee is the only one who will have access to their folder. Note that accessing the U: drive off campus requires special permission and off-campus access.

LEAVE REPORTS

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 departmental mailbox (in Long 120 mailroom) and CofC email account regularly. Pertinent departmental and campus-wide information is disseminated via email daily. Mail and packages are delivered to the department's main office mailroom, JC Long 120. Unfortunately, Mail Services will not deliver specific HISP faculty mail to Bell.

You can contact your students via email individually or by class list via MyCharleston. It is extremely important to respond expeditiously (within 24 hours preferable) to student inquiries received via email, social media or voicemail in order to resolve any issues. When the semester concludes, it is especially critical to check your CofC email account at least bi-weekly to respond to student and/or departmental matters. Often students who contact you after the semester concludes do require responses within 24 hours to resolve issues related to graduation and future course enrollments.

Long distance calls on college phones are for official business only. Please see Marti Norfleet for assistance, if needed, in placing international calls for official business.

LETTERHEAD, NAMETAGS, ETC.

Hispanic Studies letterhead and envelopes are available from the supply shelf in Marti's office, Long 122. Downloadable templates for these and other CofC forms are found here: <http://marcomm.cofc.edu/brandmanual/templatedownloads/index.php>.

BUSINESS CARDS

An inexpensive way to generate business cards is to print your own using MS Word and departmentally-supplied perforated 8.5" x 11" sheets of cards. Laura Moses will provide you with the template and the business cards.

PHOTOCOPIES, PRINTING, FAX AND SCANNER

Two copiers (monochrome and color), a scanner and a fax machine are located in the department's workroom (JC Long 120) for official CofC business use only. *Before* using the copiers and/or fax, please see Marti Norfleet for a brief tutorial.

Due to the large size of Hispanic Studies, faculty generally make their own copies. However, Marti or Laura's assistance may be requested when faculty 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 Marti at 3-7619 or Laura at 3-7632 if needed. Copies are generally made front to back to preserve paper. Copies of exams will be placed in an envelope or folder and left in the requesting individual's mailbox.

For copy jobs that require the services of the Copy Center and departmental expenditures, please consult with the department chair and copy Laura Moses.

Replacement ink and toner cartridges for office printers should be requested through Marti or Laura. Please return used toner cartridges to them for recycling.

A faculty workstation is located in the HISP workroom (JC Long 120) for the exclusive use of HISP faculty. The workstation includes a desktop PC with Internet connection, a black and white printer, a color printer, and a scanner. All scans can be emailed as a pdf file to you or another recipient. You can also scan from the Xerox copier.

RECYCLING

Each desk should have a trash can and recycling bin. 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. Please contact Laura Moses with any questions about trash or recycling.

OFFICE COMPUTERS

All faculty and staff are issued computers for official College use. If you experience an issue with your office computer, 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 the department chair for further assistance.

COURSE SYLLABI, CLASS SCHEDULE & OFFICE HOURS

For basic Spanish language courses, the Basic Language Coordinator will provide the syllabi. Consult with the Basic Spanish Language Coordinator for details.

Faculty office hours should be held Mondays through Fridays, and each professor should post his/her office hours on his/her office door and on syllabi.

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

CLASSROOM ASSIGNMENTS

All classrooms on campus are smart classrooms. To request a change to your classroom assignment, please **DO NOT** contact the Registrar's Office. Please contact Laura Moses, who will submit your request to the Registrar.

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 syllabus. 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 syllabus; 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.

EMERGENCIES

Please consult the [Public Safety](#) website for important contact information. 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.

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.

Texts for basic language courses (101-202) will be ordered for you by the Basic Language Coordinator. However, faculty are responsible for ordering student texts for levels above 202. For these orders, simply 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

SECTION INCREASES

Hispanic Studies greatly discourages section increases for full classes, and such authorizations are made only by the department chair. Students who insistent upon adding themselves 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 the department chair. Exceptions are occasionally made, and the chair will hear each special case.

ABSENCE

Please advise Marti Norfleet and the department chair via email if you plan to miss your scheduled office hours so they can plan accordingly. For planned absences (besides approved, official CofC travel), please consult with both Marti and the department chair BEFORE making arrangements. For unanticipated absences (illness, emergency, etc.), you should email your students (via MyCharleston) and you must notify as soon as possible both Marti (norfleetm@cofc.edu; 953-7619) and the department chair (delmastromp@cofc.edu; 953-6748) via email or phone.

SUPPORT FOR PROFESSIONAL ACTIVITY

Each August, the chair will ask roster faculty to submit via email their funding requests for research and development (e.g., presentation of research at conferences, participation in workshops, research travel, etc.) for the academic year. Additional details will be included in the official call for requests issued by the chair. If funding is still available after the initial round of funding has been approved, the chair may issue another call for funding requests in January of the same year.

CofC-RELATED TRAVEL, TRAVEL AUTHORIZATIONS AND REIMBURSEMENTS

An official travel authorization form must be completed at least two weeks **before** ALL professional travel, no matter the source of funding, and even if there is no funding. The Travel Authorization (TA) form can be found in MyCharleston in the "Accounting Forms" section on both the Employee or Finance tabs. Please review your TA with Laura Moses before submitting the completed form to the department chair who will sign and send to the Dean's office for approval. If the College of Charleston has committed to funding your professional travel, and you do not complete a travel authorization form at least two weeks prior to your trip, you may be denied travel reimbursement.

When you return from your trip, you must complete a [Travel Reimbursement \(TR\) form](#) in order to be compensated for your travel expenses. Along with this form, submit your receipts for airline tickets, hotel, and conference registration. You do not need receipts for meals. Please review your TR with Laura Moses before submitting the completed form and receipts to accountspayable@cofc.edu or campus mail to the Controller's Office.

A travel advance may be requested for 80% of the estimated amount of meals and lodging only. See <http://controller.cofc.edu/accounting-forms/index.php> for more info.

A copy of your TA, your TR, travel advance, and any other charges to our department must be provided to Laura Moses for account reconciliation.

HISPANIC STUDIES JOURNALS

[Hispanic Studies Review \(HSR\)](#) is an international refereed journal published twice a year by the Department of Hispanic Studies at the College of Charleston. The journal welcomes submissions on cultural studies, applied and theoretical linguistics, and the literatures of the Spanish-speaking worlds and their contact zones. However, CofC faculty are ineligible to publish in *HSR*.

For information on numerous journals in the field, a useful resource is found at <http://hispanistas.com/>

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 cannot 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 signed the 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 Marti or Laura before moving any CofC property. They will contact Help Desk to move computer equipment. Please return your office keys to Laura. As previously noted, you will be charged for any unreturned keys.

FURLOUGH CONTACT INFORMATION

Before leaving campus for college-wide breaks (Thanksgiving, winter, spring and summer), please inform Marti and the chair of your contact information. A CofC email address is highly recommended since it can be easily accessed internationally and because the department chair 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 be prepared to consult your gradebook, and check your CofC email account regularly (at least bi-weekly during the first few weeks immediately after the semester ends and weekly thereafter).

SUMMER COURSES/STUDY ABROAD PROGRAMS

See the departmental by-laws for related details: <http://spanish.cofc.edu/faculty-resources/index.php>.

HISPANIC STUDIES MAJORS & MINORS

Students who wish to declare a departmental major or minor do so online via MyCharleston in the Program of Study Management (POSM) channel located on the Academic Services tab.

SPANISH PLACEMENT

See the Undergraduate Catalog (<http://catalogs.cofc.edu/>), our [Placement](#) policies, and the departmental by-laws (<http://spanish.cofc.edu/faculty-resources/index.php>) for placement information. If you determine that a student has been placed incorrectly in your class, please refer the student to the chair and send an email to the chair with your official recommendation for proper class placement.

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>. It is necessary that all faculty and staff review and follow these policies carefully.

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