

# **CLAFLIN UNIVERSITY**

**Orangeburg, South Carolina**



**Office of the Provost**

# PART-TIME FACULTY GUIDEBOOK

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## Foreword

**The Part-time Faculty Guidebook** represents one of several means adopted by Claflin University to acquaint Part-time faculty with pertinent information concerning the institution. This guidebook provides an abbreviated view of policies and procedures which govern the part-time faculty's professional actions and interactions in job performance at the University and to which all faculty are held accountable. Thus, each part-time faculty member should always read this document completely and carefully and keep it available for a handy reference.

This document rescinds all prior Part-time Guidebooks and will remain the policy of the University until amended or replaced.

Words used have their ordinary and usual meaning unless otherwise defined or unless a technical meaning is clearly implied by the context.

*The statements contained herein shall be interpreted in accordance with all applicable laws, and nothing in this Part-time Faculty Guidebook shall be construed as creating contractual obligations for Claflin University. Nor shall anything herein be construed to alter the at-will nature of any person's employment relationship with Claflin University.*

### Official Copies and Distribution

The Deans and Department Chair will be responsible for the distribution of the Part-time Faculty Guidebook to all academic part-time faculty and will be responsible for disseminating new material to the Part-time Faculty Guidebook subscribers, as necessary. Additional copies will be maintained in the Office of the Provost. An electronic copy of the Part-time Faculty Guidebook is also available online on the University's website.

### Modifications

Proposals for change (by additions, deletions, and substitutions) of the provisions of the Part-time Faculty Guidebook may be submitted as needed by full-time faculty, part-time faculty department chairs, deans, administration, Provost, President, or the Board of Trustees.

## ABOUT THE UNIVERSITY

Claflin University was founded to provide education primarily for a people who were seriously in need of intellectual training and spiritual support. Her founders were humanitarians— courageous men with vision. These qualities are interwoven in the philosophy of Claflin.

From her earliest days, Claflin has been committed to certain principles. The Charter declares not only the academic purpose but also the Christian responsibility of the institution. The University is committed to academic enlightenment for the purpose of social justice. Service and commitment to the development of humanity are core values that guide the work of the institution.

The nucleus of this philosophy is the empowerment of students as future leaders and the development of their intellectual, social, and spiritual potential.

### **The Claflin University Mission**

Claflin University is a comprehensive institution of higher education affiliated with the United Methodist Church. A historically black University founded in 1869, Claflin is committed to providing students with access to exemplary educational opportunities in its undergraduate, graduate and continuing education programs. Claflin is dedicated to providing a student-centered, liberal arts education grounded in cutting-edge research, experiential learning, state-of-the art technology, community service, and life-long personal and professional fulfillment.

Claflin is a diverse and inclusive community of students, faculty, staff and administrators who work to cultivate practical wisdom, judgment, knowledge, skills and character needed for globally engaged citizenship and effective leadership.

### **The Claflin University Vision**

Claflin University will be recognized as a leading 21st Century institution of higher education that develops a diverse and inclusive community of globally engaged visionary leaders

### **The Claflin University Guiding Principles**

At the center of everything that we do is a system of values which informs and guides all policies and programs. These values, expressed through our decisions and actions, are defined by five overarching guiding principles:

- Commitment to Excellence
- Commitment to Valuing People
- Commitment to Being Student Centered
- Commitment to Exemplary Educational Programs
- Commitment to Fiscal Accountability

### **The Claflin University Code of Ethics**

Claflin University's mission to offer quality undergraduate programs, select graduate programs, and viable continuing education opportunities relies upon the skills, abilities, expertise, commitments, integrity, and collective common sense of all employees. This Code of Ethics embodies rules regarding our individual and university responsibilities to our students, faculty, staff, administrators, and university stake holders and supporters.

We are cognizant of the importance of our work in being fiscally responsible which affects the quality of academic programs and the overall quality of life for the faculty, administrators, staff, and students of the University.

We are personally committed to the highest professional and ethical conduct in furthering the mission of Claflin University and supporting relationships between our institution and supporters.

We hold paramount the trust, confidence, and integrity of each member of the Claflin University Family.

We uphold and express through practice, equity, and fairness in all aspects of our work in providing high quality academic programs, student services, and outreach.

We are committed to consistently providing the highest quality of programs and services that are innovative and responsive to students and other University customers' needs and requirements.

We uphold the highest standards of honesty, integrity, truthfulness, and trustworthiness and shall maintain the highest standards of professionalism in the performance of our duties.

We shall act in good faith, responsibly, with due care, competence, objectivity, and diligence.

We shall treat fellow employees in a fair and even-handed manner and foster a culture rich in diversity that is based on trust, mutual respect, teamwork, and integrity.

We shall treat all people with civility avoiding harassment and discrimination.

We shall treat all customers fairly, honestly, and objectively.

We shall treat clients, colleagues, and competitors with respect regardless of factors such as race, religion, gender, disability, age, or national origin.

Staff who deal with issues and matters of personal or sensitive nature shall be committed to maintaining the highest degree of integrity by not disclosing such information to disinterested parties except when authorized or otherwise legally obligated to disclose.

We shall acquire and maintain the professional competence and skills important and relevant to delivering our programs and services to our students, faculty, staff, administrations, and other stakeholders.

In communities of which we are members, we will act ethically and as responsible and responsive corporate citizens and comply with all applicable policies, statutes, regulations, and laws.

We shall be accountable to adhering to this code.

## **Equal Employment Opportunity and Affirmative Action**

It is the policy of Clafin University to provide equal employment opportunities and reasonable accommodation to all employees and job applicants regardless of race, color, religion, sex, gender identity, age, marital status, national origin, political affiliation, disability, veteran status, or other legally protected status in accordance with applicable federal and state laws. The University's policy of equal employment opportunity and nondiscrimination includes, but is not limited to, recruitment, employment, advancement and promotion, training and development, termination, working conditions, compensation, benefits administration, and other terms and conditions of employment.

This policy prohibits any and all harassment on the basis of sex, pregnancy, race, age, disability, or on the basis of any other protected classes. This policy prohibits sexual harassment including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment in any form is a serious offense and will not be tolerated by the University. The University's policies on Equal Employment Opportunity and Harassment are set forth in the Policies and Procedures Manual and the Staff Guidelines.

## **COMPLIANCE WITH FEDERAL REGULATIONS**

Claflin University is an equal opportunity employer. The University complies with federal and state equal employment opportunity laws and strives to maintain a workplace that is free from all forms of unlawful harassment. The University will not discriminate against any applicant or employee because of race, color, religion, national origin, political affiliation, sex, pregnancy, childbirth, or pregnancy related medical conditions, gender identity, veteran status, age, disability, or any other legally protected class. Claflin University offers equal opportunity in its employment, admissions, educational activities, and all other personnel actions in compliance with all applicable civil rights laws, federal regulations, and other requirements, including those set forth below:

### **Title VI of the Civil Rights Act of 1964**

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

### **Title VII of the Civil Rights Act of 1964**

Claflin University is an equal opportunity employer and does not discriminate on the basis of any grounds prohibited under Title VII of the Civil Rights Act of 1964, including race, color, sex, national origin or religion.

### **Title IX of the Education Amendments of 1972**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” (Please see Appendix I)

### **Section 504 of the Rehabilitation Act of 1973**

“No otherwise qualified individual with a disability in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”

### **Section 303 of the Age Discrimination Act of 1975**

“No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

### **The Americans with Disabilities Act (ADA)**

Claflin University does not discriminate on the basis of disability as prohibited by the Americans with Disabilities Act.

## **Family and Medical Leave Act of 1993 (FMLA)**

Clafin University provides up to twelve (12) weeks of unpaid leave in a twelve (12) month period for eligible employees under the Family and Medical Leave Act of 1993. Employees will be paid by using their accrued sick leave and/or vacation leave as set forth in University Policy No. 200.12: Family and Medical Leave Act.

## **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

The Department of Labor has issued regulations on the Uniformed Services Employment and Reemployment Rights Act. This federal law protects the employment and reemployment rights and benefits of service members upon their return to the civilian workforce. It further protects against discrimination and retaliation of service members when they return to the civilian workforce.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student educational records. Employees with access to student records, including financial information, must remain in compliance with the FERPA privacy and security regulations. Please refer to Clafin's Privacy of Educational Records statement below.

## **FERPA: STUDENT RECORDS & PRIVACY**

Confidentiality of Student Records Clafin informs students of the Family Education Rights and Privacy Act of 1974. This act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of Enrollment Management.

Student records are confidential; the Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the disclosure of information from academic records without consent of the student.

This means that grades may not be given out over the phone and that if grades are posted, it should be done using an identifier that cannot be linked with a student. Grades posted Moodle and MyClafin are visible only to the individual student and therefore this is the preferred method. Grade information can be sent to a student's official Clafin e-mail address, but not to any other private address.

### Policy Against Disability Discrimination

Clafin University is an equal opportunity employer. The University complies fully with the Americans with Disabilities Act and will make reasonable accommodations for employees with disabilities in a manner consistent with applicable law.

### Immigration Status Policy

All employees hired by the University must present documentation establishing their identity and employment authorization in accordance with the immigration laws of the United States and the mandate from the Department of Homeland Security at the time of hire and upon request of the University at any time after hire, as allowed or required by federal law.



## **CONFLICT OF INTEREST POLICY**

The University regards its officers, faculty, staff, and others acting on the University's behalf as individuals of high integrity and ethical standards. In this regard, they are expected to avoid potential or actual conflict of interest situations. It is the University's policy that its officers, faculty, staff, and others acting on its behalf have the obligation to avoid ethical, legal, financial or other conflicts of interest and to ensure that their activities and interests do not conflict with their obligations to the University or the University's best interests. In abiding by this policy, officers, faculty, staff, and others acting on the University's behalf are expected to disclose all circumstances, including but not limited to, outside activities and financial interests that might give rise to a conflict. The Sponsored Programs Office shall provide procedures for complying with disclosure and reporting requirements and guidelines relating to implementing this policy as may be appropriate.

### **SECTION I**

#### **PART-TIME APPOINTMENT & NEW EMPLOYEE PROCEDURES**

##### **DEAN'S OFFICE**

The Office of the Dean of each School, in cooperation with the academic departments, coordinates all academic offerings within each School. The offices of each Dean is located in:

**Dr. Isaiah McGee, Dean**

School of Humanities and Social Sciences  
WVM Fine Art Center, Rooms 129 and 130  
Contact: 803-535-5232  
Imcgee@claflin.edu

**Dr. Anthony Pittman, Dean**

School of Education  
Bowen Hall, Room  
Contact: 803-535-5436  
apittman@claflin.edu

**Dr. Nicholas Hill, Dean**

School of Business  
Grace Thomas Kennedy Building, Room 102  
Contact: 803-535-5689  
Nhill@claflin.edu

**Dr. Derrick Swinton, Interim Dean**

School of Natural Sciences and Mathematics  
James S. Thomas Science Center, Room  
Contact: 803-535-5698  
deswinton@claflin.edu

Each office is open year-round (except for scheduled holidays) Monday through Friday, 8:00 a.m. to 5:00 p.m.

While most instructors address issues and questions to their department chair, the Dean's Office is always available to help our faculty.

## **ACADEMIC APPOINTMENT PROCESS**

Part-time Faculty members are appointed to teaching assignments upon recommendation of the department chair or program coordinator and the approval of the Dean of each school. Appointments are for one semester and may be renewed from semester to semester, according to curricular needs and courses evaluations. Part-time Faculty members are responsible to their academic department chair, or coordinator and to the Dean of the School.

Contracts for instruction originate in the Academic Department Chair's Office, are initially approved by the Dean, signed by the prospective Part-time and then returned to the Dean's Office for processing. Instructors receive their copy of the contract early in the term.

### **Qualifications for Appointment**

Claflin University is accredited by the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC), which establishes teaching credential standards for all teaching faculty. These standards are specific to the level at which the individual is teaching.

All faculty members are required to meet the faculty credentials guidelines given below:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching graduate and post baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- d. For teaching cross listed courses at the undergraduate level, both full-time and part-time faculty members shall have at a minimum, a master's degree in one of the teaching disciplines.
- e. Faculty members at the undergraduate and graduate levels without academic credentials in the teaching discipline, may be assigned to teach a specific course(s) if their background and experience can be used as "justification" for the assignment on approval of the department chair, the dean and the provost.

### **REQUIRED FACULTY RECORDS**

The University requires that all faculty curriculum vitae, official transcripts are part of the University personnel records in the Office of the Provost. The Schools and Department may require additional information. The Department Chairs have the responsibility for ensuring that originals of these documents are sent to the respective Dean's office, and the provost's office at the time recommendations for appointment are made or as soon thereafter as possible.

Once the proper records have been received and approved, new Part-time instructors (and those who have not been employed by the University for several semesters) must complete

employment forms, ideally several weeks before the start of the semester. This ensures the timely initiation of critical employment protocols, including payroll functions, course scheduling and enabling web/e-mail and log-in access.

## **Faculty Forms**

### W-4 Form

Indicates the number of tax exemptions claimed and remains in effect for payroll purposes until the employee requests a change.

### Direct Deposit Form

## **FILES MAINTAINED IN THE OFFICE OF HUMAN RESOURCES**

The Office of Human Resources maintains files for payroll and benefits administration. The following documentations are contained therein: contracts, overloads, tax withholding, I-9 forms and insurance, annuity and long-term disability enrollment forms, and other financial information. All documentation containing medical information required to be kept confidential under the Americans with Disabilities Act will be kept in a secured, confidential file as required by that Act.

## **PART-TIME FACULTY PAYROLL**

All salaries for Part-time faculty are paid twice a month on the 3rd and 18th of the month. When the designated date arrives, faculty checks will be direct deposit in the faculty designated bank account by direct deposit. If the date on which payment is due falls on a weekend or a holiday, checks will be made available on the preceding business day.

### Payroll Deductions

The Business Office must withhold federal and state income taxes from salary payments. At the beginning of employment or at any time when there is a change in the number of dependents claimed for tax exemption, the employee must complete an Employee's Withholding Exemption Certificate (EWEC), Form W-4, and file it in the Office of Human Resources for the purpose of recording this information for the payroll department. No checks for salaries will be issued until the EWEC form and I-9 are on file in this office. Mandatory deduction will be made for Social Security except in those cases as noted by law. All other deductions from the payroll must be authorized by the employee in writing.

In January, the University will issue to each employee a statement showing the total amount of wages paid during the previous calendar year and the total amount withheld for the various taxes.

## **ACCESS TO SERVICES**

Once paperwork has been processed, it will be entered into the Jenzabar computer system. and Part-time faculty will be assigned a Claflin Personal Identification Number (PIN)\_Once paperwork has been processed, and entered into the Jenzabar computer system.

The PIN is used to set up access to essential faculty services. The three main services that are needed by faculty are:

Faculty/Staff ID Card – Upon receipt of a PIN, a Claflin ID Card (university ID) may be acquired from the Campus Center Game Room, located in the Student Center. A faculty ID Card provides access to library materials as well as to a number of events and activities at Claflin.

### Course Management System

Claflin University uses two online systems to support our students. The MyClaflin system allows one to view the class roster, access student academic/registration information and enter grades. The Moodle room online course management system is the primary means of delivering educational content and interacting with students enrolled in traditional and online courses. Moodle is also required in face-to-face courses for posting course information, documents, syllabi and for reporting grades.

The login and password to both MyClaflin and Moodle will be provided once you the faculty has an ID number. Login names generally follow the form: first name initial last name. For security reasons, student passwords expire every 90 days.

Moodle is the Learning Management System (LMS). All Part-time faculty will have access to Moodle as soon as they receive their Claflin credentials. To access Moodle, login into <https://online.claflin.edu/>. The Claflin email address and password is used to access Moodle. See Appendix for a login diagram.

### Networked Computer Access & E-mail

A network User ID and password is required to log in to any of the university's networked computers, including those in classrooms. This User-ID/password combination is for Jenzebar network domain and is NOT the same as your MyClaflin log in.

To log in to your e-mail you must enter your Claflin e-mail address and your email password (not your MyClaflin password).

## **SECTION II**

### **ACADEMIC REPONSIBILITIES & POLICIES**

#### **Excellence Vision Statement/Faculty Expectations**

Claflin University envisions and seeks a cadre of outstanding, highly motivated faculty who possess the ability to motivate others and who have outstanding interpersonal skills and the prerequisite knowledge base to apply these skills and knowledge to ensure excellence in teaching and learning and scholarship at the University.

In line with its pursuit of excellence, the University has specific expectations of its full-time and part-time faculty. The institution expects that all Part-time faculty will be effective teachers for the students.

#### **Teaching Responsibility and Load**

##### Teaching Load

Part-time faculty normally teach one to three courses per term. This load may be modified based on the discretion of the provost, and consistent with University policies on part-time employees. Part-time faculty

do not have the normal advising, scholarship, service, research and meeting requirements of full-time faculty members.

## **SYLLABUS**

It is an expected academic practice to inform students of expectations of them at the beginning of the term. To help accomplish this objective, all Part-time faculty must distribute a syllabus, which includes test dates and grading policy, at the start of the term. Questions concerning methods of instruction, curriculum, textbooks, performance standards, testing and grades should be discussed with the department chair at the beginning of your assignment and with students at an early class meeting. Faculty must post their syllabus in the course Moodle shell and provide a copy of the syllabus to the department chair at the start of the semester. Please consult with the department chair or a designated person for a template of course syllabus for the course that you will be teaching.

### Assignments and exams

Due dates for assignments, examination dates and additional guidelines for completing coursework. The Academic Calendar is helpful in identifying holidays, final exam dates, and other important dates. When in doubt, consult with the department chair.

## **GRADES & GRADING**

The essential purpose of grades is to differentiate accurately and appropriately between the students as to achievement in a particular course. An instructor must exercise great care in determining final grades of the student. Accurate record-keeping is essential in case a student should request a review or alteration of their course grade.

Clafin University expects each part-time faculty to submit midterm and final grades for all students.

This effort is designed to help keep track of student progress during their initial, formative year as a college student and aid student success by early notification of those students who are struggling.

Mid-term and final grades are entered online using the MyClafin system. The grade roster can be accessed by logging into your MyClafin account clicking on the “Faculty” tab and scroll down and look to your left and see the Grade Entry Tab. Click and input the correct criteria to pull all of your courses and begin inputting your grades. Then click on “Submit Grades.” Occasionally faculty entering grades from off-campus computers have been blocked by firewalls so it is useful to check prior to the deadline to see if this will be a problem. The deadline for entering final grades is very important since it can influence graduation and financial aid for students. It is critical for instructors to submit grades on time. Typically, the deadline for submission of grades is 48 hours after the final exam is given. There will also be an announcement, but this can vary so Part-time instructors should consult the department chair and the Academic Calendar each term to determine when grades are due.

## Grading standards

### Grades

The grading system set out below is for use by all departments at Claflin Grade Points Significance Quality:

The Grading System	
A Excellent (90-100)	W Withdraw Without Penalty
B+ Very Good (85-89)	WP Withdraw - Passing
B Good (80-84)	WF Withdraw - Failing
C+ Above Average (75-79)	X Absent from Final Examination
C Average (70-74)	XF Failure for academic dishonesty
D+ Below Average (65-69)	Z Re-enroll in a two- or three-part course
F Failure (0-59)	WIP Work in Progress
I Incomplete	P Passing

A grade of “X” is assigned to a student who is passing a course but fails to take the final exam. Students who obtain the required official university excuse may request a make-up exam from the instructor within three (3) weeks after the start of the next semester. Grades of “X” that are not removed within the first nine weeks of the succeeding semester in residence are automatically converted to grades of “F.”

The grade of “Z” is assigned to students who must enroll in a two- or three-part course. After the student completes all parts of the course, a final grade is reported to Office of Enrollment Management.

### **GRADE CHANGES**

Grades submitted by instructors at the end of the term are final. An instructor may not permit students to submit additional work or to be re-examined for the purpose of improving their grades once the course has been completed and final grades submitted. Grades may only be changed due to the following:

- Transcription error
- Calculation error
- Extenuating circumstances

An instructor of a course, the department chair of the department in which a course originates (e.g., ENGL101 is from the English department), or other academic administrator can initiate a grade change. In the event of a grade error, a grade change request must be submitted using the automated grade change system. Any requests for a grade change, or grade appeal, must be submitted with appropriate documentation no later than one calendar year from the date on which the grade was reported. This does

not apply to an "I" (incomplete) grade) Grade changes go through the normal approval process: Instructor, Chair, Dean and Provost.

## **INCOMPLETE GRADES**

An incomplete (I) grade is a temporary grade that can be given by the instructor of record when a student does not complete course assignment (s) due to circumstances beyond their control. Incomplete grades should only be granted under the following circumstances:

- The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed);
- Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond their control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e., jury duty, military deployment, etc.).
- The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e., end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester. Extensions will only be granted in extenuating situations that have been vetted by the instructor of record and Dean. An incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes

### Attendance policy

Students are expected to attend all classes for which they are registered for the duration of each class session. Students may be allowed as many unexcused absences as hours a course meets weekly. The maximum number of excused absences is at the discretion of each instructor. Unexcused absences on the days immediately preceding or following a holiday are counted as double absences. Excessive absences are reported during each grade reporting period by instructors in the database provided through My Clafin.

Students may obtain official university excuses for absences from the Office of Student Development and Services or other designated campus officials. After students obtain signatures from the appropriate course instructors, all excuses must be returned to the Office of Student Development and Services.

Students who may miss classes while representing the university in an official capacity are exempt from regulations governing absences only to the extent that their excessive absences result from the performance of such university business or affairs. Absence from class for any reason does not relieve the student from responsibility for any class assignments that may be missed during the period of absence.

Documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student" (Federal Student Aid Handbook, 2016, p. 886).

Essentially, a student must be required to do more than just "log in" to be documented as having attended an online course.

The Office of Online Education recommends the inclusion of at least one academic activity each week as a basic requirement for course quality and compliance.

## **CLASS MEETINGS**

Part-time instructors are expected to hold class according to the schedule determined for that semester. Unavoidable absences should be reported as soon as possible to the chair, so that alternative arrangements can be made in advance of a scheduled meeting time. University classes may be canceled by the administration during inclement weather. Please check the university website or local television/radio stations for possible cancellations. If severe/bad weather appears imminent, faculty are encouraged to plan work for their students that will help compensate for a potential class cancellation. In the event of severe weather during regular office hours, there is a notification system if classes need to evacuate to safe areas. However, during evening hours, when offices are not open, instructors are encouraged to check the University website and use weather radios during the tornado and hurricane season. University holidays and other important dates are reported in the Academic Calendar.

## **FINAL EXAMINATIONS**

Examinations, except the final examination, are generally scheduled within normal class meeting times at the discretion of the instructor. Final examinations are held during finals week, with dates/times coordinated by the University so as to prevent conflicts between courses. Final examinations must be held during their scheduled time. Any deviation from the schedule must be cleared with the Dean of the School. It is not appropriate to give a final examination during the last week of class, with the exception of laboratory courses where this is a common and accepted practice.

Make-up examinations may be administered in the department office for individual students if the instructor provides examination materials and instructions for administration and if the department chair approves. Part-time instructors should check with their department chairs about procedures for make-up examinations in their departments.

## **LATE ENROLLMENT IN COURSES**

Faculty with students whose names do not appear on official class rosters (viewable via MyClafin or Moodle) should direct students to the Registrar's Office to get properly enrolled. Instructors are responsible for ensuring that unregistered students do not attend class after the third week. After the second week of classes, students may be added to class rosters only in exceptional circumstances. The University notifies faculty each semester about the proper process for late enrollment of students.

## **WITHDRAWAL FROM CLASS**

When a student wishes to withdraw from a course, the official record of that course on their transcript differs based on the date of withdrawal. The following applies to Fall and Spring semesters:



Prior to the third week of class, “No Grade” is recorded for the course and the course does not appear on the student’s transcript. Between the 3rd – 12th week, A “W” is recorded for any dropped course. The course appears on a transcript but does not affect GPA. After the start of the 12th week, Withdrawals are not permitted, and a grade must be assigned for the course. No change to or from Pass/Fail status is permitted after this point either. The instructor is notified by e-mail whenever a student withdraws from a course. The specific deadlines for withdrawing from courses (including summer deadlines) are found on the Academic Calendar for a particular term.

## **EVALUATION**

### **Part-time Faculty Performance Evaluation**

Student Evaluation of Instruction: Electronic student evaluation of faculty instruction will occur generally during the second half of each semester during the week designated on the University calendar. Additional evaluations may be conducted at the request of the faculty member concerned, the department chair, the concerned dean, or the provost.

Student Evaluation of Instruction will be administered online by the Office of Planning, Assessment, and Information Services each fall and each spring. Specific details about the procedure will be placed online each semester by the Office of Planning, Assessment, and Information Services.

Online student evaluations provide feedback and evaluation of instructors. The primary purpose of these evaluations is to help the chair and the instructors to identify strengths and areas for improvement in instruction. (Please see appendices II and III).

## **SECTION III**

### **FACULTY SUPPORT SERVICES SETTING UP E-MAIL, NETWORK ACCESS & ONLINE RESOURCES**

#### **TECHNOLOGY SUPPORT**

Information Technology has implemented a 24 hour, 7 days a week, 365 days a year help desk. It can be reached by navigating to the url: <https://claflin.edusupportcenter.com> . You may also call our help desk number at 803-535-5767 (5SOS) at any time. If nobody answers it after three rings, it will automatically roll to the 24/7/365 support desk number. If your problem requires local assistance, then the support desk will escalate the problem for local IT staff to resolve the problem. You can call about password resets, Office 365 questions, how-to questions, classroom technology, telephone usage, Moodle questions, wireless connectivity and problems, and other IT problems and outages.

#### **ONLINE EDUCATION SUPPORT**

The Claflin Office of Online Education is conveniently located in the University's Visitors Center at the corner of Magnolia and Russell streets in Orangeburg. Contact the Office of Online Education for any technical and academic support.

**Claflin Online**  
**400 Magnolia Street**

**Orangeburg, S.C. 29115**  
**(803) 535-5108**

**Syed Hasnain**  
**Director, Online Education**  
**(803) 535-5695**  
[shasnain@claflin.edu](mailto:shasnain@claflin.edu)

**Interim Executive Director of Professional and Continuing Studies**  
**Dr. Vanessa Harris**  
**803-535-5370**  
[vharris@claflin.edu](mailto:vharris@claflin.edu)

**Campus Director for Career Pathway Initiative**  
**Dr. Twaina Harris**  
**803-535-5167**  
[tharris@claflin.edu](mailto:tharris@claflin.edu)

## **LIBRARY**

### Mission

The mission of the H.V. Manning Library at Claflin University is to support and supplement the teaching learning program of the institution at all levels. It performs this function by providing materials in various formats for use by students and faculty in their studies, instruction and research. In doing so, it takes into account the fact that learning is a multifaceted process that encompasses diverse tools, methods and participants. The Library caters to the information needs of all learning programs, including distance learning and continuing education. As an educational resource, the Library extends its services to students, faculty, staff, alumni and the community. A basic responsibility at the heart of the Library's mission is to teach skills in the use of the Library. Through bibliographic instruction, it seeks to equip students with knowledge necessary to retrieve information from both traditional and modern technological sources. The Library strives to be an active element in the teaching-learning process of the institution.

The H.V. Manning Library subscribes to over 100 databases including JSTOR, Kanopy streaming video, EBSCO Academic Search Complete, SciFinder, JOVE and ACS. The professional librarians work with the four schools to ensure that resources are provided and easily accessible (See the QR codes below).

All faculty, staff, and students attending Claflin University, CU Online, Professional and Continuing Studies, and the Fort Jackson cohort have access to the H.V. Manning Library's services both on campus and off campus. Electronic databases are accessible via EZ Proxy login. Students who take courses via CU Online can access the Library webpage at [www.claflin.edu/library](http://www.claflin.edu/library) . Also, all students can borrow up to 50 books at a time and check them out for six weeks at a time utilizing the PASCAL Delivers program. A courier comes three days a week and access is available to more than 450,000 e-book titles via databases including ProQuest Ebook Central and eBook Academic Collection (EBSCOhost). The PASCAL Delivers program also offers the PickUp Anywhere service where students, faculty, and staff at Claflin University can walk into any college or university library in South Carolina and check out three books in person by showing their Claflin University ID card or a picture ID or driver's license. The H.V.

Manning Library also utilizes the DISCUS program provided by the state of South Carolina's State Library. Through the Alliance 2020 Agreement, Claflin students and faculty can also directly borrow books from the libraries of Orangeburg-Calhoun Technical College and South Carolina State University by presenting a valid Claflin University identification (ID) card.

### Faculty Library Orientation

The H.V. Manning Library partners with the Office of Online Education each semester to participate in their orientation sessions for new faculty and staff. During this orientation session part-time faculty are given a presentation highlighting the H.V. Manning Library's services ranging from Interlibrary Loan, e-books, and online database resources. The H.V. Manning Library has video tutorials which are sent out to the Claflin community each Tuesday highlighting the Library's resources and services.

### Accessing Claflin Databases from off-campus

Steps to access Claflin's H. V. Manning Library Resources from off campus

1. From the Claflin University website homepage, select the **Tools and Resources** option.
2. Select Library.
3. Select the database of interest.

### **PARKING**

University Policy is located on [https://www.claflin.edu/docs/default-source/policies-and-procedures/4-student-development-and-services/policy-400-04---parking.pdf?sfvrsn=b880390e\\_2](https://www.claflin.edu/docs/default-source/policies-and-procedures/4-student-development-and-services/policy-400-04---parking.pdf?sfvrsn=b880390e_2)

### **CAMPUS POLICE**

The University Police Department operates 24 hours a day, 365 days a year. To report an emergency or suspicious activity on campus, call extension #5444 or use one of the Help Phones located throughout the campus. These Help Phones can be identified by the poles with blue lights. Feel free to call them if you would like an escort while walking on campus at night.

### **UNIVERSITY MAIL & PRINTING SERVICES**

Claflin's Paw Print and Mail Services (PPMS) is a full-service mail and copy center. Mail for full-time and part-time faculty is picked up by staff from each department and placed in mailboxes in department offices.

### **UNIVERSITY REGULATIONS**

University regulations are found primarily in the following documents:

Claflin University Catalog

Claflin University Faculty Handbook

Claflin University Part-time Faculty Guidebook

Employee Handbook

Student Code of Conduct

Clafin University Policies and Procedures (on the Clafin University website)

## **SECTION IV**

### **STUDENT SUPPORT SERVICES**

#### **SUPPORT SERVICES**

##### **The Academic Success Center**

Clafin University's Academic Success Center works in collaboration with academic schools, deans, chairpersons, faculty, and campus-wide academic support programs to provide high quality and meaningful academic support for all students. The Center provides students with opportunities to learn and apply needed skills to achieve in college; prepare for global interconnection; and become life-long learners.

##### **Early Alert**

All Part-time faculty members are required to submit early alerts on students that are not attending or performing well in the course. Early alerts should be submitted on the faculty portals on MyClafin. Early-Alerts should use TutorTrac to identify students who may need additional support.

##### **Online Tutoring in All Subjects**

In addition, <https://clafin.upswing.io/> is the online tutoring service for students.

##### **University Writing Center**

Clafin University's Linda R. Hill Writing Center is located in Room 228 of the Grace Thomas Kennedy Business and Communications Building. Faculty and students can call the Writing Center number at (803)535-5195 or email at [WritingCenter@clafin.edu](mailto:WritingCenter@clafin.edu) to make appointments or receive assistance.

The writing consultants/peer tutors offer an array of expertise and writing support in one-on-one and group settings to all writers on any project at any stage of the writing process. This Writing Center also seeks to support faculty and classrooms in best practices for teaching and learning writing through workshops and in-classroom support designed to meet the specific needs of every individual. At the University Writing Center, students may come in or meet virtually at any stage of the writing process and with any type of writing. Through both online and face-to-face peer tutoring, this Center seeks to guide students throughout the writing process in search of a sense of personal growth as writers, students, and socially responsible citizens.

Some of the genres of writing for which tutoring is available include:

- Essays, Lab Reports, References, Theses, Annotated Bibliographies, etc.
- Graduate School Applications
- Educational and Professional Portfolios
- Curriculum Vitae
- Cover Letters and Resumes
- Creative Writing

Peer consultants/tutors assist writers to:

- Determine assignment prompts and what the instructor values
- Brainstorm ideas and topics
- Guide the drafting process and provide assistance with revisions
- Contribute to the researching process and help with proper documentation
- Improve organization, coherence, development, grammar, argument, and support

### Academic Advising

Part-time faculty are not assigned students to advise. Academic advising is delivered only by their assigned full-time faculty member or an advisor in the Center for Professional and Continuing Studies.

### Career Services

The Career Services unit offers professionally trained counselors to assist with vocational testing, educational and career counseling.

### Student Health Services

The Student Health Services center is an on-campus walk-in clinic available to all registered students and to faculty/staff

### The Counseling Center

The Counseling Center is designed to serve the Claflin Family. The Center provides campus-wide counseling services to students. The mission of Claflin's Counseling Center is to assist students in becoming responsible and productive individuals within the academic community and throughout their lives. Confidentiality and privacy are maintained in all services from the Counseling Center. This center provides individual counseling in several areas as well as group counseling (health and wellness, meditation and stress management). The Counseling Center offers educational programming for student organizations, residential halls, and fraternities and sororities as well as academic departments.

## **STUDENTS WITH DISABILITIES**

The Student Services Office coordinates and provides services to students who have either a permanent or temporary disability. Students requesting such services must register with the office and those who

request services for more than one week must present supportive documentation from a certified professional.

Students may request services based on their individual needs, including note-takers, readers, library assistance, recording devices, or other necessary accommodations. Some students may request special test-taking accommodations which the instructor should coordinate with Student Services.

### Disability Services

The Counseling Center houses the university's Disability Services program, which enables individuals with disabilities to participate in a full range of university activities. The goal is to provide a fully integrated experience for every eligible individual and to promote an environment that is barrier-free. To be eligible for disability services, an individual should apply and be accepted for admission to Claflin University through the regular process, provide current and comprehensive documentation of temporary or permanent disability that requires accommodation, and register with Disability Services at the beginning of each semester.

## MENTAL HEALTH ISSUES & COUNSELING

Shatira E. Champion, LMHC, LPC-QS

Director of Counseling Services/ADA

Phone: 803-535-5285

[schampion@claflin.edu](mailto:schampion@claflin.edu)

## ACADEMIC IMPROPRIETY & STUDENT CONDUCT/BEHAVIORAL ISSUES

### Disruptive Behavior

Although most students are rewarding to teach, there are occasions when an instructor may encounter a problem with a disruptive student in the classroom or with unacceptable student behaviors outside the classroom. While we hope that you don't experience this, it is our goal to empower you to maintain a safe and effective.

Contact

Dr. Leroy Durant

Vice President for Student Development and Services

Layman Hall

Phone: 803-535-5341

[ldurant@claflin.edu](mailto:ldurant@claflin.edu)

### Harassment/Discrimination

Policy Against Harassment, Including Prohibition of Sexual Harassment. It is the policy of Claflin University that all employees and students have a right to work and/or study in an environment free of discrimination on the basis of race, color, creed, religion, national origin, age, sex, disability, or any other legally protected class.

Any form of harassment is prohibited, including sexual harassment of employees or students. Definitions of sexual harassment and sexual misconduct, as well as examples of conduct that may constitute sexual harassment, are set forth in University Policy No. 200.29: Policy on Sexual Misconduct and Harassment. Examples of prohibited behavior include, but are not limited to:

- Unwelcome sexual advances;
- Requests for sexual favors, whether or not accompanied by promises or threats, with regard to employment or academic relationship;
- Verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any employee's submission to or rejection of sexual advances will in any way influence any personnel or academic decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, career or academic development;
- Any verbal or physical conduct that has the purpose or effect of substantially interfering with the employee's or student's ability to do his or her job; or
- Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.

Claflin University will investigate all complaints expeditiously and professionally. Where investigations confirm the allegations, appropriate corrective action will be taken. Complaints involving sexual misconduct or sexual harassment shall be processed in accordance with University Policy No. 200.29: Sexual Misconduct and Harassment. Complaints of harassment or discrimination that do not involve sexual misconduct shall follow the procedures set forth in University Policy No. 200.18: Harassment.

Claflin University will handle all information relating to the complaint and investigation as confidentially as possible.

Retaliation against employees or students for reporting harassment or assisting in the investigation of a complaint is strictly prohibited.

(See Appendix I)

## **Appendix I**

### *Title IX Information:*

It is the policy of Claflin University to comply with Title IX of the Education Amendments of 1972, which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance."

Under Title IX, discrimination on the basis of sex includes sexual harassment and sexual violence, such as rape, sexual assault, sexual battery and sexual coercion.

Claflin University has a Title IX Coordinator and Deputy Coordinators assigned to comply with the “Governing Law” and to respond to inquiries concerning Title IX.

Detailed information on Title IX is given on Claflin University’s web site at [https://www.claflin.edu/docs/default-source/policies-and-procedures/2-human-resources/policy-200-29---sexual-misconduct-and-harassment.pdf?sfvrsn=1382390e\\_18](https://www.claflin.edu/docs/default-source/policies-and-procedures/2-human-resources/policy-200-29---sexual-misconduct-and-harassment.pdf?sfvrsn=1382390e_18)

## **Appendix II**

### ***Claflin University Peer Evaluation of Instruction***

Based on your professional knowledge of instruction, please evaluate the performance of the instructor in this class today. Use a No. 2 pencil to darken the appropriate circle for questions 1-10 reflecting the extent of your agreement:

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Observer: \_\_\_\_\_

Date: \_\_\_\_\_

Course Observed: \_\_\_\_\_

Class Location and Time: \_\_\_\_\_

A=Agree Strongly  
B=Agree Somewhat  
C=Disagree Somewhat  
D=Disagree Strongly

1. The instructor is knowledgeable of the subject.
2. Presentation of the subject matter is clear.
3. Objectives of the course are clear.
4. Displays enthusiasm for the course.
5. Encourages meaningful student participation.
6. Shows respect and concern for the students.
7. Level of presentation is appropriate.



- 8. Feedback to the students is illuminating.
- 9. Class is well-managed.
- 10. There is evidence of use of technology for instruction.
- 11. (Overall Evaluation: Answer space 11)

All things considered; how would you rate this instructor's performance compared to other instructors. A is excellent, E is poor.

Discussion of Observation: Date-

Additional Comments: Faculty Instructor:

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Peer Observer:

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Peer Observer Signature/Date

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Instructor Signature/Date

**Appendix III**

*Clafin University Peer Evaluation of Instruction (Online Courses only)*

Based on your professional knowledge of instruction, please evaluate the performance of the instructor in this class.

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Observer: \_\_\_\_\_

Date: \_\_\_\_\_

Course Observed: \_\_\_\_\_

**Class Location: Online on Moodle**

A=Agree Strongly

B=Agree Somewhat

C=Disagree Somewhat

D=Disagree Strongly

1. The instructor is knowledgeable of the subject.
2. Presentation of the subject matter in the asynchronous online format is clear.
3. Objectives and learning outcomes of the course are clear.
4. The week-by-week course modules are complete with contact information for the instructor (email, phone number, virtual office hours if applicable), videos of lectures, dates of assignments, and other relevant instructional materials.
5. Encourages meaningful student participation in weekly assignments.
6. Shows respect and concern for the students in all types of communication.
7. Level of presentation of course materials is appropriate.
8. Feedback to the students on assignments is timely and illuminating.
9. Class is well-managed with flexibility.
10. There is evidence of use of a lockdown browser for examinations.
11. (Overall Evaluation: Answer space 11)

All things considered; how would you rate this instructor's performance compared to other online instructors. A is excellent, E is poor.

Discussion of Observation: Date-

Additional Comments: Faculty Instructor:

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Peer Observer:

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Peer Observer Signature/Date

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Faculty Instructor Signature/Date

#### **Appendix IV**

##### GENERAL GRIEVANCE PROCEDURE (STUDENTS)

Whenever a student has a complaint or grievance against an instructor, the first attempt should be to settle the matter through a conference with the involved instructor. If the matter cannot be adjusted amicably through a student-instructor conference, the student should present the grievance to the Department Chair.

The Department Chair will attempt to mediate the complaint between the student and the instructor. A written report shall be maintained of all conferences conducted and the decision reached on the merit of each complaint. The report shall contain the student's statement of the complaint and the date(s) action was taken. If the student or the instructor is dissatisfied with the action taken by the Department Chair, the matter may be appealed to the Dean of the School in which the instructor is employed.

In such case, a written report of previous conferences will be presented to the Dean by the Department Chair. Further appeals may thereafter be directed to the Provost. In each case, a written report of previous conferences must be provided by the administrator who conducted such hearings. Student complaints will usually embrace matters such as those set out below. However, matters not appearing on this list may be considered if violations of students' rights allegedly are involved:

1. Capricious enforcement or disregard of University rules;
2. Discrimination (race, gender, disability, etc.);
3. Incorrect grade;
4. Improper classroom management; and

All allegations involving sexual harassment and/or sexual misconduct are governed by University Policy No. 200.29: Policy on Sexual Misconduct and Harassment.

All the steps in these Student Grievance Procedures must be taken without undue delay.

The online Student Complaint Form is available at [student-complaint-form.pdf \(claflin.edu\)](http://claflin.edu/student-complaint-form.pdf)