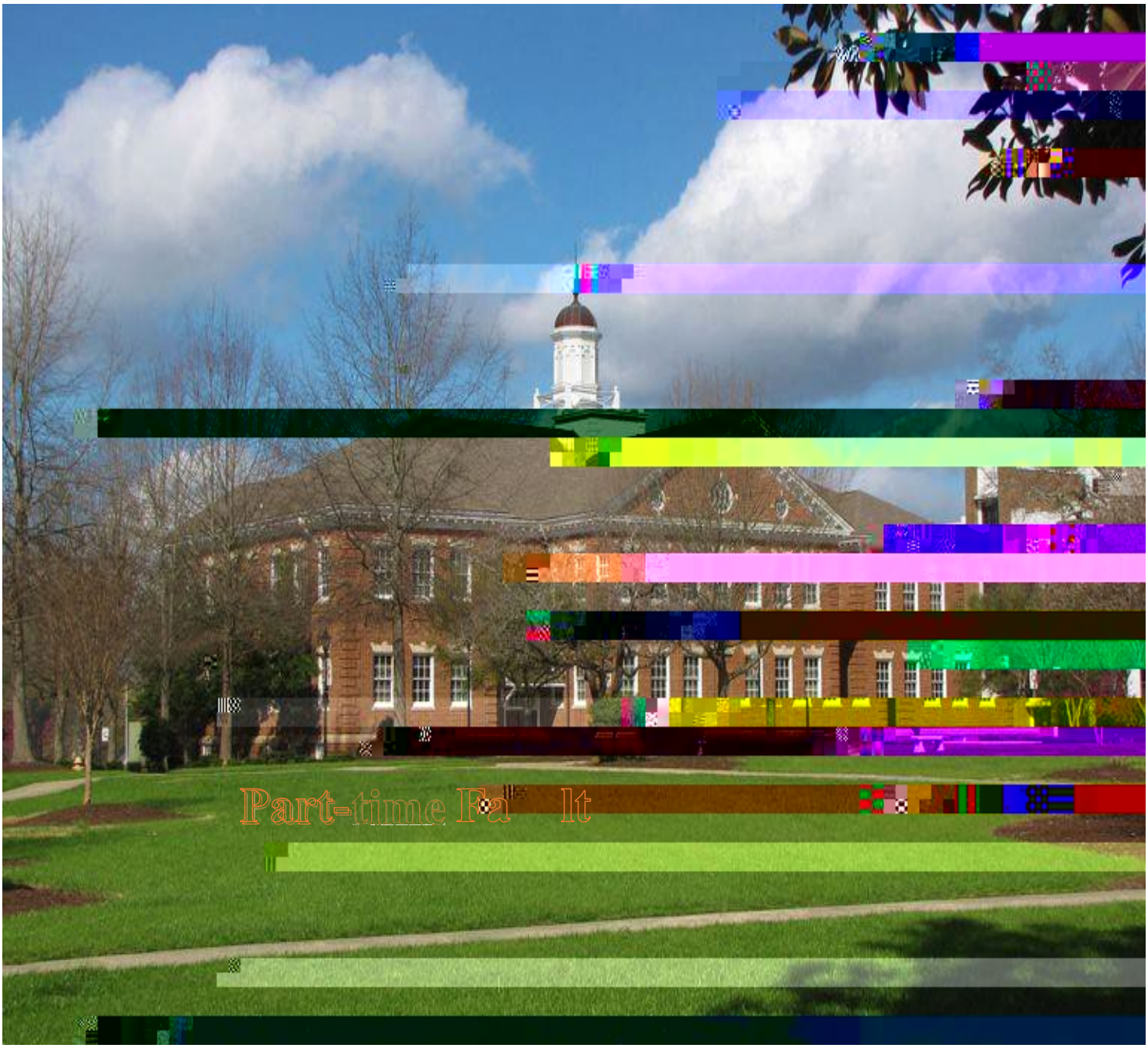
CLAFLIN UNIVERSITY

Orangeburg, South Carolina



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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 .o16 (h p)-

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.

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 [illegible]
the highest standards of [illegible]

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

Family and Medical Leave Act of 1993 (FMLA)

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

ACADEMIC APPOINTMENT PROCESS

Part-time Faculty members are appointed

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.

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 tre n ng we nx3 (ng)ne cc(e)9.2.3 (y)1P-11 (w)-0.002 Tw [(g)pþ (i)6o5r-4.6 (n5r-4.6 (

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

Grading standards

Grades

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

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The Grading System	
A Excellent (90-100)	W Withdraw Without Penalty
B+ Very Good (85-89)	WP Withdraw - Passing
B Good (80-84)	WF

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, 39ai61pod y a10 T6 v0.. .ef()4o0c6gvecTjf (oaass assb-1r6es w3r89 g.2)93(.d6)46.2f (oEfi3dT4t4r8e.41d)jjd c 428256tT (

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 classevennMas wTc 0 Tw (d((u)2 (d)12.8 (en)2

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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 SUPPO

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

Syed Hasnain
Director, Online Education
(803) 535-5695
shasnain@claflin.edu

Interim Executive Director of Professional and Continuing Studies
Dr. Vanessa Harris
803-535-5370
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Campus Director for Career Pathway Initiative
Dr. Twaina Harris
803-535-5167
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

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-2.6 5 (f)-3.9(i)-4.6 (ng)]TJ4.152 0g

Student Code of Conduct

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

SECTION IV

STUDENT SUPPORT SERVICES

SUPPORT SERVICES

The Academic Success Center

Claflin University's Academic Success Center works in collaboration with academic schools, deans, chairpersons, faculty, and campus-wide academic suppo4.6 (t)-A (i)6.3.96 6767 (i)2g6.3.96 6767 (i)6 (t)-A vn.6 (10.8 (s) g

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 [illegible]

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: ihsi Tdβ (ia)9d16.7 (Td

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

Faculty: _____

Department: _____

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