UNIVERSITY OF
SOUTH CAROLINA

College of Hospitality, Retail
and Sport Management

FACULTY & STAFF
RESOURCE MANUAL
2024-2025

Updated 8-15-2024

www.sc.edu/hrsm

803.777.4290

TABLE OF CONTENTS

A. WELCOME

Welcome to the College of HRSM! We are pleased to have you as a part of our family. Our goal is to provide exemplary service and learning opportunities for our faculty, staff, students, alumni, and community. As such, we have put this resource together to assist faculty and staff with proper University and College protocols and procedures; including job descriptions and contact information for the HRSM administration.

There is a lot of information packed into these pages so please review and familiarize yourself with its contents. In addition, please refer to the HRSM I-drive to review current policies and additional college information. Many of the HRSM and university policies, procedures, and forms may also be found online at
https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/policies_forms/index.php

If you cannot find the answer to one of your questions, please contact the appropriate individual(s) so that we can assist you. In the meantime, please retain this resource and refer to it as needed.

LINK FOR HRSM LEADERSHIP TEAM:

https://www.sc.edu/study/colleges_schools/hrsm/about/our_leadership

B. UPDATES TO RESOURCE MANUAL FOR 2024-2025

The HRSM Faculty & Staff Resource Manual includes the following additions and changes for this academic year:

- **New:** Electronic Request to Expend Funds (pages 9 & 10)
- **New:** Link to HRSM and university policies, procedures, and forms (page 1, see above)
- **Change:** Updated HRSM Paperwork Workflow (page 8)

C. CAROLINA CARD

- Your Carolina Card can be issued in the Carolina Card office, which is located in the basement of the Russell House student union, after you receive your first paycheck. You will use this card for admission to the Close-Hipp building, campus gyms, libraries, etc.

D. COMMUNICATION AND IT REQUESTS

- Submit emails for **IT/Facilities** assistance online at cogdell@hrsm.sc.edu or cr37@mailbox.sc.edu.
- Submit emails for **Communications** online at hrsmcomm@mailbox.sc.edu.
- Jobs for these two areas cannot be completed without submitting an email request.
- Department chairs and college CFO must approve any non-course related expenses (posters, moving, etc.) in writing.
- A Communications Office Menu of Services can be found on the I: Drive, and at https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/communications/index.php.
- To arrange a professional headshot and submit a professional bio for our website, please be sure to contact the HRSM Communications team via the email address above.

D.1 MULTIFACTOR AUTHENTICATION

- **Multifactor authentication (MFA)** is now required to login to many university systems, including my.sc.edu, PeopleSoft, VIP, and Banner. **You must sign-up for MFA i**n order to view payroll information, perform tasks in PeopleSoft and Banner, view Carolina Card information, and much more.
  - o Before you can register to use the Duo Security MFA system, you must first set-up security questions for your VIP account. Visit https://my.sc.edu/vipid/claim to complete this process. If you do not know/remember your VIP ID you can visit https://my.sc.edu/vipid/ and select the second link, "I can't remember my VIP ID."
  - o Once you have successfully claimed your VIP ID and set-up security questions, please register for Duo Security by visiting https://my.sc.edu/multifactor. You can sign in using either your VIP ID and password or Network Username and password. An instructional video and frequently asked questions are available for your reference at https://sc.edu/multifactor.
  - o If you complete the steps above, you should be fully enrolled and able to use MFA immediately. If you have difficulty, the Service Desk can assist you. Please call (803) 777-1800 or submit a self-service ticket.

E. CONTRACTS
E.1 CONTRACT APPROVAL FORM
- Faculty/staff do not have authorization to sign any agreements or contracts binding the college or university; only the BOT may do so.
- All agreements/contracts must be sent to the General Counsel for review and BOT approval.
- The new Contract Approval Form includes a checklist that must be completed prior to submission to the General Counsel for review and BOT signature.
- The new Contract Approval Form and Checklist is available online at: contract_approval_form_amended_021523_form.pdf (sc.edu)

E.2 AUTHORITY TO SIGN CONTRACTS

Please refer to BTRU 1.04 Authority to Sign Contracts, for complete details.

It is the express policy of the Board of Trustees that no oral contracts or agreements shall be binding on the University of South Carolina.

The President of the University and the Secretary of the Board of Trustees are delegated authority to sign contracts and agreements that are binding upon the University, and no contract or agreement shall become binding upon the University unless it is in writing and contains the signature of the President or the Secretary of the Board of Trustees, except:

- The Secretary of the Board of Trustees is authorized to appoint in writing an Assistant Secretary or Secretaries to perform this duty in the absence of the Secretary or at the Secretary's discretion
- The Chancellors of the four-year campuses and Palmetto College are authorized to sign contracts and agreements on behalf of their respective campuses with a total value not to exceed $25,000, excepting research and research-related agreements, and employment agreements
- The Chancellors of the four-year campuses and Palmetto College are authorized to sign contracts and agreements engaging their respective campuses to participate in intercollegiate athletics contests
- The USC-Columbia Athletics Director has the authority to sign agreements engaging the University of South Carolina to participate in intercollegiate athletics contests
- The Vice President for Research has the authority to sign all research and research-related agreements
- The Director of Purchasing has the authority to sign official University of South Carolina purchase orders, provided such purchase orders comply with the provisions of the South Carolina Consolidated Procurement Code
- The General Counsel has the authority to sign documents related to administrative or judicial proceedings, or matters undertaken to protect the rights or assets of the University of South Carolina, excepting settlement agreements.

- Academic deans, upon the approval of the Vice President for Academic Affairs and Provost, have the authority to sign offer letters of employment for faculty; and division heads, upon the approval of the President or Vice President responsible for such area, have the authority to sign offer letters of employment for classified and unclassified positions.

Special ventures, exchanges and agreements to provide academic services must be viewed as contracts and any such agreement must be submitted to the Vice President for Academic Affairs and Provost for review prior to execution as provided for in BTRU 1.04.

All employment agreements for athletics department administrators in excess of one year require the approval of a majority of the entire Board of Trustees.

Contracts and agreements with a total value of $250,000 to $750,000 require the approval of a majority of the Executive Committee of the Board of Trustees. Contracts and agreements including coaches' contracts with a total value in excess of $750,000 require the approval of a majority of the Executive Committee and a majority of the Board of Trustees.

Except as provided in the University's policy BTRU 1.04, no element of the institution is authorized to prepare contracts and agreements and offer the same for acceptance by outside (non-University) parties without prior review of such contracts and agreements by the Office of the General Counsel.

The Office of the General Counsel shall maintain a file containing all original contracts and agreements or duplicate originals as the case may be to which the University is a party; provided, however, the Office of Research shall be the repository of all research and research-related agreements signed by the Vice President for Research.

DIRECTLY FROM USC PURCHASING DEPT: Software products generally require the user to agree to certain license terms and conditions, which are contractual in nature and govern the transaction. In many instances, these provisions conflict with South Carolina law and subject the university to unacceptable risk and liability. In order to protect the institution from such contractual risks, the Board of Trustees adopted university policy BTRU 1.04, "Authority to Sign Contracts," which provides that with limited exceptions, only the Secretary of the Board of Trustees and the President are delegated authority to sign contracts and agreements which are binding upon the university. The policy further provides that all contracts and agreements on behalf of the university, **regardless of cost or if free-of-charge**, must be reviewed and approved in advance by the Office of General Counsel before execution. Thus, for example, no university employee has the authority to go online to acquire a software product and agree to the associated terms and conditions by clicking "agree."

F. COPIERS & COPY CENTER

- Copiers are typically password coded to your birth month and day. For issues contact cogdell@hrsm.sc.edu or cr37@mailbox.sc.edu.
- Copiers are for university-related purposes only.
- Departmental copiers are not to be used for large jobs; tests, class handouts, etc.
- Our Copy Center is located in room 634. Please send your requests via e-mail to the address below and your copies will be ready for you to pick up within two to three days.
- The Copy Center staff will try to accommodate emergencies, but all requests should be made a minimum of 48-hours in advance.
- Please do not send students with your requests, we cannot accept jobs from students without charging them directly.
- Copy Center hours during the academic year: Monday – Friday 9:00 am to 3:00 pm. Summer hours fluctuate. Please provide materials well in advance of date required. Copy Center e-mail: hrsmcopy@mailbox.sc.edu

G. CURRICULUM

- Curriculum changes, including Course Actions and Program Actions, begin at the department level. Proponents of a course action should consult with their curriculum committee representative, department chair and Associate Dean of Academic Programs.
- NOTE that some curriculum actions require Pre-Authorization from the Provost.
- Most curriculum actions must be approved at the unit level first. The proponent of the action must submit the proposal in the Academic Proposal System (APPS) after the above approval has been obtained.
- Once in APPS the proposal is voted on by the college.
- If approved, the proposed action moves to the Faculty Senate's curriculum sub-committee and then to the full Faculty Senate for approval. (See ACAF 2.03 http://www.sc.edu/policies/ppm/acaf203.pdf)

H. EMERGENCY PREPAREDNESS (*Print this page for desktop reference*)

In the event of an emergency situation on campus or in connection with a USC program or event, faculty and staff should follow the University's Emergency Procedures, which outline steps to take in response to various potential situations, such as:

- Active shooters
- Bomb threats
- Violence
- Harassment
- Medical emergencies
- Power outages
- Fire

Police. If you are the victim of or a witness to a crime or accident, contact the police by dialing 911 (emergencies) or calling campus police at **803-777-4215**. You can use the Rave Guardian Safety App to connect directly to the police.

Incident reporting. As soon as practicable, you should **notify HRSM leadership** of any emergency, crime, or threatening situation at the College's facility or associated with an HRSM course, program, or event. During regular business hours, contact the Dean's Suite at 803-777-4290. After hours or on weekends, contact your direct supervisor.

Carolina Alerts. Students, faculty and staff should register to receive Carolina Alerts for up-to-the-moment campus safety news.

Suicide prevention. People in emotional distress are more likely to approach someone they know before they speak with a professional. If a student or colleague communicates a threat of suicide, **take it seriously**. Call the Counseling Center at 803-777-5223 and escort them to the office if possible. After-hours, call USCPD at 803-777-4215.

I. EXPENDITURES

I.1 ELECTRONIC WORKFLOW PRE-APPROVAL
Request to Expend Funds
Includes: Travel, Supplies/Services/Memberships/Subscriptions/Reimbursements/Contracts

Faculty/Staff/Director
1. Use the following link to submit your request and include all backup documentation needed for the type of expenditure. Your request will automatically be routed to your Administrative Coordinator by email.
2. HRSM Business Office Forms - My HRSM | University of South Carolina (sc.edu)

Administrative Coordinator
1. Review the Payment Request Matrix and Travel Guidelines to make sure all necessary documentation is attached for review and contact the submitter if more information is needed.
2. Reimbursements for Meals should be submitted in advance and must include the BUSF Policy allowing for the purchase.
    a. Search Committee Meals - include the itinerary listing who will be attending each meal/event and the expected dollar amount of the meals.
    b. Student Activity Meals - include the expected dollar amount of the meals/event and the expected participants.
    c. Guest Speaker Appreciation meals - include the anticipated dollar amount and the expected participants.
3. Contracts - Complete Contract Approval Forms with the person requesting the contract listed as the point of contact. The Business Manager should be named as the person to return the signed contracts.
4. Forward all documentation for any type of expenditure and/or contract, including the electronic form, to your Department Chair/Supervisor for approval.
5. After receiving the approval from the Department Chair/Supervisor, forward the email with all documentation to the Business Manager for CFO approval.

Business Manager

Review the Request to Expend Funds email and Backup Documentation

1. Make adjustments, recommendations and/or ask questions
2. If Approved, Forward to CFO for Approval and Signature and copy the Administrative Coordinator

CFO

Review the Request to Expend Funds email and backup documentation.

1. Approve and send approval to Business Manager and Administrative Coordinators
2. Contracts - the Contract Approval Form should be printed, signed by the CFO. The Business Manager will forward the entire packet to the Administrative Coordinator for scanning and submission to the Office of General Counsel/or in the case of Study Abroad Contracts - sent electronically to Associate Dean for Academic Programs.

I.2   EXPENDITURE WORKFLOW PROCESS (Travel, Purchases, Etc.)

Requestor	Processor/Proxy	Supervisor Approval[2]
HTMT Faculty, Staff and Students	Georgia Petritsis/ Keyara Kaiser	Sandy Strick
RETL Faculty, Staff and Students	Lyndsey Herring	Jeff Campbell
SPTE Faculty, Staff and Students	Jessica Harris/ Taylor Viselli	Matt Brown
Michael Sagas	Madeline Broderick	
Tena Crews	Madeline Broderick	Michael Sagas
Karen Edwards	DeAnna Risher	Michael Sagas
Collin Crick	DeAnna Risher	Karen Edwards
Enrollment & Recruitment Staff	DeAnna Risher	Collin Crick
Kathy Smiling	Stephanie Richards	Karen Edwards
Advisors	Stephanie Richards	Kathy Smiling
Tamara Gordon	Kiara Hare	Michael Sagas
HR Staff	Kiara Hare	Michael Sagas/ Erica Lake
Wes Daniels	Meredith Williams	Michael Sagas
Development Staff	Meredith Williams	Wes Daniels
Tina Weaver	Meredith Williams	Wes Daniels
Alumni Staff	Meredith Williams	Tina Weaver
Doug Cogdell	Kiara Hare	Scott Kaplan
IT Staff	Kiara Hare	Doug Cogdell
Matt Freed	Kiara Hare	Michael Sagas
MarCom Staff	Kiara Hare	Matt Freed
International Tourism Research Institute	Georgia Petritsis/ Keyara Kaiser	Rich Harrill
Smart State Center	Georgia Petritsis/ Keyara Kaiser	Lori Pennington-Gray
Int'l Institute for Foodservice Research and Education	Georgia Petritsis/ Keyara Kaiser	Robin DiPietro
Wine and Beverage Institute	Georgia Petritsis/ Keyara Kaiser	Sandy Strick
Center for Adv. of Sport & Entertainment Mgmt	Jessica Harris/ Taylor Viselli	Todd Koesters
College Sport Research Institute (CSRI)	Kim Boone	Richard Southall
Sport Entertainment & Venues Tomorrow (SEVT)	Kim Boone	Matt Brown

I.3 EXPENDITURE REQUEST LINKS

EXPENDITURE ELECTRONIC LINKS - The College of HRSM is implementing a new form for all financial requests, including but not limited to travel, registration, memberships, supplies, meals, etc. The link to the new form is below, you are encouraged to review and bookmark it in your browser. It requires the same information as previous forms, but now the requests are submitted online, and not by hard copy and/or pdf. This will replace the Request to Purchase, Travel Request and McCutchen House forms.

My HRSM

| My HRSM |
| News |
| Advisement and Student Services |
| Registration |
| Internships |
| Study Abroad |
| Career Resources for Students |
| Graduation Survey |
| **For Faculty and Staff** |
| ↓ College of HRSM Policies and Forms |
| HRSM Business Office Forms |
| College of HRSM » |

HRSM Business Office Forms

Please use the form below for expenditure requests, travel requests and travel reimbursements.

User Acknowledgments

The following request for travel, reimbursement, and/or expenditure must be approved **PRIOR** to making any type of expenditure.

You will receive a confirmation email when your request is submitted and a follow-up email from your department's administrative coordinator when your request has been reviewed.

Reimbursements are **NOT** guaranteed if prior approval is not obtained.

I have read and agree to all of the above statements.*
☑ Yes

Name*

| Coach | Staley |
| First Name | Last Name |

USC email*

#1coach@sc.edu

I am requesting from:*

HRSM ▾

Route my request to:*
○ Madeline Broderick
○ Vivian Slater
○ DeAnna Risher
○ Stephanie Richards

Type of request:*

Travel ▾

Request to Travel

Beginning travel date*

▾ ▾ ▾ 🗓

I.4   EXPENDITURE ELECTRONIC REQUEST INSTRUCTIONS

- **All** purchases require an approved **Electronic Expenditure Request** at the following link HRSM Business Office Forms - My HRSM | University of South Carolina (sc.edu, including, but not limited to the items listed below:
    - These Electronic Expenditure Requests should be submitted online with scanned copies of all backup documentation to your departmental Administrative Coordinator, and they will submit everything to the Department Chair/Director and the College CFO for approval prior to processing.
    - Please work with your departmental administrative coordinator before purchasing, or agreeing to purchase anything as every expenditure or reimbursement requires prior approval and some items require three quotes, or must go through an extensive bidding process, e.g. data sets; and some items may be purchased on a state issued purchasing card; some items may be purchased through STAPLES, Dell or Apple, which have direct billing accounts for our departments.
- Books may be ordered through your departmental administrative coordinator using their state issued purchasing card.
- Textbooks for classes should be ordered online through the bookstore at https://aip.bncollege.com/app/. Textbook adoptions are typically due in April for the upcoming fall semester, and October for the upcoming spring semester. If you need assistance, see your departmental administrative coordinator. *Having problems with your textbook adoption?* Contact Tim Barnett, textbook manager barnet25@mailbox.sc.edu or 7-0853.
- Memberships in professional organizations may be paid through your departmental administrative coordinator on their state issued purchasing card. All Memberships require a written justification that the memberships have no personal gain associated with them and they benefit the University.
- Reserved parking for guest speakers may be requested through your departmental administrative coordinator or by directly contacting Kiara Hare in the Dean's Suite.
- It is highly suggested that HRSM directors submit all Electronic Expenditure Requests for product orders to their designated administrative coordinator at least six to eight weeks ahead of any scheduled event dates to allow time for prior approval, payment processing, production time, and shipping/receiving of products.

I.5   GUEST SPEAKERS

- We want all invited guests to have positive experiences. Please share your plans with your department chair and administrative assistant so the unit can prepare accordingly. If you would like HRSM publicity, or if you think signage is appropriate, please submit a request to Marketing and Communications a minimum of 7 days prior to their arrival.
    - **Electronic Expenditure Requests** must be submitted and approved in advance of any expenditure.
    - Taking guest speakers to lunch must be approved in advance and in writing by the department chair. If you dine at McCutchen House, which is operated by the

School of HTMT, you must submit a request, in advance, using the Electronic Expenditure Expense: [HRSM Business Office Forms - My HRSM | University of South Carolina (sc.edu)](). It is highly recommended you submit your request, and make a reservation for your table, at least one week in advance. Your departmental administrative coordinator can assist with this process.

- o Taking guest speakers or others to meals outside of McCutchen House requires prior approval by your department chair and the College CFO, using the Electronic Expenditure Request.

J. FACULTY

J.1 FACULTY REPORT AND END DATES
- All faculty members shall be available from the fourth calendar day before the first day of classes through May 15th ([http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf]()).
- Any deviation from this schedule must be pre-approved by your Department Chair.
- Please note all faculty are required to attend at least one commencement ceremony per year.

J.2 OFFICIAL RANK/TITLE
- Your primary title on any official university paperwork is always your faculty rank.
- Official titles may be found on the Policies and Procedures web page under ACAF 1.06 ([http://www.sc.edu/policies/ppm/acaf106.pdf]()).

J.3 TENURE & PROMOTION
- Tenure clock begins on 8/16 or 1/1 each year regardless of the date you receive your award letter. Promotion dates are the same as above.
- See additional T&P guidelines on I: Drive or on the HRSM web site.

K. GRANTS – including Contract Grants
- All external grant applications must be processed through the University's USCeRA site.
- You can establish a USCeRA account at [https://sam.research.sc.edu/uscera/login]()
- All proposals should be reviewed by your department chair and by the Associate Dean of Faculty, Diversity and Operations prior to submission in USCeRA.
- All PI's should meet with the Budget & Grants Manager to review the RFP and budget requirements for each proposal prior to submission in USCeRA.
- Internal grants should also be reviewed by both the Associate Dean and the Budget & Grants Manager.
- All proposals should be entered in USCeRA at least seven days prior to their due date.
- Faculty and staff are not authorized to sign contracts or agreements. At least two copies of all contracts and agreements should be submitted to the Budget & Grants Manager along with a Contract Approval Form (see Contract Approval Form link below). Note: It

typically takes the Office of General Counsel a minimum of two weeks to review contracts and have them signed by the Board of Trustees.

L. HELPFUL INFORMATION
- USC POLICE Dispatch: 777-4215
- Blackboard: https://blackboard.sc.edu
- Faculty & staff information: www.sc.edu/facultystaff/
- USC Policies and Procedures: http://www.sc.edu/policies/index.shtml
- Faculty manual: https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/facultymanuals/
- To set up voicemail dial 7-6245 (7-MAIL) from your office phone and follow the prompts
- Background checks are completed at the time of your hire or if you are promoted. Additional checks are completed for anyone handling university funds (including students).
- See your departmental administrative assistant for student overrides, and/or directions for entering grades.
- Faculty are required to report annually any outside professional activities (e.g., research, teaching, consulting, service) via the Professional Activity and Financial Interest Reporting System.
- Staff are required, by university policy, to disclose and manage potential conflicts of interest. Please visit the following link to submit the relevant information: https://sc.edu/about/offices_and_divisions/human_resources/talent_management/managing_performance/staff_coi/index.php

M. HUMAN RESOURCES

M.1 CONTACT INFORMATION
- Update your contact information on https://my.sc.edu once you have phone, e-mail, etc. established.   This is necessary in case of an emergency.

M.2 HIRING FACULTY AND STAFF (TT, Professional-Track, Temps, Adjuncts, GA's, etc.)
- All faculty and staff hires, including temporary positions, adjuncts, and graduate assistantships, must have the position approved by the Dean's Office, in writing, prior to publishing a job posting, offering a position, or hiring.
- The Dean, in consultation with Directors/Chairs, makes all salary decisions.
- The HR Manager should be made aware, in advance, of any prospective job postings and should be involved in drafting position announcements and making job offers to ensure that all necessary protocols are taken throughout the process.

- The HR Manager reviews the **Academic Recruitment and Selection Guidelines** information, prepared by the USC Office of EOP, with all Hiring Committee Chairs prior to job postings.
- The proper HR paperwork must be completed and submitted prior to prospective employees beginning work. Contact the HR Manager to determine what paperwork needs to be completed.
- No prospective employee may begin working prior to verification of being hired in the USC HR system.
- You must confirm with the HR Manager the hire has been approved in the USC HR system prior to allowing anyone to work.
- Faculty and Staff may not hire or supervise a family member under any circumstances.
- All faculty scheduled to teach during the summer term must sign an agreement each summer regarding the HRSM summer pay and course cancellation policy.
- Please contact the HR Manager regarding any potential, current, or ongoing HR issues.

M.3 LEAVE POLICIES

- All faculty earn sick leave.
- Please enter any leave on the new Time/Labor and absence Management website located online at https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php
- It is important to have documentation for long or short term health issues that may arise. Note: Leave will not stop your tenure clock.
- The following Leave Policy (based on University Policy) is provided to ensure accurate communication and understanding for all faculty and staff. Please review the appropriate Leave Policy information on pages 16 and 17.
- You should <u>always</u> obtain supervisory approval before taking any type of leave.

Annual Leave Accrual: 37.5 Hours per Workweek Earnings Rate

Yrs of Service	Days Per Year	Hours per Month
1-10	15	9.38
11	16.25	10.16
12	17.5	10.94
13	18.75	11.72
14	20	12.5
15	21.25	13.28
16	22.5	14.06
17	23.75	14.84
18	25	15.62
19	26.25	16.41
20	27.5	17.19
21	28.75	17.97
22 and over	30	18.75

- **11-month employees:**
  - The 11-month faculty have specific contract dates. The 11-month faculty must take time off outside of the contract dates. Any other dates must be approved by the Dean or designee. The former is understood by the appointment dates and the latter was allowed to afford some flexibility, but this is not the policy.
  - Therefore, per the contract dates, the 11-month employee is to take the month after the contract ending date as the month off. For example, if the contract runs from July 1 – May 30, the month off is June. If the contract runs from August 1 – June 30, the month off is July, etc.
  - All 11 month employees are paid over 12 months. They are eligible for grant and ECOM pay during their scheduled month off from work.
  - If additional days are needed for personal, medical or other issues, approval from your superior prior to taking the day is required and days off outside the contract dates may be adjusted.
- **12-month employees:**
  - You are expected to work 12-months except for approved leave above.
  - Leave must be approved by your superior prior to taking leave.
  - Leave must also be recorded in Time and Absence on a timely basis.
- All employees (whether 9-, 11- or 12-month must request approval from their superior for medical leave (e.g., planned surgery, pregnancy, etc.) and report medical leave for Time and Absence approval, which may also include planned or unplanned sicknesses (e.g., out with the flu for an extended amount of time, etc.).
- For clarification or questions, please contact the College of HRSM HR Manager.

See next page for Types of Leave and Examples

TYPES OF LEAVE AND EXAMPLES

Type of Leave	Examples of When to Take This Leave	Employee & Days Earned
Adoptive Leave	Adoption papers or letter from an attorney or adoption agency	Full-time HR Policy 1.06
Administrative Leave with Pay	Physically attacked in performance of official duties & suffer bodily harm as a result of the	Full-time may not exceed 180 days per year
American Red Cross Certified Disaster	Certified disaster service volunteer for ARC	Full-time may use up to 10 days of paid leave per year
Annual	Personal Reasons Vacation Home repair appointment Visiting family	Full-time 12-month employee 1.25 work days per month 15 days per year
Blood Drives & Blood Donations	Donate Blood	Amount of time needed.
Bone Marrow Donation	Donate Bone Marrow	Works 20 hours or more a week and leave not to exceed 40 work hours
Court Leave	Jury Duty Subpoenaed as a Witness	Amount of time needed
Death/Funeral	Immediate Family	3 Consecutive days
Educational Leave	Further Education HR Policy 1.21	FTE positions; no more than one class during the work day, but may take two and take leave or make up time.
Educational Leave Without Pay	Further education deemed advantageous and of benefit to the University as well as the	Employed at least 30 hours a week & has completed one year of employment.
Extended Disability	Certified disability because of illness, injury or maternity	FTE position. Leave not to exceed 180 days.
Family and Medical	Serious health condition for yourself or a qualified family member Care for a new child	12 weeks HR Policy 1.07
Hazardous Weather/ Emergency	Delay and closings determined by county government officials; weather related conditions	All USC employees HR Policy 1.18
Holiday	Holidays observed by the University	All USC employees
Leave Without Pay	Employee does not receive appropriate authorization, no paid leave available	All USC employees
Military Leave (Short-Term and Long-Term)	Engaged in training or any other duties ordered	Enlisted or commissioned members of the National Guard, United States Army Reserve, Naval Reserve, Marine Corps Reserve or US Coast Guard Reserve. Not exceeing 30 days.
Organ Donor Leave	Organ Donor	30 work days in a year
Sabbatical Leave	Relief from normal duties to pursue projects to improve capabilities as teachers and researchers.	Full time faculty members tenured associate professor or professor & must be eligible to serve after completion no less than one year
Sick Leave (**See chart below)	Personal illness Medical appointments Caring for sick immediate family members	Full-time 12-month employee 1.25 work days per month 15 days per year
*NOTE: Full-time employees in FTE positions will earn sick leave at the rate of 1 1/4 working days per month of service. 1 1/4 working days = 9.38 hours per month.		
*NOTE: Up to 10 days of available sick leave may be taken for sick immediate family members.		
*NOTE: All employees (9-month, 11-month and 12-month) are to report sick leave. To do this notify your superior. Your leave may need to be recorded in ITAMS.		
Voting Leave	To Vote To work at the polls during elections	Maximum of two hours to vote Work at polls must be on authorized leave with or without pay.

M.4 START-UP FUNDS

Research funds allocated in your offer letter must be used within two years of your start date, unless permission is obtained, in writing, from the Dean.

N. PARKING AT USC

- You must have a valid permit to use campus parking spaces. This applies to all areas except visitor/metered spots. For additional information regarding permits, garages, and lots, go online to http://www.sc.edu/about/offices_and_divisions/parking/index.php.
- **Visitor Passes** for HTMT, RETL and SPTE guests are available, with approval from the department chair/director, through the Dean's Office. Please note the current cost of each visitor pass is $10.00.
- **All-Access Parking Permits** are available for checkout in the Dean's Suite. These passes are for use by faculty/staff that have meetings across campus; permits must be signed-out and returned after each use. Anyone abusing the use of the All-Access Parking Permit by using the permit for personal or non-university business will forfeit their right to check-out the permit. The College of HRSM is not responsible for any tickets received while using the All-Access Parking Permit.
- Please note if you do not wish to park in a Z lot, there is parking available in the garages on campus. You can find additional information online at http://www.sc.edu/vmps/parkingareas.html.

O. INTERNATIONAL PROGRAM PROPOSALS

- All new proposed or renewal agreements must be approved by your department chair, Associate Dean of Faculty, Operations and International Programs, Global Carolina, the Office of the Provost, and the Office of General Counsel.
- If the proposed or renewal agreement is related to a new or existing academic program or degree (this includes all Dual Degree Programs), the proponent must also follow the procedures outlined in University Policy ACAF 2.00 Creation and Revision of Academic Programs to ensure compliance with the Southern Association of Colleges and Schools (SACSCOC) and the South Carolina Commission on Higher Education (CHE) regulations.
- All proposed and renewal agreements must be submitted to Academic Dean and the proposal will be submitted into Mobility for approval (See ACAF Policy 2.06 http://www.sc.edu/policies/ppm/acaf206.pdf).

P. STUDY ABROAD

To avoid conflicts with normal course schedules, HRSM study away programs are only offered during Maymester, Summer, Spring Break and/or Winter sessions. A handy rule of thumb is to begin planning a year before your departure date. The regular application deadline for new programs is August 15th.   Planning a successful study away program takes a great deal of time, collaboration, and attention to detail. To make the process easier for you, HRSM has created a step-by-step checklist, below. To be added to the HRSM Study Away Blackboard forum with helpful information and guidance, please email Marketa Kubickova or Christina Sayers.

I.   Program Approval

All education abroad proposals or renewals must be approved by the Dept. Chair and HRSM's Faculty Director of International Programs *before* submitting into the Education Abroad Proposal system. Also, the budget must be reviewed by the Budget and Grants Manager for compliance

with applicable policies, and to ensure the quotes and projected expenses are as accurate as possible.

II. Faculty and Assistants

All study away programs must have a lead HRSM faculty member and a pre-determined HRMS faculty, staff, or Ph.D. student (domestic) to serve as a program assistant during the entire travel portion of the program. The assistant will help the lead faculty member manage the trip and serve as a resource in case of an emergency. Only the official program leader(s)/assistant(s) and students fully enrolled in the program can travel with the student group and participate in program activities, unless authorized by the Dean. **Spouses, friends, and other non-students/non-employees may not accompany the group.**[1]

III. Agreements and Invoices

Where possible, services should be acquired using an invoicing system. Unit Administrative Coordinators will assist with this process, which involves setting up a vendor account in PeopleSoft (including IRS W8-BENE and USC Wire Transfer forms).

Where contractual agreements are necessary, be aware that **faculty and staff are not authorized to sign on behalf of the University.** Copies of all proposed contracts/agreements along with a completed   Contract Approval Form should be submitted with the program proposal and forwarded to the and the Director of International Affairs. Both the CFO and the Faculty Director of International Programs must review this form before submission to the Office of Legal Counsel.

Note: After Legal Counsel has finalized the agreement with the BoT representative's signature, they will notify the faculty member. IT IS VERY IMPORTANT that the program leader scans and sends the signed copy to the Director of International Affairs (Christina) and the Budget and Grants Manager (Pam).

IV. The Budget

The budget will determine the price per student and must be approved prior to submitting the program proposal. The budget development and review process must take place each year, including obtaining new quotes, agreements, and budget review, even for recurring programs. Programs are expected to be self-sufficient, with **student program fees covering** all program-related student expenses, all leader(s) expenses other than salary, assistant expenses unless funded from other sources, and the cost of marketing.

A contingency fund must be built into the budget to cover unexpected expenses. Faculty and staff may not budget for or provide per diem or any type of cash or cash equivalent to student participants as part of the without prior approval by the Department Chair and Dean. **Submit your budget to the CFO (or designee) for approval prior to submitting your proposal package to chair/associate dean.**

---

[1] For "in-residence" programs (four weeks in country or longer), spouses and dependents may accompany the program leaders abroad; however, they will not be considered participants of the program and therefore will not be eligible to participate in program-specific excursions. "In residence" faculty who plan on having their spouse accompany them on a long-term study abroad trip must obtain advance approval from their Department Chair. All expenses for the spouse must be paid by the faculty.

When it is determined that a program has enough participants to proceed (i.e., minimum enrollment to balance the budget), the faculty leader will need to complete the appropriate travel authorization paperwork (PLEF) designated by the EAO. Reimbursements cannot be processed unless the pre-departure documents have been completed.

V.   Marketing
Programs cannot be advertised until approved by IPAC, and deposits cannot be accepted until the Office of General Counsel has approved any associated contracts. Develop marketing materials for the program in collaboration with HRSM's MarCom team, for publication after final program approval. Once the program has been finally approved by the EOA's "IPAC" Committee, program information including dates, prices, and payment details should be submitted to the Budget and Grants Manager to include on the website and the Touch-Net Marketplace for student payments. Use the Education Abroad Office's Deposit and Withdrawal form for this purpose (saved in faculty toolbox).

Prepare Deposit/Withdrawal Form (A/K/A "Touch-Net Form" and submit to Budget and Grants Manager in order to facilitate Touch-Net payments and inform participants of non-refundable nature of deposits. **DO NOT activate the Touch-Net payment button** until all contracts have been approved by the Office of Legal Counsel.

VI.   Program Cancellation
The **program leader is responsible** for monitoring the number of deposits to ensure sufficient participation to balance the budget. If the program has not met the minimum number of deposits and the logistics provider's zero-penalty cancellation period is nearing, consult with the unit chair to determine whether cancellation is appropriate. When cancellation is warranted, **program leaders are responsible for notifying the following in writing**:
- All service providers;
- HRSM Associate Dean;
- HRSM Director of International Affairs;
- Education Abroad Office (or Student Success Center);
- Budget and Grants Manager, who will issue refunds;
- MarCom; and
- All program participants.

VII.   Study Away program proposal Checklist

(See pages 20 – 23)

STUDY AWAY PROGRAM CHECKLIST

X	Preparing your Proposal
	Meet with Unit Chair to identify international or domestic travel program options, locations, timing, and learning objectives. *Each spring, HRSM's unit chairs, Faculty Director of International Programs, and Director of International Affairs (Christina Sayers) will identify which programs will be developed (or repeated) for the following year.
	If identified as an HRSM program for development or renewal (*see above): • Contact the Education Abroad Office to be added to their Blackboard resource forum, which has all forms and the link to the EAO application portal within; • Identify an approved HRSM program assistant, complete program coversheet, and obtain approval signatures.
	Meet with Chair and Director of International Affairs to: • Identify potential logistics providers (from the university's list of preferred providers); • Identify/select one or more partner institutions to tour with students for extended education abroad opportunities.
	Contact and consult with potential partners and providers to outline potential itinerary, costs and logistics. Request written proposals for review.
	Develop a course syllabus (see faculty toolbox for checklist) with expected itinerary and contact hours (*You may opt to have the program begin in Columbia or a nearby airport, with the group travelling together to the destination, or you may choose to begin the program at the destination site, with students making their own travel arrangements*)
	Decide on a logistics provider and any other needed services. Obtain any contract proposals or invoices from service providers (see §III, below for crucial details!)
	Meet with Budget and Grants Manager regarding budget preparation and other financial processes. Prepare budget, and submit to CFO (or designee) for approval (see §IV, below)

ADD UNIT CHAIR, FACULTY DIRECTOR OF INTERNATIONAL PROGRAMS, AND DIRECTOR OF INTERNATIONAL AFFAIRS TO LIST OF USERS IN EAO PORTAL. Save application as DRAFT, then email all when you're ready for review. **DO NOT "SUBMIT"** UNTIL REVIEWED/APPROVED BY HRSM'S FACULTY DIRECTOR OF INTERNATIONAL PROGRAMS.

Complete your online Education Abroad Online program proposal with coversheet and approval signatures in the EAO online portal. Notify the Faculty Director of International Programs and Director of International Programs of **draft status** and wait for review/approval BEFORE you hit the "submit" button. Allow at least a week before the EAO Deadlines: August 15th for new programs/leaders or August 31st for renewals.

The online proposal or renewal should include:

      A.   All text boxes completed (see box below);

      B.   Insurance application completed (see unit admin for billing code);

PLUS the following uploads:

      C.   Signed Program Leader Agreement;

      D.   Course syllabus (which includes academic, professional, and personal learning objectives);

      E.   Expected itinerary with total contact hours;

      F.   Program budget which has been reviewed/approved by the Budget and Grants Manager;

      G.   Name and details of program assistant (see below);

      H.   Any proposed contracts (e.g., service providers) accompanied by the University's contract approval form (see §III, below). Form must be approved by HRSM's CFO then submitted into the Mobility software program by the Director of International Affairs. **Only the USC Board has authority to enter into agreements.** DO NOT SIGN ANY CONTRACTS!

Only after the Faculty Director (Marketa) reviews and approves the packet, may you submit the proposal electronically through the Education Abroad Office portal (international).

Application details: Once approved by the College of HRSM, submit your USC Faculty-Led Global Classroom Proposal/Renewal online via this link: https://sc.edu/studyabroadproposal/login.php?from=applicationList.php

You will see a link to an electronic insurance enrollment form embedded in the proposal application. Both the program leader and program assistant should complete this electronic insurance enrollment form while submitting the proposal application. Your unit Administrative Coordinator will provide you with payment details.

The online portal form will ask questions about your program budget, destination health/safety outlook, learning outcomes, foreign language support, and leader expertise, among other programmatic details. You can start a proposal and return to work on it later. Please note that the proposal will require the following elements:

- Completed syllabus accounting for the necessary contact hours, and demonstrating academic rigor including weighted grading items (varies amongst departments), challenging readings, and detailed assignments (including pre-departure meetings, activities/assignments, and class-time either before or during the program);
- Detailed day-to-day itinerary for your program;
- Signed and upload faculty leader program agreement, including departmental chair, who has reviewed and approved your syllabus, and budget (which must balance);
- Insurance form for all Faculty/Staff participating on-site to be submitted in Formstack (see unit admin for billing code);
- If you do not speak the local language in your destination country fluently, it is helpful is your proposal explicitly confirms that your logistics provider or partner organization will provide 24/7 language support.

Early Bird Deadline: June 15th. Complete proposals submitted by June 15th will be reviewed by IPAC by mid-July. If you would like to start promoting your Global Classroom as soon as the new academic year begins, we recommend submitting it by the June 15th early bird deadline.

Application Deadline for New Programs: August 15th. Complete proposals submitted by August 15th will be reviewed by OPAC by mid-September.

Application Deadline for Renewal Programs: August 31. Please keep note that programs are only eligible for renewal under these criteria:
  ✓ Under the program proposal's 3-Year Period
  ✓ No changes to the program leader
  ✓ No changes to the provider being used

	Develop marketing materials for the program in collaboration with HRSM's MarCom team. Once the program has been finally approved by the EOA's "IPAC" Committee, you may begin promotions.
	Prepare Deposit/Withdrawal Form (A/K/A "Touch-Net Form") and submit to Budget and Grants Manager in order to facilitate Touch-Net payments and inform participants of non-refundable nature of deposits. **DO NOT activate the Touch-Net payment button** until all contracts have been approved by the Office of Legal Counsel.
	Participate in the USC **Education Abroad Fair**, usually held in September. Check here for dates.

Q. TRAVEL

Q.1 Request to Travel

Faculty and staff may be eligible for reimbursement for work-related travel expenses. All travel requests should be approved in advance by the employee's supervisor and the Dean's Office in accordance with university policy and budget standards.

- An Electronic Travel Request should be submitted and approved at 7 – 10 days in advance of the approved travel at the following link:
- HRSM Business Office Forms - My HRSM | University of South Carolina (sc.edu)
  - $429.52/day is the maximum hotel rate, without tax, that can be reimbursed per night
  - You should always request the state rate when securing your hotel reservation
  - Per diem is set by the state and based upon the time you leave and return. *There is no per diem for single day travel without an overnight stay.*

Time of Departure	Time of Return	Meal	In-State	Out-of-State
Before 6:30 am	After 11:00 am	Breakfast	$8.00	$10.00
Before 11:00 am	After 1:30 pm	Lunch	$10.00	$15.00
Before 5:15 pm	After 8:30 pm	Dinner	$17.00	$25.00
All Day	All Day	All Meals	$35.00	$50.00

- If you are traveling and being reimbursed by an entity other than USC, an Electronic Travel Request must still be on file with your department.

Q.2 TRAVEL REIMBURSEMENT REQUEST

- You will need to submit your original receipts when you return from your trip, ex. hotel, transportation, registration, baggage, parking, etc., at the following link: HRSM Business Office Forms - My HRSM | University of South Carolina (sc.edu) Meal receipts are not necessary as meals are paid on a per diem basis.
- You must submit your Electronic Travel Reimbursement Request within 7–10 days of your return from traveling and attach your original receipts. Your proxy must submit these items into the PeopleSoft system no later than 30 days after your return.

- Always retain a copy of all receipts/forms submitted for your records.
- Your proxy will process your reimbursement for you by submitting to your supervisor and the Dean's Office to approve before entering the request into Peoplesoft. You will receive an automated notice to review and verify the reimbursement amount via the online portal. Thereafter, you will receive your reimbursement via direct deposit.
- Proxies are aware of the HRSM Expense Report packet of information that is to be included.
- Please review the TRAVEL TIP SHEET FOR PEOPLESOFT information below for additional information.

Q.3 TRAVEL REIMBURSEMENT VOUCHER (TRV) – (Students and Visitors to USC ONLY)

- Administrative Professionals within the College are the only people who will need to use this form and it is located in the HRSM I-drive under the Travel tab (trv-form) or you can view online (link under Welcome on page 1).

Q.4 TRAVEL TIP SHEET FOR PEOPLESOFT

Please note: Most of the Travel Policies for our College have remained the same.

- Any employee who travels is responsible for:
  - **Updating Banking Information in PeopleSoft**. This will validate them as a traveler in PeopleSoft allowing them or a Proxy to create a Travel Authorization (TA) and an Expense Report on their behalf.
  - Please see the following link with complete instructions: https://www.sc.edu/about/offices_and_divisions/division_of_information_technology/peoplesoft/resources/updating_banking_information.pdf
- Travelers need to complete and submit an Electronic Request to Travel online 7 days **prior** to traveling at the link below: HRSM Business Office Forms - My HRSM | University of South Carolina (sc.edu)
- Your Proxy will enter the fully approved Electronic Travel Request information into PeopleSoft. The form and approvals will be uploaded into PeopleSoft as verification of approval.
- The Traveler **must** electronically approve the TA/Expense Report in PeopleSoft to move the TA/Expense report through the system.
  - No one else can approve the TA or the Expense Report. *If the Traveler is offsite – they will need to use VPN to gain access to PeopleSoft remotely. Please submit a help ticket to our IT department to have VPN added to your device in advance, or your TA's and reimbursements will be delayed.*
  - According to USC policy, travelers should submit Electronic Travel Reimbursement Request to your proxy (departmental administrative coordinator) within 7–10 days of your return from traveling and attach your original receipts. These items must be submitted into the PeopleSoft system by your proxy no later than 30 days after your return as reimbursement requests received by Accounts Payable more than 45 days after return are subject to denial and require an exception late memo.
- The travel procedures limit one Travel Authorization (TA) to one Travel Expense Report. PeopleSoft will automatically close out a TA after an expense posts against it. *(See below for Special Circumstances for our College.)*
- Due to the limit of one TA to one Travel Expense Report, the new system does not accommodate "Blanket TA's". *(See below for Special Circumstances for our College.)*
- Special Circumstances for our College:
  - Blanket TA's: Very few employees require a Blanket TA. Certain roles qualify for an internal blanket TA to cover travel to perform the duties of their job. The Traveler will still use the Electronic Travel Reimbursement form to submit receipts and requests for reimbursements, but they do not need an approved TA in the PeopleSoft system prior to this type of travel. *This is the only circumstance where a system TA will not be used for reimbursements.*
- The process for student and non-employees will not change.

Q.5 TRAVELER AND APPROVER PEOPLESOFT TRAINING LINKS

Recorded Webinars

If you could not attend one of the Travel and Expense webinar sessions, they were recorded for your convenience. Click on the link for the Travel and Expense role you will have in PeopleSoft:

- **Traveler:** any employee who travels.
- **Approvers:** anyone who will approve expense transactions.

Detailed Training Documents

To access detailed training documents that can be printed to reference at your desk, click the links below:

- Updating Banking Information
- Approving Expense Transactions – Traveler
- Approving Expense Transactions – Approver

All Travel and Expense recorded webinars, training documents and resources can be found in one place! Visit the Travel and Expense Resource page to find what you need to get started.

LINK FOR CURRRENT USC & HRSM POLICIES (additional policies on I-drive)

https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/policies_forms/index.php

See next page for Faculty FAQ's

FACULTY FAQs

Where can I find USC's academic policies?

- The latest version of the USC-Columbia Faculty Manual is available online at: https://sc.edu/about/offices_and_divisions/provost/docs/faculty_manual/facultymanual_columbia.pdf
- For undergraduate-specific policies, see: https://academicbulletins.sc.edu/undergraduate/policies-regulations/.
- For graduate-specific policies, see: https://academicbulletins.sc.edu/graduate/policies-regulations/
- For HRSM-specific policies and procedures, go to the HRSM homepage and click on MY HRSM -> For Faculty and Staff -> Policies . . . (https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/).

What is the attendance policy for traditional courses?

In short, your published attendance policy can penalize unexcused absences in a student's grade only after a student's unexcused absences exceed 5% of the total class meeting time. So, in a traditional, face-to-face 3-credit course (which meets in class for a total of 2100 minutes) a student cannot be penalized for absences that total less than 105 minutes of class time – a minimum of one allowable unexcused absence for a class meeting two times per week for 75 minutes; two for a class meeting three times per week for 50 minutes. Students can be penalized for each unexcused absence beyond the 105 minutes of unexcused absences. Please note that excused absences cannot be penalized in a student's grade, and the student must be permitted to make up coursework. ***Wondering what constitutes a valid "excuse"?*** See https://academicbulletins.sc.edu/undergraduate/policies-regulations/undergraduate-academic-regulations/#text

What should I include on the course syllabus?

Syllabus statements are the first step in communicating your expectations with students. T

- The USC syllabus requirements are described in the Best Practices document located at https://sc.edu/about/offices_and_divisions/cte/teaching_resources/syllabus_templates/templates/summer_2021/cte_syllabus_best_practices.pdf
- **Save time!** Start with this accessible Online Syllabus Template.
- Be aware that depending on the course (e.g., Carolina Core, Distributed Learning, ELO designation), there may be additional required components.

Should I address the use of AI in my syllabus?

Yes, whether you decide to allow, require, or forbid students from using Generative AI (GenAI) for their coursework, you should let students know about it in class and on your syllabus to avoid misunderstandings. Get with Drew Martin, HRSM's Faculty Director for Innovative Learning and AI, for HRSM's sample syllabus statements. Also, you can peruse CTE's GenAI sample statements.

What is the grading system at USC?

The Undergraduate Studies Bulletin and the Graduate Studies Bulletin describe the university grading system. For undergraduates, **A, B, C, D** represent passing grades in order from highest to

lowest. **B+, C+, D+** may also be recorded. **F** represents failing performance. Courses graded D+ or lower cannot be applied to graduate degree programs or to most majors.

How can I get help planning my courses?
Our Learning Experience Designer, [Tammy Macek](#), can help you plan, develop and improve your face-to-face, online, blended or Hyflex course. Among other things, she can help you with:

- Designing detailed and organized syllabi.
- Developing course outcomes and objectives for your students.
- Creating easy-to-navigate and accessible courses.
- Incorporating multiple methods to check student learning.
- Testing and selecting learning technologies for your courses.

Alternately, the Instructional Design team at the Center for Teaching Excellence offers one-on-one consultations and workshops to all who teach at USC. You can request a free consultation here:

https://sc.edu/about/offices_and_divisions/cte/instructional_design/consultation_requests/index.php

How can I make my course resources easier for students to use?
- The Office of Student Disability Resources provides a [Digital Accessibility Toolbox](#) to help faculty make their courses and course materials accessible for everyone. Ther you'll find several resources and tools to help you – like this [Best Practices Cheat Sheet.](#)
- Adopting a broad approach to accessibility end ease-of-use has the potential to benefit all users, including student with disabilities, those with English as their second language, and others. Universal Design for Learning ("UDL") is a framework to optimize learning for everyone based on the science of how humans learn. More at https://sc.edu/about/offices_and_divisions/cte/teaching_resources/course_design_development_delivery/universal_design_learning/index.php.

Who is/are the academic advisor(s) for students in my unit?
- **HTMT:** Valeria Bates and Kyle Elkewa;
- **SPTE:** Kate Blanton and Martiez Moore;
- **RETL:** Carolina Gamble;
- **BAIS-SM:** Kyle Elkewa

What should I do if I catch a student cheating?

Did you know that more than half of college students admit to cheating in some form? (e.g., Pedhazur Schmelkin, et al., 2008). Faculty have an obligation to report suspected violations. If you have reason to believe that a student has engaged in academic dishonesty, here are some potential approaches:

- Request a consultation with the [Office of Academic Integrity](#) (803-777-4333, saosc@mailbox.sc.edu) to talk through your concerns and help you to determine appropriate steps;

- Meet with the student to discuss your concerns. You might want to begin by asking some questions about the assignment in question, and the processes they used to complete it. Or you could explicitly address your concerns and probe for more details;
- Report the suspected violation either with or without notice to the student:
  - With notice. Here's a handy email template (Discussing a potential violation Email template) that might be useful in informing a student that you're making a referral to OSCAI;
  - Without notice. You can make a referral without advance notice to the student. Be as complete in your description of the issue as possible.

The Office of Student Conduct and Academic Integrity (OSCAI) has a resource page to help you navigate academic integrity issues. If you have questions or need help, contact your unit chair or Karen Edwards at kedwards@HRSM.sc.edu.

What should I do when I have a concern about a student?

Be sure to share concerns about your students with your supervisor and the designated University resource:

- **Basic needs.** To be successful in school, students must have their basic needs met. If you believe a student is having difficulty accessing food, stable housing, or school supplies, please have them reach out to the Student Care and Outreach Team.
- **Mental or behavioral issues**. For concerns about a student's health, well-being, or safety, submit a referral to the University's Student Care and Outreach Team (https://sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/care_referral/index.php) managed through the Dean of Students' Office. If it is an emergency, call 911 or USCPD 803-777-4215.
- **Academic difficulties.** Faculty may submit a Student Success Center Alert about an undergraduate student who may be having academic difficulties (https://sc.edu/about/offices_and_divisions/student_success_center/submit-an-alert/index.php). If you feel that a student with a disability could benefit from accommodations, submit a student referral here: https://sc.edu/about/offices_and_divisions/student_disability_resource_center/for_faculty_and_staff/referral_form/.
- **Academic Integrity**. Honesty and integrity are integral to academic success, faculty have an obligation to report potential violations to the Office of Student Conduct and Academic Integrity. Feel free to contact our HRSM Liaison, Mr. Jessie Townsend, at jessiet@mailbox.sc.edu. To file a report online go to https://cm.maxient.com/reportingform.php?UnivofSouthCarolina&layout_id=2.
- **Problems causing Absences.** Students with problems that may lead to absences should be referred to the Office of Student Affairs and Academic Support using this form (https://cm.maxient.com/reportingform.php?UnivofSouthCarolina&layout_id=77).
- **Interpersonal violence.** University policy considers all faculty and staff to be responsible employees and are obligated to report any known incidents of interpersonal violence at https://cm.maxient.com/reportingform.php?UnivofSouthCarolina&layout_id=25.

Are faculty *required* to give final exams?
You are not required to give a final examination. However, you should clearly specify in the syllabus whether or not a final assessment will be given during finals week so that students can plan appropriately.

Can I give my final exams during the last week of classes?
No. As stated in the USC Faculty Manual (p. 69):

> *In any course or laboratory that meets weekly, no quiz, test, or examination shall be given during the last class session before the regular examination period. In any course or laboratory that meets two or three times a week, no quiz, test, or examination shall be given during the last two class sessions before the regular examination period. In any course or laboratory that meets more than three times a week, no quiz, test, or examination shall be given during the last three sessions before the regular examination period.*

Final examinations and their duration are posted on the Registrar's Final Exams webpage.

What if my students or I want to deviate from the day/time the Registrar posted for the final exam?
You must adhere to the schedule posted on the Registrar's Final Exams webpage. Deviations may create conflicts for students with other exams or activities.

I teach a face-to face course – can I give an online final exam?
Yes, but you must adhere to the day and time that is specified for your course.

When are final grades due in the my.sc.edu system?
You have 72 hours following the end of your final exam period to submit grades into my.sc.edu.

What if I need to change a student's final grade?

Grade changes based on transcription or computation errors are reported directly to the Office of the University Registrar via the online undergraduate a Change of Grade form available at https://sc.edu/about/offices_and_divisions/registrar/toolbox/grade_processing/frequently_asked_questions/index.php. For graduate students, complete grade-change forms and send them to the Graduate Council. Any request for a grade change must be submitted by the instructor no later than one calendar year from the date on which the grade was reported.

When can I issue a grade if Incomplete?
I, Incomplete, is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of I is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time.

I have more questions about grade processing – where should I look?
You're in luck – the Registrar's Office has compiled an FAQ page on grade-related questions! Find it here:

https://sc.edu/about/offices_and_divisions/registrar/toolbox/grade_processing/frequently_asked_questions/index.php

I have an idea for a new course – how can I get started?
1. First, check with your unit chair and undergraduate coordinator/graduate director to determine whether your idea fits in with the program and needs of the students. Discuss the course with your unit's faculty to see whether they generally support the idea. (If so, you might want to pilot the course as a special topics option during a summer term).
2. To move forward, read Policy ACAF 2.03 and develop a draft syllabus with appropriate learning outcomes, working with your unit's academic advisor to identify any student progression issues.
3. Present your course proposal to your unit's faculty for discussion and a unit vote. If affirmative, get with your undergraduate coordinator/graduate director or the Assoc. Dean for Academic Porgrams for help submitting the course proposal into the USC application system
4. All new courses must be approved in advance by unit faculty, HRSM faculty, as well as final approval by the USC Faculty Senate/Graduate Council.

Do I need special permission to teach a course online?
Courses that are taught 50% or more online must be approved in advance by unit faculty, HRSM faculty, and a final approval by the Faculty Senate. To see whether your course is already approved for online delivery, check https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/courses/distributed-learning-courses.php. If not, get with your unit chair and faculty to determine whether your students and the program would benefit from an online delivery option. If so, contact the Assoc. Dean for Academic Programs at kedwards@HRSM.sc.edu to get started with your proposal.

How can I tell whether my online course aligns with best practices in teaching and learning?
HRSM is currently finalizing its "**HRSM Quality Standards Checklist for Online Courses**," a user-friendly tool loaded with resources to help you develop a great online course. In addition, our Learning Experience Designer, Tammy Macek, is available to provide you with one-on-one coaching for online and face-to-face courses! Plus:

- USC's Quality Standards for Online Courses ("QSOC") are based on nationally recognized standards and can be used for self-review, building/revising an online course, or internal peer reviews. See https://sc.edu/about/offices_and_divisions/cte/instructional_design/docs/qsoc_checklist_guidance.pdf.
- And . . . the university also has an institutional membership in the Online Learning Consortium (OLC), one of the top organizations associated with best practices in digital learning. Faculty, staff, and students can create an account (using a USC email address) to access a variety of resources including on-demand webinars, the *Online Learning Journal*, and member blogs.

I have an idea for a new study abroad program – how can I get started?

1. First, check with your unit chair to determine whether your theme and destination and topic fit in with the program and needs of the students.
2. HRSM has guides and checklists to make the program development and approval process smoother.
3. All study away proposals and supporting documents must be submitted by the published deadlines and approved in advance by the unit, College, the Education Abroad Office. Please email the Faculty Director for International Affairs, Marketa Kubickova, for more information.
4. Faculty-Led Global Classrooms require an extensive amount of planning and oversight. This involves working closely with the Faculty Director for International Affairs, your unit chair, the budget and grants manager, the Director of International Programs, and the Education Abroad Office/Student Success Center to ensure all program requirements are met before, during and after the travel dates.

What are some resources for my own professional development at USC?

1. Center for Teaching Excellence: [Register here](#) for free training, video resources, and short courses (F24 calendar here: https://sc.edu/about/offices_and_divisions/cte/events_calendar/docs/fall2022/cte_goldenrod_fall2022.pdf).
2. Office of Organizational and Professional Development: [Calendar of training](#) and professional development opportunities (https://sc.edu/about/offices_and_divisions/human_resources/professional_development/index.php).
3. Emotional wellbeing: Use the online program [Kognito](#) to learn the signs of psychological distress in others and to practice getting someone else the help they need. Use the code "usccolumbia" when you register (https://kognitocampus.com/).
4. Tuition Assistance and Reimbursement. In addition to the training and professional development opportunities offered through Human Resources, full-time USC faculty and staff can apply for tuition assistance and tuition reimbursement benefits. Find out more at https://sc.edu/about/offices_and_divisions/human_resources/benefits/privileges_discounts/tuition_assistance/index.php

UNIVERSITY OF

SOUTH CAROLINA

College of Hospitality, Retail
and Sport Management

www.sc.edu/hrsm

803.777.4290