



Arnold School of Public Health Adjunct Faculty Guide

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Purpose and Use of Handbook

Adjunct faculty are an integral part of the research, teaching and learning environments of the Arnold School of Public Health. Students, members of the faculty, and administrators rely on adjuncts to help meet crucial needs. Because adjuncts are appointed in three year appointments and then are contracted by the departments to take specific teaching assignments, work on a particular grant, or serve in another capacity on an as-needed basis, not all of the employment policies and practices of the University of South Carolina apply.

This handbook has been prepared for adjunct faculty to serve as a user's guide to answer commonly asked questions and as a resource tool for issues of interest and concern. The handbook provides an adjunct faculty member with a summary of operational information about the policies, procedures, and practices of the Arnold School and University of South Carolina that are relevant to all adjunct with appendices on specialized roles. It is designed to provide guidance to the adjunct faculty regarding institutional standards, goals, and expectations, and to provide consistency in adjunct practices. It does not replace or in any way alter the University of South Carolina policies, the terms of the adjunct appointment letter, or other legally binding requirements.

It is important to remember that policies and procedures change from time to time and this Handbook may not reflect these changes immediately. The Arnold School will make every effort to communicate these changes through the Office of Academic Affairs' website.

Administration

The University, founded in 1801, is a fully-accredited eight-campus state-supported system. With 40,000 students on eight campuses, more than 350 degree programs, and more than 236,000 alumni, the University is improving the lives of individuals in South Carolina and around the world. The University of South Carolina-Columbia, the flagship campus, has strong undergraduate and graduate programs in a wide range of disciplines and professions. More information on the University is available online at <http://www.sc.edu/aboutusc/>.

The Arnold School is fully accredited, includes six academic departments: Communication Sciences and Disorders; Environmental Health Sciences; Epidemiology and Biostatistics; Exercise Science; Health Services, Policy and Management; and Health Promotion, Education and Behavior. The School offers masters and doctoral degrees in all departments and bachelor's degrees in Exercise Science and Public Health. The Schools annual enrollment includes over 500 graduate students and 600 undergraduates. Of the more that 100 faculty members, approximately 60 are tenure track. The Arnold School along with the School of Medicine, College of Nursing, College of Social Work,

and the South Carolina College of Pharmacy comprise the University's Division of Health Sciences. The Arnold School is the only accredited school of public health in South Carolina. More information on the Arnold School is available online at <http://sph.sc.edu/>.

Leadership within the Arnold School of Public Health consists of the **Dean's Office** with the dean and three associate deans and six academic departments headed by chairs.
Dr. G. Thomas Chandler, Interim Dean
Dr. Cheryl Addy, Senior Associate Dean for Academic Affairs
Dr. Greg Hand, Associate Dean for Research and Practice
Dr. Saundra Glover, Associate Dean for Health Disparities and Social Justice

Six Departments:

Communication Sciences and Disorders

Dr. Elaine M. Frank, Chair

Karen Mullis
Administrative Assistant
e-mail: kmullis@sc.edu
phone: 803-777-4813
fax: 803-777-3081
<http://www.sph.sc.edu/comd/>

Environmental Health Sciences

Dr. Dwayne Porter, Interim Chair & Graduate Director

Andrena Mack
Administrative Assistant
e-mail: armack@gwm.sc.edu
phone: 803-777-6994
fax: 803-777-3391
<http://www.sph.sc.edu/enhs/>

Epidemiology and Biostatistics

Dr. Robert McKeown, Chair

Barbara Dingle
Administrative Assistant
Phone: (803) 777-7353
Fax: (803) 777-2524
E-mail: bdingle@gwm.sc.edu
http://www.sph.sc.edu/epid_bios/

Exercise Science

Dr. Larry Durstine, Chair

Dorothy Yarborough
Administrative Coordinator
Phone: (803) 777-7453
Fax: (803) 777-8422
E-mail: yarboro@gwm.sc.edu
<http://www.sph.sc.edu/exsc/>

Health Services Policy and Management

Dr. Jan Probst, Interim Chair and Graduate Director

Debra Brown
Administrative Coordinator
Phone: (803) 777-3332
Fax: (803) 777-1836
E-mail: browndg@gwm.sc.edu
<http://www.sph.sc.edu/hspm/>

Health Promotion, Education, and Behavior

Dr. Ed Frongillo, Chair

Memory Royal
Administrative Assistant
Phone: 803-777-7096
Fax : 803-777-6290
E-mail: mroyal@gwm.sc.edu
<http://www.sph.sc.edu/hpeb/>

Procedures for Appointment and Reappointment

How does someone become an adjunct faculty member? Below are listed the initial procedures for appointment, procedures for reappointment, and additional information. (<http://sph.sc.edu/associatedean/pdfs/ADJ0001.pdf>)

INITIAL PROCEDURE

1. A faculty sponsor proposes a candidate for adjunct appointment in a department in the Arnold School of Public Health.

2. The sponsor submits a current vitae and two letters of reference to the department chair. (*One of the references must be from outside the Arnold School of Public Health; one may be from the faculty sponsor.*)
3. Faculty in the department review submitted materials and evaluate them based upon the needs of the department and the potential for successful collaboration.
4. The specific level and type of adjunct appointment is recommended by the chair based on a review of the materials described in #3 (e.g. adjunct instructor, adjunct assistant professor, adjunct associate professor, adjunct professor, clinical adjunct, research adjunct, etc.)
5. Upon agreement by the majority vote of the department faculty, the department chair requests, in writing to the dean of the Arnold School of Public Health, the adjunct appointment of the candidate. The letter is accompanied by a copy of the candidate's vitae and two letters of reference. The letter must include a clear statement of the rationale for the appointment and a description of the major focus or emphasis of the person's work and how such work fits into the ongoing research, clinical practice, and/or instructional activities of the department and school.
6. A letter of appointment is sent out from the dean's office to the candidate.
7. The term of appointment is for three years with appropriate follow-up and reappointment by the school thereafter.

REAPPOINTMENT PROCEDURES

1. Initial contact is made with the department to determine if they wish to reappoint the individual to an adjunct position. If so, the department will determine that the appointee wishes to maintain the appointment. An updated vitae is obtained.
2. The updated vitae is circulated to voting faculty in the appointing department and a confirmation vote for reappointment is taken.
3. If the vote of the faculty is favorable, a new appointment letter is sent to the individual.
4. If a negative response is received from the appointee, the adjunct appointment is ended.

OTHER APPOINTMENT INFORMATION

1. All appointments begin either January 1 or July 1.
2. If the appointee wishes to terminate the appointment prior to the three-year tenure, a letter or call to notify the chair of the department in which the appointment has been made is appropriate. The department chair then notifies the dean's office and the name is removed from the list.
3. The department may propose termination of the adjunct appointment by making a request to the dean.
4. It is the responsibility of the home department to complete and forward to Human Resources in the Office of the Dean a PBP21 form for each adjunct faculty. This will initiate a formal USC record of the adjunct, and will grant the individual the privilege of securing a USC I.D. card that will allow use of university assets i.e., library, campus recreational facilities, etc.

5. Any and all stipulations concerning the appointment should be discussed with the candidate at the beginning of the appointment process.
6. An adjunct appointment conveys no commitment to salary or office space. This would be negotiated with the department based on specific responsibilities (e.g. course instructor, significant role on research project).

ID Cards

The CarolinaCard is the official ID for faculty, staff, and students at the University of South Carolina. Once your home department has processed the PBP21 form for you, you will be able to get your ID card. CarolinaCard is located in the basement of the Russell House on Green Street, across from the student post office. You will need identification to verify who you are. You can also get a CarolinaCard for your spouse for a small fee. See the CarolinaCard website for more information.

(<http://carolinacard.sc.edu/replacingid.html>)

VIP

VIP (Visual Information Processing) provides a portal to faculty/staff personnel and academic information. For example, this is where you would find out what your network username is, how much annual time is available, your benefits, upcoming paychecks and other important information, class rosters, and where grades are posted. VIP is one of the most used resources on campus and handles most of your faculty/staff information.

(<https://vip.sc.edu/>)

University Email

The University of South Carolina is changing email systems and moving from Groupwise to Microsoft Exchange Outlook. If you are unsure about whether you have an email account or need an email account, please contact your department administrator. Information about the migration and working within Outlook is located online at <http://www.sc.edu/universityemail/index.shtml>.

[Get Connected](#)

Make this site a one-stop-shop in finding out how to get connected to the USC network, both wired and wireless. This site is a comprehensive guide to computer security and network systems on campus.

Managing Spam

University Technology Services has introduced scoring for emails that are most likely spam. The score is appended to the subject line of each email suspected to be spam. Users can configure email rules to filter spam at the score most appropriate for them. (<http://www.uts.sc.edu/emailservices/spam.shtml>)

Pay Days

University employees are paid on the 15th and last workday of each month. You will be paid for all time worked up to that date. You are required to have direct deposit of your paycheck.

Building hours

The Arnold School has offices and classrooms mainly in the Health Sciences Building (800 Sumter Street) and in the new Public Health Research Center (921 Assembly Street). The Sumter Street building is unlocked at approximately 7:00am and locked at 10:00pm during the week. The Assembly Street building is unlocked later in the morning and locked earlier in the evening. On the weekends, both buildings are locked.

Bookstore

The University Bookstore is currently operated by Barnes and Noble and is situated underneath the Russell House, the USC Student Union on Green Street. The Bookstore website has a wealth of information under the *Faculty* tab regarding when and how to order books and even maintains a history of the books ordered in the past for courses. You will need to register on their website to have access to some of their resources and to place your orders.

<http://sc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=10052&catalogId=10001>

Library

The University of South Carolina has extensive library resources available to faculty and staff. More information on the libraries, collections, and hours can be found at <http://www.sc.edu/library/>.

Online Access. The catalogues and electronic resources are also accessible from any computer with an internet connection through EzProxy Access <http://www.sc.edu/library/proxy/proxy.html>

Parking:

USC Parking Services issues parking permits during the first few days of the semester. The fee is payable at the time of registration. You may pay by cash, check or by having the fee deducted from your paycheck. Improperly parked or unregistered vehicles are subject to USC parking tickets. Parking assignments for faculty and staff are based on length of employment with the University. Previous employment with another university or state agency does not affect permit assignment.

Parking Services is located in the Pendleton Street Garage at the corner of Pickens and Pendleton streets (1501 Pendleton Street, Columbia, SC 29208). Office hours are 8:00

am-5:00 pm, Monday through Friday. They can also be contacted by phone or email (803-777-5160 or parking@gwm.sc.edu).

What you'll need to register your car and get a permit:

- License tag number
- General automobile information (make, model, color, etc)
- Letter from Office of Academic Affairs outlining length of appointment and where on campus you will teach and/or have office hours

Appendix A: Teaching

Teaching Resources:

Below are resources from the University to assist with course preparation.

Center for Teaching Excellence

The Center for Teaching Excellence (CTE) believes that every faculty member, instructor and teaching assistant has the power to be an excellent teacher. But staying committed to excellent teaching is not easy. That's why they offer a variety of engaging programs and convenient resources, for novices and veterans, to be a helpful part of the teaching life of the University of South Carolina. Activities of the CTE are guided by the following programmatic goals:

- Enhance the pedagogical knowledge and effectiveness of all who teach at USC.
- Help new faculty and instructors establish a foundation for a lifetime of excellent teaching.
- Help graduate students who teach or who want to teach to be efficient and effective.
- Enable the wise use of instructional technologies to enhance student learning.
- Increase and leverage support for programs that promote teaching excellence.

The Teaching Guide

One of the resources offered through the CTE is the Teaching Guide (<http://www.sc.edu/cte/guide/>). The Teaching Guide consists of videos and on-line resources. In addition, CTE staff have identified local faculty and staff members willing to share their knowledge and experience in teaching theory and practice. However, much of the site is still under construction. We have included only the live and working areas for you here.

Seven Principles for Good Practice in Undergraduate Education

This section lists the 7 principles described by Gamson and Chickering:

- Principle 1 - Encourage Student-Faculty Contact
- Principle 2 - Encourage Cooperation among Students
- Principle 3 - Encourage Active Learning
- Principle 4 - Give Prompt Feedback
- Principle 5 - Emphasize Time on Task
- Principle 6 - Clearly Communicate High Expectations
- Principle 7 -Respect Diverse Talents and Ways of Learning

On the Teaching Guide Website, only Principle 1 - Encourage Student-Faculty Contact has live content (<http://www.sc.edu/cte/guide/principle1>). By going to the Principle 1 page, you can access the remaining principles and other excellent resources in the *Additional Resources* area:

- [Ideas for Using Technology to Enrich and Extend Faculty-Student Contact](http://www.tltgroup.org/Seven/1_Fac-Stu_Contact.htm#_Toc33765727) (http://www.tltgroup.org/Seven/1_Fac-Stu_Contact.htm#_Toc33765727) from the Teaching, Learning, and Technology (TLT) Group Library. This web page explores ways in which technology can be used in a course to make contact between faculty and students more productive, satisfying, or frequent.
- [More Ideas for Using Technology to Foster Good Teaching Practices](http://www.tltgroup.org/Seven/Library_TOC.htm) (http://www.tltgroup.org/Seven/Library_TOC.htm). This web page explores the use of technology to promote the seven principles for Good Practice in Undergraduate Education.
- [Best Practice](http://www.csbsju.edu/les/pastevents/best_practices.htm) (http://www.csbsju.edu/les/pastevents/best_practices.htm) from St. John's University. The web page contains strategies and inventories for application of each of the seven principles in the classroom.

Grading

Effective grading can stimulate and encourage quality work by students. Effective grading should be considered when an assignment is designed, delivered, collected, evaluated and returned. There should be a clear-cut relationship between grades and academic achievement. (<http://www.sc.edu/cte/guide/grading.html>)

The Syllabus

The syllabus provides the framework for the class and forms a type of contract between the student and the teacher. Departments should have old syllabi from previously taught courses to share with faculty. The Teaching Guide provides the following resources:

- Writing Learning Outcomes (<http://www.sc.edu/cte/learningoutcomes/>)
- Sample Learning Outcomes by Degree Program (Office of Institutional Assessment and Compliance) <http://kudzu.ipr.sc.edu/effectiveness/outcomes.htm>
- Guide to Syllabus Construction (Office of Institutional Assessment and Compliance) <http://kudzu.ipr.sc.edu/effectiveness/syllabus.htm>
- Sample Syllabus (Office of Institutional Assessment and Compliance) <http://kudzu.ipr.sc.edu/effectiveness/sampsyll.htm>
- Academic Integrity Syllabus and Test Statements <http://www.sc.edu/academicintegrity/statements.html>

Student Problems

Unfortunately, adjunct faculty will have to be prepared to deal with cheating and behavior problems. Below are links to resources to address and prepare for student problems:

- Academic Integrity (<http://www.sc.edu/cte/guide/integrity.html>)
- Disruptions (<http://www.sc.edu/cte/guide/disruptions.html>)
- Dangerous Behavior (<http://www.sc.edu/cte/guide/dangerous.html>)

Teaching Policies

Academic and Other Calendars

There are several important calendars that must be observed when creating the syllabus and teaching a class. Activities listed on these calendars include registration and drop dates, exam schedules, holidays and midterm breaks. The calendars are found online at <http://registrar.sc.edu/html/Calendar/>.

Office of the Registrar

The Office of the Registrar has a page of resources for faculty to help them guide students and to answer general questions. This page is located at http://registrar.sc.edu/html/fac_staff.stm

Technology Resources

As a faculty or staff member, you will need to know and understand how VIP, Blackboard (for faculty members) and other resources integrate with your academic and/or office activities. These are some of the main sites that will help you navigate through the University.

Teaching & Technology Services, or TTS, provides advanced support to the university community in core technologies used in instruction and research. We also provide support with the development and implementation of Distance Education classes offered by the University. Below are services and support provided by TTS and ways to assist faculty:

- [Blackboard](#) suite of applications for online course management.
- [Adobe Connect / Breeze](#) for online meetings and voice over powerpoint.
- [Camtasia](#) for creating content with still and video screen captures.
- [LISTSERV](#) for streamlining email communication with your students and colleagues.
- Data collection, management and analysis with statistical packages [SAS](#), [SPSS](#)
- Survey creation on the web using [Flashlight Online](#)

Faculty Support

[Instructional Technology](#) support for faculty who teach distance education courses. We assist faculty in determining an appropriate mix of technologies for course delivery, coordinate production of course components, and provide overall course management.

Blackboard Basics:

The Blackboard portal system allows for easy students and professor interaction. The system allows faculty to easily create a course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more, all with no knowledge of web site design or HTML. Blackboard is used

as an extension for most classes and the actual classroom for many online and distance education classes. Instruction on how to use Blackboard is available online at <http://www.uts.sc.edu/tts/bbinstruct.shtml>

Email: bbsupport@sc.edu

Phone: 803-777-6015

[Get Connected](#)

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