Welcome to the Department of French, Francophone, and Italian Studies. Below are policies and guidelines to assist with your integration into the College of Charleston community.

ALL FACULTY
Please review and bookmark the Faculty Resources webpage http://french.cofc.edu/faculty-resources/index.php for numerous useful links such as Human Resources, Parking, Academic Affairs, the Faculty Administration Manual, links to the College’s various information portals (MyCharleston, Banner), Academic Affairs, etc.

Some of the following information is already found in different forms in the aforementioned Internet links. However, because each department has varying policies, the information below serves as an important supplement for ALL new and veteran faculty alike.

DEPARTMENTAL MEETINGS
There will be a mini retreat in August, and monthly departmental meetings September through April. At least 24 hours prior to departmental meetings, the Chair will distribute a related agenda via email. A week prior to the meeting, a call for agenda items will be sent to the faculty.

ADDRESS LISTING
For important contact purposes, please submit your local address and phone number to Sabine Hagn-Ford (hagnfords@cofc.edu), administrative assistant of French, Francophone, and Italian Studies. Any contact information you wish to provide to students should be published on your course syllabi and/or website.

KEYS, SUPPLIES AND EQUIPMENT
You will receive one key to your office, one exterior building key, and a code to the photocopy machine. All key issuances and returns will be coordinated with Sabine Hagn-Ford and will require the signature of the department Chair and the key holder. All keys must be returned to Sabine Hagn-Ford or the department Chair upon the conclusion of your employment at the College (or you will be charged a fee). Keys for classrooms without keypads are to be requested through Sabine Hagn-Ford prior to the beginning of the semester and returned to her at the end of the semester when classes conclude. Please check your room assignments as soon as possible in order to obtain the necessary key if necessary.

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

For needed office supplies that are not readily available in the cabinet in the mail room such as flash drives, please contact Sabine Hagn-Ford with your request (hagnfords@cofc.edu) 24 hours in advance to ensure that your item is in stock.
You may check out professional travel laptops for **up to two weeks** from HelpDesk, located on the fifth floor of the Bellsouth Building. You can fill out forms in person in the Bell Office to request the loaner, or you can use the self-service portal found at [https://help.cofc.edu](https://help.cofc.edu).

**FACULTY OFFICES**
Due to the size of the department’s faculty, CofC facility limitations prohibit housing all the department’s offices in one building. Consequently, the Italian faculty offices are located in the Bell South building at 81 St. Philip Street. All other faculty occupy offices on the fourth floor of the JC Long building, located on the corner of Liberty and St. Philip Streets. Specific office assignments are posted on the [Faculty and Staff Listing page](http://french.cofc.edu/about/faculty-staff-listing/index.php).

**FACULTY WEBPAGES**
Faculty webpages in addition to the French, Francophone, and Italian Studies Faculty and Staff page are highly recommended. You can choose from:
- CofC blog with Word Press (recommended) [http://blogs.cofc.edu/](http://blogs.cofc.edu/)
- CofC faculty webpage with FileZilla [http://people.cofc.edu/howto.php](http://people.cofc.edu/howto.php)

If you create one of these, please send the link to Sabine Hagn-Ford to add to your departmental webpage.

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

As a CofC employee, you already have a Google account that requires your activation. The username and password will be your CofC username and password.
1. Using your web browser, go to [http://my.cofc.edu](http://my.cofc.edu)
2. Sign in to MyCharleston
3. Click on the Employee or Faculty tab
4. Click on the widget that says ‘Request your Google Account’
5. Follow the wizard to activate your account

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

**LEAVE REPORTS**
All instructors, tenure-track and tenured faculty are required to complete leave reports online in MyCharleston on the 15th and the last day of each month, unless otherwise specified. Generally, faculty will submit the report without inputting any data. This will simply register the report as “0” for your leave balance. Unless you took official leave for circumstances outlined in official College of Charleston policy (see [Human Resources](https://www.cofc.edu/human-resources/)), all faculty register “0” leave balances for the bi-monthly online reports. Adjuncts are not required to submit this information.
MAIL AND PHONE
Please check your departmental mailbox (in Long 408 mailroom) and CofC email account regularly. Pertinent departmental and campus-wide information is disseminated via email daily. Mail and packages are delivered to the department’s main office mailroom, JC Long 407. Mail Services will deliver specific Italian faculty mail to Bell, suite 225. Please note that personal mail is not to be sent to the College. Any personal mail items will be returned to sender.

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

LETTERHEAD, NAMETAGS, ETC.
French, Francophone, and Italian Studies letterhead and envelopes are available from the supply shelf in the mailroom, JC Long 407. A downloadable (e-letterhead) template is available in the shared folder FFIS(\pitt\data). Sabine Hagn-Ford can show you how to set up this folder.

BUSINESS CARDS
Business cards are provided to roster faculty (instructors, senior instructors, tenure-track, and tenured faculty). The admin assistant will order these for new faculty.

PHOTOCOPIES, PRINTING, AND SCANNER
The copier is located on the fourth floor of JC Long for official CofC business use only. Before using the copier, please see Sabine Hagn-Ford for a brief tutorial and to receive a copier code.

Please note that faculty generally make their own copies. However, the admin’s assistance (or that of the student workers) may be requested when faculty are unable to make copies due to time constraints, illness, etc. Note that student workers are to be consulted before the admin assistant. If making a request via email, include all necessary information: number of copies, stapled, collated, etc. Copies are generally made front to back to preserve paper. Copies of exams will be placed in an envelope or folder and left in the requesting individual’s mailbox.

For copy jobs that require the services of the Copy Center and departmental expenditures, please consult with the department Chair and copy Sabine Hagn-Ford.

Please note that you can also scan from the Xerox copier. Sabine Hagn-Ford can show you how to do this.

RECYCLING
Each desk should have a trash can and there are communal cans and recycling bins in the common areas. Please take your cans or bottles to the communal recycling bins. Custodial staff will empty your trash cans.
OFFICE COMPUTERS
All faculty and staff are issued computers for official College use. If you experience an issue with your office computer, contact the Help Desk at helpdesk@cofc.edu or 953-3375 or https://help.cofc.edu/, their self-service and support system where you can look up various solutions to your problems and also report them. If the Help Desk is unable to resolve the issue, please consult with the department Chair for further assistance.

COURSE SYLLABI, CLASS SCHEDULE & OFFICE HOURS
For beginning and intermediate language courses, the Basic Language Coordinator will provide the syllabi. Consult with the Beginning and Intermediate Language Coordinator for details.

Faculty office hours should be held Mondays through Fridays, and each professor should post his/her office hours on the syllabi. You need to have a total of one office hour posted per 3-hour course (i.e. 3 office hours if you are teaching 3 courses). You will be provided a semester check-list prior to the start of each semester which lists appropriate deadlines and all required information (departmental and College-wide) for syllabi. You will submit a copy of your syllabus to the Chair for approval prior to the start of each semester, and once approved, will submit it to Sabine Hagn-Ford for our files. She will then make your door schedule and place it on your office door.

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

CLASSROOM ASSIGNMENTS
All classrooms on campus are smart classrooms. To request a change to your classroom assignment, please DO NOT contact the Registrar’s Office. Contact Sabine Hagn-Ford, who will submit your request to the Registrar. This is to ensure that we know where your class is held and that your door schedule accurately reflects your schedule.

MAKE-UP EXAMS
Please note that for beginning and elementary French language classes, all faculty teaching these courses must respect the outlined policies for these courses.

For upper-level courses, in cases such as athletic events, legitimate emergencies (illness or death in the family), or other justified reasons where a student misses your scheduled exam or in-class composition, please provide an option for the student to make up the exam, unless you have a different, explicitly written policy dictating otherwise in your syllabus. For example, if your syllabus says that no make-up exams will be given, but the remaining exams will count more to cover the missed exam, then this could be an exception. However, such policies must be included in your syllabus; if not, the instructor in question must give make-ups. Administering make-ups—provided students have justified excuses for missing your class—is only fair for those who have not voluntarily missed your exam or in-class composition. Although many instructors do not look favorably on students missing class because of collegiate athletics, the College does excuse them from class for certain athletic events, and in accordance we should provide some reasonable accommodations for missed exams.
Also consult with veteran faculty members to learn about the various acceptable ways to
approach make-ups. A few professors designate a specific day and time for ALL students to
make up the same exam or in-class composition; others allow students to choose between this
option and by-passing the make-up altogether to allow the remaining exams to be weighted
heavier. If the student consents to this latter option, despite it not being written in your syllabi,
then you can indeed adopt it.

EMERGENCIES
Please consult the Public Safety website for important contact information. In the unlikely event
there is an emergency in your class that requires immediate attention by Public Safety and or
medical personnel, the following steps are recommended:
1) call the relevant contact number from the aforementioned link;
2) enlist your students' help if/when necessary;
3) solicit, if necessary, help from a colleague in a neighboring classroom;
4) unless you or others are in physical danger, remain attending to the situation until
   professional assistance arrives;
5) use common sense.

STUDENT ISSUES
Faculty and students are first encouraged to address issues of mutual concern directly with each
other. If a faculty member and student are unable to resolve an issue, the Chair will mediate as
necessary.

DESK COPIES AND BOOK ORDERS
Most publishers in the U.S. will provide you a desk copy of your course texts free of charge. 
Although some international publishers will provide free desk copies, most do not.

Texts for basic language courses (101-202) will be ordered for you by the Beginning and 
Intermediate French Language Coordinator. However, faculty are responsible for ordering
student texts for levels above 202. For these orders, simply email the following information to
the College of Charleston Bookstore at textbooks@cofc.edu:
1) Book title
2) Book author(s)
3) Edition and year published
4) Publisher
5) ISBN
6) Number of copies needed

SECTION INCREASES
French, Francophone, and Italian Studies greatly discourages section increases for full classes,
and such authorizations are made only by the department Chair. Students are NOT ALLOWED
to attend any class unless they appear on the class roll (tell them to check MyCharleston daily so
they can add into the class as soon as a seat in the course opens). Any problematic situations
should be directed to the department chair. Exceptions are occasionally made, and the Chair will
hear each special case.
ABSENCE
Please advise Sabine Hagn-Ford and the department Chair via email if you plan to miss your scheduled office hours so they can plan accordingly and leave a note on your office door. Email your students to let them know as well. For unanticipated absences (illness, emergency, etc.), you need to email your students (via MyCharleston) and you must notify as soon as possible both Sabine Hagn-Ford (hagnfords@cofc.edu; 953-8063) and the department Chair (signoril@cofc.edu; 953-0872) via email or phone.

SUPPORT FOR PROFESSIONAL ACTIVITY
Each August, the Chair will ask roster faculty to submit their funding requests for research and development (e.g., presentation of research at conferences, participation in workshops, research travel, etc.) for the academic year. The appropriate forms and instructions are found under Faculty Resources at http://french.cofc.edu/faculty-resources/index.php. If funding is still available after the initial round of funding has been approved, the Chair may issue another call for funding requests in January of the same year. This second call is not guaranteed.

CofC-RELATED TRAVEL, TRAVEL AUTHORIZATIONS AND REIMBURSEMENTS
An official travel authorization form must be completed at least two weeks before ALL professional travel, no matter the source of funding, and even if there is no funding. The Travel Authorization (TA) form can be found in MyCharleston in the “Accounting Forms” section on both the Employee or Finance tabs. Please review your TA with Sabine Hagn-Ford before submitting the completed form to the department Chair who will sign and send to the Dean’s office for approval. If the College of Charleston has committed to funding your professional travel, and you do not complete a travel authorization form at least two weeks prior to your trip, you may be denied travel reimbursement. Please note that the Chair requests that TAs be completed one month prior to travel.

When you return from your trip, you must complete a Travel Reimbursement (TR) form within ten business days in order to be compensated for your travel expenses. Along with this form, submit your receipts for airline tickets, hotel, and conference registration. You do not need receipts for meals. Please review your TR with Sabine Hagn-Ford before submitting the completed form and receipts to accounts payable@cofc.edu or campus mail to the Controller’s Office. Please send a copy of your TR to Sabine so that she may update the budget as needed.

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

A copy of your TA, your TR, travel advance, and any other charges to our department must be provided to Sabine Hagn-Ford for account reconciliation.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
FERPA is a federal law that protects the privacy of student education records. The law applies to all schools, including the College of Charleston, that receive funds under an applicable program of the U.S. department of Education. Please review the following site for details on FERPA and your obligations as an instructor: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. CofC faculty cannot discuss student performance with parents unless the student has signed an
official waiver kept on file at the College of Charleston. If a parent claims their child has signed such a waiver, do not share any information on student performance until you have verified this with Academic Affairs that the student has indeed signed the waiver.

**RECORDING OF STUDENT GRADES**
Mid-term and final grades are to be posted in MyCharleston (http://my.cofc.edu) by the indicated deadlines.

**FINAL EXAM SCHEDULE**
Please do not change your final exam schedule from the College’s pre-established one and note that you may not change the final exam from the original schedule. Should a student need special accommodations for a different time, you will need to complete a form and gain approval from the Chair.

**VACATING AN OFFICE**
Whenever you vacate an office—due to end of employment or office reassignment—please prepare your office so that it would be acceptable to you if you were the new occupant. If you are reassigned to a different office or do not need furniture provided by the College, consult with Sabine Hagn-Ford before moving any CofC property. They will contact Help Desk to move computer equipment. Return your office keys to the admin assistant. As previously noted, you will be charged for any unreturned keys.

**FURLOUGH CONTACT INFORMATION**
Before leaving campus for college-wide breaks (Thanksgiving, winter, spring and summer), please inform the admin assistant and the Chair of your contact information. A CofC email address is highly recommended since it can be easily accessed internationally and because the department Chair and College regularly disseminate important information to College email accounts. Also, as occasionally there are student issues that linger into the furlough period and require your prompt attention, please be prepared to consult your gradebook, and check your CofC email account regularly (at least bi-weekly during the first few weeks immediately after the semester ends and weekly thereafter).

**FRENCH, FRANCOPHONE, AND ITALIAN STUDIES MAJORS & MINORS**
Students who wish to declare a departmental major or minor do so online via MyCharleston in the Program of Study Management (POSM) channel located on the Academic Services tab.

**FRENCH PLACEMENT**
See the Undergraduate Catalog (http://catalogs.cofc.edu/), our Placement policies, and the departmental by-laws (http://spanish.cofc.edu/faculty-resources/index.php) for placement information. If you determine that a student has been placed incorrectly in your class, please refer the student to the Chair and send an email to the Chair with your official recommendation for proper class placement. Note that a student’s placement will be based on the student’s first placement exam score.
SEXUAL HARASSMENT, RACIAL DISCRIMINATION and other policies
Numerous College of Charleston policies that include such important issues as sexual harassment, racial discrimination, code of conduct, ethics, etc. are found at http://hr.cofc.edu/policies/index.php. It is necessary that all faculty and staff review and follow these policies carefully.

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