



*Richard W. Riley College of Education,
Sport, and Human Sciences*

Staff Manual

Revised August 2024



Table of Contents

[Mission, Vision, and Values](#)

[Organizational Structure](#)

[Departments](#)

[Centers](#)

[Partnerships](#)

[Special Programs](#)

[Roles and Responsibilities](#)

[Administrative Job Descriptions](#)

[Program Leadership](#)

[Other Administrative Support Roles](#)

[General College and University Information](#)

[Absence from Work Duties](#)

[Annual Review](#)

[Benevolent Fund](#)

[Blackboard](#)

[Business Cards and dot.cards](#)

[Center for Career Development and Internships](#)

[College Events](#)

[Computer Usage](#)

[Copyright](#)

[Counseling Services](#)

[Course Evaluations](#)

[Course Syllabi](#)

[Custodial Procedures](#)

[Dacus Library](#)

[E-Mail](#)

[E-Mail Distribution Lists](#)

[Employee Assistance Program \(EAP\)](#)

[Employee Policies and Procedures](#)

[Employment Exit](#)

[Environmental Health and Safety](#)

[Etiquette for CESHs Classrooms](#)

[Food and Drink in Classrooms](#)

[Food Orders](#)

[Hiring](#)

[Identification \(ID\) Cards](#)

[Inclement Weather](#)

[Keys](#)

[Leave](#)

[Naming Conventions](#)

[Non-Discrimination and Anti-Harassment Policy](#)

[Parking](#)
[Privacy Policy and FERPA](#)
[Purchasing and Procurement](#)
[Records Retention and Shredding](#)
[Recreational Facilities](#)
[Recycling](#)
[Remote Work](#)
[Space Usage and Reservations](#)
[Staff Advisory Council](#)
[Student Appeal and Complaint Procedures](#)
[Student Recruitment and Retention](#)
[Surplus and Broken Items](#)
[Telephone and Mail](#)
[Temporary/Dual Employment](#)
[Travel Procedures](#)
[University Communications and Marketing](#)
[Weekend Classes](#)
[Work Orders](#)
[Workplace Injuries and Worker's Compensation](#)
[Workplace Violence](#)

Mission, Vision, and Values

Approved by the Richard W. Riley College of Education, Sport, and Human Sciences Faculty on April 23, 2024

Mission Statement

We are a student-focused, collaborative community fostering a capacity for innovation, inclusion, investment, and intention. We facilitate exploration, discovery, and professional readiness through academic and clinical experiences within community partnerships. Through the contributions of our diverse students, staff, and faculty we uphold our rich legacy of positively influencing the world.

Vision Statement

We prepare graduates to become innovative, intentional, and inclusive leaders who invest in their communities.

Values

Through a culture of **innovation**, we foster creative exploration.

Through purposeful **inclusion**, we cultivate collaborative and open communities.

Through strategic **investment**, we encourage adaptability and facilitate engagement.

Through focused **intention**, we promote positive change.

Return to [Table of Contents](#)

Organizational Structure

The College of Education, Sport, and Human Sciences (CESHS) organization chart is located in the [About the College](#) section of the CESHS website.

Departments

Counseling, Leadership, and Educational Studies

The [Counseling, Leadership, and Educational Studies](#) department prepares candidates to meet the needs of 21st-century learners, families, and clients through degree programs offered at the undergraduate and graduate levels in both teacher education and non-licensure degree programs.

The Counseling, Leadership and Educational Studies department offers Bachelor of Science degrees in [Middle Level Education](#) and [Special Education](#). At the graduate level, the department offers Master of Education (M.Ed.) degree programs for [Counseling & Development](#), [Educational Leadership](#), and [Special Education Intervention](#). The department also offers an Educator Specialist (Ed.S) degree in [Educational Leadership](#).

Curriculum and Pedagogy

The mission of the [Curriculum and Pedagogy](#) department is to prepare teacher candidates through discipline-specific content and extensive clinical experiences with innovative pedagogies. Our programs produce caring educators who positively impact students, families, and communities.

The Curriculum and Pedagogy department prepares teachers through programs for initial licensure and advanced study. The department offers Bachelor of Science degrees in [Early Childhood Education](#), [Elementary Education](#), and [Human Development and Family Studies](#). The department also houses the Master of Education degree in [Learning Design and Technology](#). The courses in literacy are offered to pre-service and in-service teachers. Finally, coursework in gifted education and project-based learning are housed in the department.

Education Core

The [Education Core](#) is an academic department that serves all initial educator preparation programs by providing foundational experiences that prepare future teachers for the diverse and inclusive environments in which they will work. Course content and clinical rotations are intentionally integrated at multiple points in the program to support candidate understanding, application, and generalization of Education Core concepts and ideas.

The Education Core department is responsible for common education coursework for initial preparation programs across the University. The department houses all options of the [Master of Arts in Teaching](#) degree ([Accelerated Pathway](#)), the [Bachelor of Science in Educational Studies](#), a Master of Arts in Educational Studies (coming soon), and the minor in Educational Studies.

Physical Education, Sport, and Human Performance

The [Physical Education, Sport and Human Performance](#) department is dedicated to preparing leaders in athletic training, exercise science, physical education teacher education, sport management, and athletic administration at both the undergraduate and graduate levels. The department meets this mission by preparing professionals who are dedicated to the improvement of health and wellness in the community, state, and nation, as well as the development of sport professionals prepared to meet the demands of the 21st century. All graduates are devoted to excellence in learning, leadership, stewardship and collaboration.

The Physical Education, Sport, and Human Performance department is housed in the Lois Rhame West Center. The department offers Bachelor of Science degrees in [Athletic Training](#) (no longer admitting students at the undergraduate level), [Exercise Science](#) (with a concentration available in Athletic Training), and [Sport Management](#). Master of Science (M.S.) degrees are offered in [Sport and Fitness Administration](#) and [Athletic Training](#). Minors include Coaching, Health, and Outdoor Leadership.

In addition, the department houses a basic instruction program and a number of service courses such as First Aid/CPR and health and physical education methods for the various initial teacher preparation programs. The basic instruction courses meet the physical activity requirement in the general education program required of all undergraduate students. These courses involve a range of offerings such as Scuba Diving, Lifeguard Training, Aerobic Walking, Weight Training, Hiking, Backpacking and Rafting, or Aerobic Dancing. There are a number of courses which are part theory and part activity, such as Weight Control through Diet and Exercise, Fitness for Life, and Outdoor Education.

Return to [Table of Contents](#)

Centers

Instructional Technology Center

The mission of the [Instructional Technology Center](#) (ITC) is to provide a positive environment that encourages innovation and hands-on experiences using current state-of-the-art technology through comprehensive training and support. The ITC staff are role models who inspire and guide students, staff, and faculty to become inquisitive, open-minded learners capable of solving problems, communicating, and presenting research in creative ways.

The ITC serves students, faculty, and staff, as well as PK-12 educators from surrounding school districts and the Professional Development Schools. The ITC is located in 307 Withers and has a staff that includes a full-time director, full-time director of audio-visual services, graduate student workers, and several undergraduate student workers or work-study students.

In a technology-rich, learner-centered classroom, the teacher serves as a facilitator of instruction, mentor, and coach. The ITC will help cultivate a supportive and collaborative environment for integrating technology as a meaningful and effective part of the educational process by encouraging the modeling of technology integration in a variety of educational and professional settings.

James and Sue Rex Institute for Educational Renewal and Partnerships

The mission of the [Rex Institute for Educational Renewal and Partnerships](#) is to serve, facilitate, and support faculty and college initiatives that involve internal and external collaboration, partnership, and outreach to ensure cohesive, quality programs.

The Institute will fulfill four specific purposes:

1. Shepherding the agenda for education in a democracy,
2. Building and maintaining the Winthrop Partnership Network,
3. Fostering collaborative inquiry and teaching, and
4. Promoting ongoing professional learning with the University-School Partnership.

The Partnership Advisory Council, with representation from the College, other colleges on campus, and PK-12 constituents, will serve as the Institute's advisory council to periodically assess the Institute's effectiveness in fulfilling its purposes and to provide feedback for continual improvement.

Office of Field and Clinical Experiences

The Office of Field and Clinical Experiences facilitates field and clinical aspects of Winthrop's Teacher Education Program in conjunction with the College's Rex Institute for Educational Renewal and Partnerships. The Office coordinates teacher education internships and other field and clinical experiences for undergraduate and M.A.T. programs in collaboration with its public school partners and the various programs at Winthrop University. The Office facilitates field placements, the Mentor Teacher program, and coordination of Professional Development School (PDS) and Partner School (PS) engagement in field and clinical components of teacher preparation, including collaboration with University Supervisors, School Liaisons, and Winthrop Faculty-in-Residence (WFIR). Personnel in the Office of Field and Clinical Experiences include the Director, the Field Placement Coordinator, and a Department Admin that is shared with the Rex Institute.

Winthrop School-University Partnership Network

The Winthrop School-University Partnership Network provides simultaneous renewal of schools with a focus on student learning and educator preparation through the engagement of collaborative learning communities involving district and University students and faculty. These partnerships allow the teacher education program to experiment with new models of teaching while developing new roles and responsibilities for classroom teachers.

Macfeat Early Childhood Laboratory School

The [Macfeat Early Childhood Laboratory School](#) has two primary missions. The school promotes holistic development of children through a student-centered environment that stresses growth intellectually, physically, socially, and emotionally. The school serves Winthrop University and the community as a research and training center, helping tomorrow's educators and other professionals successfully meet the challenges of an increasingly diverse student population.

The Macfeat Early Childhood Laboratory School, founded in 1892, is operated by the Richard W. Riley College of Education, Sport, and Human Sciences as an education/demonstration/research

school. Serving three-, four- and five-year-old children, Macfeat offers a child-centered program with classrooms organized around learning centers that foster exploration, creativity, collaboration, and independence. Macfeat uses the National Association for the Education of Young Children (NAEYC) standards as a framework to guide our curriculum and program. The school maintains an A+ rating from [ABC Quality Rating System](#), demonstrating that our program goes above and beyond to provide an environment where children thrive. Macfeat is also licensed by the [South Carolina Department of Social Services](#) (DSS). Staffed by professional educators, graduate and undergraduate students, and numerous volunteers, Macfeat serves as an education site for prospective teachers and other professionals that work with young children. The school strives to meet the needs of a diverse population of learners while exploring ways to better meet the challenges of educating young children in the 21st century. Staff includes three lead teachers, a Director and Executive Director, Department Admin, After School Care Coordinator, five graduate assistants, and trained undergraduate workers and is located in the Withers building.

Outdoor Education Center

The mission of Winthrop Headquarters for Outdoor Adventure (WHOA) is to promote the health and wellness of the campus community and to encourage a respect for and appreciation of natural environments by providing the students, faculty and staff of Winthrop University with opportunities, resources, and instruction necessary to engage the outdoors in a meaningful and responsible manner.

The Winthrop University [Outdoor Education Center](#) (OEC) has been developing teams and groups since 1982 and has served more than 40,000 people. Considered by many professionals to be a teaching tool ahead of its time, the OEC offers specialized group learning experiences in an effective non-traditional setting. Teamwork is essential! By sharing in a new and meaningful experience, participants will learn more about themselves, each other, and their group as a whole.

Each workshop is individually planned around the needs and goals of the team or group. In designing all sessions, careful attention is paid to specific group needs so groups will be given the opportunity to be challenged and reach their goals. Sessions are classified as being either half-day (2-4 hours), full-day (4-8 hours), or multi-day.

The OEC experience is one of learning and fun! Your team will be presented with challenges that will require communication, trust, teamwork, and commitment to group goals. It's more than a group outing — it's an opportunity for self and group discovery.

Student Academic Services

[Student Academic Services](#) (SAS) primarily serves undergraduate and M.A.T. students enrolled in majors and minors within the College. In addition to these primary stakeholders, the office supports faculty advisors in the College and completers of all educator preparation programs in

obtaining certification. The SAS staff is focused on providing assistance and helpful resources in the areas of advising, student success, recruitment, retention, certification, admission to the Teacher Education Program, and college-specific scholarships. Personnel in SAS include the Director, Professional Advisor, Department Admin, and various student workers. Their mission aligns with the College's vision of *preparing graduates to become innovative, intentional, and inclusive leaders who invest in their communities*, and our work is guided by the Winthrop University values of *leadership, service, community, and excellence*.

Return to [Table of Contents](#)

Partnerships

The Center for Educator Recruitment, Retention, and Advancement (CERRA)

The Center for Educator Recruitment, Retention, and Advancement ([CERRA](#)) is a state agency supported by the SC General Assembly and housed at Winthrop University. CERRA works in collaboration with the state's public and private colleges and universities, education-related agencies, businesses, and the state public school systems to recruit and retain a new generation of academically talented, effective classroom teachers.

The Early Learning Partnership of York County

The [Early Learning Partnership of York County](#) (ELP) was established in 1998 as a United Way initiative called Success by 6 and gained its own nonprofit status in 2005. ELP works to ensure that young children in York County are ready to learn in school and in life. By mobilizing people, leveraging resources, and empowering social, emotional, and early literacy programs, ELP is preparing children, birth to age five, for school success.

ELP has a staff of one Executive Director and one Program Coordinator who are house in the College. The ELP staff is supported by a Board of Directors with approximately 20 members which represent the geographic areas of all four school districts in York County.

Olde English Consortium

The Olde English Consortium (OEC) is a partnership organization bringing together professionals from local PK-12 school districts, Winthrop University educators, and regional higher education institutions.

Return to [Table of Contents](#)

Special Programs

Call Me MISTER

The purpose of the [Call Me MISTER](#) (Mentors Instructing Students Towards Effective Role Models) program at Winthrop University is to assist with the recruitment, training, and certification of diverse males who are planning to teach in South Carolina's public schools. The program seeks to help build a more diverse group of educators by providing academic, social, and financial support to under-represented individuals interested in the field of education. The mission of the Call Me MISTER National Initiative is to increase the pool of available teachers from a broader, more diverse background particularly among the State's lowest performing elementary and middle schools. Student participants are largely selected from among under-served, socio-economically disadvantaged and educationally at-risk communities.

Floyd College Readiness Program

The [Dalton and Linda Floyd College Readiness Program](#) is a community/school engagement initiative that provides college students an opportunity to serve as role models and guides to high school students as they aspire to and prepare for post-secondary education.

Two particular aims of the program are (1) to provide opportunities for college students to build leadership and mentoring skills and (2) to provide opportunities for high school students who may assume that post-secondary education is not possible for them or who may be considered at-risk in the high school to college transition.

South Carolina Teaching Fellows Program

The [Teaching Fellows Program](#) for South Carolina is funded by the South Carolina General Assembly in an effort to recruit the finest high school graduates to the teaching profession, and the Winthrop University Teaching Fellows Program was established in 2002. Teaching Fellows participate in advanced enrichment programs in Teaching Fellows Institutions, professional development opportunities during summer months, get involved with communities and businesses throughout the state, and receive up to \$6000 in yearly scholarships for four years while they complete a degree leading to teacher certification.

WinthropLIFE

[WinthropLIFE](#) (Learning is for Everyone) offers post-secondary education opportunities for students with intellectual disabilities. The program creates customized schedules for each student using a person-centered planning approach. The schedules include traditional courses, internships, and specialty courses to support student development of specific skill sets. The focus of the WinthropLIFE is to build and strengthen skills in the areas of employment, self-determination, health and nutrition, social networking, and independent living.

The mission of WinthropLIFE is to provide an inclusive post-secondary education experience to students with intellectual disabilities to prepare them for competitive employment and active participation in local communities with as much independence as possible.

Return to [Table of Contents](#)

Roles and Responsibilities

Administrative Job Descriptions

Dean

The Dean is the chief administrative officer in the Richard W. Riley College of Education, Sport, and Human Sciences, which houses the premier educator preparation program in South Carolina while maintaining excellence in sport and human science professions. The Dean provides overall administrative leadership for the College, reports directly to the Provost, and works with academic leadership from all areas of the University. Specific duties include:

- Provides collegial and dynamic leadership for the College’s faculty, staff, and programs;
- Articulates a vision for the College that is consistent with the University’s mission and facilitates strategic planning to reach College goals;
- Motivates faculty and staff to work toward the goals of the College;
- Plans and develops appropriate policies for the College;
- Upholds high standards for instruction, service, and scholarship;
- Recruits and assigns best available faculty and staff based on required competencies;
- Manages and develops the human, physical, and financial resources of the College;
- Fosters and contributes to institutional leadership and collaboration with the other colleges of the University;
- Serves as a leader in state and national agencies and associations, public schools and school districts;
- Effectively represents the College and University to the community; and
- Secures external funding that is in keeping with the goals and objectives of the College and the University.

Return to [Table of Contents](#)

Associate Dean and Executive Director of Macfeat Early Childhood Laboratory School

The Associate Dean is tasked with overseeing assessment and accreditation efforts, working with the Director of SAS to support students and faculty, and supporting all functions of the College as needed.

- Coordinates all efforts for external reporting and reviews;
 - Leads accreditation approval/review for the Educator Preparation Program and serves as CAEP Liaison;
 - Completes periodic reports for the University and governmental agencies; and
 - Completes annual external reports such as Title II and CAEP Annual Report.

- Oversees College Assessment System and accreditation processes;
 - Assists Macfeat with reviews as requested;
 - Coordinates and/or provides support for program area accreditations and reviews (both external and internal);
 - Coordinates College participation for University accreditation requirements (SACSCOC);
 - Maintains review of common Educator Preparation data in collaboration with other College personnel and committees as appropriate;
 - Oversees the student assessment of teaching for all CESHs courses;
 - Coordinates expectations of annual Program Advisory Committee process in collaboration with program directors;
 - Oversees work on specialized standing committees as they relate to EPP accreditation;
 - Serves as liaison with Institutional Research; and
 - Coordinates and leads annual program assessment processes.
 - Meets and communicates with Program Directors to ensure they have necessary data for continuous improvement plan;
 - Reviews as needed program processes in collaboration with Program Director and Department Chair;
 - Provides guidance to programs on appropriate assessment practices;
 - Ensures reporting deadlines to University are met;
 - Communicates with the University Director of Assessment and Research as needed; and
 - Provides updates to other bodies as needed or requested.
- Supervises the following personnel: Macfeat Director, CESHs Director of Assessment and Research, Student Learning & Licensure (SLL) Assistant, and SAS Director;
- Actively serves on a variety of College, University, and external committees as appointed;
 - Serves as a member of the Leadership Council and Executive Leadership Council;
 - Leads the Educator Preparation Assessment Committee;
 - Serves on the Educator Preparation Committee; and
 - Serves as the CESHs Representative on the Graduate Assessment Committee in collaboration with the Graduate Studies Director;
 - Supports Graduate Studies Director with compliance needs related to SACSCOCs advanced program expectations.
- Supports the SAS Director with recruitment, retention, and certification matters;
- Oversees the following College processes;
 - Serves as liaison with education liaisons in other colleges;
 - Coordinates various faculty-, staff-, and student-related documentation and assessment systems;
 - Coordinates all faculty searches for the College;
 - Coordinates committee membership and reporting needs;
 - Coordinates professional development for faculty, staff, and students as appropriate; and
 - Supports maintenance of College manuals;

- Serves as the College’s chief executive in absence of the Dean; and
- Performs other duties as assigned by the Dean.

Return to [Table of Contents](#)

Associate Dean for Education Partnerships and Preparation

- Assumes the duties of Director for the Rex Institute
 - Oversees and supports the functions of the Office of Field and Clinical Experiences;
 - Maintains close collaboration with the Education Core Department to ensure ongoing connectedness and continuous improvement of the Education Core and related clinical experiences;
 - Facilitates Partnership Network activities and initiatives;
 - Facilitates collaborative professional learning activities involving Winthrop faculty and P12 and community partners;
 - Supports cross-disciplinary outreach that is designed to inform and impact educational practice and renewal;
 - Provide supervision for the Teaching Fellows program, Teacher Cadet initiatives, and the Call Me MISTER program in collaboration with appropriate program directors;
 - Assists in data collection, analysis, and reporting in areas related to the Institute's mission and goals;
 - Supervises fiscal and physical operations of the Rex Institute;
 - Serves as a liaison for various philanthropic activities affiliated with the Rex Institute and its mission;
 - Coordinates the Teacher Education Convocation ceremony; and
 - Serves as a liaison to the Olde English Consortium, Catawba Regional Education Center Advisory Board, and other education and community groups related to the Institute’s mission and outreach
- Serves as the Chair of the EDCO Department
 - See [Department Chair](#) job description
- Serves as the Educator Preparation Program Director
 - Serves on the Educator Preparation Committee;
 - Coordinates Educator Preparation Program efforts;
 - Engages in CESHS grant writing efforts in collaboration with the Dean, Senior Associate to the Dean, and others as appropriate;
 - Maintains close collaboration with the Education Core Department to ensure ongoing connectedness and continuous improvement of the Education Core and related clinical experiences; and
 - Assists in data collection, analysis, and reporting related to accreditation
- Serves as the College’s chief executive in absence of the Dean
- Teaches courses as appropriate for initiatives in the college but not in excess of two per year
- Performs other duties assigned by the Dean.

Department Chair

Department Chairs are faculty members who have been appointed by the President, based upon a recommendation from the Dean and the Provost. Their appointment is reviewed annually based upon performance as evaluated by the Dean. Like all faculty members, Department Chairs are expected to maintain professional and current competence in their academic disciplines through ongoing development and by pursuing continued learning, scholarship, consulting, and public service. The primary role of the Department Chair is to foster a quality educational program for students by creating a climate in which the faculty member is able to teach, engage in scholarship, and perform well. Specifically, CESHs Department Chairs have the following duties and responsibilities:

- Ensures that faculty evaluations are conducted in accordance with the policies and procedures of the College and University;
- Reviews, with the faculty member, the member's performance at least once a year;
- Shares electronic course evaluations and annual evaluations provided by the assessment staff;
- Attempts to solve faculty and student problems;
- Conducts departmental meetings on a regular and ongoing basis;
- Acts as a liaison with other units and administrators;
- Sets a professional example for faculty members;
- Proposes changes in the curriculum, degree requirements, and noncurricular programs after approval by the departmental faculty;
- Ensures coordination of curricula within the department and with other College and University departments;
- Creates a schedule for course offerings each term in the appropriate system and monitors needs and enrollment, providing appropriate information to the Dean;
 - Establishes appropriate class time schedules and modalities that are equitable across faculty and consider current needs of students;
 - Assigns course schedules to faculty that are equitable based on discipline, modality, and class size;
- Reviews and makes recommendations on faculty assignments for dual employment, continuing education, and other extra duties;
- Supports as appropriate registration, recruitment, and orientation activities;
- Teaches on a reduced basis as approved by the Dean;
- Allocates and monitors the departmental budget;
- Oversees maintenance of budget reporting and appropriate, equitable appropriation of budget;
- Supervises all routine office functions, including the supervision of office staff, graduate student workers, and work-study students;

- Recommends to the Associate Dean faculty recruitment procedures and processes and takes a central role in the recruitment of faculty and staff for the department;
- Assists with the continuing development of departmental faculty and staff;
- Provides oversight to ensure the quality of all undergraduate and graduate programs in the department;
- Assists with all external accreditation activities;
- Promotes and encourages the obtaining of grants, attendance at professional meetings, research, publication, and other scholarly activities; and
- Performs other leadership duties as required by the department or assigned by the Dean.

Appointment

Chairs maintain a 9-month appointment with a supplementary 12-month stipend and reduced teaching load.

See the University policy on [Department Chairs](#).

Return to [Table of Contents](#)

Director of Audio-Visual Services

The following are the administrative duties of the Director of Audio-Visual Services:

- Performs multimedia and AV setups campus-wide (equipment may be fixed or portable) during normal working hours as well as after hours and on weekends for departments, student organizations, the President's Office, and outside groups;
- Assists with AV-based equipment for Tillman Auditorium, Barnes Recital Hall, Byrnes Auditorium, McBryde Hall, Plowden Auditorium, and Johnson Theater if needed;
- Manages students, temporaries, or other assistants who work with setups and manages and works with contractors on all commencement audio setups;
- Works with contractors/engineers on multimedia, AV, and audio planning for renovations and new construction;
- Serves as back-up support for Director of ITC;
- Manages carillon, webcasts, and satellite teleconference setups and troubleshoots satellite issues for Mass Communications and Modern Languages;
- Serves as cable TV liaison to CATV vendor for academic space; manages campus-wide multimedia and projection equipment checkout when available; acts as technical support for multimedia in auditoriums such as Plowden, Tillman, etc. and for TVs in Joynes and other locations where TVs are driven by campus cable TV system; and assists with cable pulls in smart classrooms;
- Conducts research on multimedia, videoconferencing, and AV and audio solutions; supports LCD digital signage in areas such as Withers, Carroll Hall, etc.; and

- Advises and assists with camera installations, such as DVR cameras (e.g., Withers counseling lab) and networked/security cameras.

Return to [Table of Contents](#)

Director of Field and Clinical Experiences

The following are the administrative duties for the Director of Field and Clinical Experiences:

- Coordinates field placements in PK-12 schools;
- Facilitated selection, training, and support of Mentor Teachers and University Supervisors;
- Coordinated field and clinical initiatives with Partnership Network school liaisons and WFIR;
- Served as liaison to public schools and district personnel on issues related to field and clinical experiences;
- Facilitated resolutions to student and field-related issues in collaboration with Program Coordinators, Department Chairs, and other key personnel;
- Collaborated with the Director of the Rex Institute for Educational Renewal and Partnerships in building and sustaining the University's Partnership Network;
- Implements processes and procedures associated with the year-long internship;
- Serves on the Partnership Advisory Council, Field Experience & Clinical Practice Committee, and other committees as deemed appropriate;
- Maintains strong communications with all those involved in field and clinical experiences through activities such as creating handbooks and updating website;
- Maintains field and clinical data and prepare annual reports as required;
- Supervises office staff, budget, and physical operations of the Office of Field and Clinical Experiences;
- Teaches courses and/or supervises as appropriate; and
- Performs other duties as assigned by the Dean.

Return to [Table of Contents](#)

Director of Graduate Studies

The Director of Graduate Studies in the college works in tandem with, and fosters communication and collaboration among, CESHS Graduate Program Directors, Department Chairs, Associate Deans, the Dean, and the School of Graduate, Continuing, and Online Education (SGCO). The overarching purpose for the Graduate Director position is to help ensure quality of the College's graduate programs and timely services to support graduate students. Following are the specific administrative duties for the CESHS Director of Graduate Studies:

- Serves as a well-informed advocate for the needs of CESHS' graduate programs;

- Schedules meetings of CESHS graduate Program Directors to discuss issues on topics such as enrollment, recruitment, marketing, policy, assessment, and accreditation;
- Assists with and supports CESHS graduate marketing efforts;
- Responds to inquiries about CESHS graduate programs in absence of the Program Director and passes information along to Program Directors;
- Oversees and coordinates processes such as student admissions, petitions, theses, and troubleshoots issues raised by students or faculty related to graduate matters;
- Serves as a proxy in the application process for graduate admissions as needed;
- Actively engages with Program Directors in graduate recruitment efforts, activities, and events, including Graduate School Open House events and program-specific recruitment events, as requested by Program Directors;
- Monitors and supports graduate-related activity during the summer months;
- Works closely with CESHS Program Directors and CESHS Student Academic Services to process graduate student scholarships annually;
- Coordinates the Graduate Assistant/Associate program in the College in collaboration with the Dean and unit heads;
- Supports the preparation and monitors the routing of CESHS graduate curriculum action through the University, SC Commission on Higher Education, and SACSCOC approval processes;
- Supports Program Directors, Department Chairs, and the Associate Deans with program and unit assessment processes associated with continued program improvements and serves as a member of CESHS' Educator Preparation Assessment Committee;
- Facilitates SACSCOC accreditation and reporting activities for CESHS graduate programs in collaboration with Program Directors, Department Chairs, and the Associate Dean;
- Supports external accreditations and reporting associated with CESHS graduate programs (e.g., CACREP, CAATE, COSMA, CAEP/SPAs) and participates, as needed, in site visits;
- Serves as a member of the CAEP Accreditation Steering Committee;
- Serves as CESHS' liaison to the SGCO and participates on the Graduate Dean's Council;
- Represents the College as an ex officio member of the University Graduate Council;
- Serves on CESHS Leadership Council and as needed the Executive Leadership Council;
- Engages at various levels in programs closely tied to graduate education (e.g., online education program work with external vendor, alternative preparation programs associated with teacher preparation, competency-based education, graduate-level teacher endorsements, and summer planning);
- Serves as CESHS representative on University Graduate Assessment Committee coordinating with the Associate Dean on needs associated with SACSCOC compliance;
- Serves as Program Director for the Ed.D. in Leadership and Innovation (specific duties will be described in the next manual);
- Coordinates WPDC program;
- Teaches a reduced load as determined by the Dean along with a stipend to support year-long engagement in the role; and
- Performs other duties as assigned by the Dean.

Return to [Table of Contents](#)

Director of Instructional Technology Center

The following are the administrative duties of the Director of Instructional Technology Center:

- Supervises employees of the ITC;
- Manages budgeted funds;
- Serves as liaison between University offices;
- Manages the technical needs associated with educational technology in the College;
- Assists in the accreditation process (e.g., SACSCOC, CAEP);
- Assists in strategic planning for technology or technology integration each academic year;
- Seeks outside funding related to the mission of the ITC and the College;
- Teaches two courses in educational technology or technology integration each academic year;
- Advises, coordinates, and/or facilitates technology integration projects in graduate and undergraduate classes both on and off campus;
- Provides technology training to CESH faculty and staff;
- Assists faculty with technology projects in public schools;
- Maintains ITC webpages;
- Stays current in software and hardware developments and uses of technology as it relates to the mission of the ITC and the College;
- Manages equipment set up for special events;
- Oversees the management of classroom technology; and
- Performs other duties as assigned.

Return to [Table of Contents](#)

Director of Macfeat Early Childhood Laboratory School

The following are the administrative duties for the Director of Macfeat Laboratory School:

- Employs, trains and provides leadership to, and evaluates staff including the Department Admin, teachers, and all graduate assistants and undergraduate student workers;
- Maintains compliance with requirements for approval (licensing) and accreditations, including working with other agencies such as DSS and ABC Quality;
- Plans the budget and monitoring expenditures, providing for meal service, maintenance needs, and classroom materials;
- Maintains communication and collaboration with the University, community, parents, and the Macfeat Advisory Board;
- Oversees the process of application, selection, and admission to Macfeat classes; and
- Supports the foundations, mission, and philosophy of Macfeat to serve Winthrop University and the community as a research and training center for pre-service teachers.

Return to [Table of Contents](#)

Director of Student Academic Services

The Director is the primary administrative leader for student services in the College. As such, the Director serves as a visionary leader for programs related to advising, recruitment, retention, and educator certification. The Director also serves as the direct supervisor for the Department Admin, College Professional Advisor(s), and other office employees. The following are duties of the Director of SAS:

Manages all office services and programs:

- Supervises all SAS staff;
- Coordinates the preparation of the undergraduate catalog;
- Approves and processes all applications for admission to the Teacher Education Program;
- Oversees various required SAS reports;
- Coordinates scholarship information for the College;
- Oversees coordination of special events for students including one Scholarship Luncheon, one Admission to Teacher Education Ceremony, multiple Orientation Sessions, and multiple Office of Admissions events;
- Collaborates with appropriate offices on campus including but not limited to Records & Registration, Office of Admissions, Institutional Research, University College, Academic Advising, and New Student and Family Programs;
- Serves as information source for student advising;
- Provides or coordinates professional development for faculty and staff as needed;
- Oversees all budgets for the department;
- Serves on the Educator Preparation Committee;
- Serves as chair of the CESHs Petitions Committee;
- Serves as director of all recruitment and retention efforts in the College;
- Reviews, designs, and coordinates information for prospective students and families to ensure appropriate scope and accuracy (print and digital);
- Reviews and maintains all resources for current students related to student success and degree completion;
- Coordinates reports for programs related to recruitment and retention;
- Coordinates with Department Chairs to ensure student ambassador program is successful;
- Coordinates with Department Chairs to ensure faculty and student participation in recruitment and retention events;
- Proposes new programs and processes to support recruitment and retention; and
- Creates a personal professional development plan that explores best practices in student success and recruitment.

Manages and coordinates educator processes:

- Serves as the signatory for educator certification paperwork;
- Processes all required University-based paperwork and reporting for educator certification to include transcripts, add-on certification verification, change of action forms, and college recommendations;
- Maintains *Certification Database* while collaborating with South Carolina Department of Education to incorporate certification updates, resolve certification questions, and inform the appropriate individuals of challenges and changes;
- Establishes and maintains a liaison role with certification personnel in the State of South Carolina;
- Coordinates and monitors application processes for Internship experiences to include finger printing, applications, and background checks;
- Serves as primary contact for certification questions from candidates, alums, prospective students, and outside agencies;
- Maintains secure record keeping and communication of sensitive student information; and
- Creates, revises, and maintains electronic materials related to certification on the website and other content management systems.

Return to [Table of Contents](#)

Senior Associate to the Dean

The following are the administrative duties for the Senior Associate to the Dean:

- Grants/Research Director
 - Serves as Principal Investigator for major grants;
 - Supports new grant development and submission;
 - Provides management support for awarded grants;
 - Supports faculty research, especially related to work with PK-12 schools; and
 - Facilitates action research with PK-12 schools and University faculty.
- Partnership Network Co-Director
 - Manages logistical work such as website, social media, and technology, including surveys and partner feedback processes;
 - Creates processes for and implementation of school selection and annual reporting;
 - Collaborates with Winthrop Faculty-in-Residence;
 - Organizes professional learning opportunities; and
 - Creates online training modules for various stakeholders.
- Education Core Instruction and Support
 - Teaches courses within undergraduate and graduate Education Core; and
 - Supports Department Chair, where needed.

Return to [Table of Contents](#)

Program Leadership

Graduate Program Director

The faculty within a graduate program and the Graduate Faculty Assembly as a whole is responsible for curriculum and new program development; however, graduate program direction is assigned to specific individuals. Graduate degree programs are directed either by the major area Department Chair or by a full-time faculty member with credentials in the respective field. In cases where a full-time faculty member serves as the Graduate Program Director, the following duties are assigned:

- Provides oversight to ensure program quality;
- Serves as Admissions Officer for graduate program, following best practices and policies established in consultation with the College Graduate Studies Director and Dean of the SGCO;
- Evaluates transcripts and application materials and/or facilitates review of such materials to make admission recommendations to the SGCO;
- Delegates and assigns admission and advising responsibilities as necessary and appropriate with best practice during summer session and the academic year;
- Facilitates and directs scholarship award process as appropriate within the graduate program;
- Maintains collaborative relationship with the SGCO and other graduate programs;
- Communicates regularly with College Graduate Studies Director and the SGCO on matters related to program development and admissions processes;
- Actively engages in recruitment activities, including regular attendance at Graduate Open Houses and other information sessions, proactively corresponding with applicants and prospective applicants, and participating in off-campus events as well as appropriate
- Maintains up-to-date understanding of current market trends for field;
- Manages and supervises program graduate assistants/associates as appropriate, making sure required forms are completed by essential deadlines;
- Liaison with offices of Financial Aid and Records & Registration to ensure compliance with federal, state, and institutional regulations and policies;
- Conducts meetings with program faculty;
- Proposes changes in the curriculum, degree requirements, etc. to the Department Chair or Dean after approval of faculty;
- Recommends yearly course offerings and course rotations to the Department Chair;
- Prepares program reports and assists with external accreditation activities;
- Reviews and reports program assessment data, recommends programmatic changes, and documents program revisions resulting from assessment findings;
- Collaborates with the College Assessment Coordinator, Department Chair, College Graduate Studies Director, and Dean of the SGCO as appropriate;
- Supervises and facilitates completion of comprehensive exams and final research projects as appropriate;

- Meets regularly with Department Chair, College Graduate Studies Director, and Dean to discuss enrollment, recruitment, and student services;
- Collaborates with the SGCO to review and update graduate catalog for accuracy and consistency, both in print and in electronic format; and
- Ensures website content is accurate and current.

See University policy on [Program Directors](#).

Return to [Table of Contents](#)

Undergraduate Program Director

The faculty as a whole is responsible for curriculum and new program development; however, program direction is assigned to specific individuals. Major degree programs are directed either by the major area Department Chair or by a full-time faculty member with credentials in the respective field. In cases where a full-time faculty member serves as the Undergraduate Program Director, the following duties are assigned:

- Provides oversight to ensure program quality;
- Conducts program meetings;
- Acts as a liaison to program faculty;
- Proposes changes in the curriculum, degree requirements, etc. to the Department Chair or Dean after approval of faculty;
- Recommends yearly course offerings and course rotations to the Department Chair;
- Recommends class times to the Department Chair;
- Prepares program reports and assists with external accreditation activities and/or academic program reviews;
- Participates in recruitment and marketing activities, including new student orientations and admissions events;
- Reviews and reports program assessment data; recommends programmatic changes; and documents program revisions resulting from assessment findings;
- Meets regularly with Department Chair or Dean on status of program;
- Reviews program information for accuracy and consistency in print and electronic formats, including catalog and website content; and
- Coordinates undergraduate advising for the program.

See University policy on [Program Directors](#).

Return to [Table of Contents](#)

Other Administrative Support Roles

Administrative Assistants and Administrative Specialists (Department Admins)

Administrative Assistants and Administrative Specialists are typically assigned to an office or department to manage duties such as:

- Provides administrative support for activities such as but not limited to:
 - Coordinates and supports all accreditation visits and reporting as needed;
 - Processes paperwork to include travel, reimbursement, purchasing, and related matters;
 - Supports search processes as appropriate for the specific assignment. This includes management of the dedicated e-mail address, visit coordination, and collection of paperwork for finalists;
 - Ensures all faculty and staff records are up-to-date and complete during hiring process to include final transcripts, background checks, and CV;
 - Collaborates with other staff, administrators, and faculty to support College success; and
 - Coordinates collection and submission of all CESHS course syllabi on a semester basis and CVs on an annual basis in collaboration with Department Chairs.
- Serves as office receptionist and coordinator.
 - Supports processes related to shredding and surplus of University holdings as appropriate;
 - Supports College and department special events;
 - Maintains a working knowledge of information storage and record maintenance expectations; and
 - Performs other related duties as required.

Return to [Table of Contents](#)

Budget Analyst/Facilities Manager

- Budget Analyst
 - Prepares and maintains all CESHS budgets, providing oversight for CESHS fiscal procedures;
 - Processes and maintains records of expenses related to operating, personnel, foundation, and revenue accounts;
 - Serves as liaison to the Controller's and Procurement Offices;
 - Provides support for grant budgets and special projects as requested by the Dean;
 - Submits regular financial reports to the Dean;
 - Reviews and approves all financial requests and reports routed through the Dean's Office including:
 - Purchase requisitions (purchase orders);
 - Check requests;
 - Travel authorizations and reimbursements;
 - Advises Department Chairs and Project/Center Directors on matters of financial policy/administration;

- Provides administrative support to the ITC Director and Director of AV Services including student hiring;
 - Serves as procurement card liaison to the CESHS Dean's Office, ITC Director, and Campus AV Services Director;
 - Works with Department Chairs and other unit heads to collect needed documents for hiring permanent, full-time employees and temporary, non-instructional positions and prepares ePAFs for submission to the Dean for approval; and
 - Reviews all ePAFs submitted by Department Chairs and other unit heads for Dean's approval.
- Facilities Manager
 - Oversees upkeep and use of the Withers building;
 - Ensures that Withers' classrooms and common spaces are properly furnished and maintained;
 - Serves as liaison with Facilities Management regarding Withers building maintenance, improvements, signage, and surplus and inventory of non-technology items;
 - Creates work requests with Facilities Management for Withers building issues;
 - Approves space requests for Room 401 and Plowden Auditorium in Withers; and
 - Note: The Student Activity Center (SAC) is not part of Withers.
 - Orders and distributes Withers building keys as needed by faculty and staff as well as maintains security and records on keys per University policy.
 - Note: Facilities Management no longer permits building keys to be assigned to students. They are signed out to permanent, full-time faculty who may give to a student, but the faculty member is 100% responsible for the key and must turn it in when they leave the University.

Return to [Table of Contents](#)

Director of Assessment and Research

The Director of Assessment and Research manages all data and reporting for the College, programs, and faculty.

- Assists faculty and administrators in designing assessments, data collection strategies, and interpretation of assessment data;
- Performs ad-hoc queries for accreditation and program improvement and evaluation;
- Performs other analyses as assigned by Dean or Associate Dean;
- Analyzes and compiles data for annual, external reports including but not limited to PEDS, Title II, and CAEP, and prepares annual data analyses for CESHS Leadership Council, program areas, and departments/units;
- Designs and manages databases and monitors data integrity for the College; and
- Manages Student Learning & Licensure (SLL) data and administration.

Return to [Table of Contents](#)

Executive Support Specialist

The Executive Support Specialist provides administrative support to the Dean and assists in coordination of College-related activities and communications.

- Schedules appointments and meetings for the Dean and provides meeting and deadline reminders to the Dean;
- Vets telephone calls and office visitors for the Dean, relaying messages, responding to inquiries, gathering background information, and providing referrals for problem resolution as much as possible;
- Prepares documents for the Dean and composes drafts of correspondence from the Dean on routine matters;
- Coordinates Dean's List recognitions;
- Coordinates the planning of a joint Program Advisory Committee each spring in collaboration with the Dean and Associate Dean;
- Coordinates travel arrangements and related authorization and reimbursement paperwork for the Dean and other administration or faculty members as needed;
- Supports the Faculty/Staff Award Selection Committee each year and facilitates planning for the CESHS Faculty and Staff Awards and Retirement Ceremony;
- Creates and maintains personnel files for all CESHS faculty and staff;
- Collects and manages faculty data to ensure complete credentials are documented and available in personnel files;
- Collaborates with academic Department Admins to ensure PICS documentation is completed in a timely manner;
- Assists the Dean in coordination of annual personnel-related processes and management of materials;
- Assists the Dean in development of protocols for personnel-related processes and communicates protocols and timelines to Department Chairs and Department Admins;
- Maintains updated faculty/staff directories and e-mail distribution lists;
- Acts as data management coordinator for the personnel management system (Interfolio) and provides technical support for College implementation;
- Coordinates the development, revision, and refinement of system-generated reports and generates reports as needed;
- Maintains CESHS calendar of important dates and meetings;
- Receives incoming mail for the office and distributes appropriately;
- Maintains a well-organized filing system and the handling of confidential material;
- Serves as chair of the CESHS Staff Advisory Council and also coordinates meetings for Dean's Office staff as needed;
- Prepares agendas, materials, meeting arrangements, and sends notifications for CESHS Faculty Assembly;

- Prepares materials, meeting arrangements, and sends notifications for Leadership Council, Executive Leadership meetings, and other group or committee meetings that are scheduled by the Dean;
- Serves as recording secretary for the CESHS Faculty Assembly and Leadership Council;
- Responsible for the College benevolent fund and purchases;
- Coordinates the development and dissemination of CESHS's electronic newsletters and maintains updated contact lists for newsletters and other electronic mailings;
- Coordinates the review and update of CESHS main webpages;
- Helps maintain social media accounts along with the Professional Advisor;
- Serves as CESHS liaison to Privacy Group; and
- Serves as Assistant Building Coordinator for Withers.

Return to [Table of Contents](#)

Field Placement Coordinator

- Plans competency review meetings with content area faculty to determine fall and spring internships;
- Serves as liaison to public schools for fall and spring internships (approximately 200 students per year);
- Maintains field experience and internship files including observations and evaluations;
- Works with the Director of SAS to provide development sessions for University Supervisors and Mentor Teachers;
- Maintains all travel authorizations and reimbursements for University Supervisors;
- Secures payment for University Supervisors;
- Coordinates all school placements for EDUC 210, 250, and ELEM 293;
- Works with content area faculty to determine AREA 392 fall field experience placements (approximately 200 students);
- Coordinates payment of stipends for Mentor Teachers with Human Resources;
- Coordinates training sessions for Mentor Teachers and University Supervisors with Director of ADEPT;
- Coordinates Praxis II score reports for graduating seniors; and
- Assists with Title II and Commission on Higher Education (CHE) reports on Praxis scores.

Return to [Table of Contents](#)

Professional Advisor

The Professional Advisor serves as a primary contact for new students in target programs while facilitating related functions.

Coordinates the marketing initiatives of the College:

- Creates print and electronic publications for the College;

- Assists in the development of presentations for recruitment, campus, and other department events;
- Designs and implements digital marketing strategy to drive the College and University brand;
- Coordinates with University Communications and Marketing to develop communication and publicity materials for the College;
- Facilitates the production of marketing and publicity materials and campaigns in a timely and budget conscious manner;
- Produces timely, professional, and accurate print and digital products for College; and
- Follows the style guidelines set by the University.

Manages and coordinates the admission process for initial teacher preparation programs:

- Maintains the electronic application system with the technical support of appropriate University personnel;
- Coordinates processes for review of candidates with program committees, Office of Records & Registration, and other College and University offices;
- Manages and maintains the database for admissions decisions and status;
- Performs related administrative tasks, including ordering name badges, coordinating with Department Admin to plan induction, and corresponding with admitted students;
- Serves as primary contact for admissions questions from candidates, faculty, prospective students, and outside agencies;
- Manages the Praxis voucher system;
- Assists students in scheduling Praxis exams and testing locations on campus when needed;
- Maintains the testing requirement database for Teacher Education programs;
- Helps plan and facilitate retention efforts associated with teacher education admission;
- Provides accurate and timely information to faculty, staff, and students; and
- Accurately performs technical aspects of admission-related processes.

Supports other SAS initiatives as needed:

- Serves as College liaison for SC Teacher Loan programs while processing teacher loan paperwork;
- Coordinates the direct billed fees with Student Financial Services associated with all programs and processes in SAS; and
- Provides accurate and timely information to faculty, staff, students, and external stakeholders.

Return to [Table of Contents](#)

General College and University Information

Absence From Work Duties

When possible, staff should notify their Department Chair/supervisor in advance of absences. All absences are to be recorded in your time sheet located in Wingspan. When absence is due to illness, death in the family, or jury duty, leave should be reported in the appropriate category.

Return to [Table of Contents](#)

Annual Review

For complete information, review the [Employee Performance Evaluation](#) page on the Human Resources website.

Return to [Table of Contents](#)

Benevolent Fund

The College of Education, Sport, and Human Sciences benevolent fund is intended to provide small expressions of support to our colleagues. Below are guidelines for use and procedures for contributing to the fund.

- Events that may be considered for use of this fund include (but are not limited to): birth of first child, death of immediate family member, and significant health events or hospitalizations. For the purpose of this fund, immediate family is defined as the legal spouse/partner (including common law), children, and parents.
- Benevolent fund purchases will be classified as gifts. Gifts may include (but are not limited to): flowers, balloons, and food items. Purchase amounts will be determined at the discretion of the CESHS Dean's Office but will not exceed \$100/person/year.
- Those eligible for benevolent fund gifts include: current faculty and staff, retired full-time faculty and staff, and those having provided significant service to the College (to be determined by the CESHS Dean's Office). Custodial staff assigned to the Withers Building and West Center will be considered CESHS staff.
- There may be special or significant occasions during which the College wants to provide support that would warrant a special one-time contribution (e.g., Christmas bonus for custodial staff).

Procedures for making CESHS Benevolent Fund contributions.

1. Access the College of Education, Sport, and Human Sciences Homepage at www.winthrop.edu/CESHS.
2. Click on the link "Make an Online Gift" at the top of the page.
3. Under "Gift Details," select the amount you wish to donate.
4. Under "I Want to Support...," you must select "College of Education Dean's Excellence Fund" in order for the donations to go into the correct fund.
5. You may choose to make a one-time donation or a recurring donation. Recurring gifts can be monthly, quarterly, semi-annually, or annually.

6. Complete the Billing Information and Payment Details.
7. Once submitted, you will receive a confirmation of your payment via e-mail.

Calls for donations are made at College Assemblies. Cash donations can be received by the Faculty Assembly Vice-Chair or the Dean’s Executive Support Specialist. The Dean’s Executive Support Specialist will organize any purchases made from the benevolent fund and maintain a record of donations and receipts.

Return to [Table of Contents](#)

Blackboard

Winthrop University uses Blackboard for its learning management system. Blackboard is a powerful, easy-to-use software package for designing, delivering, and maintaining online course information. The software is accessible to anyone who has an Internet connection and an account provided by Winthrop University. Blackboard can be used as a supplement to traditional courses for posting course documents, posting/receiving assignments, managing grades, and communicating via e-mail and announcements. Blackboard can also be used to create and deliver web-enhanced, hybrid, and fully online courses. In addition, there are other various areas in Blackboard used by the College: Organizations, Content Management, Committee folders, etc.

You may log into Blackboard [here](#). For more information on Blackboard, visit the Office of Online Learning’s [Blackboard News and Information](#) website.

Return to [Table of Contents](#)

Business Cards and dot.cards

To assist with off-campus and professional contacts, full-time faculty and staff may order business cards from the University’s [Printing Services](#) or a dot.card from [dotcards.net](#) upon approval from the Department Head. Department Admins should place these orders for faculty and staff, and the department budget covers this expense.

A dot.card transfers all of the information on your dot.profile with a single tap onto someone else’s phone. Your dot.profile is fully customizable—including a bio, social media links, payment info, and more—and enables you to share every important detail about you and your business with your network.

Return to [Table of Contents](#)

Center for Career Development and Internships

Career development services for students may be found at the [Center for Career Development and Internships](#) website.

Return to [Table of Contents](#)

College Events

Sponsored Events

Because of involvement in partnership-related committees and organizations, faculty are often asked to host meetings and/or events at Winthrop. Note that as the primary representative for the group, the faculty member takes responsibility for the event including, but not limited to: working with department/unit administrative support to submit required forms/requests, communicating with affiliated group with whom one is working (e.g., Olde English Consortium) on set-up needs and detailed event schedule, and being the on-site point of contact on the day(s) of the event. To help guide the planning and hosting of such events, please refer to the information on [Event Planning and Processes](#) and complete the attached form to [Request to Host an Event at Winthrop University](#).

Supplemental Education Experience (SEE) Events

Educators are expected to engage in professional learning throughout their careers. To mirror such experiences, teacher education students are expected to complete Supplemental Education Experiences (SEE) before graduation and maintain a record of certificates awarded.

For faculty interested in hosting an event covering topics in the categories of Diverse Students, Critical Incidences, and Professionalism for SEE credit, contact Student Academic Services to register your event for SEE credit.

Town Halls

Town halls hosted by the College may be held once or twice per semester and are open to all Winthrop students, faculty, and staff. Event topics are approved through the CESH Dean's Office, and the hosting faculty member may choose to apply for cultural event or SEE credit for their event.

See [Scheduling Town Halls with Cultural Event or SEE Credit](#) for more information.

Return to [Table of Contents](#)

Computer Usage

Complete policies and guidelines are located on the [Computing and Information Technology](#) website. Computer accounts are password-protected, and University procedures require they be changed regularly. You will receive an automatic e-mail informing you that your password will expire soon. You can change it then or any other time prior to it expiring.

Return to [Table of Contents](#)

Copyright

Complete information is located in the [Copyright Policy](#) section of the Winthrop University Policies website. **Note:** Permission must be secured before putting copyrighted material on a website or Blackboard.

Return to [Table of Contents](#)

Counseling Services

For information on counseling services for students, refer to the Winthrop University [Center for Student Wellness](#) website.

For information on counseling services for faculty and staff, refer to the [Employee Assistance Program \(EAP\)](#) section below.

Return to [Table of Contents](#)

Course Evaluations

Course evaluations are distributed electronically near the end of the course for both half-semester and full-semester courses. Once the semester has been completed and grades have been posted, the evaluations are compiled and added to the Content Collection in Blackboard. Department Chairs are responsible for facilitating the distribution of these to their faculty, and Department Admins may be asked to help.

Return to [Table of Contents](#)

Course Syllabi

Faculty are responsible for developing a syllabus for each course. Course syllabi are due to the Department Chair by the end of the first week of class each semester. The College adheres to the University-established naming conventions of syllabi. Syllabi naming conventions are: [subject][course number]_[section]_[term]_[faculty last name and first initial with no space]. Example: EDUC110_001_22F_SmithA.pdf.

It is the responsibility of the Department Admin to upload the syllabi for all courses taught by their departmental faculty to the shared OneDrive folder entitled “CESHS Syllabi, Vitae, and Transcripts” no later than one month after classes begin.

For the University policy on syllabi, review the [Syllabus](#) section of the University Policy Repository. Also see the [College expectations for syllabi](#).

Return to [Table of Contents](#)

Custodial Procedures

Each campus building is assigned a group of custodians who report to Facilities Management. For any specific needs, submit a work request on the [Facilities Management](#) website.

To report a building emergency during normal business hours, call Facilities Management at x2489 and notify the appropriate Facilities Manager. After normal business hours or on weekends and holidays, call Campus Police at x3333. (Campus Police is responsible for contacting the on-call Facilities Management personnel.) Work with the Dean's Office or Department Admin to submit a work request **immediately** after reporting the emergency to Facilities Management or Campus Police.

Return to [Table of Contents](#)

Dacus Library

For complete information, review the Winthrop University's [Dacus Library](#) website.

Return to [Table of Contents](#)

E-Mail

Every Winthrop employee (full-time or part-time, faculty or staff) is required to have a Winthrop University e-mail address. When you receive your user account, a mailbox is automatically created on the e-mail server. Your e-mail address is your username followed by "@winthrop.edu" (example: smitha@winthrop.edu).

You can access your Winthrop e-mail account from the Internet. You can log in on your browser [here](#). The Internet version of Outlook is slightly different in some ways, but the Outlook bar, Folder List, and many of the same buttons are all there.

For more information about the Outlook e-mail application, accessing e-mail on mobile devices, distribution lists, and class lists serves, please see the [Faculty/Staff IT Handbook](#).

Return to [Table of Contents](#)

E-Mail Distribution Lists

The College maintains five e-mail distribution lists: *College of Education, Sport, and Human Sciences* (which includes all full-time CESHS faculty and staff), *CESHS Faculty*, *CESHS Staff*, *EPP*

Faculty (Educator Preparation Program), and *CESHS Adjunct Professors*. All faculty and staff can use these lists to e-mail the appropriate group.

The first four distribution lists are updated and maintained by the Dean's Office. It is the responsibility of the Department Admins to review and update the *CESHS Adjunct Professors* distribution list every semester.

Return to [Table of Contents](#)

Employee Assistance Program (EAP)

Winthrop's Employee Assistance Program, commonly referred to as EAP, is a company-sponsored benefit that offers the support and resources employees need to address personal or work-related concerns, such as marital difficulties, parenting, stress, depression, work-related concerns, alcohol and drug use/abuse, or grief and loss. It is confidential and free for Winthrop employees and their household. Winthrop University's EAP is offered through MYgroup by McLoughlin Young. To access work-life services, log into mygroup.com using the username "winthrop303" and password "guest". For more information on available benefits and access, visit the [Employee Benefits](#) site on Human Resources' webpage.

Return to [Table of Contents](#)

Employee Policies and Procedures

For complete information, review the [Employee Policies and Procedures](#) on the Human Resources website.

Return to [Table of Contents](#)

Employment Exit

Upon resignation or retirement, exiting full-time faculty and staff will be e-mailed an Employment Exit form by the Dean or Executive Support Specialist. The form includes a checklist of exit tasks and asks for a forwarding e-mail and mailing address.

Return to [Table of Contents](#)

Environmental Health and Safety

Environmental Health and Safety (EHS) serves the university community by providing comprehensive environmental health and safety programs and services that protect the environment, provide safe and healthy conditions for work and study, and comply with applicable laws and regulations. In addition, EHS conducts routine compliance audits, provides building fire

and life safety inspections, coordinates the testing and inspection of fire safety equipment, provides technical support, consultation, and training to ensure regulatory compliance, and administers the workers' compensation program. For more information, review their website [here](#).

Return to [Table of Contents](#)

Etiquette for CESHS Classrooms

The College is responsible for classroom spaces in Withers and the West Center. Classrooms are teaching spaces that are shared with people inside and outside of the College. Because spaces are often shared with little time between classes, it is important that you leave the room in good teaching order for the next person(s). You should use common courtesy to help guide you; namely, leave the room in the way that you would want to find it. You should make sure that your students understand this as well and encourage or require them to participate in making sure the room is ready for the next class. Some CESHS classrooms have specialized hardware that requires special attention and not all classrooms have the same set up. The guidelines below are considered part of your responsibility as a faculty member teaching in a CESHS classroom but are good considerations for all spaces.

1. In Withers, close any open windows when you leave the room.
2. Erase all large whiteboards so that they are clear for the next class. **Note:** Do not use any chemical cleaners on the white boards. If they require a deep clean, contact the Instructional Technology Center (itc@winthrop.edu; x2136) for Withers or building support in West.
3. Clean and hang all small whiteboards on the ends of the table where applicable.
4. Do not write on the SMART board screens, even with dry erase markers. These boards have a matte finish with tiny dimples to allow for glare free projection. When you write on these boards, marker dust gets caught in these dimples. Over time, the boards will look dull and smeared. If you need to write on the boards, you can use the digital ink software in the SMART software. If you need assistance with the SMART board, contact the ITC.
5. Make sure you understand how to use the various technology. Do not disconnect any cables. If you need connection help, contact the ITC.
6. Log out of the computer(s), turn off all displays, and check for removable media such as flash drives.
7. Return all SMART pens to their proper location.
8. If you used the rechargeable SMART pens, return them to the box and make sure they are plugged in and charging.
9. Make sure that chairs are pushed back to the tables.
10. Food and drink are not allowed in the classrooms, and faculty/staff should help enforce that rule. However, check for bottles, cans, and trash in the room after class and have people dispose of their items properly. For complete information, review the [Food and Drinks in Classroom](#) section of the University Policy Repository.

11. Lock the door when you leave and turn out the lights. **Note:** If you are teaching in the computer labs, leave one row of lights on. The security cameras need the light.
12. Any technology problems or issues should be reported to the ITC Director (itc@winthrop.edu; x2136).
13. Any facilities issues should be reported to the Facilities Manager in the Dean's Office (x2151) for Withers or building support in West.
14. Found items in Withers should be turned in to the Dean's Office in 106 Withers. Found items in the West Center should be turned into the main service desk. Unclaimed items may be sent to lost and found with Campus Police.
15. For information on using Mediascape classrooms, refer to the ITC's [Mediascape resource book](#).

Return to [Table of Contents](#)

Food and Drink in Classrooms

Food and drink are not allowed in the classrooms, and faculty/staff should help enforce that rule. Please check for bottles, cans, and trash in the room after class and have people dispose of their items properly. For complete information, review the [Food and Drinks in Classroom](#) section of the Winthrop University Policies website.

Return to [Table of Contents](#)

Food Orders

For meetings and special events with 24 or more in attendance, all drinks, refreshments, and/or meals must be ordered from University Dining Services. Ordering or supplying food from outside vendors for groups of 24 or more is in direct violation of University space use policies. For more information, please see the [Catering Services Policy](#) on the University Events Contract Agreements website. Our current contracted vendor for University catering is Sodexo. To place a food order with Sodexo, visit their [catering website](#).

For events with less than 24 in attendance, you may use an outside vendor.

In both instances, an attendance list must be provided for payments and/or charges to a food vendor or procurement card. Also, food will not be provided to faculty and/or staff unless an 80/20 rule is met, meaning no more than 20% of attendees are faculty and/or staff.

For more event planning information, please see [University Events' Resources](#) website.

Return to [Table of Contents](#)

Hiring

Adjunct Faculty Hiring

The Department Admin coordinates the hiring process for adjunct faculty. This includes, but is not limited to:

- Securing appropriate HR paperwork from new adjunct including Faculty Application, Background Check, and Self-Disclosure (Employee Certification Form Regarding Student Loan Default) forms located on Human Resources' [Temporary Employment](#) website.
 - **Note:** A background check must be completed and Department Admin notified of results before any further hiring steps can be performed.
- Creation of ePAFs
- Securing current curriculum vitae (CV) prior to faculty member beginning work
- Requesting the adjunct faculty member to have their official transcript sent to the college. This should be received prior to faculty member beginning work. **Note:** When the transcript arrives, the Department Admin reviews the transcript to verify it indicates the highest degree the faculty member possesses (which should be on their CV). Then the Department Chair reviews the transcript coursework to verify the candidate's credentials.
 - For official transcripts received electronically, keep the e-mail received and provide it with the transcript to the Dean's Office.
- Once the official transcript and CV have been reviewed, they must be submitted to the Dean's Office before faculty member begins working.
- Informing new hires of the procedure to obtain their Winthrop e-mail and where the faculty manual is located on the CESHS website
- Updating the adjunct faculty e-mail distribution list

Full-Time Faculty Searches

Vacancies for full-time faculty positions are filled via a candidate search committee. Following the establishment of a Search Chair, the Department Admin works with both the Search Chair and Department Chair to provide any administrative support and assist with logistical tasks when bringing candidates to campus. This includes, but is not limited to:

- Checking the dedicated search e-mail address daily
 - Direct any candidate questions to the Search Chair. The Search Chair will provide answers to communicate back to the candidate via the dedicated e-mail.
 - Updating auto-reply messages in the dedicated e-mail account.
- Candidate Interviews
 - Downloading and/or creating candidate files as requested
 - Preparing the candidate itinerary in conjunction with committee chair
 - Coordinating hotel reservations
 - Winthrop pays for hotel accommodations. Department Admin e-mails Purchasing (purchasing@winthrop.edu) notifying them that their procurement card needs to be opened up for hotel charges for the search.
 - Candidate is responsible for reserving and paying for airfare, and they must provide a receipt for reimbursement.

- Winthrop does **not** reimburse candidate for rental car.
 - Search committee members will transport the candidate during their visit. Committee members must submit a Travel Authorization form (TA) for mileage prior to the visit. The TA must be submitted for liability purposes even if the search committee member will not request reimbursement.
- Day of Candidate Campus Visit
 - Meeting with candidate to secure necessary University forms
 - [W-9 form](#)
 - [Background Check Consent Form and two Self-Disclosure forms](#)
 - Processing TA and TR forms for candidate (airfare/mileage, airport parking, etc.) and obtaining all receipts from candidate. Include prepaid hotel charge and payment receipt with both forms. Receipts must show form of payment. Department Admin requests candidate to mail back their airport parking receipt promptly for reimbursement.
 - Processing meal reimbursement for University employee(s). As a reminder, search committee members are eligible for reimbursement at the state per diem rate for one meal with the candidate. As of 2020, per the Provost, lunch should be on campus at the in-state per diem rate with a search committee member.
 - A search committee member takes the candidate to lunch on campus. The committee member must obtain separate receipts for each meal. The member's meal will be reimbursed through a Winthrop Foundation disbursement form ([WUF-D form](#)). The candidate's meal will be reimbursed to the committee member via a check request voucher ([CRV form](#)).
 - Delivers all properly filled out forms to the CESHS Budget Analyst within **one week** of the visit.

Onboarding Hired Full-Time Faculty

The Department Admin coordinates office needs for newly hired faculty.

- The Department Chair notifies the Department Admin and Withers Facilities Manager of assigned office space for new full-time faculty.
- The Department Admin asks the new hire for their laptop preference (Dell or Apple) and communicates the preference to IT.
 - IT will directly contact the new hire for computer installation.
 - **Note:** As of 2020, the University is phasing out desktop computers.
- The Department Admin will submit service requests for telephone installation and telephone number to IT Department.
- The Department Admin will provide telephone number, office number, and verified name including title (i.e., Dr., Ms., etc.) to the Withers Facilities Manager and the Dean's Executive Support Specialist.
- All faculty offices are supplied with a desk, chair, filing cabinet, and one to two bookcases. If the furniture needs to be rearranged, the Department Admin coordinates with the Withers Facilities Manager. For offices in the West Center, contact the West Center Facilities Manager.

- **Note:** All furniture and technology equipment are the property of the College of Education, Sport, and Human Sciences and cannot be moved/removed without approval from the CESHS Dean's Office.
- The Withers Facilities Manager orders door nameplates and requests installation.
- The Department Admin will order a Winthrop University name badge from Ryder Engraving for the new faculty member.

Student Employment

Student hiring is processed through the Applicant Tracking System (ATS). Detailed instructions are located on the Human Resources [Student Employment Instructions](#) website.

There are three types of student employment: Regular Student, Graduate Assistant/Associate, and Federal Work-Study. Detailed information on the types of student employment is located on the Human Resources [Student Employment](#) website.

Under the instruction of the Department Chair/Head, Department Admins post student jobs, process hiring proposals, and obtain I-9, W-4 and Direct Deposit forms.

Temporary Employment

Hiring for temporary employment is handled by the hiring department. Under the instruction of the Department Chair/Head, Department Admins create an ePAF and secure new hire documents. A complete list of new hire documents is located on the Human Resources [Temporary Employment](#) website.

Return to [Table of Contents](#)

Identification (ID) Cards

Identification (ID) cards are created in the Technology Services Office located in the ground level of McBryde Hall. Every Winthrop employee receives one ID card for free. A \$10 replacement fee will be charged for subsequent lost or stolen cards. Damaged or defective cards are replaced for free but must be turned in. For more information about ID cards for retirees or family members, see the [Faculty/Staff IT Handbook](#).

Return to [Table of Contents](#)

Inclement Weather

In the event of hazardous or inclement weather, students, faculty, and staff who have registered their cell phones with WU Alert will receive notification by text and/or voice mail. To sign up for WU Alert, log in to your Wingspan account and select WU Alert from the Employee Tools section located on the Home tab. Other sources of notification include University e-mail, University social media sites, or the University website where additional details related to campus closings or

delays can be found. Should you not have access to cell phone notifications, e-mail, the web, or other information, call the Campus Alert Line at x2222 for a recorded message.

Members of the Winthrop community always should use their discretion in judging the safety of traveling to the University during periods of inclement weather. Check the [Hazardous Weather/Emergency Leave Policy](#) for details to help determine how inclement weather affects the work schedule.

For more information, visit Winthrop's [Inclement Weather](#) website.

Return to [Table of Contents](#)

Keys

Staff members are assigned keys. All keys will be signed out to the staff member by the Withers Facilities Manager located in 106 Withers. Areas in the West Center secure keys through the Office of Recreational Services.

For building maintenance and security, please turn off AC/heat at the end of class and lock doors to classrooms, conference spaces, and Plowden Auditorium after use.

When employment at the University ends, all keys must be turned in to the appropriate Facilities Manager no later than the last day of employment. Keys are the property of the State of South Carolina and must not be duplicated. If key(s) are lost, contact the Withers Facilities Manager and the Department Chair immediately.

Return to [Table of Contents](#)

Leave

When possible, employees should discuss taking leave with their supervisor in advance. Upon returning to work, employees should enter any leave taken in their personal Wingspan accounts.

University leave and other employee policies are located on Human Resource's [Employee Policies and Procedures](#) website. More information on submitting leave or hours worked can be found on Winthrop's [Payroll](#) website.

Return to [Table of Contents](#)

Naming Conventions

The University has established naming conventions to be used campus-wide for syllabi. Faculty are to submit all syllabi in PDF format. Terms are abbreviated by using two-digit year followed by a single letter (F=fall, S=spring, and M=summer).

Syllabi naming convention:	[subject][course number]_[section]_[term]_[faculty last name and first initial with no space]	Example: EDUC110_001_22F_SmithA.pdf
----------------------------	---	--

Return to [Table of Contents](#)

Non-Discrimination and Anti-Harassment Policy

See the [Non-Discrimination and Anti-Harassment Policy](#) in the University Policy Repository.

Return to [Table of Contents](#)

Parking

Traffic, parking, and other useful information can be found in the [Traffic and Parking](#) section of the University Policy Repository or on the [Campus Police](#) website.

Return to [Table of Contents](#)

Privacy Policy and FERPA

It is the responsibility of everyone at Winthrop University to maintain the privacy of student records. Each fall and spring semester, Winthrop notifies students of their rights under FERPA (Family Educational Rights and Privacy Act of 1974 as Amended). This federal act gives students certain rights with respect to their education records.

Review University Policy: [Privacy of Education Records](#)

Review the Office of Records & Registration policy: [Privacy of Educational Records](#)

Review the College of Education, Sport, and Human Sciences Privacy Statement: [CESHS Privacy Statement](#)

Return to [Table of Contents](#)

Purchasing and Procurement

Department Admins and some faculty may be issued University credit cards, commonly known as procurement cards or p-cards. Employees are expected to adhere to all [University purchasing procedures](#). For purchasing and policy information, review the [Procurement Services](#) website. For cardholder information, review Procurement Services' [Cardholder Manual](#).

Before making any purchase, the purchaser must complete a [CESHS Approval and Justification form](#) and obtain approval for the purchase from the Department Head. Once the purchase is

made, original receipts must be attached to the form and forwarded to the department's Procurement Card Liaison to be reconciled.

Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

Return to [Table of Contents](#)

Records Retention and Shredding

Student work, grades, and records should be retained using the guidelines in the chart below. According to state guidelines, these items must be shredded. Faculty and staff should go through their hard copy files for shredding every summer.

Preparing for Shredding

- Shredding is paid for by the pound. Please do not include catalogs, books, or blank folders as those items can be recycled.
- To be considered shred-ready, materials should be free of paper clips, binder clips, sheet protectors, and rubber bands. Staples are okay to leave.
- Materials ready for shredding should be placed in one of the secure, locked collection bins located on each floor of Withers and in 213-M in the West Center. In cases of significant amounts of shredding, the materials should be boxed in banker's boxes and placed in the 113 Withers closet.
 - When the bin is full or boxes filled, arrangements should be made with the Dean's Office for moving the materials to the College's shredding storage location in the 113 Withers closet.
 - For materials not placed in the locked collection bins, work with the Department Admin to complete the required [SC ARM-11 form](#) and submit to the Dean's Office. Please direct any questions to the Department Admin.
 - Keys to the locked bins are typically kept by the Department Admin.

Student information files	5 years after graduation
Student evaluations of faculty/course	5 years
Grades	1 year after course completed
Student works/tests	1 year after student completed course

Complete information and guidelines for state-required procedures can be found at the [SC Department of Archives and History](#) website.

Return to [Table of Contents](#)

Recreational Facilities

For complete information on recreational facilities, visit the [Recreational Facilities and Opportunities](#) webpage.

Return to [Table of Contents](#)

Recycling

Recycling bins are located in all academic buildings. Collection stations can also be found outside several academic buildings. You can find their locations by [viewing this map](#).

Desk-side recycling bins are available from the Office of Sustainability by request. Corrugated cardboard (must be flattened), plastic bottles, aluminum cans, batteries, and toner and inkjet cartridges must be placed in designated receptacles in 116 Withers or 216-M West Center.

For more information, visit the Office of Sustainability's [Recycling](#) website.

Return to [Table of Contents](#)

Remote Work

Telecommuting is an option offered at Winthrop's discretion and is not an employee entitlement or right. Telecommuting may be a part-time or a full-time arrangement. Telecommuting will not be suitable for all employees, may not be suitable for extended circumstances or at all times, and/or all positions. If telecommuting is approved for an employee, it will coincide with the guidelines and rules associated with the [Telecommuting Policy](#). Winthrop retains discretion to withdraw the approval of telecommuting at any time and with or without cause.

- [Telecommuting Toolkit for Supervisors and Employees](#) includes guidelines for navigating a telecommuting work arrangement.
- Telecommuting Application ([form](#) or [online](#))
- [Telecommuting Weekly Tracking Log](#)
- For tips and assistance on working remotely, see Computing & Information Technology's [Working Remotely](#) website. Also see Human Resources' [Telecommuting Policy](#).

Return to [Table of Contents](#)

Space Usage and Reservations

All space requests should be completed at least 10 days in advance. Space requests must be submitted for any event (meeting, performance, exhibition, guest lecture, etc.) in any space (classroom, gallery, recital hall, etc.) on campus. If faculty need assistance submitting a space request, they may contact the Department Admin.

Space is available for faculty and staff to schedule special events and/or meetings. Prior to reserving a space, please review the [Steps to Reserve a Campus Space](#). Please note some areas have [specific guidelines](#). An online space request via [Coursedog](#) should be completed for Plowden Auditorium, 401 Withers, and any classroom(s) for one-time special use (not for regular, assigned classroom teaching).

Academic space cannot be reserved during finals or for future semesters for non-academic use. Once the semester schedule is finalized by the Registrar's Office, classroom space requests for non-academic use may be submitted.

To reserve the 106 Withers conference room, contact the Dean's Office. To reserve the 204 Withers conference room, contact the Department Admin for either the Department of Curriculum and Pedagogy or Counseling, Leadership, and Educational Studies. To reserve a computer lab, contact the ITC. Be sure to include specifics (date, time, location) of your request.

For complete information on space usage, refer to the [Space Use](#) website.

Return to [Table of Contents](#)

Staff Advisory Council

The CESHS Staff Advisory Council serves as an advisory group that provides staff with a forum for communication, community, and a voice in matters of importance and concern to staff. The group offers opportunities for staff to support one another, and the council can make recommendations to the Dean in support of staff needs.

The council consists of all full-time staff members in the college. The council meets once each semester (including summer) or on an as-needed basis. The Executive Support Specialist serves as Council Chair, requests agenda items from fellow staff and the Dean, and conducts meetings. The Council Secretary will be filled by a volunteering member each year who will take minutes for all meetings. Agendas and meeting minutes are to be sent to the Dean's Executive Support Specialist for recordkeeping.

Return to [Table of Contents](#)

Student Appeal and Complaint Procedures

The College provides avenues for student concerns to be addressed in a fair and expeditious manner. Policies and procedures for student complaints and petitions are maintained through SAS and available on their [Forms & Policies](#) webpage.

Return to [Table of Contents](#)

Student Recruitment and Retention

Recruitment

The College is committed to active recruitment of high quality students in all programs. To meet the contemporary needs of schools and agencies serving children, families, and the community, the College is committed to recruitment of a student body that reflects the gender diversity and socioeconomic and ethnic/racial makeup of the regional population and who can rise to the challenge of our rigorous curriculum. Recruitment is a college-wide responsibility and is specifically a shared responsibility of SAS (undergraduate), the CESHS Graduate Studies Director (graduate), the Dean's Office, and departments. Each of these offices and individuals assumes specific roles and responsibilities in recruitment.

Retention

The College recognizes that retaining students involves creating an environment that expects, supports, and fosters the academic success of all students. In particular, the College values maintaining or increasing our pool of students, both male and female, from diverse socioeconomic and ethnic/racial groups. To that end, the College engages in continual efforts aimed at student retention. Retention is a college-wide responsibility that requires involvement at program, department, and unit levels.

Return to [Table of Contents](#)

Surplus and Broken Items

Unwanted or broken items should not be disposed of in the designated recycling rooms in Withers and the West Center. When a department has broken items (not including furniture), the University is required to follow state guidelines for proper disposal. This includes completion of form I-2, [Winthrop University Declaration of Surplus Property](#). Faculty should work through the Department Admin for items they need to discard.

For furniture and other items that faculty/staff no longer wish to keep, contact the Withers Facilities Manager in the Dean's Office.

Return to [Table of Contents](#)

Telephone and Mail

Telephone

Department Admins work with the University IT Department to set up telephones for new employees and make arrangements for telephones to be moved should the need arise.

Mail

The University maintains a mail service with daily pick-up and delivery. Inter-campus mail, official U.S. mail, inter-agency mail, and personal mail may be sent and received through the campus mail services. All personal mail must be properly stamped, whether sent through the campus mail or deposited at the Post Office located in DiGiorgio Campus Center. Postage for all official University business is charged to departments by attaching a notecard with the appropriate department's budget code to the outgoing mail. Department Admins maintain locations for budget notecards, the outgoing mail bin, and faculty mailboxes. For more information, visit Winthrop University's [Post Office](#) website.

Return to [Table of Contents](#)

Temporary/Dual Employment

All work performed on behalf of the University, either by current employees (ePAF) or special off-campus employment situations (Contract for Professional Services [CPS], teachers, training, workshops, etc.) must be approved prior to work beginning. This includes any work done over and above the individual's regular work assignment (ex: [dual employment](#), Contract for Professional Services, Personnel Action Forms). The State Budget and Control Board has established procedures that Winthrop University employees must follow. These are located in the [Dual Employment](#) policy. Work done without proper approval or the timely submission of reimbursement paperwork (must be within 30 days) will not be paid unless extenuating circumstances exist.

Return to [Table of Contents](#)

Travel Procedures

Travel Information is located in the [Travel Expense Overview](#) on the Controller's Office website. Travel without prior/proper approval or the timely submission of reimbursement paperwork (must be within 30 days) will not be paid unless extenuating circumstances exist.

Department Admins also assist faculty with any travel paperwork or other needs the individual may have.

Field Supervision

Field Supervision travel properly approved via a Travel Authorization at the beginning of the semester will be reimbursed when final paperwork for the field/clinical experience is due at the end of the semester.

Full-time faculty conducting field supervision (internship or early field) may submit for mileage reimbursement provided they have an approved Travel Authorization on file. The reimbursement

should be calculated from the University or place of residence, whichever is closest to the school site.

Adjunct faculty conducting field supervision (internship or early field) may submit for mileage reimbursement provided they have an approved Travel Authorization on file. Since adjunct faculty are not required to be on campus on a regular basis, the reimbursement can be calculated from the place of residence. However, if coming to Winthrop before or after supervision activities, the reimbursement related to such supervision must be calculated from campus.

Off-Campus Teaching

Any faculty member (full-time or adjunct) teaching an off-campus course may submit for mileage reimbursement provided they have an approved Travel Authorization on file. The reimbursement should be calculated from the University or place of residence, whichever is closest to the school site.

Rental Vehicles

The approved car rentals vendors for University business are Enterprise and Hertz. Information is located through [Procurement Services](#). Our contract info with Enterprise and Hertz can be found [here](#).

Direct link to Winthrop University contracted rates: [Enterprise car rentals](#)

Searches

All faculty or staff transporting search candidates should complete a [Travel Authorization](#) (TA) form in advance of candidate visit, even if no reimbursement is to be requested.

Travel Authorization

A TA form must be completed (to include all required signatures) and submitted to the Budget Analyst a minimum of three days before traveling. For complete information, visit the [Travel Expense Overview](#) area of the Controller's Office website.

Travel Reimbursement

A [Travel Reimbursement](#) (TR) form should be submitted with all required original receipts and documentation to the Department Admin within two weeks of travel completion. **Note:** For conference-related travel, a conference agenda must be included with the TR documentation. Once a TR is complete with budget information and signatures, it is submitted to the Budget Analyst. For complete information, visit the [Travel Expense Overview](#) area of the Controller's Office website.

Return to [Table of Contents](#)

University Communications and Marketing

For complete information regarding University publications, web services, media, etc., visit the [University Communications and Marketing](#) website. To use the Winthrop University logo, online or in print, faculty and staff must first review Winthrop University's [Visual Identity Manual](#). Any CESHS promotional items (event flyers, brochures, news releases, t-shirts, etc.) must be reviewed by the [Printing Services](#) office prior to ordering.

Return to [Table of Contents](#)

Weekend Classes

All Winthrop classes are scheduled by the University Academic Space Scheduling Coordinator. If your department has weekend classes, a work order should be submitted for each class to request heat/AC. This will also keep Campus Police informed of building occupancy at non-traditional times.

Return to [Table of Contents](#)

Work Orders

Work orders are required for a number of services including, but not limited to: carpentry, custodial, electrical, event set-ups, furniture moves, heating/AC, and plumbing.

Instructions for submitting work requests and querying work orders can be found on Facilities Management's [Work Requests](#) website. Typically work orders are submitted by the Department Admin or appropriate Facilities Manager. Anyone who enters a work order should also notify the appropriate Facilities Manager.

To report a building emergency after normal business hours or on weekends and holidays, call Campus Police at x3333. (Campus Police is responsible for contacting the on-call Facilities Management personnel.) Submit a work request **immediately** after reporting the emergency to Campus Police.

Note: Any requests concerning **telephone and network connections** should be directed to [Telecommunications](#). Any requests regarding **computers** should be directed to [User Support Services](#).

Return to [Table of Contents](#)

Workplace Injuries and Worker's Compensation

Employees should be familiar with the Winthrop University [Workplace Injuries and Workers' Compensation](#) guidelines. Campus Police (x3333) and 911 should always be called in an emergency. The supervisor must also report the injury or illness to Winthrop University Environmental Health and Safety at x2392.

All employees of the University are protected while on duty by a Workers' Compensation Program administered by the State Accident Fund (SAF). Questions regarding the workers' compensation plan or reporting procedures should be directed to the Workers' Compensation Administrator (OSHA Compliance Officer) at x2392. For more information, visit the [Environmental Health and Safety](#) website.

Return to [Table of Contents](#)

Workplace Violence

All Winthrop employees must be familiar with [Workplace Violence policy](#) on the Human Resources website. The policy also includes the Workplace Incident Report Form.

Return to [Table of Contents](#)