WELCOME to
Languages, Literatures, and Cultures

Welcome!

This presentation is designed to be an interactive tool for you, as you navigate all of the USC systems, policies, and resources available. If you click on some of the topic titles, they will direct you to a USC website or some additional information on that topic.

If you have any questions about this presentation or about anything not covered, please contact Catherine at 803-777-9734 or pilotc@mailbox.sc.edu.

Before August 16, 2016

- <u>VIP</u> – VIP provides faculty and staff personal access to University data. You must have a valid USC ID number and PIN in order to login to VIP.

- <u>UTS site</u> - For Network username and/or password verification or other technology assistance, please visit the UTS site.

- <u>USC Email Address</u> – You have been assigned a USC email address on the Outlook system. The address is your username (used for logging in to your computer) followed by "@mailbox.sc.edu." This is USC's official email system and will be used for all work related LLC email correspondence.

- <u>Blackboard</u> – USC's preferred course management system. Use your USC user name and password to login.

- <u>Benefits Orientation</u> – Before August, follow this link to explore your benefit options. Contact benefits at options.benefits@mailbox.sc.edu or call 803-777-6650 if you have any questions!

Before August 16, 2016

- <u>Parking</u> - Contact Parking Services at 803-777-5160 to inquire about how to register for a parking permit and the costs associated with parking access. Your VIP account must be activated before receiving a parking permit.

- <u>USC ID Card (CarolinaCard)</u> – This ID provides access to the library, Blatt PE Center, and other USC facilities. Your VIP account must be activated before receiving your CarolinaCard.

- <u>Self Service Carolina (SSC)</u> – You will need your VIP number to log into SSC. Click <u>here</u> for screen shot.

- <u>Multifunction Authentication (MFA)</u>- A two-step or two-factor authentication system for accessing some USC systems while not on campus.

Before August 16, 2016

- Review the 2016-17 <u>Academic Calendar here.</u>
  - Faculty report to campus by August 16, 2016 and classes begin August 18th.

- Review the <u>Other Resources</u> page for additional information about LLC and USC.

- Review the information sheet <u>"First 100 Days"</u>

General Office Information

- <u>Staff Members</u>
  - Kim Chong - Office Manager
    - 803-777-4881 <u>chongk@mailbox.sc.edu</u>
  - Dee Dee Cronise - Curriculum and Conference Coordinator
    - 803-777-4884 <u>deedee@mailbox.sc.edu</u>
  - Terri Lucas - Business Manger
    - 803-777-4882 <u>berrytf@sc.edu</u>
  - Catherine Moring - Assistant to Chair's Office
    - 803-777-9734 <u>catherinemoring@sc.edu</u>
  - Barbara Wachob – Assistant to Graduate Office
    - 803-777-0473, <u>wachob@sc.edu</u>

Topics of Interest

- Computers
- Office Assignment
- Purchasing/Supplies
- Copiers
- Mail (campus mail and outside USC)
- Mailboxes
- Reporting absence from campus during the academic year (illnesses and professional pursuits).

Reviews and Evaluations

- <u>Peer Evaluations</u> - Non-tenure track faculty must have a peer evaluation each academic year during the first three years of employment, and should use the <u>peer evaluation form</u>. You are responsible for arranging these evaluations by faculty in a higher rank than you, and the evaluator can be outside of your program.

- <u>Faculty Report of Activities</u> - Each Calendar year all faculty submit a <u>Faculty Report of Activities (FRA)</u> and current CV to the chair's office. The chair's office sends out a call for FRA reports in December and these are due in January.

- <u>Outside Professional Activities</u> - Faculty are required to submit an OPA report each year. The training and link for the web-based submission are located on the <u>Office of the Provost's website</u>.

Promotion

- <u>Promotion to Senior Instructor-</u> Based on University Policy <u>(ACAF 1.06)</u> persons holding the rank of Instructor are eligible for promotion to the rank of Senior Instructor after six consecutive years of service at the rank of Instructor.

- The chair's office puts out a call to those eligible for promotion in the sixth year of service and the LLC Faculty will review the files and vote in April. Successful promotions are effective August 16th, the start of the new fall semester.

LLC administrative leadership

- Dept. Chair, Nicholas Vazsonyi
  - vazsonyi@sc.edu, (803) 777-9734

- Assistant Chair and Undergrad Director, Mark Beck
  - beckma@mailbox.sc.edu (803) 777-4883

- Graduate Director, Francisco Sanchez

  - sanchezf@mailbox.sc.edu

- Program Directors – please visit the "Contact Us" page on the website.

- LLC Faculty Handbook– Departmental guide for faculty

Go Cocks!