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I. Introduction

This New Faculty Resource Guide is designed to provide basic information about some of the campus resources, practices, and policies that may be of immediate concern to you as a new member of the Birmingham-Southern College community. Much of the information in this booklet can be found on the BSC Website. Please consult the Website site for official statements of the College’s benefits, policies and procedures, documents, forms, and much other information.

Mission of the College

Birmingham-Southern College prepares men and women for lives of significance. The College fosters intellectual and personal development through excellence in teaching and scholarship and by challenging students to engage their community and the greater world, to examine diverse perspectives, and to live with integrity. A residential, baccalaureate liberal arts institution, Birmingham-Southern College honors its Methodist heritage of informed inquiry and meaningful service.

Faculty Development

The faculty at Birmingham-Southern College is committed to achieving and maintaining excellence in teaching, to staying abreast of and making meaningful contributions to current ideas and innovations in disciplinary and related fields, and to providing thoughtful and constructive academic advising. In order to best accomplish these goals the faculty must deliver a quality curriculum, focusing on the individual student, and must continue to develop their knowledge base through on-going research and creativity. These commitments require sufficient time and resources necessary to fulfill our obligations as a faculty. We affirm that Birmingham-Southern College should offer the environment and resources conducive to the faculty developing and maintaining these commitments. (The Faculty Handbook III.D.1.)

II. New Faculty Mentor Program

The Faculty Mentor Program links new full-time faculty with established faculty in different disciplines in order to provide newcomers with additional contacts on campus outside of disciplinary colleagues. Mentors are available to answer general questions about the College, to provide support in teaching practices, or simply to offer a welcome to our professional and social community. Several thematic meetings (sponsored by the Provost’s Office) will be held each term for new tenure-track faculty and their mentors.

2022-2023 New Faculty and Mentoring Partners

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<td>Sara Robicheaux</td>
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<td>Visiting Lecturer of English</td>
<td>Monaghan Professor of Business</td>
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<td>Jennifer Glass</td>
<td>Teddy Champion</td>
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<tr>
<td>Visiting Lecturer of Theatre</td>
<td>Associate Professor of Media and Films Studies</td>
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<tr>
<td>Daniel Graham</td>
<td>Clinton Jenkins</td>
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<tr>
<td>Assistant Professor of Chemistry</td>
<td>Assistant Professor of Political Science</td>
</tr>
<tr>
<td>Alexander McDiarmid</td>
<td>Scott Dorman</td>
</tr>
<tr>
<td>Visiting Lecturer of Psychology</td>
<td>Professor of Chemistry</td>
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</tbody>
</table>
III. Campus Policies

All campus policies are posted on the BSC website:
http://www.bsc.edu/policies/

Active Shooter/Emergency Response Plan – The College periodically holds sessions and drills on what to do in the case of an active shooter and other emergency situations on campus. “In an Emergency, When You Hear It, Do It” flyers are posted in building across campus to remind both students and faculty of the proper response to various alerts issued by the College.

Disaster Plan - The College’s Disaster Plan designates the safest area to assemble in case of tornados or other natural disasters. A diagram is located in each building and indicates that the individual should go to the lowest level room in the most northwest area of the building. A Campus Police officer will be assigned to each building to assist in any evacuation.

Emergency Closings - The President will make the final decision, which will be reported to the media for general dissemination through the Office of Communications. Emergency closing information will also be posted on the Information Line at 205-226-3000.

FERPA - The privacy of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). The Registrar has the institutional responsibility for interpreting both the Act and the rules and regulations issued by the Department of Education to enforce this Act. Under FERPA, students have the right to see their education records and the right to request a change if there is an error in any record. FERPA addresses two types of information: directory information and non-directory information.

Directory information includes the student’s name, address, e-mail address, telephone listing, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, and participation in officially recognized activities and sports. A student’s directory information is not usually provided to anyone who requests it, including persons outside the College. A student may withhold directory information by notifying the Office of Academic Records in writing. A request to withhold directory information remains in effect as long as the student continues to be enrolled, or until the student files a written request with the Office of Academic Records to discontinue the withholding. Each student is responsible for keeping the College informed of the correct mailing address, both school and home. Any change in address should be updated by the student through the address change function on TheSIS. Parent address change information should be submitted to the Office of Academic Records using the change of address form located on the Office of Academic Records home page.
Non-directory information makes up the remainder of the student’s education record. The education record includes, but is not limited to, academic, disciplinary, financial aid, health, student account, and other information directly related to a student’s enrollment at Birmingham-Southern College. Students may give permission to allow their education record to be disclosed to a designated individual(s) by signing the FERPA Release Form - Student Consent for Access to Education Records. The FERPA Release Form is available on the Office of Academic Records home page. FERPA also allows a student’s academic record to be shared without the student’s direct consent with parents or guardians who certify their student is claimed as a dependent for IRS purposes.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Birmingham-Southern College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for Birmingham-Southern College.

The Office of Academic Records provides an online FERPA tutorial that fully explains the policy.

Additional information is available in the Catalog and at the website.

Firearms - The College prohibits the possession, except as allowed in this policy, of firearms on campus with the exception of Campus Police. Employees with current Alabama pistol applications may keep a firearm locked in their vehicle. Under no circumstances is a firearm allowed to be carried by an employee while on campus. (This includes possession of a firearm in any type of bag, such as a purse.)

Fire Safety - Fire prevention measures cannot be overemphasized. However, in the event that a fire occurs, the following steps should be taken:

1. Check the fire and judge its size.
2. Pull the fire alarm.
3. Call Campus Police at 205-226-4700 (They will call the Birmingham Fire Department.).
4. Evacuate the building.

Smoking Policy - All Birmingham-Southern College facilities, including the residence halls, are non-smoking; the use of all tobacco products is prohibited. One may not smoke within 25 feet of any Birmingham-Southern College facility or within 50 feet of any residence hall. One may not smoke in any Birmingham-Southern College vehicle.

IV. Department Resources

Office support services are provided for the faculty of each department through full-time academic programs assistants located as conveniently as possible to those faculty members.

Please ask your respective assistant or department chair for information about the following:

- facility maintenance problems
- printers and copying materials
- e-mail addresses and distribution lists
- telephone and fax numbers and usage
• mailboxes
• equipment reservations
• teaching supplies and support
• office supplies

Since each assistant serves a number of faculty members, it is recommended that requests for assistance be made several days in advance of the time when materials, information, or arrangements are needed.

V. Area Chairs, Department Chairs, and Academic Program Assistants

The Faculty is organized into three interdisciplinary Academic Areas, Wightman, Lupton, and Wadsworth, named after former BSC presidents. Each area is composed of several departments and programs, and is supervised by an Area Chair. In addition, the Engaged Learning Programs form a de facto fourth area.

(from outside lines, dial 205-226-xxxx)

a. **Lupton Area**
   Jeremy Grall, Area Chair, Hill 119, x4961, jgrall@bsc.edu

1) **Chemistry and Physics**
   *Mark Rupright*, Department Chair (Fall), Stephens Science Center 122, x4875, mruprigh@bsc.edu
   *Scott Dorman*, Department Chair (Spring), Stephens Science Center 332, sdorman@bsc.edu
   TBA, Academic Program Assistant, Stephens Science Center 128, x4870

2) **Economics, Political Science, and Global and Comparative Studies**
   *Kathleen Greer*, Department Chair, Harbert 309, x4800, krossman@bsc.edu
   Marilyn Witherspoon-Rawls, Academic Programs Assistant, Harbert 206, x4820, mrawls@bsc.edu

3) **Education**
   *Amelia Spencer*, Department Chair, Harbert 115, x7789, aspencer@bsc.edu
   Treva Lester, Certification Officer, Harbert 116, x4810, thlester@bsc.edu

4) **History**
   *Mark Schantz* (Fall), Department Chair, Humanities Center 325, x4857, mschantz@bsc.edu
   Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

5) **Music**
   *Lester Seigel*, Department Chair, Hill 114, x4957, lseigel@bsc.edu
   Judy Pandelis, Academic Programs Assistant, Kennedy Art Center, x4928, jpandeli@bsc.edu

6) **Sociology**
   *Meghan Mills* (Spring), Department Chair, Harbert 213, x4791, mmills@bsc.edu
   Marilyn Witherspoon-Rawls, Academic Programs Assistant, Harbert 206, x4820, mrawls@bsc.edu

b. **Wadsworth Area**
   Mary Harrison, Area Chair, Harbert 209, x4825, mharriso@bsc.edu

1) **Business**
   *Sara Robicheaux*, Department Chair, Harbert 203-B, x4828, srobiche@bsc.edu
   Marilyn Witherspoon-Rawls, Academic Programs Assistant, Harbert 206, x4820, mrawls@bsc.edu
2) **English**  
*Tynes Cowan*, Department Chair, Humanities Center 314, x 4871, tcowan@bsc.edu  
Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

3) **Mathematics and Applied Computer Science**  
*Doug Riley*, Department Chair, Olin 112, x3028, driley@bsc.edu  
TBA, Academic Program Assistant, Stephens Science Center 128, x4870,

4) **Media and Film Studies**  
*Teddy Champion*, Department Chair, Humanities Center 121, x1841, rtchampi@bsc.edu  
Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

5) **Modern Foreign Languages**  
*Lamia Benyoussef*, Department Chair, Humanities Center 211, x1830, ibenyous@bsc.edu  
Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

6) **Theatre**  
*Alan Litsey*, Department Chair, College Theatre, x4788, alitsey@bsc.edu  
Judy Pandelis, Academic Programs Assistant, Kennedy Art Center, x4928, jpandeli@bsc.edu

   c. **Wightman Area**  
Andy Gannon, Area Chair, Stephens Science Center 230, x4899, agannon@bsc.edu

7) **Art and Art History**  
*Kevin Shook*, Department Chair, Kennedy Art Center 5, x4929, kshook@bsc.edu  
Judy Pandelis, Academic Programs Assistant, Kennedy Art Center, x4928, jpandeli@bsc.edu

8) **Biology**  
*Kevin Drace*, Department Chair, Stephens Science Center 242, x4879, kmdrace@bsc.edu

9) **Philosophy**  
*Bill Myers*, Department Chair, Humanities Center 222, x4868, bmyers@bsc.edu  
Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

10) **Psychology**  
*Greta Valenti*, Department Chair, Harbert 313, x4803, gvalenti@bsc.edu  
Marilyn Witherspoon-Rawls, Academic Programs Assistant, Harbert 206, x4820, mrawls@bsc.edu

11) **Religion**  
*Amy Cottrill*, Department Chair, Humanities Center 106, x4619, acottril@bsc.edu  
Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

12) **Urban Environmental Studies**  
*Bill Holt*, Department Chair, Stevenson Science Center 021, x4619, wholt@bsc.edu  
TBA, Academic Program Assistant, Stephens Science Center 128, x4870

   d. **Engaged Learning Programs Area**  
Kent Andersen, Area Chair, Norton Center 264, x4679, kanderse@bsc.edu

   1) **Bunting Center for Engaged Study and Community Action/Eterm**  
*Kristin Harper*, Director of Service Learning, Norton Center 263, x4720, kharper@bsc.edu  
Hattie O’Hara, Assistant Director of Service Learning, Norton Center 265, x4993, heohara@bsc.edu
2) **International Programs**  
*Anne Ledvina*, Associate Director of International Programs, Norton Center 268, x1722, aledvina@bsc.edu

3) **Hess Center for Leadership and Service**  
*Kent Andersen*, Director of Leadership Programs, Norton Center 264, x4679, kanderse@bsc.edu  
*Amanda Coshatt*, Administrative Assistant for the Krulak Institute, Norton Center 260, x7717, abkight@bsc.edu

4) **Internships**  
*Katy Smith*, Director of Internships, Norton Center 266, x3037, kesmith@bsc.edu

Additional Academic Affairs Units and Programs:

**Charles Andrew Rush Learning Center/N.E. Miles Library**  
*Tiffany Norris*, Director of the Library, Library, x4742, tdnorris@bsc.edu  
[meets with Wightman Area]

**Donald C. Harrison Honors Program**  
*Will Hustwit*, Director of the Honors Program, Humanities 309, x1835, whustwit@bsc.edu  
*Debbie Smith*, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

VI. Services Available and Other Information

(from outside lines, dial 205-226-xxxx)

**Bookstore** – Located on the first floor of the Norton Campus Center, the Bookstore offers textbooks, and school and office supplies. (x4736)

**BSC Arts Alliance and Box Office** – This group provides support to the Fine and Performing Arts on campus. Theatrical presentations, art exhibits, and concerts are held regularly. (x4928)

**Chapel** – Ecumenical services are offered to all employees and students. Baptist, Methodist, Presbyterian, Catholic, and Episcopal ministries are active on campus and have services each week. In addition, for non-Christian traditions, there is an interfaith room available for reading, meditation, and prayer. (x4760)

**Environmental Center** – Employees are encouraged to visit the Southern Environmental Center and the EcoScape. (x4934)

**Food Service** – The Caf (Norton Marketplace) is located on the first floor of the Norton Campus Center and offers a variety of food choices in a buffet-style setting. There are also dining services in the Attic, located on the Residence Hall Quad. The Cellar Market is a convenience store located just below the Attic. (x4709)

**I.D. Cards** – Identification cards for all College employees should be obtained from the Student Accounts Office located on the main floor of the Student Services Building. Identification cards entitle employees to free or reduced admission charges to campus events and are required for the use of the Rush Learning Center-Miles Library and the Striplin Fitness Center. In order to use the ID card as a debit card for cafeteria, The Attic, and Cellar Market purchases, an employee must deposit money with the Student Accounts Office. An employee may also be requested to provide identification to cash a personal check. (x1871)
**Keys** – Forms for keys can be found on the Human Resources website. If an employee leaves the College, keys must be returned to Operations or to the Campus Police gate office. Failure to do so may result in a $50 fine which will be deducted from the employee’s final paycheck. (x4774)

**Monday Morning** – This in-house electronic newsletter is issued each week during the regular academic year and every other week during summers. It provides a listing of events, job openings, and other announcements of interest. The deadline for submitting articles to the Office of Communications is Thursday at noon. Articles should be submitted to mondaymorning@bsc.edu. (x4907)

**Moodle** – Moodle is BSC’s learning platform, a central hub for faculty members to organize course materials, distribute and collect assignments, communicate course objectives and grades to students, and promote academic discussions that extend beyond classroom walls. Faculty use Moodle for everything from a place to post the class syllabus to hosting lectures to support a flipped-classroom model of teaching. For questions concerning Moodle, please contact the IT help desk. (x3033)

**Parking** – A BSC parking decal must be properly displayed on the front windshield of the lower left of the driver’s side of the automobile and may be obtained at no charge at the cashier’s window in the Student Services Building. Green curbs are designated for faculty and staff parking. White or unpainted spaces are designated for student and visitor parking. Red curbs are for reserved parking. Blue curbs are designated for disabled/handicapped parking. Disabled parking placards issued by the state and BSC are honored. BSC temporary disabled parking placards may be obtained from Campus Police. Curbs without parking indicators are always “no parking” areas. (x1871)

**Pay Periods** – Faculty are paid on a monthly basis. Pay advices (the electronic equivalent of pay stubs) can be accessed in Self Service at least 48 hours in advance of each payday. Salaried employees are paid for the current month. All salary payment is made via direct deposit into checking and/or savings accounts. Paper paychecks will not be issued. Contact the Human Resources office for more information. (x4646)

**Post Office and Photocopying** – Panther Print and Post, located on the first floor of the Norton Campus Center, provides a range of printing services, including self-service machines, and shipping and delivery services for FedEx, UPS, and USPS, in addition to campus mail. Photocopy machines and printers are also located in buildings across campus. (x4735)

**Publications** – Four publications are sponsored by the College and paid for using the Student Activity Fee. All publications are edited and managed by students; **Southern Academic Review**, a journal of scholarly and academic essays; **The Compass**, a journal of leadership and experiential learning essays; and **Quad**, a literary magazine of student writing. (x1791)

**Safety and Security** – Campus Police officers provide security 24 hours per day. Officers patrol campus on foot and in vehicles. Campus Police are available to escort employees to their vehicles and to assist with car problems. The Annual Security Report is distributed to faculty, staff, and students and provides additional information about security on campus. (x4700)

**Service Awards** – Employees are recognized each school year for years of service in five-year increments. Certificates are awarded for years five, ten, fifteen and twenty. Special awards are given for 25 or more years of service.

**Telecommunications** – The Information Technology Office supervises the College’s telecommunications system. An application from Windstream can be downloaded to your phone to receive calls at your campus extension. (x3033 or helpdesk@bsc.edu)

**Textbooks** – Near the end of each term, the manager of the College bookstore requests that faculty members order textbooks and other course materials for the following term. Textbook adoptions should be submitted through the online BSC textbook adoption portal. Each instructor is responsible for obtaining desk copies of texts directly from publishers. (x4736)
Website – The College’s website provides additional information about college offices, events and services.

VII. Library and Information Services

http://library.bsc.edu/
(from outside lines, dial 205-226-xxxx)
Circulation: 4740
Reference and Instruction: 4766

Faculty are encouraged to make use of library resources and services in their classes and for their own academic research. Librarians offer one-on-one research assistance, as well as course-specific instruction and online library guides. The Library provides access to a wide variety of print and online resources (including numerous e-books and e-journals); interlibrary loan service is also available. Online databases are accessible from off-campus with a BSC email login and password. Faculty may use other academic libraries in the area through a cooperative borrowing agreement that requires only the presentation of a Birmingham-Southern ID card.

Full-time faculty members may check out library materials for the remainder of the academic year. The Circulation Department also provides space for class reserve materials at the circulation desk. Reserve forms (available on the library website under “Request Forms”) should be submitted at the circulation desk as early as possible so that materials may be placed on reserve in time for class assignments. The library schedule for opening and closing varies with the academic calendar. Hours of operation are posted at the Library entrance and on the library website.

VIII. Campus Resources and Contacts

(from outside lines, dial 205-226-xxxx)

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<td>Cande Hale</td>
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<td>Academic Records</td>
<td>Amy Smith</td>
<td>Registrar, academic records</td>
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<td>Kim Lewis</td>
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<td>CeCe Lacey</td>
<td>Career testing and planning, grad school information, GRE/GMAT, MCAT, applications</td>
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