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University Governance and Mission/Vision

University Governance

The University is governed by a 13-member Board of Trustees, including six elected by the state legislature and seven successor members, as provided by the will of Thomas G. Clemson. The board is responsible for setting policy and approving budgets and expenditures. The University’s day-to-day operations are administered by the president; the chief financial officer; and vice presidents for academic affairs and provost, research, student affairs, public service and agriculture, and advancement.

Mission and Vision

Clemson University first opened its doors in 1889 with a very clear vision: to “be a high seminary of learning in which the graduates of the common schools can commence, pursue and finish the course of studies terminating in thorough theoretic and practical instruction.” Thomas Green Clemson’s now famous words left to us in his will have guided the University’s actions through the years, from a college focusing on the art and science of agriculture to a university teaching students in more than 70 undergraduate and 100 graduate degree programs. Today, our vision is focused on the future while we remember where our roots were first planted.

Vision Statement

Clemson will be one of the nation’s top-20 public universities.

Mission Statement

Clemson University was established to fulfill our founder's vision of "a high seminary of learning" to develop "the material resources of the State" for the people of South Carolina. Nurtured by an abiding land grant commitment, Clemson has emerged as a research university with a global vision. Our primary purpose is educating undergraduate and graduate students to think deeply about and engage in the social, scientific, economic, and professional challenges of our times. The foundation of this mission is the generation, preservation, communication, and application of knowledge. The University also is committed to the personal growth of the individual and promotes an environment of good decision making, healthy and ethical lifestyles, and tolerance and respect for others. Our distinctive character is shaped by a legacy of service, collaboration, and fellowship forged from and renewed by the spirit of Thomas Green Clemson's covenant.
TigerOne Card/TigerStripe

111 Hendrix Student Center
Clemson, SC  29634
(864) 656-0763
Monday-Friday:  8:00 a.m. to 4:30 p.m.

Employee TigerOne ID Card

To get your official Clemson University ID card you will need to bring a valid government issued photo identification (i.e., Driver License, Passport, Military ID) with you for pick up purposes and you will also need to know your Clemson University USERNAME and password. If you do not know your USERNAME and password, you will need to contact CCIT at 864-656- 3494 to obtain that information prior to visiting TigerOne Card Services.

TigerStripe (TigerOne Card) Benefits

You can put money in your TigerStripe account and then use your ID card as a debit card at many places on campus and in the town of Clemson. To add money to your TigerStripe account, you can go to the TigerOne Card office, use one of the deposit machines in the library with cash, or you can deposit money online with a credit or debit card by visiting Online Card Office and click on “Make a deposit”.

• Payroll deduction
• Ten percent employee discount at the Clemson University Bookstore
• More convenient than carrying cash
• Quicker transactions
• Monthly electronic statement
• Easy deposits - online, by mail, payroll deduction, Value Transfer Station (VTS), TigerOne office, or by phone.

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**Fike Recreation Center**

110 Heisman Street  
Clemson, SC  29634-4015  
Welcome Center Desk: (864) 656-3453

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**Fike Recreation Center**

University employees may purchase an individual membership, an employee/spouse membership or an employee/family membership for either a 6 or 12 month period. Family memberships can include dependents who are under the age of 18 and residing in the home. Current full-time employees can opt to pay for their memberships through a payroll deduction service.

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
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<tr>
<td>Employee 6-month</td>
<td>(July 1–Dec 31 or Jan. 1–June 30)</td>
<td>$110.00</td>
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<tr>
<td>Employee 12-month</td>
<td>(July 1–June 30)</td>
<td>$210.00</td>
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<td>Employee/Spouse 6-month</td>
<td>(July 1–Dec 31 or Jan. 1–June 30)</td>
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<tr>
<td>Employee/Spouse 12 month</td>
<td>(July 1–June 30)</td>
<td>$310.00</td>
</tr>
<tr>
<td>Employee/Family 6-month</td>
<td>(July 1–Dec 31 or Jan. 1–June 30)</td>
<td>$215.00</td>
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<tr>
<td>Employee/Family 12-month</td>
<td>(July 1–June 30)</td>
<td>$415.00</td>
</tr>
</tbody>
</table>

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Clemson University Barnes and Noble Bookstore

Douthit Hub
Clemson, SC 29634
Phone: 864-656-2050
Fax: 864-656-0366
sm490@bncollege.com

Regular Hours
Monday – Friday
8 a.m.– 4:30 p.m.

Faculty receives a 10% discount at the bookstore. This can only be given with purchases made in person with faculty ID card.

The other bookstores on College Street pick up textbook orders from the University. You should also go onto the website several weeks before the semester begins to see what the students see (https://clemson.bncollege.com/shop/clemson/page/find-textbooks) when they pull up the books for your classes. Mistakes are common, and it’s better to catch them before the semester begins. If you want specific editions or “complete and unabridged editions,” be specific.
Parking Services

G-11 Edgar Brown Union  
(Ground Level of the University Union)  
Box 344014  
Clemson, SC 29634-4014  
Phone: 864-656-2270  
E-mail: parking@clemson.edu

Hours: Monday–Friday, 7:30 a.m. to 4:30 p.m., excluding university holidays.  
For after-hours emergencies, contact the University Police Department at 864-656-2222

You can obtain your parking sticker from Parking Services which is located at the University Union across from the Calhoun Mansion. The most convenient parking spaces are in the lots behind Sirrine Hall and Sikes Hall. The worst time to find parking is between 9 a.m. - 12 p.m., especially at the start of each semester.

Get your parking pass early. After your first year, if you have the funds taken directly from your paycheck, parking services will automatically send your renewal sticker through the mail. Faculty and staff get green parking passes, which allow you to park in green or orange (commuter lot) spaces.

After purchasing the initial permit in the Parking Services office, full-time employees who can go online have to order a permit online. For employees who cannot access the online system, permits are available in the Parking Services’ office.

Employees who wish to enroll in payroll deduction need to fill out the application and the Payroll Deduction Form.

Carpool permits are not available online.

Guest Parking

For guest parking, contact Parking Services for parking passes.
University/Departmental Obligations

Graduation

Faculty in the tenure track should attend one of the three annual commencement ceremonies (December, August, or May). This is an obligation; you can register your preference with your chair. It means a lot to the students and their families to see faculty at graduation. Be warned that it is a somewhat long ceremony and plan accordingly.

Convocation

All faculties are encouraged to attend the beginning of the year ceremony. Faculty may wear regalia, but are not required to do so. Convocation this year is Monday, August 19th. The administration sends out exact details well in advance of the event - watch your summer emails.

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Inclement Weather and Safety Issues

The greater Clemson area rarely gets bad winter weather, but when it does, school usually closes because the necessary equipment to clear roads is not available.

Check the Clemson University homepage for messages about closings or delays.

Check the CU Safety page for detailed messages and weather advisories.

Check your Clemson University e-mail for CU Safe Alerts or Inside Clemson messages.

Check your cell phone if you have signed up to receive CU Safe Alert text messages (See the CU Safety page for sign-up instructions).

Call the Clemson University switchboard at 656-3311 for recorded updates between 8 p.m. and 8 a.m. Monday-Friday and on weekends (recorded messages provide closure information, not weather forecasts).

Tune in to local TV and radio stations or log on to their Web sites.

Sirens

There are two warning siren systems on the Clemson campus.

University Tone and Voice Sirens

Sirens are located at Memorial Stadium, Byrnes Hall and the band practice field on Perimeter Road. These sirens are intended to warn people outside campus buildings of approaching severe weather and other emergencies.

In an emergency the sirens will sound a tone and some will have a voice message announcing the nature of the emergency. Sirens may be sounded for a number of emergencies, including:

- Tornado warnings
- Lightning warnings
- Other natural disasters
- Gunman or other threat

Oconee Nuclear Station Warning Sirens

Sirens serve a 10-mile zone around the station north of Seneca. These sirens are located at various locations on campus and throughout the Clemson and Seneca communities.

When they are activated, do not attempt to immediately evacuate the area. Check the CU Safety Web page, local media or other information sources for details before taking action.

For more information on what to do in a nuclear emergency, go to Duke Energy's Emergency Preparedness Page.
CU Safe Alerts

CU Safe Alerts will inform you of emergencies or disruptions to campus services, such as class cancelations. CU Safe Alerts are sent to all @clemson.edu email addresses. They also can be sent as text messages to your cell phone. To receive CU Safe Alerts on your cell phone: http://alerts.clemson.edu/signup-for-text-alerts/

If you have questions about CU Safe alerts, send them to CU Safety-1@clemson.edu.

Follow-up emergency information:

More details and all-clear messages will come via follow-up e-mails or will be posted on the CU Safety Web page when they become available. If you do not receive an email alert during an emergency, please check your spam or junk mail folder to be sure the message hasn't been directed there. Add clemson@GETRAVE.COM to your safe senders list.

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Commonly Used Links

Canvas
https://www.clemson.edu/canvas/
https://www.clemson.edu/canvas/faq.html

Bookstore

College of Business
Faculty/Staff Directory
https://www.clemson.edu/business/about/directory.html

College of Business website
https://www.clemson.edu/business/about/index.html

Foreign Travel Authorization
(Business College form, different from the University form)
http://www.clemson.edu/business/faculty-staff/pdf/international-travel-form.pdf

CCIT Service Request
http://www.clemson.edu/ccit/request_resources/webprogramming/

Faculty Manual
http://www.clemson.edu/faculty-staff/faculty-senate/manuals.html

Human Resources
http://www.clemson.edu/employment/

Master Calendar
http://calendar.clemson.edu/

Academic Calendar
http://www.registrar.clemson.edu/html/acad_Cal.htm

College of Business Calendar
http://calendar.clemson.edu/calendar/month?event_types[]=11849

On-line Phonebook
https://my.clemson.edu/#/directory

Procurement
http://www.clemson.edu/cfo/procurement

Student Clubs and Organizations
http://clemson.edu/campus-life/student-orgs/

Course Policies
Undergraduate Guidelines
https://www.clemson.edu/undergraduate-studies/faculty/

Graduate Guidelines
http://www.clemson.edu/graduate/faculty-staff/resources.html
Additional Guideline  http://www.clemson.edu/campus-life/campus-services/access/title-ix/

Syllabus Repository  https://syllabus.app.clemson.edu/repository/

iROAR  https://iroar.clemson.edu/

**Faculty Policies and Resources**

Includes: Faculty Activity System (FAS)  
(including FAS Guide and Frequently asked questions), eForm3,  
and eTPR  http://www.clemson.edu/administration/provost/faculty-affairs/

Updating Faculty Profile  http://www.clemson.edu/business/faculty-staff/

Office of Teaching Effectiveness and Innovation  http://www.clemson.edu/OTEI/

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Clemson Computing and Information Technology

College of Business Support Team

Sirrine Hall, G-16
Clemson, SC  29634
(864) 656-1635

Reba Purdessy, Sr. Information Resource Consultant   whistle@clemson.edu
    Theo Harrison, Information Resource Consultant I theoh@clemson.edu

Website: http://www.clemson.edu/business/faculty-staff/computer-support/index.html

Additional Contacts:

CCIT help desk (864) 656-3494
Email help requests to ITHELP@clemson.edu (include the problem/service needed and a contact number)

http://www.clemson.edu/ccit  - password reset

All campus computers are connected by a Novell NetWare network infrastructure and are maintained by the University’s Division of Computing and Information Technology.

Eduroam (short for education roaming)

In addition to offering network access on-campus, this service enables you to use your Clemson login information to obtain wireless access to the internet at participating institutions around the world. Students and faculty from participating institutions can enjoy the same benefit when visiting Clemson.

Visit https://ccit.clemson.edu/support/current-students/get-connected/wireless/ to download to your laptop.

Software

If you need a particular piece of software, visit http://ccit.clemson.edu/services/software-hardware/ for a list of licensed products and instructions.

The Software Repository is a collection of software available for current Faculty, Staff, and Students of Clemson University who are off campus or do not have access to the Novell Netware Client. Visit http://ccit.clemson.edu/services/software-hardware/software/
Teaching Resources

Canvas is Clemson University’s Learning Management System that instructors can use to deliver course content, communicate with students, enable student interaction, and provide on-line assignments and assessments.  
http://www.clemson.edu/canvas/

Turnitin - is used to encourage student originality and to provide instructors a tool to use in the detection of plagiarism in text-based assignments.  
https://www.clemson.edu/online/tools/turnitin.html

Respondus Lock-down Browser is a secure browser for taking tests in Canvas. It prevents students from printing, copying, going to another URL, or accessing other applications during a test.  
https://www.clemson.edu/online/tools/respondus.html

Adobe® Connect™ is a web conferencing application that provides the delivery of real-time course lectures and meetings.  
https://www.clemson.edu/online/tools/adobeconnect.html

Echo 360 is a lecture capture system. The system enables faculty to record audio, course visuals, and optional video for students to review in digital format. This provides students with a powerful tool that can be used for review, or to supplement materials covered in class, or to provide instruction that is entirely web-based.  
https://ccit.clemson.edu/training/online-teaching-tools/

SMART Classrooms

SMART Podiums are interactive pen displays that you can connect to any computer through USB and the external monitor (RGB) ports. They act as an external monitor, but also have inking functionality. The inking functionality allows you to write over slides with digital ink, save your notes, access any website or multimedia file and project your work onto a large screen to give your audience a truly interactive experience.  
https://ccit.clemson.edu/training/classroom-technology/smart-podiums/

SMART Boards are interactive white boards. A SMART Board allows you to connect your computer to your whiteboard. You can then control computer applications from the SMART Board display, write notes in digital ink and save your work to share later.  
https://ccit.clemson.edu/training/classroom-technology/smart-boards/

iClickers (audience response systems) allow students in the classroom to instantly provide feedback, answer questions, and vote in response to questions you pose.  
http://ccit.clemson.edu/training/classroom-technology/iclickers/

Teaching and Learning Services

Skillport e-learning - provides faculty, staff and students with access to free web based training to assist with continuing professional development.  
http://www.clemson.edu/ccit/learning_tech/index1.html

Instructor Led Training - http://ccit.clemson.edu/training/instructor-led-training/
Tech Talks - Join CCIT trainers Tuesdays at 2 p.m. to learn more about existing and new technologies that are available to you through CCIT. This webinar series is delivered via Adobe Connect directly to your desktop. They will consist of a 35 to 40 minute training session with 15 to 20 minutes of questions and answers. Anyone can attend these sessions and the archives are free of charge. https://ccit.clemson.edu/training/

Research Computing

C-Light - provides a national high-speed research community through direct fiber connections between Clemson, Greenville, and Atlanta providing direct access to the National LambdaRail, Internet2 and other national and international research networks. C-Light specifically provides faculty with the infrastructure they need to collaborate with colleagues and access resources nationally and internationally and ensures the capability to apply for major research grants from funding agencies like the National Science Foundation. http://www.clemson.edu/ccit/get_connected/network_services/c_light.html

High Performance Computing - Palmetto Cluster - http://citi.clemson.edu/palmetto/
OTEI’s Missions

1. To keep Clemson on the cutting edge of teaching excellence and innovation.

2. To foster communication, understanding, and a sense of community between teachers and learners by helping instructors to view their teaching through their students’ perspective and to involve their students more actively in the learning process.

3. To help faculty and teaching assistants select the most effective teaching methods from an ever-broadening repertoire of instructional formats, techniques and technologies.

4. To help ensure that teaching and learning are assessed by valid and reliable means that encourage and reward improvement.

5. To sustain a vision of teaching as an intellectual activity essential to the overall professional goals of Clemson faculty members and the mission of the University.

OTEI’s Services

For academic units, services include:

- Faculty and TA workshops on teaching
- Consultation to academic and administrative units

For individual instructors, services include:

- Consulting on Grants/Contracts, Research on Teaching
- Class Interviews
- Classroom Observations
- Classroom Videotape Review
- Individual Teaching Consultations
- Laptop Faculty Development Program

Learn more about services for individual instructors

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Academic Success Center

836 McMillian Road
Clemson, SC 29634
(864) 656-6452
www.clemson.edu/asc/
asc@clemson.edu

Mission and Vision

The mission of the Academic Success Center is to supports undergraduate student success by delivering a diverse array of services designed to foster the skills and mindset students need to enhance their learning and achieve their educational goals. The vision is to empower every Clemson student to achieve his or her fullest potential.

Academic Coaching & Counseling https://www.clemson.edu/asc/services/

Students meet one-on-one with a professional who can evaluate the student’s study skills and develop strategies for academic success or help them reach their academic goals.

Tutoring (http://www.clemson.edu/asc/tutoring/)

The ASC offers tutoring in a group setting in over 100 courses. Drop-in tutoring is available and certain courses have appointment tutoring.

Peer-Assisted Learning (PAL) https://www.clemson.edu/asc/services/pal-student.html

For students enrolled in traditionally difficult courses, PAL (formerly known as Supplemental Instruction) helps thousands of Clemson students significantly improve their grades and their understanding of difficult course material.

Academic Skills Workshops (http://clemson.edu/asc/workshops)

Workshops are offered on a variety of topics that enhance the learning experience and build academic skills.

Twenty-six online workshops are available 24/7 – https://www.studentlingo.com/clemsonasc

Academic Recovery Programs (for students on Academic Probation)

Tiger Success https://www.clemson.edu/asc/working/tiger-success.html is a program to help students regain good academic standing at Clemson and give them the opportunity to prove their commitment to their academic success. The program also provides a system of accountability and support. CU 1010 is a two credit course developed for freshmen and students on academic probation.

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Working with Students with Disabilities

There is no need to dilute curriculum or to reduce course requirements for students with disabilities. However, special accommodations, as well as modifications, might be needed in the way information is presented and in methods of testing and evaluation. Depending on the disability, the student might require the administration of examinations through E-text or computer and/or scribes, extensions of time for the completion of exams, a quiet and private room to take the exam, or a modification of test formats. For out of-class assignments, the student may negotiate the extension of deadlines. The objective of such considerations should always be to accommodate the student’s learning disability, not to lower scholastic requirements. The same standards should be applied to students with disabilities as to all other students in evaluation and assigning grades.

It would be helpful to put a statement at the end of a course syllabus such as, “Students with disabilities needing accommodations should contact the Office of Student Disability Services in Suite 239, Academic Success Center building 864-656-6848, prior to contacting me during office hours.” To ensure consistent accommodations with each student — and to inform students of support services available — please make referrals to Student Disability Services. Prior to receiving accommodations, a student obtains a Faculty Accommodation Letter from this office.

It is important to discuss appropriate accommodations with students; however, asking questions about a student’s disability, such as the diagnosis, must be avoided. Students have the legal right not to disclose the diagnosis; they need only discuss how reasonable accommodations assist them in their academic environment.

Note Taking - When you have a student with a documented disability who has requested the services of a note-taker, Student Disability Services would appreciate your help in identifying someone to serve in that role. Refer to this link for strategies to help you (Note Taking).

Test Proctoring is provided as a supplemental service to Clemson University faculty. The center’s goal is to assist faculty in their efforts to accommodate students, especially those who may require special circumstances for testing see http://www.clemson.edu/academics/studentaccess/test-center.htm for additional details.
Faculty Activity System

The Faculty Activity System (FAS) makes it possible for faculty to systematically report teaching, research, and service activities for the purpose of goal setting, evaluation, and personal workload management.

Please view the following link, on the Provost’s website for information and access to the Faculty Activity System. http://www.clemson.edu/administration/provost/faculty-resources.html

The key dates and deadlines for the 2019-2020 academic year are located at the following link: https://www.clemson.edu/provost/faculty-affairs/deadlines.html

For questions or assistance with these systems, contact: Donna Duncan (864) 656-3769, donnad@clemson.edu

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Tenure, Promotion, and Reappointment eTPR Notebook

The eTPR System is an online notebook for faculty to maintain the documents required for Tenure, Promotion, and Reappointment.

Please view the following link, on the Provost’s website for information and access to the eTPR System.

https://www.clemson.edu/provost/faculty-affairs/promotion-tenure.html

The key dates and deadlines for the 2019-2020 academic year are located at the following link: https://www.clemson.edu/provost/faculty-affairs/deadlines.html

For questions or assistance with these systems, contact: Donna Duncan (donnad@clemson.edu 656-3769)

The following items should be included in your eTPR notebook. Please note that files must be in a PDF format.

During a faculty member’s first year, only the following items need to be included:

- Letter Requesting Action
- Review for Faculty in 1st Year
- College Resume
- Teaching Statement
- Goals Statement
- Offer Letter
- Tenure or Non-Tenure Statement

**Letter Requesting Action** – A letter for the current year is all that is required in this tab. For reappointment, the letter should be a simple statement requesting your reappointment. For the penultimate or promotional years, the letter should be a two to three page summary of what you have accomplished while at Clemson.

**Request for Faculty Personnel Action – “Attachment G”** – An electronically created form that records the appropriate recommendations and signatures (Department Chair, TPR Chair, Dean, as well as the Provost and the President) will be uploaded to your eTPR notebook by the TPR contact in the Dean’s Office. The Review for Faculty in First Year form, which is a College of Business form, is also uploaded to this tab by the Dean’s Office. The form, used by Department Chairs and TPR Chairs to review and recommend first year faculty, is uploaded as a PDF document.

**TPR Committee’s Letter of Recommendation & Department Chair’s Letter of Recommendation** – These letters review the previous year of service but recommend the faculty member for the upcoming year of service. Faculty members have the option of uploading a response to each of these recommendations. Letters are not required for the first year of service. A Review for Faculty in First Year form is completed in place of these recommendations and uploaded by the TPR contact in the Dean’s Office into the Request for Faculty Personnel Action tab.

**TPR Committee’s Past Letters of Recommendation & Department Chair’s Past Letters of Recommendation** – There should be one letter for each prior year of service excluding the first year (i.e. employee in third year should have at least one letter under this tab). A letter may be in place for the first year of employment, although it is not necessary.
Dean’s Letter of Recommendation – This letter applies to reappointment for the upcoming year and is uploaded by the Dean’s Office to your eTPR notebook. Faculty members have the option of uploading a response to the Dean’s recommendation.

Dean’s Past Letters of Recommendation – Check to be certain you have a recommendation for each prior year of service.

Standard College Resume – an updated resume or CV should be uploaded each year. Only the current year’s CV is required. There is a link to the FAS system from which you can pull your CV into the eTPR notebook. During the penultimate or promotional year, your contributions while at Clemson will be considered. A clear division should be made between your time at Clemson and your time prior to Clemson within each section of the CV. A document is attached which illustrates the Standard College Resume format.

Top Achievements – Highlight your top achievements in teaching, research, and service to make a convincing case for the action being requested. Achievements since the last appointment should be included for those seeking reappointment. Cumulative achievements should be included for those seeking promotion or tenure. There will not be much to include during the first few years of employment. The information can be completed in the form of a bullet list and uploaded as a PDF.

Candidate’s Teaching Statement – should include your teaching philosophy, current accomplishments in teaching and advising, and any efforts made to improve teaching based on evaluative input. Your statement should be done in a narrative format of one to two pages.

Student Feedback Forms – Check to see that there are feedback forms for each year of employment. The forms are uploaded directly from the Clemson Student Evaluation system. You can use the search function to find and upload historical documents. There is a yes/no button that allows faculty to choose whether to give access to the individual student comments. If this access is not given, it may give the perception that something is being hidden. If there are negative comments, an opportunity is presented for reviewers to give you feedback and provide assistance to you.

Other Evidence of Teaching Effectiveness – may include samples of syllabi for new or innovative course materials, workshop evaluations, instructional activities for program and course development, students’ performance outside of coursework but directly related to faculty’s teaching, peer evaluations, unsolicited feedback about the teaching, awards, reports from individuals who have visited the faculty member’s classroom, positive emails from students, etc.

Research/Scholarship Activities – should include current and anticipated activities in the area of research and scholarship such as literature citations, patents, awards, and research proposals that have not been included in the resume. Comments should be made about the rigor and quality of outlets. The information can be completed in the form of a bullet list and uploaded as a PDF. Some faculty include an entire proposal or presentation.

Service Activity – All faculty are required to do service to the department, college, university, community. Current and anticipated service should be included. It is not necessary to repeat any service that is documented in your CV. The information can be completed in the form of a bullet list and uploaded as a PDF.

Faculty Evaluation Form 3 – reviews your prior year of service. First year faculty do not have a Form 3 – the Review for Faculty in First Year, which both reviews the faculty member and recommends whether they should be reappointed, takes the place of this form during the first year. Most Form 3’s include the academic year being reviewed in the title. More recent Form 3’s can be uploaded from the FAS system into the eTPR system using the “Upload File” button in the eTPR system located within the Form 3 tab.

Goals Statement – Include your one year and five year goals. The short term goals should be updated each year and the long term periodically. The information can be completed in the form of a bullet list and uploaded as a PDF.

Administrative Duties – are only applicable to faculty with administrative duties such as: advising, program coordinator, management of program activities, creation of unit assessments, and recruiting of students.
**External Evaluator Listing & External Evaluator Letters of Reference** – are only required when a faculty member is being considered for promotion or tenure. Reviewers are those in your field who you met at conferences or worked with in areas outside of Clemson. Check appropriate Departmental TPR Guidelines (posted in the eTPR notebook – under the Department TPR Guidelines tab) to determine how many letters should be included. Faculty cannot view anything within the External Evaluator Letter of Reference tab.

**Supplementary Information** – certificates or evidence of on-going professional development should be included.

**Joint Appointment Agreements** – are only necessary for faculty in joint appointments.

**Employment Offer Letter** – The document loaded here should be the original Offer of Employment Letter and not the Dean’s letter of reappointment/recommendation. Jennifer Potts McCaskill (College of Business HR) can provide a copy of this document if it is missing. This letter will document any credit given towards tenure.

**Tenure Agreement** – is a form for tenure track faculty and the Non-Tenure Agreement form is for lecturers. The appropriate document should be uploaded. Jennifer Potts McCaskill (College of Business HR) can provide a copy of this document if it is missing. Also, any extension of tenure documents (from the Provost’s office) are uploaded to this tab by the TPR contact in the Dean’s Office. The Tenure Agreement will document any credit given towards tenure.

**Promotion Letters** – The Dean’s Office uploads promotion letters received from the Provost’s office.

**Department TPR Guidelines** – The Department Chair uploads a copy of the guidelines for their department.

**Internal Evaluator Letters** - are only required when a faculty member is being considered for promotion or tenure. Check the appropriate Departmental TPR Guidelines (posted in the eTPR notebook – under the Department TPR Guideline tab) to determine how many letters should be included. Faculty cannot view anything in this tab.

**Faculty Activity System Reports** – Faculty can provide a link to their FAS Reports or upload a summary of the report.
Standard Resume Format: General Guidelines
To be used for all Tenure, Promotion, & Reappointment Considerations

(Note: Headings having no entry should be omitted.)

RESUME - Name

PERSONAL DATA

Format: Current Rank, Position/Title, Address, Telephone Number
Date of Birth (optional)
Place of Birth (optional)
Citizenship (optional)

Sample: Assistant Professor
Department of Chemistry
Clemson University
Clemson, SC 29634
864/656-2000 August 18,
1964
Ft. Worth, Texas
USA

EDUCATION

Format: Degree, Institution, Year (last degree first), Major Discipline

Sample: Ph.D., Rice University, 1985, Chemistry
B.S., University of Texas, 1980, Chemistry

PROFESSIONAL REGISTRATION (Indicate states in which registered as a professional engineer, or other registrations or certifications.)

Format: Type of Registration, State, Date of Original Issue, Registration Number

Sample: Professional Engineer, South Carolina, 1986, No. 000000
Licensed Land Surveyor, Florida, 1984, No. 0000

PROFESSIONAL EXPERIENCE (List most recent affiliation first.)

Format: Organizations, Dates, Position Title

Sample: Clemson University, 1990 - Associate Professor of Chemistry
1988-90, Assistant Professor of Chemistry
University of Arizona, 1985-88, Assistant Professor of Chemistry

CONSULTING EXPERIENCE (Include only those consulting activities which you consider to be of major importance.)

Format: Organization, Address (Dates), Brief Description (6-10 words)

Sample: Monsanto Chemical Division, Baytown, Texas (1989-92), developed analytical protocol for novel chemicals.
MEMBERSHIPS (List current technical and professional society memberships.) Format:

Grade of Membership, Name of Organization, Abbv, (Dates).

Sample: Member, American Chemical Society, ACS (1980- )

PROFESSIONAL ACTIVITIES (List committees, committee offices, boards, commissions; indicate whether local, regional, or national.)

Format: Organization, Title, Activity, (Dates).


PUBLICATIONS (Specific style and order of listings may follow discipline convention as an alternate to the illustrative formats given below with the exception that authors must listed in the same order as they appear in the original publication, and all authors must be listed. Publications should be listed in chronological order with newest first. Please insert to designate where employment at Clemson University begins. This can be accomplished with a title heading or a restart in numbering.)

Books and Monographs

Format: Authors, Title of Book, Edition Number (Years Published), Publisher, Publisher’s address.


Refereed Journal Publications (To be submitted articles are not to be included.) Format:

Authors, “Title of Article,” Title of Journal, Volume, Pagination (Year).


Prior to Clemson


Conference Proceedings (Reviewed) (Publications based on review of entire paper, not just an abstract.)

Format: Authors, “Title of Article,” Title of Proceedings, Name of Organization/ Institution, City, State, (Month/Year).


Prior to Clemson


Conference Proceedings (Unreviewed) (Publications based on review of abstract only.)

Format: Authors, “Title of Article,” Title of Proceedings, Name of Organization/ Institution, City, Sate, (Month/Year).

**Research Reports** (List only major reports such as annual or final reports.)

Format: Authors, “Title of Report,” Name of University, Report No., Sponsor, (Month/Year).


**Other Scholarly Publications** (abstracts, invited reviews, discussions)

Format: Author, “Title,” Where Published, Journal Number, Pagination, (Month/Year).


**PRESENTATIONS** (List presentations in chronological order; list only those presentations not listed under publications.)

Format: Author, “Title of Presentation”, Meeting Name, Venue (Date).

Sample: Brown, R.H., “Masonry Research Capabilities at Clemson University,” Upper South Carolina Mason Contractors Association, Greenville, SC (May 19, 1980).

**PATENTS**


**HONORS AND AWARDS** (Include names of honorary organizations.) Format:

Award Name, Organization (Year).

Sample: Huber Prize, American Society of Civil Engineers (1992).

**SPONSORED RESEARCH**

Format: Project Title, Sponsor, Faculty Member’s Role (e.g., PI, co-PI, Investigator, etc.), Total $ Amount, ($ Amount Allocated to Candidate), (Duration).


**OTHER SPONSORED ACTIVITY** (List other sponsorships; e.g., industrial residencies, travel grants, equipment grants, etc.)

Format: Type of Sponsored Activity, Sponsor, Amount, (Duration).

Sample: Travel Grant, Brick Institute of America, $2,500, (1989-90).

**GRADUATE STUDENT ADVISING** (List in chronological order while denoting those students that you have been the major advisor, co-advisor, or committee member. List the month/year of graduation or anticipated graduation for each student)
Doctoral Graduates
Format: Student’s Name, “Dissertation Title,” Graduation Month/Year, (Advisor/Committee status).

Masters Graduates
Format: Student’s Name, (Degree Designation; MS or MENGR) “Thesis/Project Title,” Graduation Month/Year, (Advisor/Committee status).

Current Graduate Advising

Post Doctoral Research Advisees
Format: Name, “Project Title” (Dates)

TEACHING
Courses Taught (Beginning Fall 1990)
Format: Course Number, Course Title, When Taught
Sample: CE 452, Reinforced Concrete Design, F90, S91, Su91.

New Course Development (List Courses Developed)

UNIVERSITY AND PUBLIC SERVICE
Continuing Education (Lecturer, Developer, Conference Chair, etc.).
Format: “Course Title,” Faculty member’s role (Month/Year).
**Committees** (Group according to department, college, university.)

Format: Level: Title, Name of Committee (Dates: leave ending date open for active committees.)

Sample: Department: Chair, Graduate Student Admissions (1992 - )
Member, Seminar Committee (1991-1992)  College:
Member, Curriculum Committee (1991 - )
University: Secretary, Parking Committee (1990-1992)

**Other Service**

Format: Description, Organization (Dates)

Sample: Faculty Advisor, American Chemical Society, Student Chapter (1990- ).

**MISCELLANEOUS**

(Special achievements, accomplishments, scholarly activities worthy of note, but not included in the above format.)

*Date of most recent resume update.*
Undergraduate Class Regulations

Information containing policies that are in effect for all undergraduate classes at Clemson University for the fall 2019-2020 semester can be found at the following link:

https://www.clemson.edu/undergraduate-studies/faculty/

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Graduate Class Regulations

Information containing policies that are in effect for all graduate classes at Clemson University for the fall 2019-2020 semester can be found at the following link:

http://www.clemson.edu/graduate/faculty-staff/resources.html

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College of Business Office for Development

110 Daniel Drive
Clemson, SC  29631

Clemson’s Development program includes fundraising from individuals, corporations, parents, friends, and foundations. Our team specifically focuses on raising funds for the college. We provide services for the entire giving cycle from identifying potential donors, to cultivation, to engagement within the college, to soliciting a gift, receiving the gift, and finally, stewarding the gift.

How we work with faculty members:

• When we identify donors who have a connection with departments or faculty members, we ask faculty to go on donor calls, host donors in the classroom, or invite faculty to events where they can interact.

• We help connect donors with faculty members when the donors want to hire students from their respective departments.

• We can perform research on companies and solicit gifts for faculty members from companies they identify.

• Our team currently manages the following boards within the college:
  • Trevillian Cabinet

• Following the new guidelines for faculty credit for gifts, we work with faculty members to ensure they are getting proper recognition for gifts (over 10K) they bring in or help our office bring in.

• Our office can assist with fundraising efforts for department projects or funds.

Office of Engagement

We are a liaison with the Foundation

• Our office assists in completing and submitting Gift in Kind Forms (non-cash gifts) and Form 100’s (fund description and authorization).

• We can pick up your deposits and deliver them to the Foundation.

• We assist in placing funds into a college specific holding account.

Engagement
• We send a thank you card for each gift that comes in to the college.

• A postcard is sent to all alumni and/or faculty members we read about in Clemson World or in newspapers (wedding announcements, engagements, promotions, births, etc.)

• Our team is planning the ninth donor appreciation event for the college to be held in 2019.

• We coordinate students of the business school to write thank you notes to the donors of their scholarships.

• Alumni Panels – The College of Business alumni volunteer their time to participate in a question and answer session with business 1010 students.

Reporting

• Circle of Gratitude is available for your department chair and their administrative assistant to view gifts for your department and also to view the endowment agreements.

• We work with Financial Aid to provide scholarship recipient information to each department.

• We work with Marlo Raymark, our budget officer, to provide balances on your endowments.

Additional Activities

• We plan fundraising events in key cities, and events to celebrate gift announcements on behalf of the Dean.

Staff

Kelly U. Cloyd, Executive Director of Development, KELLYU@clemson.edu (864)656-4625

Mark Ostapenko, Senior Director of Development MOSTAPE@clemson.edu (610) 597-4450

Taylor Cook, Director of Development, TLC@clemson.edu (864) 923-5336

Del Glasgow, Director of Donor Engagement, glasgow@clemson.edu (864) 656-5544

Libby Moss, Administrative Coordinator, libbym@clemson.edu (864) 656-4625

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Student Enrichment provides the Competitive EDGE (Experience, Development & Global Engagement) for Clemson Business students through Career Programs, Global Engagement, the Tiger Ties Mentor Program and other student programming.

Student Services & Initiatives

Career Programs

- **Career Coaching** – One-on-one career coaching is available by appointment for career planning, resume development, interview skills, job and internship search, networking skills, graduate/professional school application, and more.
- **Career Fair** – Each semester, the “Business, Government, and Non-Profit Career Fair” brings over 100 employers to campus to talk with students about opportunities with their companies.
- **CareerLeader** – The CareerLeader assessment is utilized by over 200 leading business schools and helps students determine a career path within the business arena. Students can request access to CareerLeader by contacting Student Enrichment. There is no charge for this assessment.
- **ClemsonJobLink** – ClemsonJobLink is Clemson’s online job database where all internship and full-time opportunities are posted. In order to provide equal opportunity for all qualified candidates, jobs should be posted to ClemsonJobLink before being shared with students. Student Enrichment staff can assist employers with posting their opportunities.
- **Employer Engagement** – Student Enrichment develops and maintains partnerships with employers seeking to recruit students for internships and full-time positions in order to broaden the scope of opportunities for College of Business students.
- **Internships** – Students who participate in internships are more likely to find jobs at graduation and, on average, have starting salaries that are $5000 more than their peers who did not do an internship. Student Enrichment works with students seeking internships and with employers who are developing internship programs.
- **Job/Internship Search** – Student Enrichment works with students to develop a strategy for finding internships or full-time jobs.

Global Engagement

- **Study Abroad** – Several programs have been developed in partnership with Business faculty to provide opportunities for College of Business students to gain credit toward their major or minor while studying abroad. Students should meet with the Global Engagement Coordinator early in order to make appropriate plans.
- **Internship Abroad** – The College of Business currently has college-sponsored international internships in Dublin, Ireland and Barcelona, Spain. Other locations are being considered as well. Application processes start in late Fall/early Spring.
- **Rosetta Stone** – All College of Business students have the opportunity to learn a language through our free offering of Rosetta Stone. Students can sign up on the Student Enrichment website to reserve their space. Spaces are limited and users have access for 1 semester.
• **Travel Aid** – College of Business students studying abroad on faculty-led programs have the opportunity to apply for travel aid. Students complete an application along with their study abroad application and, if selected, earn funding to use during their international experience.

*Professional Development*
To assist students in developing a professional presence, several workshops and events are planned throughout the year including professional speakers, workshops, networking events, and more.

*Tiger Ties Mentorship Program*
The Tiger Ties Mentorship Program pairs students with Clemson graduates for one-on-one mentoring partnerships. Benefits to students include:
• Real-world opportunity to explore and discover professional goals
• Networking opportunities
• Professional Advancement Workshops facilitated by Tiger Ties mentors

*Faculty Services*

• **Collaboration with College partners** - Student Enrichment serves as a conduit between employers/international partners and faculty/students. Faculty who would like to have an employer or international partner speak to their class or student group can contact Student Enrichment for recommendations.

• **Legal issues regarding employers and students** – Student Enrichment provides information to faculty/staff about legal issues involved with hiring, internships, reference letters, recommendations, etc. Details can be found at [https://www.clemson.edu/business/student-enrichment/ose-faculty.html](https://www.clemson.edu/business/student-enrichment/ose-faculty.html)

• **Class & student organization presentations** – Staff from Student Enrichment are available to present on career and global topics in your classes or for your student organizations.

• **International funding** – Through a donation from Bank of America, Student Enrichment is able to support faculty who host international and political business leaders for speaking engagements. Funding is also available for curriculum development focusing on integration of global issues. Applications are open each spring semester.

*How can faculty partner with Student Enrichment?*

• Encourage students to take advantage of the free services and resources offered through Student Enrichment

• Refer students for individual career coaching (career planning/decision making, resumes, job/internship search, interview skills, building a network, etc)

• Collaborate with employers/international partners for class presentations/projects

• Refer employers who want to recruit students/post positions for students

• Refer students seeking information about study abroad
Student Enrichment Staff

**Dr. Helen Diamond Steele,** Director  
864.656.0198 hsteele@clemson.edu  
*Oversees all Student Enrichment programs. Advises College of Business Student Advisory Board. Manages Student Enrichment assessment and marketing initiatives.*

**Leah Hughes,** Assistant Director of Career & Professional Development  
864.656.6175 leahh@clemson.edu  
*Provides one-on-one career coaching. Conducts workshops for classes and organizations. Engages directly with employers. Supports professional development programming.*

**Gaby Peschiera,** Assistant Director for Global Engagement  
864.656.3407 sbromby@clemson.edu  
*Manages College of Business study abroad, international internships, faculty-led programs, travel aid, and dual-degree programs.*

**Grace Ammons,** Office Operations Coordinator  
864.656.0482 GAMMONS@clemson.edu  
*Manages first impressions. Handles general inquiries. Coordinates graduation receptions.*

Graduate Assistant  
864.656.0485 tigerties@clemson.edu  
*Coordinates Tiger Ties programming and events. Provides initial consultation for study abroad and career questions.*

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College of Business Public Information

Janette Robbins
Public Information Director
janetr@clemson.edu
(864) 656-2433

Leslie Winkler
Web Developer
winkle3@clemson.edu
(864) 656-9531

Riley Haldrup
Social Media Manager
RHALDRU@clemson.edu
(864) 656-2587

Rick Uhlmann
Media Relations Manager
arthuru@clemson.edu
(864) 656-3747

Faculty and Staff Directory
The college offers a college level directory so others can easily find information regarding our faculty and staff. The directory has received more than 70,000 page views in the past year. The profile database is highly indexed and ranked on Google.

How do I update my faculty profile?

- Visit: http://www.clemson.edu/business/faculty-staff/
- "Click" on "UPDATE YOUR PROFILE" button. The browser will prompt you to enter your login information. You can easily edit and update your profile information.
- Be sure to “Click” the UPDATE button on the bottom of the page when you're done or your changes will be lost.
- Important Note: The profiles require user login and can only be edited by each individual user.

How do I get a new studio portrait?

We offer a photo session in the dean's conference room for one day during the fall semester (you will receive an email from the dean's office letting you know the date). Or, to schedule your individual photo session, please contact Clemson Photo Services.

How do I link my Curriculum Vitae to my profile?

- To post your CV to your profile, a PDF copy of your CV must be located within the public folder of your U: drive. Your web address is: http://people.clemson.edu/~youruserid/cv.pdf
- Create a PDF version of your CV and place a copy in the “public.www” folder on your U: drive.
- Rename the PDF file to “cv” so the file name is “cv.pdf.”
- Enter the following web address into “Link to Vita” box on your profile: http://people.clemson.edu/~youruserid/cv.pdf
- If you need to update the CV in the future, simply swap out the “cv.pdf” file on your U: drive.
- Please Note: If you need to empty out your “public.www” folder, only delete the files from the “public.www” folder. Do not delete the folder itself.
- Please click here or call the CCIT help desk if you need further assistance with your U: drive.
The College of Business Online

Website:  https://www.clemson.edu/business
(Please make this your homepage to stay up-to-date with news and events in the college)

Facebook:  https://www.facebook.com/Clemsonbusiness
Twitter:  https://twitter.com/Clemsonbusiness

Instagram:  https://www.instagram.com/clemsonbusiness/
Flickr:  https://www.flickr.com/photos/clemsonuniversity/collections/72157624895145305/
LinkedIn:  https://www.linkedin.com/school/clemson-university---college-of-business/
YouTube:  https://www.youtube.com/channel/UCmINmjBoM8-GEnRhvJt9pA

The Exchange Monthly

http://www.clemson.edu/business/alumni/exchangemonthly.html

We have a monthly e-newsletter going out to our alumni, donors, faculty and staff, so please send us any information that you would like to have included (events, student accomplishments, awards, research, etc.). Please keep in mind that we are always looking for feature stories and media content to post on the website and social media channels as well.

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College of Business Academic Advising Center

G-2 2 Sirrine Hall
515 Calhoun Drive
Clemson, SC 29634
(864) 656-6172

Hours: Monday-Friday, 8:00 a.m. to 4:30 p.m.

The College of Business Academic Advising Center is the gateway to the College’s majors. The Center’s biggest strength is our multifaceted approach to introducing the student to the College and their first year at Clemson. Our first interaction with students and families is through family visits. The Advising Center caters to individual family visits upon request and also participates in fall and spring recruiting blitzes. Once a student decides to attend Clemson, our Advising Center provides individually tailored advising during transfer and freshman orientation over the summer before they arrive on campus for their first day of classes.

The Advising Center also provides a Business living learning community, a Business 1010 class, and pre-registration advising during the fall semester for spring semester classes. The Business 1010 class combines academic advising and student service essentials (tutoring, Academic Success Center, Clemson Center for Career and Professional Development, and the Office of Student Enrichment) with information about the College’s business majors. The Living-Learning Community provides students a ready-made community of college majors, the ability to interact and begin developing long-term relationships in an atmosphere designed to promote academic success. By combining these services into the Advising Center, we integrate the components necessary to increase retention and academic success.

Another Advising Center strength is our integration across campus in various committees and meetings which allows the Center to monitor the pulse of various initiatives across campus. The most important of these include department chair meetings, College Curriculum Committee meetings, University Advising Committee meetings, Undergraduate Council Committee meetings, Orientation Advisory Board meetings, and Living-Learning Committee meetings.

Striving for continuous improvement, the Advising Center organizes and conducts college advising committee meetings. These meetings serve as a forum to discuss the integration of Advising Center advising with departmental faculty advising. Additionally, the meetings serve as a conduit of valuable advising information between the University and the College. These meetings have proved to be successful in coordinating college-wide academic advising. A second continuous improvement initiative is the Center’s annual assessment. This assessment allows the Center to monitor the health of academic advising through three survey instruments (Freshman Orientation, Transfer Orientation, and individual advising surveys). Monitoring each survey instrument individually and historically allows the Center to evaluate the services provided to students. The Advising Center also processes all the College’s Course Substitution Forms, a majority of the College’s Change of Major Forms, and provides change of major data to College departments twice each year.

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College of Business Departments
Office Staff

The office staff are your immediate and initial contact for many questions. And if they do not know the answer, they will usually know where you can get an answer. They are more than willing to help you because they want you to be successful, and to be able to focus on your role with the students.

The office staff will be your contact for:

- Keys
- Furniture
- Phones

The office staff handle:

- Travel requests
- Reimbursements
- Supplies
- Copying/Printing Codes

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College of Business Human Resources

Jennifer Potts McCaskill, Human Resources Manager
Potts2@clemson
(864) 656-5589

Joy Boatwright, Human Resources Assistant
boatwr2@clemson.edu
(864) 656-4852

General Human Resource questions can be addressed to your respective departmental administrative assistant. For questions regarding retirement, insurance, supplemental benefit elections, etc., you will need to contact Clemson University Human Resources (656-2000).

Clemson University HR website:
http://www.clemson.edu/employment/current.html

Employee Self Service

Clemson University uses several functions within Employee Self Service (ESS) to input, maintain and access payroll information. Please use the information below to learn how to access ESS (as long as you are an active employee or faculty member), set-up and maintain your Direct Deposit account(s), make changes to your W-4 Tax Withholding Certificate, view your on-line paystub, sign-up for an electronic W-2, as well as view your W-2 year-end statement.

Accessing Employee Self Service (ESS)
As an active Clemson University employee or faculty member, you will use your primary username (ex. mousem) to access ESS. Go to the Human Resources home page (www.clemson.edu/employment/) and choose HR Self Service from the list on the right in the orange section, logging in with your primary username and password.

Password and Primary Username FYI’s
Your initial password is the last five digits of your SSN, which is a temporary password. You are only able to use this password 5 times before being locked out of the system. Should you have more than one username, you can find your primary username at whoami.clemson.edu. For username and password issues, please contact the IT Helpdesk at ithelp@clemson.edu or 864-656-3494.

Setting up Direct Deposit (Required)
All employees and faculty members are required to have 100% of their net pay directly deposited into a bank account. As a new employee or faculty member, you are responsible for entering your correct bank account information into the HR database via ESS. Direct deposit for newly hired employees and faculty should be established within 10 days of your start date. You can split your net pay in up to five (5) distributions. The distributions can be a mix of multiple financial institutions, as well as multiple checking and/or savings accounts. If you choose to use multiple bank accounts for direct deposit, the sum of the percentages of all accounts must equal 100%. If a mix of percentages and amounts is used with multiple bank accounts, the account with
the lowest priority (highest Deposit Order) must have a deposit Type of “Balance”. The policy and step-by-step instructions on how to access ESS to input direct deposit information can be found at [http://www.clemson.edu/humanres/compensation/direct_deposit.html](http://www.clemson.edu/humanres/compensation/direct_deposit.html).

**Changing Your Default W-4 Tax Withholding Certificate**

On your hire date, the system defaults your W-4 Tax Withholding Certificate to a marital status of **Single** with **0** exemptions. After your hire date, if you need to change the default, click [here](http://www.clemson.edu/humanres/compensation/direct_deposit.html) to access the W-4 panel in ESS, logging in with your **username and password**. Please remember, you can only make the change on the W-4 panel **after** your hire date.

If your tax situation requires a paper W-4 form, please click on this [IRS W-4 link](http://www.clemson.edu/humanres/compensation/direct_deposit.html) to complete the fillable PDF form, print, sign and return to Payroll in the Administrative Services Building. The state of South Carolina does not have a separate form. If you need to make a change applicable only to withholding for the state of South Carolina, please submit the IRS W-4 form indicating “South Carolina Only” in the margin.

**On-line Paystub**

Clemson University utilizes an on-line paystub as the method to report your earnings each payday. In the event you are no longer active, the system will generate a paper paystub, which will be sent to your home address listed in the HR database (not the address in SIS for students). Click [here](http://www.clemson.edu/humanres/compensation/direct_deposit.html) to access your on-line paystub, logging in with your **username and password**.

**On-line W-2**

Active employees and faculty members have the option to review their W-2’s online, rather than having a hard copy W-2 printed and mailed. Once you have been paid, the system recognizes the fact you will have a W-2 in the current year and will allow you to sign-up for the on-line W-2. Any time after your first payday, to sign-up for an electronic W-2, click here for [W-2/W-2c Consent](http://www.clemson.edu/humanres/compensation/direct_deposit.html), logging in with your **username and password**. In January, you will receive a communication when the on-line W-2 (for prior year) is available. To view your prior year W-2 on-line, click [here](http://www.clemson.edu/humanres/compensation/direct_deposit.html). For additional W-2 information, click [here](http://www.clemson.edu/humanres/compensation/direct_deposit.html).

**Requesting Sick Leave**

College of Business uses Kronos for time keeping and leave management. You can access Kronos as well as detailed instructions for submitting leave requests under the Holiday & Leave section of the HR Website, [http://www.clemson.edu/employment/current.html](http://www.clemson.edu/employment/current.html).
Financial Overview:

Accounting responsibilities are shared between administrative support staff and the college financial office. Your department administrative support professional is responsible for coordinating daily financial activities for you such as procurement, travel and reimbursements. In coordination with the department chair, your administrative assistant will determine the needed accounting information for all related activities and will coordinate with both the financial office and departments across campus to insure accuracy. Prior to planning your first travel or purchase, please make sure you contact your administrative assistant to guide you through the process. The role of the financial office is to ensure compliance and accuracy to all financial transactions of the college.

Procurement:

BuyWay$ - Items can be purchased through the university established BuyWay$ system, an online catalog and ordering solution that can assist with a majority of your purchases.

P-Card – Your administrative assistant should have access to a departmental P-Card for items that are needed immediately or not available through BuyWay$.

Guidelines to what can be purchased are located by following the link below:

https://www.clemson.edu/procurement/

Employee Reimbursements:

Expenses should be approved prior to purchase by your department chair. Departmental administrative assistants will provide you with the proper forms for submission of expense reimbursements. Expense reimbursement forms must be completed in accordance with university policies providing information such as who/what/when/where, must contain your signature, as well as the signature of your department chair. Your department chair has the right to decline reimbursement if proper approvals have not been obtained. Once submitted, employee reimbursements are paid immediately every Tuesday and Thursday following the date of the reimbursement submission.

Travel:

All business travel must be approved in advance by your department chair. Travel guidelines can be found at the following link: http://www.clemson.edu/procurement/travel/
Highlights:

- P-Card CAN and SHOULD be used for airfare for employees and students.
- P-Card CANNOT be used for hotel reservations, deposit and/or payment.
- Travel expenditures CANNOT be reimbursed until after the travel has been completed.

College of Business Departmental Guidelines Concerning Travel:

Airline Ticket purchases:

All airfare can and should be purchased with your administrative assistant’s departmental P-Card. In situations where the P-Card may not be available, please make sure you purchase a refundable airfare ticket. You cannot be reimbursed for a ticket that was purchased, then not used.

Student Travel:

All student travel should be purchased with your administrative assistant’s departmental P-Card. By using the departmental P-Card, you release yourself from any risk associated with the student participation. Any student airfare personally purchased by an employee should be a refundable ticket. Unused student airfare tickets will not be reimbursed.

Foreign Travel:

State and federal guidelines govern employee foreign travel. Please make sure you fill out the Foreign Travel Form and have it approved 2 weeks or 10 business days prior to your departure.

Foreign Travel Approval Form (College of Business Form and is different from University Form)

http://www.clemson.edu/business/faculty-staff/pdf/international-travel-form.pdf

Student Travel Insurance:

All students that participate in a study abroad program are required to have the Clemson University study abroad insurance. https://www.clemson.edu/studyabroad/insurance.html

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College of Business Room/Van Reservations

Non-academic Sirrine Hall room reservations/reserving the College of Business van

Weston Link
170G Sirrine Hall Phone:
656-3992
westonl@clemson.edu

Room reservations in Brackett Hall are handled by the respective departments located in the building.