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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
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>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee 6-month</td>
<td>(July 1–Dec 31 or Jan. 1–June 30)</td>
<td>$110.00</td>
</tr>
<tr>
<td>Employee 12-month</td>
<td>(July 1–June 30)</td>
<td>$210.00</td>
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<tr>
<td>Employee/Spouse 6-month</td>
<td>(July 1–Dec 31 or Jan. 1–June 30)</td>
<td>$165.00</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>
</tr>
<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 Bookstore
Barnes and Noble

Hendrix Student Center
Clemson, SC 29634
Phone: 864-656-2050
Fax: 864-656-0366

Regular Hours

Monday – Friday 8 a.m.–6 p.m.
Saturday 11 a.m.–5 p.m.
Sunday 1–5 p.m.

Faculty receives a 10% discount at the Clemson University Bookstore. You can place textbook orders at http://www.clemson.edu/campus-life/campus-services/book-store/facultyform.html or send them to Mike Namiranian (mnamar@CLEMSON.EDU). Email them to Mike and request a confirmation that he received the email.

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 (http://www.bnctextbookrental.com/) when they pull up the books for your classes. Mistakes are common, and it’s better to catch them before the semester beings. If you want specific editions or “complete and unabridged editions,” be specific.

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Parking

G-1 1 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.

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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 has always been the Tuesday before classes begin; this year it is Tuesday, August 18th, 2015. Usually, CBBS faculty gathers at Brackett Hall auditorium at 8:15 a.m., and the processional begins around 8:30 a.m. The convocation ceremony starts at the Brooks Center, and a reception follows in the Brooks Center Lobby. The administration sends out exact details well in advance of the event - watch your summer emails.
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: Log into MyCLE (the Blackboard Academic Suite) with your Clemson user ID and password.

Click the red CU Safe Alerts (Rave Wireless) link in the section labeled CU Applications and Web Sites

Enter your @clemson.edu email address as your username

Your password is not the same as your Clemson University password. If you don’t know your password or this is the first time you’ve logged in, click on the “Forgot username or password” link. You’ll receive an email with information to complete your login.

Do not use the “Register Now” button. Your account already exists.

Click on the “My Account” tab to edit your Mobile Contacts and add your cell phone information. If you have questions about CU Safe alerts, send them to CSafety-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

<table>
<thead>
<tr>
<th>Link</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyCLE &amp; Blackboard</td>
<td><a href="https://bb.clemson.edu/webapps/portal/frameset.jsp">https://bb.clemson.edu/webapps/portal/frameset.jsp</a></td>
</tr>
<tr>
<td>CBBS Faculty/Staff Directory</td>
<td><a href="http://www.clemson.edu/cbbs/about/directory.html">http://www.clemson.edu/cbbs/about/directory.html</a></td>
</tr>
<tr>
<td>CBBS website</td>
<td><a href="http://www.clemson.edu/cbbs/index.html">http://www.clemson.edu/cbbs/index.html</a></td>
</tr>
<tr>
<td>Foreign Travel Authorization (CBBS form, different from the University form)</td>
<td><a href="http://www.clemson.edu/cbbs/files/pdfs/resources/cbbs-foreign-travel-request-form.pdf">http://www.clemson.edu/cbbs/files/pdfs/resources/cbbs-foreign-travel-request-form.pdf</a></td>
</tr>
<tr>
<td>CCIT Service Request</td>
<td><a href="http://www.clemson.edu/ccit/help_support/tiger_tracks/index.html">http://www.clemson.edu/ccit/help_support/tiger_tracks/index.html</a></td>
</tr>
<tr>
<td>Faculty Manual</td>
<td><a href="http://www.clemson.edu/faculty-staff/faculty-senate/manuals.html">http://www.clemson.edu/faculty-staff/faculty-senate/manuals.html</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td><a href="http://www.clemson.edu/employment/">http://www.clemson.edu/employment/</a></td>
</tr>
<tr>
<td>Master Calendar</td>
<td><a href="http://calendar.clemson.edu/">http://calendar.clemson.edu/</a></td>
</tr>
<tr>
<td>Academic Calendar</td>
<td><a href="http://www.registrar.clemson.edu/html/acad_Cal.htm">http://www.registrar.clemson.edu/html/acad_Cal.htm</a></td>
</tr>
<tr>
<td>CBBS Calendar</td>
<td><a href="http://calendar.clemson.edu/calendar/month?event_types%5B%5D=11849">http://calendar.clemson.edu/calendar/month?event_types[]=11849</a></td>
</tr>
<tr>
<td>On-line Phonebook</td>
<td><a href="https://my.clemson.edu/#/directory/">https://my.clemson.edu/#/directory/</a></td>
</tr>
<tr>
<td>Procurement</td>
<td><a href="http://www.clemson.edu/cfo/procurement">http://www.clemson.edu/cfo/procurement</a></td>
</tr>
<tr>
<td>Student Clubs and Organizations</td>
<td><a href="http://clemson.edu/campus-life/student-orgs/">http://clemson.edu/campus-life/student-orgs/</a></td>
</tr>
</tbody>
</table>
Course Policies

Undergraduate Guidelines  
http://www.clemson.edu/administration/ugs/faculty/index.html

Graduate Guidelines  
GradReg

Additional Guideline  
http://www.clemson.edu/campus-life/campus-services/access/title-ix/

Syllabus Repository  
https://etpr.app.clemson.edu/repository/index.html

iROAR  
https://casauth.clemson.edu/?entityID=https%3A%2F%2Fcasauth.clemson.edu%2Fshibboleth&return=https%3A%2F%2Fcasauth.clemson.edu%2FShibboleth.sso%2FLogin%3FSAMLDS%3D1%26target%3Dss%253Atheme%253A5b7c00c2375bc838e5b42498ada6ac1d8503716e5702aab9bbe2af6712a666aa

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-resources.html#application

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

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

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Clemson Computing and Information Technology

CBBS Support Team

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

Reba Purdessy (team leader)  whistle@clemson.edu
Theo Harrison  theoh@clemson.edu
Jon Hoskin (133A Brackett)  Hoskin@clemson.edu
Website:  http://www.clemson.edu/cbbs/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 http://wireless.clemson.edu to download to your laptop.

Software

If you need a particular piece of software, visit http://www.clemson.edu/ccit/software_applications/software/index.html 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://www.clemson.edu/ccit/software_applications/software/software_repository/

Teaching Resources

Blackboard Learn™ 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/ccit/learning_tech/blackboard_learn/index.html

**Turnitin** - is used to encourage student originality and to provide instructors a tool to use in the detection of plagiarism in text-based assignments.
http://www.clemson.edu/ccit/learning_tech/ccit_training/ott/turnitin/

**Respondus Lock-down Browser** is a secure browser for taking tests in Blackboard. It prevents students from printing, copying, going to another URL, or accessing other applications during a test. https://www.clemson.edu/ccit/learning_tech/ccit_training/ott/respondus_ldb/

**Adobe® Connect™** is a web conferencing application that provides the delivery of real-time course lectures and meetings. https://www.clemson.edu/ccit/learning_tech/ccit_training/ott/adobe_connect/

**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://www.clemson.edu/ccit/learning_tech/ccit_training/ott/echo360/

**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.
http://www.clemson.edu/ccit/learning_tech/ccit_training/classroom_tech/smart_podiums/index.html

**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.
http://www.clemson.edu/ccit/learning_tech/ccit_training/classroom_tech/smartboards/index.html

**iClickers** (audience response systems) allow students in the classroom to instantly provide feedback, answer questions, and vote in response to questions you pose.
http://www.clemson.edu/ccit/learning_tech/ccit_training/classroom_tech/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/eLearning/index.html#whatisskillport

**DistanceEd**
http://www.clemson.edu/ccit/learning_tech/distance_ed/faculty/getting_started/index.html

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. [http://www.clemson.edu/ccit/learning_tech/ccit_training/tech_talks/](http://www.clemson.edu/ccit/learning_tech/ccit_training/tech_talks/)

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](http://www.clemson.edu/ccit/get_connected/network_services/c_light.html)

High Performance Computing - Palmetto Cluster - [http://citi.clemson.edu/palmetto/](http://citi.clemson.edu/palmetto/)

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CBBS Research Librarians

Gordon Cochrane
Political Science, Aerospace Studies, Military Leadership
Cooper Library, Room 404A
gmcochr@clemson.edu
864-656-1535

Chris Colthorpe
Graphic Communications
Cooper Library, Room 304
colthor@clemson.edu
864-656-0694

Meredith Futral
Management, Marketing, MBA, Accounting (including Legal Studies)
Cooper Library, Room 407B
mfutral@clemson.edu
864-656-6373

Bobby Hollandsworth
Economics, Agricultural & Applied Economics, Finance
Cooper Library, Room 407A
hollan4@clemson.edu
864-656-3118

Gypsy Teague
Anthropology, Sociology
Architecture Library, 112 Lee Hall
gteague@clemson.edu
(864) 656-4277

Peggy Tyler
Psychology
Cooper Library ptyler@clemson.edu

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R.M. Cooper Library, located in the center of campus, is the main library. Its six floors house more than 1.5 million items and receive over a million visits each year. Many online resources including journals, ebooks, and databases are available for research. Services/resources include AV equipment checkout, DVDs, audiobooks, study rooms, and more. During the fall and spring semesters, Cooper Library is open 24 hours a day from noon on Sunday until 8:00 pm on Friday. Saturday hours are 10:00 am to 8:00 pm.

Gunnin Architecture Library, in 112 Lee Hall, is open Monday through Thursday 7:30 am - 10:00 pm, Friday 7:30 am - 5:00 pm, Closed on Saturday and open Sunday 2:00 pm - 10:00 pm. While it directly serves the Art, Architecture, City and Regional Planning, Landscape Architecture, and Construction Science faculty and students, it is open to everyone and also has wireless access.

Special Collections, on the lower level of the Strom Thurmond Institute, houses the University Archives, manuscript collections, rare books, and several artifact collections. Open Monday through Friday to the university community and the general public, Special Collections is a unique resource for university and area history.

Tillman Media Center, is a curriculum laboratory and materials center that supports the students and faculty of the School of Education. Resources include a collection of K-12 textbooks in all subject areas, AV equipment checkout, kits, manipulatives, tests, DVDs, software and other instructional materials, production area for binding, letter-cutting, photography, transparency production, and lamination.

Services for Faculty

Document Delivery: Clemson University faculty and graduate students may request that journal articles be scanned and emailed to them. http://www.clemson.edu/library/doc_delivery/index.html

Interlibrary Loan: is a free service for all Clemson University students, faculty and staff to borrow books, articles, and other materials that we don't own. Choose the library most conveniently located to them and have their requested material delivered there. http://libguides.clemson.edu/ill

Subject Librarians: Every subject area at Clemson University has a librarian who works directly with the faculty and students in that area. For a complete list of subject librarians go to: http://www.clemson.edu/library/reference/subjectLibrarians.html

Circulation Services: Your Clemson University ID is your library card. Faculty and staff may have 300 items at a time checked out. http://www.clemson.edu/library/services/circulation/facstaff.html

Proxy Cards for Research/Teaching Assistants: If you want your research or teaching assistants to check out materials in your name, request a "proxy card" for the student. To request a proxy card go to http://library.clemson.edu/depts/clemson-libraries-forms/proxy-card-request/#proxy

Refworks: a bibliography manager that allows you to create your own personal database of citations. You can use these references in writing your papers and automatically format the paper and the bibliography in seconds. http://libguides.clemson.edu/refworks

Reserves: Materials (books, articles, class notes, solutions, sample tests, etc.) selected by faculty members may be placed "on reserve" for a semester for use by students in their classes. These materials may be made available in print or electronically. http://libguides.clemson.edu/coursereserves

www.clemson.edu/library
**Collaborative Librarians**
We can create written instructions and video tutorials to help your students with research and other domains of the library.

**Institutional Repository**
TigerPrints provides open access to scholarly works created by the Clemson researchers and their global collaborators.

**Course Reserves & Copyright Assistance**
Questions about posting documents or other items online for your students? Your friendly librarian is glad to help!

**Delivery Services & Resource Sharing**
Get books, reports, and articles from around the world brought to your doorstep! If we own it in print, we’ll scan it and email a copy to you!

**Library Locations**
Come by Tillman Media Center, Architecture Library in Lee Hall, or Special Collections Library in the Strom Thurmond Institute!

**RefWorks & Endnote**
Organize your research and access it wherever you may roam—we’ll help you use these bibliographic management tools.

**Available Technology**
Need a camera, iPad, GPS, projector, external hard drive, or other technology for your research or project? Just ask us!

**Workshops**
Online or face-to-face, find out how to make your research easier. Sessions are also great for students.

**24/7 Access**
From eBooks to databases and eJournals, many of our resources are available online whenever and wherever you need them.

**Adobe Creative Studio**
If you or your students are creating a video or other digital media project, stop by our new studio on 5th floor Cooper for live, one-on-one assistance.
Office of Teaching Effectiveness and Innovation

448 Brackett Hall
321 Calhoun Drive
Clemson, SC 29634
(864) 656-4542
www.clemson.edu/OTEI

Linda B. Nilson, Ph.D., Director
nilson@clemson.edu

Founded August 1998

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

Learn more about services for academic 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

Workshops on a diverse range of topics

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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 ([http://www.clemson.edu/asc/acc](http://www.clemson.edu/asc/acc))

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/](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.

Supplemental Instruction (SI) ([http://www.clemson.edu/asc/si/](http://www.clemson.edu/asc/si/))

For students enrolled in traditionally difficult courses, SI helps thousands of Clemson students significantly improve their grades and their understanding of difficult course material.

Academic Skills Workshops ([http://clemson.edu/asc/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](https://www.studentlingo.com/clemsonasc)

Academic Recovery Programs (for students on Academic Probation)

Tiger Success ([http://www.clemson.edu/asc/tiger_success.html](http://www.clemson.edu/asc/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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Student Disability Services

Academic Success Center
836 McMillan Rd., Suite 239
Clemson, South Carolina 29634-4060
Phone: 864-656-6848
E-mail: sds-l@clemson.edu

Arlene C. Stewart, Ed.D., Director
astewar@clemson.edu

Dede Norungolo, M.R.C., C.R.C., C.B.I.S. Disability Specialist
April Beckwith, Access Coordinator
Nancy Dunne, BA, CI/CT, Communication Services Coordinator
Chani Wilborne, Testing Center and Data Manager
Jackie Galbreath, Administrative Coordinator

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 Test Proctoring Center for additional details.
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.

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 Faculty Activity System and the eTPR System.

http://www.clemson.edu/administration/provost/faculty-resources.html

The key dates and deadlines for the 2015-2016 academic year are located at the following link:

http://www.clemson.edu/administration/provost/deadlines.html

For questions or assistance with these systems, contact:

Janice Bielmyer (jbielmy@clemson.edu, 656-0468)
Undergraduate Class Regulations

Information containing policies that are in effect for all undergraduate classes at Clemson University for the fall 2015-2016 semester can be found at the following link:

http://media.clemson.edu/administration/ugs/class-regs.pdf

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Graduate Class Regulations
MEMORANDUM

TO:       Collegiate Deans
          Council of Academic Deans
          University Faculty
          University Staff

FROM:    Nadim M. Aziz
          Interim Dean of the Graduate School

DATE:    August 10, 2015

SUBJECT: Graduate Class Regulations, Fall 2015 Semester

Please be certain that all faculty members, both continuing and new, and
graduate teachers of record (GTR's) receive this memorandum concerning
policies for all graduate classes at Clemson University.

Last Day to Add an Assistantship

Assistantship appointments may not be added after October 27, 2015.

Sequence of Coursework

Each graduate level program must have a defined sequence of 8000-level
coursework.

Academic Integrity

The following is the official statement on "Academic Integrity." It is highly
recommended that you place the statement in your syllabus.

"As members of the Clemson University community, we have inherited
Thomas Green Clemson's vision of this institution as a 'high seminary of
learning.' Fundamental to this vision is a mutual commitment to
truthfulness, honor, and responsibility, without which we cannot earn the
trust and respect of others. Furthermore, we recognize that academic
dishonesty detracts from the value of a Clemson degree. Therefore, we
shall not tolerate lying, cheating, or stealing in any form. In instances
where academic standards may have been compromised, Clemson
University has a responsibility to respond appropriately to charges of
violations of academic integrity."

Please refer students to the current Graduate School Policy Handbook
for the graduate academic integrity policy at
www.clemson.edu/graduate/students/policies-procedures/index.html.
Each graduate student should read this policy annually to be apprised
of this critical information.
Class Roll

Only enrolled students should be allowed in the classroom. All other students must be asked to enroll in the course. Students may be dropped or added to the course by submitting a Registration Correction Form located at www.registrar.clemson.edu/html/facultyForms.htm.

Grading System

Most graduate courses are graded on an A through F scale. Thesis and dissertation research and several other graduate courses are graded on a pass/fail (P/F) basis. Graduate students may not request graded courses be changed to the P/F option.

For each credit hour, the student receives grade points as follows: A - 4, B - 3, C - 2. No grade points are assigned for grades D, F, I, P or W.

Grades should be provided strictly on a merit basis.

Syllabus

I. A syllabus is mandatory for all graduate courses including research and independent study courses.

II. A short syllabus containing details discussed below must be uploaded to the Syllabus Repository, https://etpr.app.clemson.edu/repository/index.html, by the last day to add a course each semester in which the course is taught.

III. A syllabus should include the following information. If any of the following information is not available at the time of the printing of the syllabus, the instructor should inform the students of that information at the next class meeting after it becomes available and an updated syllabus should be prepared, placed in the department file and made available to students who desire a copy.

A. Required information

1. The class section number
2. The class meeting time(s)
3. The name, office number, Clemson University phone number, and office hours for all people responsible for teaching the class, both instructor(s) and teaching assistants
4. A policy statement in line with the Faculty Manual specifying how long students must wait for the professor if the professor is late for class
5. The professor's attendance policy (see below)
6. A disability access statement from the Office of Student Disability Services. It is university policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities. Students with disabilities requesting accommodations should make an appointment with Disability Services (656-6848), to discuss specific needs within the first month of classes. Students should present a Faculty Accommodation Letter from Student Disability Services when they meet with instructors. Accommodations are not retroactive and new Faculty Accommodation Letters must be presented each semester.
7. The Clemson University Title IX (Sexual Harassment) statement: Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. The policy is located at http://www.clemson.edu/campus-life/campus-services/access/non-discrimination-policy.html. Jerry Knighton serves as Clemson's Title IX Coordinator and he may be reached at knighttn@clemson.edu or 656-3181.

8. If a course includes the use of animals, the following policy and link must be included in the syllabus: http://www.clemson.edu/research/compliance/iacuc/regulations.html

B. Required materials

1. The titles of all textbooks, each designated as required or optional. Pursuant to the Higher Education Opportunity Act of 2008, instructors must list all required and recommended textbooks on the campus bookstore site; see http://www.clemson.edu/campus-life/campus-service/book-store/facultyform.html.

2. Other materials and supplies required for class

3. A topical outline

C. Class content coverage

1. The goals and objectives for the class

2. The scale of grading in the class, including weight that will be given tests, papers, reports, discussion and participation in other forms of classroom and outside activities, and the final examination

3. For 4000/6000 level courses, explanation and use of the differentiated weighting of graduate level course work (as approved by the Graduate Curriculum Committee)

4. A class attendance policy

5. Extra credit policy (if any)

D. Department responsibilities

1. Each class syllabus should be filed in the departmental office.

2. The responsibility of monitoring adherence to the stated syllabus requirements rests on the student, the professor, and the department.

3. Departmental syllabi monitoring means (at the minimum):
   a) that faculty be required to turn in a syllabus every academic year for every course taught,

   b) that a sample of graduate course syllabi used that year be checked for the above specific syllabus requirements, and

   c) that student monitoring will occur via the existing appeal channels available to students.
Attendance Policy

All students are required to attend the first scheduled day of classes and laboratories. Students who cannot attend the first class are responsible for contacting the instructor to indicate their intent to remain in that class. If a student does not attend the first class meeting or contact the instructor by the second meeting or the last day to add, whichever comes first, the instructor has the option of dropping the student from the roll. Students must not assume that course instructors are obligated to drop them from the roll if they fail to attend the first few days of class.

College work proceeds at such a pace that regular attendance is necessary for each student to obtain maximum benefits for instruction. Regular and punctual attendance at all class and laboratory sessions is a student obligation, and each student is responsible for all the work, including test and written work, in all class and laboratory sessions. No right or privilege exists that permits a student to be absent from any given number of classes or laboratory sessions except as stated in the syllabus for each course. At the same time, it is obvious that students have valid reasons for missing classes; instructors are expected to be reasonable in the demands they place on students.

Instructors must inform the students, in the syllabus required in every class, what constitutes excessive absences and the penalty, if any, for such absences. Faculty who impose penalties for excessive absences must keep accurate attendance records.

Some students have assistantships and fellowships overseen by the Graduate School. The acceptance of such support may require participation in events both on and off campus. Additionally, students occasionally are required to miss class because of participation in co-curricular activities, such as class trips, that the faculty members note on their syllabi. The student must discuss these activities well in advance with the faculty members whose classes will be missed. When documentable absences are necessary, the instructor will make arrangements for those students to make up graded work that takes place during those necessary absences. The time, location, and nature of the make-up work will be at the discretion of the instructor. If required, documentation will be provided to instructors by students. Instructors are expected to set policies that are reasonable in working with those students having personal documentable absences that are truly beyond the student’s control. After reviewing the reason given for the absence, the instructors may allow the student to make up the graded work missed.

Notification of Absences

Instructors may encourage students to use the Notification of Absence module in MYCLE (http://mycle.clemson.edu) to inform instructors of either an anticipated or an unanticipated absence. It remains the student’s responsibility to follow up with professors to discuss any work which may be missed. A professor may require documentation (e.g., a walk-out statement from Redfern); as always, the professor is the one who determines if a student is excused or unexcused. All other aspects of class attendance are at the discretion of the instructor, department, or college responsible for the course.
Faculty Teaching Online Courses

All Clemson University online (Internet) courses and programs should include a provision for instructor-student interaction on at least a weekly basis and the interaction should be identified as a part of the course requirements. This provision will help ensure benefits to Clemson University students receiving Veteran Administration Educational benefits which require the University to certify weekly contact for Internet courses. This communication can be done using any of the CCIT supported technologies such as Blackboard tools, email lists and attachments, video conferencing, and audio bridge conference calls.

An appropriate statement of weekly contact should be included in the syllabi guidelines for both undergraduate and graduate courses. A sample is provided below for use in meeting these requirements and maintaining considerable latitude in course delivery.

"In this online course, you will interact with the content, instructor and classmates on at least a weekly basis through course assignments, asynchronous discussions and/or synchronous sessions as indicated in the class syllabus."

Computing technology questions may be sent to ITHelp@clemson.edu.

Emergency Procedures

Emergency procedures have been posted in all buildings and on all elevators. Students should be reminded to review these procedures for their own safety.

Copyright Statement

Materials in some of the courses are copyrighted. They are intended for use only by students registered and enrolled in a particular course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Tech Act. Students should be reminded to refer to the Use of Copyrighted Materials and "Fair Use Guidelines" policy on the Clemson University website. Additional information is detailed at http://libguides.clemson.edu/copyright.

Accommodations for Students with Disabilities

Student Disability Services coordinates the provision of reasonable accommodations for students with physical, emotional, or learning disabilities. Accommodations are individualized, flexible, and confidential and are based on the nature of the disability and the academic environment, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class. Current documentation of a specific disability from a licensed professional is needed. Additional information or appointments are available from Student Disability Services, Suite 239 in the Academic Success Center, 656-6848. Details on policies and procedures are available at www.clemson.edu/sds.
Final Examinations / Final Papers

The standing of a student in his/her work at the end of a semester is based upon final papers, daily class work, test or other work, and final examinations.

Retention of Examinations

Clemson University faculty members who exercise their right to retain student examinations are required to retain those examinations on file for the 60 (sixty) calendar day duration (exclusive of summer) allocated for final grade protests in the form of academic grievances; otherwise, exams should be returned to the students.

Posting of Grades

The United States Family Educational Rights and Privacy Act prohibit the public distribution of grades or graded work. Public distribution is commonly understood to include posting grades by student names, initials, or student social security number. It also is understood to include placing of graded material in a public place where students access the material to find their own graded work.

Emergency Contact

The best means for contacting students in case of an emergency should be considered early in the semester. An exchange of cell phone numbers may be useful.
CBBS 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 works with the following boards within the college:
  
  • Accounting, Finance and Legal Studies
  • Alumni Loyalty Board
  • Spiro Advisory Board
  • Senior Advisory Board
  • 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.
Using Raiser’s Edge, the University alumni database, we can provide information to help you with mailings to your alumni (get correct addresses, contact information on businesses, etc.)

We assist in setting up a 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 sixth donor appreciation event for the college to be held Thursday, February 25, 2016.
- We encourage students to write thank you notes to the donors of their scholarships.
- Alumni Panels – CBBS alumni volunteer their time to participate in a question and answer session with business 1010 students. The fall panels are tentatively scheduled for November 11-16, 2015.

**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 Jimmy Barnes, our budget officer, to provide balances on your endowments.

**Additional Activities**

- The Office of Development is the administrator for Leaders in the Classroom, a program that tracks speakers for the departments and ensures that they receive a thank you gift for their participation and are properly thanked by the college.
- Our office supplies all gifts for faculty to give to speakers or visitors on campus.
- We plan college events including Fall Family Weekend, the CBBS Homecoming Tailgate, college cultivation events in key cities, Beta Gamma Sigma, Honors and Awards, and events to celebrate gift announcements.

**Staff**

Michael T. Ward, Senior Director of Development
mtward@clemson.edu (864) 656-2261
Jennifer A. DeWild, Director of Development
jaevans@clemson.edu (864) 643-5501

Lauren Winkelman-Smith, Director of Development
lwinkel@clemson.edu (864) 643-5593

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

Debra Galinsky, Asst. Director of Advancement Operations
dquant@clemson.edu (864) 656-3626

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

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CBBS Office of Student Enrichment

374 Sirrine Hall
Clemson, SC 29634
864-656-2478
enrich@clemson.edu
www.clemson.edu/cbbs/ose

Renée Hebert, Director
864-656-2478
hebert@clemson.edu
Areas of responsibility: oversight of all OSE student enrichment programs, CBBS Student Advisory Board, Tiger Ties Mentorship Program, CBBS Businessweek rankings, OSE marketing initiatives.

Sallie Turnbull, International Programs Coordinator
864-656-3407
sbromby@clemson.edu
Areas of responsibility: International internships, study abroad, dual-degree programs, CBBS travel aid, and faculty led programs.

Leah Hughes, Career Coordinator
864-656-6175
leahh@clemson.edu
Areas of responsibility: Career coaching, internships, employer relations, professional development initiatives, Horizons Professional Development Program.

Gweneth Edwards, Office Manager
864-656-0482
gedward@clemson.edu
Areas of responsibility: Graduation receptions and general inquiries.

Hannah Holdridge, Graduate Assistant 864-656-0485
tigerties@clemson.edu
Areas of responsibility: Tiger Ties Mentorship Program.

About the Office of Student Enrichment

The Office of Student Enrichment (OSE), within the College of Business and Behavioral Science, exists to cultivate and engage students within the College to become effective leaders, successful graduates and globally competitive professionals.

CBBS understands the significance of preparing students for the professional workforce and life after graduation; thus, the OSE provides principal resources for undergraduates in the areas of career preparation, employment opportunities, mentoring and international program participation. The office also collaborates with CBBS faculty and staff to serve as a conduit for connecting with corporate partners, Clemson alumni and other constituents to enhance the Clemson CBBS experience.
OSE Faculty Services

Working with Employers & Serving as a Student Reference/Referral

When working with employers and/or students, CBBS employees should be familiar with the complicated legal and ethical issues related to student recruiting. CBBS and the OSE support and suggest that faculty members utilize the resources provided by the OSE when faced with recruiters asking for "top" students, promoting positions or when students ask for references or recommendations. Information related to these topics can be found on the OSE website.

Collaborating with College Partners - Speakers and Class Projects

Employers and international partners are consistently seeking opportunities to engage with faculty and students. Employers provide valuable presentations/workshops on industry specific topics and offer real-life case studies and projects allowing students to connect book knowledge with application. Our international partners provide thought-provoking speaking engagements on topics of global relevance guiding our CBBS community to become better citizens of the world. If you'd like to connect with an employer or international partner to speak to your class or sponsor a class project, contact the OSE to discuss your needs to determine a suitable program/project.

Class & Organization Presentations

The OSE staff is available for class and organization presentations on topics related to career/professional development (i.e., resumes, job/internship search process, interviewing, career choice) and study abroad. Contact us to discuss your needs and how we can collaborate to provide an informative, educational presentation for your class or organization.

International Funding for Faculty

Through a generous donation from Bank of America, the OSE is proud to financially support faculty who host international and political business leaders for speaking engagements; as well as funding for curriculum development to focus on integration of global issues. Applications are available each spring semester to be utilized by the conclusion of the following fiscal year.

Faculty Call to Action

Educate our students on the free resources available to them through the OSE; in addition, utilize the OSE for your own purposes. Below are suggestions of how you can utilize and promote the OSE.

- Refer students for individual career coaching (i.e., resumes, job/internship search process, interviewing, career choice)
- Collaborate with employers or international speakers/partners for class presentations/projects
- Refer employers who want to recruit/post positions for students
- Schedule class presentations on career/professional topics or study abroad
- Seek information/data on national hiring trends (i.e., job outlook, paid vs. unpaid internships)
- Host an international guest/speaker or employer on campus
- Learn about legal and ethical issues for working with employers and serving as a student reference
- Develop new study abroad programs
- Apply for funding supporting international initiatives

OSE Student Services & Initiatives

Career Services

Career Coaching
The OSE offers one-on-one career coaching related to career planning, resume writing, interview skills, job and internship search, creating successful networks and more. Two certified resume writers and career coaches are on staff dedicated to meeting individually with CBBS undergraduate students by appointment.

CareerLeader Assessment
Utilized by over 200 leading business programs, CareerLeader offers insight into a student’s skills, interest, and motivators providing concrete recommendations for their business career path. The OSE offers this on-line assessment and interpretation of results free of charge to all CBBS students.

Employer Engagement
Employers seek top-notch, quality students to hire and often seek the services of campus partners to assist with their recruiting efforts. The OSE showcases our students and supports employers in finding the best intern and/or full-time employee for their company/organization. The OSE maintains working partnerships with employers and cultivates new partnerships to broaden the scope of job opportunities for CBBS students.

Internships & Job Placement
In an effort to foster success of our students, internships have been identified as a means to help students compete in today’s job market. The OSE supports both domestic and international internship efforts in connecting students with employers who offer internship opportunities. In addition, the OSE works with departmental internship faculty advisors to assist students with finding, applying and interviewing for internships.

Upon graduation, CBBS wants our graduates to have full-time placement with their employer of choice. Working with employers who seek full-time entry-level candidates, the OSE assists employers with job postings and recruiting events. Maintaining strong partnerships with employers is key to providing our students access to desired employers.

The OSE utilizes ClemsonJobLink for full-time and internship postings. Students may search for opportunities based on criteria such as major, industry or geographic area.

Professional Development
To graduate career-ready, students must have a professional presence. The Horizons Professional Development Program consists of workshops and interactive events such as
networking mixers with alumni and potential employers, dining etiquette, and mock interviews with corporate partners to help students gain those professional skills.

**CBBS Student Advisory Board**

*The Board*

The CBBS Student Advisory Board is composed of juniors and seniors from each academic department within CBBS. Representatives are involved within the college and provide a sounding board for student concerns. The board actively works with the dean and faculty on projects and ways to improve student learning.

**CBBS Faculty/Staff Awards**

The CBBS Student Advisory Board solicits nominations each spring from students for awards honoring CBBS faculty and staff. Awards are presented at the end of the year faculty meeting.

**International Programs**

*Study/Intern Abroad*

Fostering a global mindset is instrumental for every CBBS student in order to develop as a global citizen, ready to rise to the opportunities and challenges faced by the worldwide community. In order to reach this goal the OSE offers opportunities for students to study and intern abroad in multiple locations while gaining credit toward a major or minor. CBBS sends the highest percentage of students abroad each year offering over 17 faculty-led/exchange programs. Students can utilize the services of the OSE to learn what international program is suitable for their needs.

*Rosetta Stone*

Every CBBS student has the opportunity to learn a language through our free offering of Rosetta Stone. Students can sign up on the OSE website to reserve their space.

*International Travel Aid*

CBBS offers students studying abroad on faculty-led programs the opportunity to apply for travel aid. Students complete an application along with their study abroad application and if selected can earn funding to utilize for their international experience.

**Mentoring**

*Tiger Ties Mentorship Program*

The Tiger Ties Mentorship Program pairs students with successful and talented Clemson graduates for a one-on-one mentoring partnership. Mentoring partnerships provide students
networking mixers with alumni and potential employers, dining etiquette, and mock interviews with corporate partners to help students gain those professional skills.

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The Tiger Ties Mentorship Program pairs students with successful and talented Clemson graduates for a one-on-one mentoring partnership. Mentoring partnerships provide students with a real-world opportunity to explore and discover professional goals resulting in a
with a real-world opportunity to explore and discover professional goals resulting in a successful transition from backpack to briefcase. Currently, Tiger Ties has over 600 participants and is open to any CBBS undergraduate student.

**General Events**

**Dean’s Leadership Speaker Series**

The Dean’s Leadership Speaker Series seeks to engage, inspire and empower our students and community through thought provoking discussions about issues that cross our disciplines. Distinguished speakers representing a variety of industries and organizations offer insight into their personal experiences, provide advice on becoming successful leaders, and share solutions to meeting the changing needs of our local and global community. Speakers are hosted once a semester upon invite of the Dean.

**Graduation Reception**

Each fall and spring semester the OSE hosts the CBBS Graduation Reception for all undergraduate CBBS students who are graduating. All current graduates, faculty and staff are invited.

**Women in Leadership Initiatives**

CBBS recognizes International Women’s Day each March by hosting events celebrating the accomplishments of women and the advancement of women in leadership roles. Past events included the Women in Leadership Awards Dinner, various speakers and panels and community service projects/initiatives.

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CBBS Sponsored Research

Eric Muth, Ph.D.
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Karen Littleton
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307 Brackett Hall
kkelle2@clemson.edu
656-0818

Kristin Foster
Grants Coordinator
343 Brackett Hall
kffoste@clemson.edu
656-1223

Finding Funding

- To receive regular notifications of funding opportunities in your area of interest, please set up a profile with keywords in SPIN, a component within infoEd. You can read about infoEd at https://www.clemson.edu/research/sponsored/infoed.html. Contact Clarissa Williams in the Office of Sponsored Programs at clarisw@clemson.edu or 656-1440 for assistance.

- Please discuss your research funding interests with the CBBS Sponsored Programs Support Center at cbbsgrants@clemson.edu so we can look for additional or alternative funding opportunities and assist in reviewing announcements.

Before You Can Submit a Proposal

- You must complete the Sponsored Programs Certification Modules. The modules, available online, give you an overview of your responsibilities as an investigator. You must complete the certification before Clemson University will allow you to submit a grant proposal to any funding agency. It can be found at: http://www.clemson.edu/research/sponsored/picertification.html.

- If you are conducting research involving human subjects, you must receive IRB training. The training links can be found on the Research Compliance website at http://www.clemson.edu/research/compliance/irb/training.html.

Preparing a Grant Proposal for Submission

- Please contact the CBBS OSP Support Center at cbbsgrants@clemson.edu for assistance in preparing a proposal for submission to a funding organization. Information and templates can be found online at http://www.clemson.edu/cbbs/research/grantsoffice/index.html.
For useful information about finding funding sources and preparing proposals, please visit the website of Clemson University’s Office of Sponsored Programs at http://www.clemson.edu/research/sponsored/.

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- When a grant is awarded, you will be contacted by the Office of Grants and Contracts Administration (GCA) asking you to acknowledge the start of the grant and your responsibilities.

- The CBBS OSP Support Center will assist you in managing the finances of your new or existing grants and contracts.

- As an investigator, you have access to the Faculty Business Information System (FBIS) to manage your grant budget. The link to the system can be found in the general website index and on the website of the Office of Grants and Contracts Administration, http://www.clemson.edu/research/grants-contracts/.

- Periodically, you will be asked to certify the work effort of people paid from your grants. A description of the “CLEAR” report (Clemson University Link to Employee Activity Reports) process can be found at http://www.clemson.edu/research/grants-contracts/clear.html.

Infrastructure Support Policy

- When you are awarded a federal grant, you are given spending authority – no money actually changes hands at that time. The university invoices the federal agency later in the year. As you make direct expenditures on your grant, the university calculates the corresponding ind rects associated with those direct expenditures. When the university then invoices the funding source, it receives the payment for the direct expenditures already made and the indirects that were accumulated.

- In the next fiscal year, those indirects are then distributed as infrastructure support as follows:
  - 60% University (If a CHE approved college institute or center is involved, then 50% to the University and 10% to the institute or center)
  - 10% College
  - 10% Department
  - 20% to PI(s)

- This split is likely to change in the coming years based on results of benchmarking and consulting input.
Sponsored Research Guide

Grant Support Resources

...for all of your sponsored research needs

Updated by Kristin Foster 07/20/2015
Pre-Award Information

All proposals for funding must go through Clemson University’s Office of Sponsored Programs (OSP). As soon as you begin to develop a proposal or proposal collaboration, contact the CBBS Office of Sponsored Programs (OSP) Support Center at cbbsgrants@clemson.edu for assistance. It is imperative that the Grants Coordinator is in the loop of the proposal or contract process.

Pre-Award Assistance
- Assist in identifying funding sources
- Help frame and edit proposals
- Help prepare proposal budgets
- Prepare and manage proposal package for approval and submission through the infoEd Proposal Development (PD) System-to-System submission module or manually to the sponsoring agency
- Route the proposal package through CBBS and other colleges (if applicable) for approvals and submit to OSP for final review and VPR approval (NOTE: PIs must not sign contracts/sponsored awards; the VPR is the authorized University official for Sponsored Programs)
- Liaison between department, college, and OSP

Sponsored Programs Certification
Clemson University implemented the Sponsored Programs Certification Program to comply with Federal and institutional requirements in the conduct of sponsored program activities. This program is critical to Clemson’s access to external funding from Federal and private sources. All faculty and staff involved in proposals or awards management are required to participate in this program. More information can be found at: http://www.clemson.edu/research/sponsored/proposallifecycle/sponsorcertification.html.

iThenticate Program
iThenticate is a web-based service designed to check the originality of documents. Clemson University has contracted with iParadigms, LLC for use of this service. The iThenticate service will be used to support the Office of the Vice President for Research in the areas of research integrity and the protection of intellectual property. The iThenticate Policy can be reviewed at: http://media.clemson.edu/research/sponsored-programs/policies/ithenticate.pdf.

NIH/NSF Requirements
Recent changes in Federal requirements require Responsible Conduct of Research (RCR) training for scholars funded by NSF, USDA, and NIH. The Clemson University RCR Training Program includes both interdisciplinary general and program-specific RCR content. The phased program is intended to provide quality training experiences while offering flexibility for the learner. The RCR training program and information can be found at: http://www.clemson.edu/research/compliance/integrity.

Funding Sources

Internal Funding Opportunities
The University makes investments in support of its research mission by aiding and assisting faculty, graduate students, and staff in their research. This research is vital in helping Clemson attain its goal of becoming a Top 20 public institution. Currently, there are two internal University Research Grants Committee (URGC) programs: Project Completion Grants and Project Initiation Grants.
- Project Completion Grants – A call for proposals will be announced on the Friday of spring exams, due the fourth Wednesday of the fall semester, Committee meeting the third Wednesday after the deadline, and announced the fourth Friday after the Committee meeting. Duration will be from January 1 to June 30, for a maximum of six (6) months. The Project Completion Grant program is to provide small grants to assist eligible Clemson faculty in the completion of a research or scholarly project or product. “Project” or “product” can include peer-reviewed publications, scholarly books, chapters in books, or showings as in the case of the arts.
- Project Initiation Grants – A call will be announced on the Friday of fall exams, due the fourth Wednesday of the spring semester, Committee meeting the third Wednesday after the deadline, and announced the fourth Friday after the Committee meeting. Duration will be from July 1 to June 30, for a maximum of twelve (12) months. The Project Initiation Grant program is to stimulate faculty research initiatives and to further research so that it can be funded extramurally.

Eligible faculty are those with tenure, tenure-track, or emeritus faculty status. The Committee makes grants to new faculty members initiating research.

Limited Submission Programs
The Office of the Vice President for Research requires an internal review and selection procedure for any funding opportunity that limits the number of pre-proposal or proposal submissions per organization. As limited submission funding opportunities are added to Clemson University’s Limited Submission database, an email will be sent to notify faculty of internal pre-proposal deadlines. A list of limited submission opportunities can be found at: http://www.clemson.edu/cuosp/.

infoEd
infoEd is a system used by Clemson University to develop, submit, and track proposals. The system also has internal components to assist in funding opportunities. The three that Clemson uses are infoEd SMARTS, SPIN, and GENIUS.

SMARTS—used to match your criteria with available funding opportunities
SPIN—used to find funding from over 4900 sources
GENIUS—used to link your profile to other collaborators

All faculty members are encouraged to create a profile in infoEd. To get started, contact the Office of Sponsored Programs at cuosp@clemson.edu.

Post-Award Information

Once a proposal has been awarded, the Office of Sponsored Programs will coordinate with the Office of Grants and Contracts Administration (GCA) to get the award set up in Clemson University’s accounting system. Each award is assigned a unique account number that will allow proper budget management by the department administrative assistant and the college post-award grants coordinator.

Post-Award Grants Coordinator
- Liaison between principal investigator, department, and GCA
- Review award setup
- Coordinate cost-sharing
- Process and approve corrections
- Process budget amendments
- Maintain up-to-date accounting records
- Coordinate project closeout

*If you are conducting research involving human subjects you must receive IRB training. The training links can be found on the Research Compliance website at: http://www.clemson.edu/research/compliance/irb/.

FBIS
The Faculty Business Information System (FBIS) is a joint collaboration between the Office of the Vice President for Research and the Office of Chief Financial Officer to engage PIs in their sponsored research activities. There are three applications linked through FBIS: GCA, CLEAR, and Sponsored Programs Certification, and all are focused on supplying information to their users. More information can be found at: https://virtssl.clemson.edu/oirssl/sp/.
The U.S. Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions, requires that all universities account for the total compensated effort of employees who are paid from sponsored projects. Accordingly, on a periodic basis, PIs will be asked to certify the work effort of employees paid from their grants using CLEAR (Clemson Link to Employee Activity Reports). CLEAR is an electronic, web-based effort reporting system that generates information pertaining to employees who are paid directly from a sponsored project. The CLEAR reporting system can be found at: http://www.clemson.edu/research/grants-contracts/clear.html.

Allowable/Unallowable Costs
Clemson University is mandated to use OMB Circular A-21 for cost accounting. With sponsored projects, there are certain costs that may be unallowable according to these principles and university policy. Before fully constructing a proposal, please check the Costing Reference Chart on the GCA webpage to ensure the ability of project completion: http://www.clemson.edu/research/grants-contracts/documents/costrefchart.pdf.

Indirect Return Policy
When Facilities & Administrative (F&A) costs are proposed and the project gets awarded, the indirect amounts are divided by the university and a portion is distributed to the college as incentive return. This return is then divided between the college, department and PI to replenish items such as paper, supplies, etc. The policy can be located at the following link but is subject to change in the future. http://media.clemson.edu/research/sponsored-programs/policies/research-investment.pdf.

Helpful Links
E-registration form for NSF, NIH, InfoED
http://www.clemson.edu/research/sponsored/proposallifecycle/agency_requirements.html

Uniform Guidance
https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards

College of Business & Behavioral Science-OSP Support Center
http://www.clemson.edu/cbbs/faculty-staff/research/index.html

Office of Sponsored Programs (OSP)
http://www.clemson.edu/research/sponsored

Grants & Contracts Administration
http://www.clemson.edu/research/grants-contracts

Clemson University Pre-Award Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>CAAH</td>
<td>864-656-2491</td>
</tr>
<tr>
<td><a href="mailto:caahresearch@clemson.edu">caahresearch@clemson.edu</a></td>
<td></td>
</tr>
<tr>
<td>CAFLS/PSA</td>
<td>864-656-1234</td>
</tr>
<tr>
<td><a href="mailto:grants@clemson.edu">grants@clemson.edu</a></td>
<td></td>
</tr>
<tr>
<td>CBBS</td>
<td>864-656-0818</td>
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<tr>
<td><a href="mailto:cbbsgrants@clemson.edu">cbbsgrants@clemson.edu</a></td>
<td></td>
</tr>
<tr>
<td>CoES</td>
<td>864-656-0958</td>
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<tr>
<td><a href="mailto:coespro@clemson.edu">coespro@clemson.edu</a></td>
<td></td>
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<tr>
<td>HEHD</td>
<td>864-656-0701</td>
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<tr>
<td><a href="mailto:crca@clemson.edu">crca@clemson.edu</a></td>
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</tr>
</tbody>
</table>

Contacts:

**College of Business & Behavioral Science**
Office of Sponsored Programs Support Center
Karen Littleton 864-656-0818
Grants Coordinator II
kkelle2@clemson.edu
307 Brackett Hall, Clemson, SC 29634-1301
Kristin Foster 864-656-1223
Grants Coordinator I
kfostere@clemson.edu
343 Brackett Hall, Clemson, SC 29634-5702

**Eric Muth**
Interim Associate Dean for Research
muth@clemson.edu
410J Brackett Hall, Clemson, SC 29634-1355

**Office of Sponsored Programs (OSP)**
Sheila Lischwe 864-656-1661
Director
slischw@clemson.edu
Lynn Kunkle 864-656-6201
Grants Administrator II
lkunkle@clemson.edu
Jane Jacobi 864-656-1296
Proposal Development Center
jacobij@clemson.edu
Clarissa Williams
Communications and Outreach
clarisw@clemson.edu

**Grants and Contracts Administration (GCA)**
Roberta Elrod 864-656-4352
Director
trodr@clemson.edu

**Office of Research Services (ORS)**
Tonya McManus 864-656-1849
Office Manager
tmcmanu@clemson.edu

**Office of Research Compliance (ORC)**
Tracy Arwood 864-656-1525
Assistant VP for Research Compliance and Research Integrity Officer
tarwood@clemson.edu

**Open IRB Administrator**
irb@clemson.edu

**Office of Technology Transfer (CURF)**
Casey Porto 864-656-0797
Executive Director
cporto@clemson.edu

**Office of Industrial Contracts (OIC)**
JoAnna L. Floyd 864-656-3989
Director
Floyd5@clemson.edu
PRE-AWARD PROPOSAL PROCESS

FIND FUNDING

IDENTIFY AN ANNOUNCEMENT ➔ CHECK QUALIFICATIONS ➔ NOTIFY GRANTS COORDINATOR

DEVELOP PROPOSAL — Be sure to notify the Grants Coordinator prior to developing your proposal.

Grants Coordinator meets with Principal Investigator (PI) to discuss scope of work, request required documents, and prepare budget. Internal deadlines are set.

Grants Coordinator works with PI to assemble the proposal package according to sponsor guidelines, University policy, and Federal regulations.

PI submits all final documents to the Grants Coordinator for review and editing no less than one week* prior to deadline. Grants Coordinator uploads documents into infoEd PD and routes for all non-OSP approvals.

ELECTRONIC APPROVAL PROCESS

infoEd PD automatically routes the proposal through the Grants Manager, PI, Co-Investigator(s), Department Chair(s), College ADR(s) and Center Chair(s) for electronic review and approval.

The CBBS OSP Support Center is notified via infoEd PD when all approvals are obtained. This process should take no more than three (3) business days.

Grants Coordinator releases the proposal to OSP for final review and University approval. OSP requires two (2) business days.

FINAL APPROVAL AND SUBMISSION TO SPONSOR

OSP reviews the proposal for compliance with sponsor guidelines, University policy, and Federal regulations.

Proposal does not comply and is returned to the Grants Coordinator for correction.

Proposal complies and is signed and submitted to the sponsor by the Grants Manager or OSP.

Acronyms: ADR-Associate Dean of Research, GCA-Grants & Contracts Administration, OSP-Office of Sponsored Programs, PI-Principal Investigator, PD-Proposal Development

*Reference the CBBS Research website for a Timeline for Review matrix at http://www.clemson.edu/cbbs/research/proposal-process/timeline.html
**POST-AWARD PROCESS**

**AWARD ACCEPTANCE BY OFFICE OF SPONSORED PROGRAMS SUPPORT CENTER**

1. Sponsor approves and initiates award
2. OSP/GM reviews and accepts award
3. Compliance protocol confirmation
4. Award Package sent to GCA

**PROJECT MANAGEMENT**

1. GCA will create the account in PeopleSoft and email the PI and appropriate administrative personnel. The PI must reply acknowledging responsibility for the project.
2. GCA then opens project budget lines and releases PI to begin project performance.
3. The CBBS OSP Support Center will help manage the financial aspects of the project and serve as the liaison between the PI, GCA, and sponsor throughout the project.

**PROJECT CLOSEOUT AND REPORTING**

1. 90 days prior to project end date, notification is sent to PI
2. CBBS OSP Support Center will coordinate closing with the PI
3. PI submits final technical report to the sponsor
4. Final payment is received and GCA closes out the project

**Acronyms:** ADR-Associate Dean of Research, GCA-Grants & Contracts Administration, OSP-Office of Sponsored Programs, PI-Principal Investigator, PD-Proposal Development

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**Primary Contacts**

Eric Muth  
Interim Associate Dean for Research  
410J Brackett Hall  
MUTH@clemson.edu  
864-656-6741

Karen Littleton  
Grants Manager  
307 Brackett Hall  
KKELLE2@clemson.edu  
864-656-0818

Kristin Foster  
Grants Coordinator  
343 Brackett Hall  
KFFOSTE@clemson.edu  
864-656-1223

**Finding Funding**

- To receive regular notifications of funding opportunities in your area of interest, please set up a profile with keywords in SPIN, a component within infoEd. You can read about infoEd at [https://www.clemson.edu/research/sponsored/infoed.html](https://www.clemson.edu/research/sponsored/infoed.html). Contact Clarissa Williams in the Office of Sponsored Programs at clarisw@clemson.edu or 656-1440 for assistance.
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  - 60% University (If a CHE approved college institute or center is involved, then 50% to the University and 10% to the institute or center)
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  - 10% Department
  - 20% to PI(s)
- This split is likely to change in the coming years based on results of benchmarking and consulting input.
CBBS Public Information

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

Rick Uhlmann
Public Information Coordinator
arthuru@clemson.edu
(864) 656-3747

CBBS Faculty and Staff Directory

CBBS 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 CBBS faculty profile?

- Visit: http://www.clemson.edu/cbbs/faculty-staff/
- "Click" on "UPDATE YOUR CBBS 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?

You can get your photo taken by Clemson Photo Services located in Clemson House. To schedule an individual session, please contact Clemson Photo Services.

How do I link my Curriculum Vitae to my profile?

- To post your CV to your CBBS 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 CBBS profile: http://people.clemson.edu/~yoursuserid/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](http://people.clemson.edu/~yoursuserid/cv.pdf) or call the CCIT help desk if you need further assistance with your U: drive.
CBBS Online

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

CBBS
Facebook: https://www.facebook.com/ClemsonCBBS

CBBS
Twitter:  https://twitter.com/ClemsonCBBS

CBBS
Flickr:    https://www.flickr.com/photos/clemsonuniversity/collections/72157624895145305/

CBBS
LinkedIn:  http://www.linkedin.com/groups?trk=hb_side_g&gid=4030066
(subgroup
Clemson Alumni
Association)

The Exchange Monthly

http://www.clemson.edu/cbbs/alumni/exchange-monthly.html

We have a monthly e-newsletter going out to our CBBS 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 CBBS website and social media channels as well.

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CBBS Academic Advising Center

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

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

The College of Business and Behavioral Science (CBBS) 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 and Behavioral Science 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 CBBS 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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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

[Return to Table of Contents]
Human Resources

CBBS HR Team

Jennifer Ray, Human Resources Manager
ray9@clemson.edu
656-1612

Joy Boatwright, Human Resources Assistant
boatwr2@clemson.edu
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.

**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 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 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 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, 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. For additional W-2 information, click here.

**Requesting Sick Leave**
CBBS 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.

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CBBS Procurement/Travel

170 Sirrine Hall
Clemson, SC  29634

Jimmy Barnes, Business Officer
(864) 656-3440, jbarne2@clemson.edu

Cindy Jefferson, Assistant Business Officer
(864) 656-3179, jeffers@clemson.edu

Mandy Smith, Account/Fiscal Analyst
(864) 656-2262, abs4@clemson.edu

Procurement

Clemson University has established buyWays, an online catalog and ordering solution to assist with a majority of your purchases. The electronic requisitioning tool helps you locate best pricing with our preferred suppliers, find an item available through Clemson and state contracts, compare products across suppliers and much more. Consult with you departmental administrative assistant regarding department purchasing practices.

Expenditure Reimbursements

Employee reimbursements are paid every Tuesday and Thursday. Departmental administrative assistants will provide you with the proper forms for submission of expense reimbursements. Expense reimbursement forms will need to be completed in accordance with University policies providing who/what/when/where, contain your signature, as well as the signature of your department chair.

Foreign Travel Approval Form (this is the CBBS form and is different from the University form)

http://www.clemson.edu/cbbs/files/pdfs/resources/cbbs-foreign-travel-request-form.pdf

Student Travel Insurance

http://www.clemson.edu/administration/risk/foreign-travel/

A few things to keep in mind regarding travel:

- Travel requests (domestic/foreign) should be preapproved by your departmental chair
Airline tickets for employees only may be purchased using a Clemson University purchasing card (P-Card)

Hotel room reservations, deposit and/or payment, cannot be made using a P-Card

Travel expenditures paid by an employee out of pocket cannot be reimbursed until after the travel has been completed.

Please refer to the following link for university travel policies and forms:

http://www.clemson.edu/finance/procurement/travel/index.html

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CBBS Room/Van Reservations

Non-academic Sirrine Hall room reservations/reserving the CBBS van

Reed Garner
G25 Sirrine Hall
Phone: 656-3992
jgarne2@clemson.edu

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

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