



# HARLAXTON COLLEGE

# FACULTY HANDBOOK

Fall 2019



# Faculty Handbook

**Harlaxton College**

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## **Introduction**

This Faculty Manual is a guide to academic life at Harlaxton College. We hope it will prove a useful summary of what we are trying to achieve and how we work together to achieve it. These policies and procedures have one goal in mind—that together we may achieve a level of excellence in this distinctive learning environment.

## **Harlaxton College: Mission, Vision and Purposes**

### **Mission**

Harlaxton College is the United Kingdom's premier provider of study abroad. We are distinctive in our location and ethos and dedicate ourselves daily to transforming the lives of our students.

### **Purposes**

In the last century, the United Kingdom has transitioned from a position as a global imperial power to become one of the world's most diverse multicultural societies. It is an ideal setting, therefore, in which to engage students with enduring questions of the human condition, culture, and identity and to cultivate in students the characteristics of responsible global citizenship.

As part of the University of Evansville, we also support the university's Mission of Learning by offering a program of study that directly addresses the challenges of living in an international community and the necessity of adopting a global view.

## **Vision**

Set within a spectacular Grade 1 listed manor house, our integrated program of living, learning, and travel leads the US and UK study abroad sectors and sets the standard for immersive experiential education.

Every student who enters through our magnificent front door experiences our exceptional community spirit and supportive personal approach. Students enjoy the benefits of an extraordinary international and intercultural education that is focused around a core course in British Studies, hands-on learning at sites from London to Lindisfarne, and individualized instruction. Learning at Harlaxton goes beyond the classroom to encompass extensive, complementary and invigorating student development programming that emphasizes teamwork, personal growth, connections with the local community, and leadership development.

We enroll students with diverse academic, artistic, and personal interests and offer a curriculum that appeals to students from all majors. Our coursework covers a range of general education and discipline-specific options and thus allows students to progress seamlessly toward graduation while also expanding their personal and academic horizons. We are very notably an excellent destination for Honors students. Under the direction of talented and dedicated faculty, Honors students have the advantage of unique research, travel and presentation opportunities that harmoniously support and advance the academic trajectories that have been set for them on their home campuses.

All students leave Harlaxton transformed academically and personally. They become more independent and autonomous and better able to understand their place in a diverse world. Harlaxton equips students with the skills and attitudes necessary for global citizenship, and, above all, inspires them to continue their lifelong journeys.

## Teaching and Other Responsibilities: Semester Program

### 2.1 Teaching Load and Instruction

Teaching at Harlaxton is conducted by a combination of British (part-time and full-time) and American faculty who offer a variety of courses each semester. The normal teaching load of full-time faculty, British and American, is three three-credit hour courses per semester, though assignments of the British full-time faculty are somewhat different in that their teaching responsibilities involve the six-hour, team-taught, interdisciplinary British Studies program. Teaching Fellows in British Studies join our full-time British Faculty in creating and delivering the British Studies course and teaching in their own disciplines as and when feasible. Our staff of British and American professors is occasionally augmented by adjunct faculty who teach specific courses as needed.

On Monday and Wednesday mornings at 8:30, the whole College gathers in the Long Gallery for a British Studies lecture. All students take the core course in British Studies and Faculty members can draw on it for points of reference or illustration in their own courses, thereby helping reinforce each subject and helping integrate the students' learning experience. We invite Visiting Faculty to attend British Studies lectures as part of creating our integrative learning community. Spouses are also welcome.

Though the British Studies course is by no means more important than your own, you will find that it sets the rhythms of the semester simply because all students are taking it. It can be a great resource in your own disciplinary teaching.

Instruction in the College is performed through a variety of methods and styles. Classes tend to be small at Harlaxton, and seminar-style instruction is the norm. Many faculty members have found the experience of teaching at Harlaxton to be invigorating in their own careers.

If one or more of your classes requires transportation or other additional costs, a course fee may be necessary. This should be discussed and arranged before you arrive so it can be included on your syllabus. The Business Office will undertake fee collection from students. Faculty and staff can both advise about and arrange for field trips to locales that enrich your courses. [Note: all students pay a modest fee for local travel, and the resulting fund can sometimes be tapped to offset the cost of field trips, particularly if larger numbers of students are involved. These decisions are made at the beginning of each semester, before the end of the Drop/Add period.]

## **2.2 University of Evansville Faculty Service Responsibilities**

Normally, University of Evansville faculty will be released from their major service responsibilities when teaching at Harlaxton during a semester. These include but are not limited to service as department Chair, on committees (elected and appointed), to professional and community groups, as advisors to students and student organizations, and in support of admissions and recruitment. Such release is intended to foster the faculty's full participation in the vital and unique experiential, pastoral, and travel opportunities that are integral to teaching, learning, and living at Harlaxton. For this reason, any additional compensation related to service, in the form of a course release or a financial stipend, will not be granted during the faculty member's time away from UE.

Exceptions to any of the above must be approved in advance by the relevant Dean, the Executive Vice President for Academic Affairs, and the Principal of Harlaxton College.

## **2.3 Timetable and Class Cancellations**

The class schedule or timetable, which faculty receive in advance of the semester, **is binding on all students and faculty**. There is a great pressure at Harlaxton for classes to be altered so students (and faculty) can leave for weekend travels. This can undermine the integrity and rigor of the classroom teaching process throughout the College community; changes to the timetable are therefore rare and should only be made with the approval of the Principal.

## **2.4 Primary Contact and Office Hours**

Faculty members also serve as a Primary Contact or 'first port of call' to a number of students. You will receive a list of these students, who will tend to be from your own school, upon arrival. Students retain their own home institution advisor whilst at Harlaxton.

Beyond that, please establish a schedule of office hours for the term and make it known to your students. Please also ensure that the College Secretary has this information which will then be posted on key noticeboards.

At mid-term, faculty and the Principal work together in helping students who are having difficulty (see Section 4.4).

## **2.5 Orientations**

Faculty arrive at Harlaxton two days before students for two major reasons: (a) to give faculty time to settle in, purchase necessary amenities etc.; and (b) join in a faculty orientation, helping us to form our teaching community and learn how things get done. This will cover issues from the unique Harlaxton environment, policy matters, teaching resources and support, to domestic and family life in the Manor.

## **2.6 Faculty and Student Evaluations**

It is critical that a record of effective teaching by visiting faculty at Harlaxton be established, shared, and periodically reviewed and analyzed with a view toward continuous improvement. For this reason, student feedback on courses is normally carried out in the last two weeks of each semester and Professors are asked to allow students time to complete the appraisal questionnaires, which are completed on-line using Survey Monkey. The evaluations are routinely reviewed by the Principal at the end of each semester. They are subsequently returned by the Principal, who may wish to add additional commentary, to the faculty and the relevant offices on their home campuses.

Faculty will also be asked to complete an on-line survey of their experiences whilst at Harlaxton. Details will be provided later in the semester.

## 2.7 Judicial and Administrative Boards

**Student Misconduct** - From time to time, students fall short of acceptable standards. It may therefore be necessary to ask faculty to sit on an appropriate hearing board. Due process and faculty involvement are outlined in the University of Evansville Student Handbook.

When a hearing board is impaneled, the student charged with misconduct is asked, prior to the hearing, whether he or she has any objection to the faculty members selected by the Principal. Faculty members, likewise, are given a choice when asked to serve on such a panel.

**Title IX** – Harlaxton College follows the University of Evansville policy when addressing concerns of sexual misconduct. The Director of Student Development at Harlaxton is the designated Title IX liaison for reporting incidents or concerns. As a member of the faculty, you are a mandatory reporter or responsible employee. You are obligated to report anything that may be a violation of the UE sexual misconduct policy. More information will be provided at your faculty orientation.

## Teaching and Other Responsibilities: Summer Session

The five-week Harlaxton Summer Session is organized and compensated outside of the regular semester program. Faculty from Harlaxton College, the University of Evansville, partner and other colleges and universities are invited to propose courses. The process is competitive and begins in the Fall semester preceding the Summer session by two academic years (i.e. proposals for Summer 2021 are due in Fall 2019). Room and board charges for the faculty member are covered by the College. This extends to a spouse/partner for courses enrolling at least 10 students. Compensation is \$5,000 per course with incremental decreases for each student under 10 and increases for each student above 10, up to 20 total. A normal minimum enrollment is 5 students.



## Faculty Governance

### 3.1 Harlaxton Academic Council

The original constitution of the Council was drawn up in 1987 to provide a voice for all members of the Harlaxton academic community on all matters relating to academic standards, curriculum, educational facilities, library and learning resources, faculty morale and all other matters at Harlaxton College pertaining to the general welfare of the Harlaxton academic community and to make recommendations on the same to the Principal of Harlaxton College and the Executive Vice President for Academic Affairs at the University of Evansville.

The membership of the Council shall consist of the faculty of the Department of British Studies; all non-British Studies, UK-based academics teaching at Harlaxton College; the College librarian; all visiting faculty from the University of Evansville teaching at Harlaxton College; all visiting academics from American academic institutions other than the University of Evansville teaching at Harlaxton; and one elected student representative. The Principal of Harlaxton College and the Director of Student Development are non-voting, ex-officio members, as is the Executive Vice President for Academic Affairs at the University of Evansville.

The Council reserves the right to hold executive sessions limited to members and invited participants. UK-based members of the Council are eligible for election to the position of Chair of the Council to serve for a period not exceeding three years, each term of office to begin at the start of the Fall semester. The election of a new Chair takes place during the final session of the Council in any given semester (i.e. at the end of the semester preceding office).

Meetings are conducted according to Roberts Rules in Plain English, 2nd edition, Doris Zimmerman (2005), and are held three times during a semester. Minutes are taken at each meeting and distributed by the Secretary within ten calendar days to the members of the Council, the Harlaxton administration and, upon approval, to the University Senate and the Executive Vice President for Academic Affairs and President at the University of Evansville.

### **3.1.1 The Department of British Studies**

Faculty in the Department of British Studies are represented on the Faculty Senate of the University of Evansville by the Senators of the Arts and Sciences – Humanities Governance Unit and by members of that unit on all Standing Committees of the University of Evansville. See UE Faculty Manual; Faculty Governance; Faculty By-Laws; Article III: Standing Committees; Section 1 (c.).

Faculty in the Department of British Studies also report to the Faculty Senate of the University of Evansville through a non-voting, *ex-officio*, Harlaxton Senator. See UE Faculty Manual; Faculty Governance; Faculty By-Laws; Article II: Faculty Senate; Section 2.

### **3.2 Academic Committee of the Harlaxton College Advisory Council**

A group of community leaders gives its time to Harlaxton College as our Advisory Council. The Academic Committee of this council has professorial representatives from nearby British universities.

A primary role of the Academic Committee is to encourage contact between Harlaxton and neighboring academic institutions. Through this Committee the way has been opened to useful connections being made with departments of British universities for both Harlaxton-based and visiting faculty. The Committee also advises on enhancing the general academic character of the College.

## Academic Standards

### 4.1 Attendance Policy, Student Sickness, and Absence

Harlaxton College operates a mandatory attendance policy that is binding on all faculty and students.

*The number of unexcused absences that are allowed before incurring a penalty is related to the number of times a class meets during a week. This means that for courses which meet three times a week students are allowed a maximum of three unexcused absences during the semester without attracting penalty points, for courses meeting twice a week two such absences are permitted and for courses meeting just once a week a single absence is allowed.*

*Additional unexcused absences will attract a grade penalty. This will be determined by the course member and included in their syllabus (e.g. a full-letter grade (A to B), or a third-letter grade (A- to B+), or 5%, etc.).*

*Students are responsible for the academic consequences of their failure to attend class. If any assessment (e.g. in-class test, exam, paper, presentation, etc.) is missed, there is no expectation or requirement that a faculty member will accept the work after it is due, provide an extension to a deadline, or offer an alternative assessment opportunity for a student with an unexcused absence.*

The above attendance policy is a minimum and has served Harlaxton well. However, should a faculty member wish to use a stricter policy (e.g. based on course credit hours rather than the frequency of class meeting times) they are free to do so but the alternative policy must be clearly delineated in their syllabi. Faculty members considering a stricter policy are encouraged to discuss it with the Principal.

In exceptional circumstances, students may be granted an excused, or justified, absence. Such absences, however, must receive the prior approval of the Principal or in unusual circumstances the Director of Student Development, who will confirm the absence in writing to the faculty members concerned. More commonly, students may also receive an excused absence if, in the opinion of the College Nurse, they are too ill or otherwise incapacitated to attend class. In such cases, faculty will receive a signed certification from

the nurse before the missed class, if possible, and certainly within twenty-four hours of the missed class. Students will not normally receive an excuse note from the nurse after their class session has begun.

In Fall 1989, the Faculty Council agreed unanimously to the inclusion of the following policy with regard to class attendance:

*In the case of a student who is, without good reason, more than ten minutes late arriving for class, the faculty member may deem the offender inexcusably absent for that class period.*

Individual faculty members may set more rigorous policies for class tardiness.

To assist in the process of monitoring attendance, all faculty members receive class roll forms, to be deposited with the College Secretary at the end of the semester. These forms are necessary because UK immigration authorities have the right to conduct unscheduled inspections to determine whether students are attending classes full-time. These daily logs will be our primary evidence in the event of such an inspection.

If a student should not attend classes regularly, he or she will be returned to the United States, with notification to the home university and to British immigration authorities.

Students are registered for classes before they leave the United States. If a student should not arrive to take up his or her studies, the faculty members in whose classes that student is registered, the home university, and British immigration authorities will be notified.

## **4.2 Plagiarism and Cheating**

We are a teaching and learning *community*, responsible to one another for educational and personal integrity. Our formal vehicle for expressing this mutual responsibility among students and faculty alike is the University of Evansville Honor Code. We commit ourselves to abiding by, and upholding, this social and educational compact. The operation and details of that Honor Code are explained in the Student Handbook, available on the University of Evansville website.

### 4.3 Examination Policy, Submission of Final Grades and Grade Appeals

Most courses should include a minimum of two in-class, supervised examinations or assessments constituting a substantial portion of the student's final grade. Such assessments typically, but not always, should place considerable emphasis upon assessment forms which adequately test the student's analysing, synthesising, and disciplinary abilities.

The following is the policy regarding final examinations:

- a. The final examination schedule is published by the College Secretary for comment prior to final distribution through the College. Pressure sometimes exists, from students and from faculty members, to omit a final assessment from the course schedule or to move it in the interest of travels. This is not part of the College approach which expects a legitimate and meaningful final assessment to take place at the time scheduled. If an alternative arrangement is needed, because of the nature of the course, this should be discussed with the College Secretary.

Under truly extenuating circumstances, or if a student has unacceptable pressure of examinations to sit, the Principal—and only the Principal—may make a change. Exceptions are not made to accommodate student travel.

- b. Final examinations are conducted under strict rules of supervision (“invigilation”).
  - i. Any student arriving late for an examination will receive no extension to the scheduled time of the examination.
  - ii. All paper for examinations/examination booklets will be supplied by the College. No other paper or books - other than those approved by the instructor - will be allowed on desks.
  - iii. No headphones will be allowed.
  - iv. All computers, hand calculating equipment, dictionaries, and other aids will be allowed only with the instructor's prior approval.
  - v. No food or drink will be allowed in the examination room,

Each faculty member invigilates (proctors) his or her final examinations.

Faculty members enter final grades electronically within three days of the last scheduled examination. If assistance is needed, the College Secretary is available to help.

At their discretion, faculty members may award “plus (+)” and “minus (-)” letter grades, bearing in mind that these are accepted by some, though not all, participating colleges. Please note: A+ is not permitted.

If a student appeals a grade, the normal procedure outlined in the University of Evansville Student Handbook

<https://www.evansville.edu/offices/deanstudents/downloads/handbook.pdf>

will apply, with the role of the Admissions and Standards Committee replaced by the person of the Principal. Faculty are required to keep examination scripts and other assessment documents relating to student performance for one year beyond the completion of the course.

When considering an Incomplete grade please refer to the current University of Evansville Student Handbook:

<https://www.evansville.edu/offices/deanstudents/downloads/handbook.pdf>

#### **4.4 Mid-Semester Evaluations of Student Performances**

In order to ensure maximum support for students whose work falls below acceptable standards, the following procedures are carried out at the mid-point of the semester:

- a. Grades are reported to the Principal only for students in trouble (i.e. for those sustaining a 'D' or 'F' average).
- b. The course instructor meets with the student, formally, to discuss problems and potential remedies.
- c. The student is encouraged to visit the instructor on a schedule, during office hours, to receive further assistance and suggestions as to how his or her performance may be improved.
- d. The Principal will also contact the student, offering support and counsel.

#### **4.5 Course Syllabi**

Well before the beginning of each semester via the web, syllabi are available to students. These provide comprehensive details on grading, attendance (see 4.1 above), plagiarism (see 4.2 above) and assessment (see 4.3 above). All syllabi should contain, wherever possible, dates of all assessments, as well as clear advice as to the consequences of student absence from these.

Syllabus information, including textbook information, library support materials and other teaching requirements, for example field trips, are collected using Terra Dotta.

## Resources and Facilities

### 5.1 College Library

#### a) General Information

The main Library and the Faculty Library house approximately 20,000 volumes. The Faculty Library (the Kirkham Collection) has 3,000 titles and was bequeathed to the College by a local professor. It is housed in the Senior Common Room [Van der Elst Room, see Section 5.8. (e)] and is generally restricted to Faculty and spouses. The main Library occupies three rooms in the north wing of the Manor and has about forty study spaces. The Library is open twenty-four hours a day, seven days a week, and our staff are always willing to assist Faculty and students and to answer specific queries or address problems. An information booklet detailing library services is available. The catalogue is accessible by way of a shortcut on the desktops of computers in the Library or remotely at <http://lib.harlaxton.ac.uk/>

#### b) Reserve Items

You may want to place materials on reserve for consultation only in the Library, particularly when demand is likely to be heavy. The Library staff will arrange this for you. These materials will be shelved near reference materials and the check-out desk.

#### c) Facilities

##### 1. Photocopying

There is a high-speed colour printer/photocopier for faculty use in the British Faculty office suite next to the Visiting Faculty office. Additional facilities are available in the Library and in the student computer lab, both very close by. We are licensed with the Copyright Licensing Agency in the UK and respect all legal restrictions.

##### 2. PowerPoint

Projectors and laptops are available for use in classrooms, all of which have both cabled and wireless network connections. Please see our IT Technician Mark Crowson ([mcrowson@harlaxton.ac.uk](mailto:mcrowson@harlaxton.ac.uk)) for equipment or information.

### 3. DVDs

Library holdings include DVDs and you are welcome to make use of these resources for class or recreational viewings using classrooms or the Pearson Room for the former and the Senior Common Room for the latter. We'll be glad to receive your suggestions for additions to our stock.

## **d) Access to Other Libraries**

Students and faculty are encouraged to supplement our own Library with various alternative library facilities within easy reach of Harlaxton:

### 1. Grantham Public Library

Located in the Isaac Newton Centre in Grantham, this library provides further access to resources at all branches of the Lincolnshire Library Service. Membership is open to all, free of charge, and you will be made welcome.

### 2. Interlibrary Loans

The Harlaxton Library holds membership in the lending division of the British Library, and the College Librarian is happy to arrange interlibrary loans through this body.

### 3. Internet

Access to the Internet is available at workstations in the Library, at computers in the student computer rooms, in faculty offices, and in all areas of the College by way of wireless technology.

### 4. The full range of online databases to which the University of Evansville subscribes is available to all members of the Harlaxton College community, in addition to a few resources for which we hold direct subscriptions.

Please ask the Library staff for details of access to journals.

## **5.2 Audio-Visual Resources**

All classrooms have the following equipment as standard: whiteboard, markers and erasers; table-top lectern; screen. Some classrooms have media boxes equipped with projectors and DVD players for use with a laptop computer. Laptops and portable projectors can be issued on short-term or semester loan. Overhead projectors, DVD, and CD players are available on request. Please see the College Librarian/Academic Support Manager Linda Dawes ([ldawes@harlaxton.ac.uk](mailto:ldawes@harlaxton.ac.uk)) for your classroom needs.



### **5.3 Computers**

The office for Visiting Faculty is equipped with several desktop computers, which augment the laptops typically brought by Faculty and are networked to a nearby printer/photocopier. Laptop computers gain Harlaxton network access via connection points in each faculty room or via the wireless network.

We ask faculty members (and students) to have their laptops set up for Harlaxton use by IT Technician Mark Crowson immediately upon arrival.

### **5.4 Textbooks**

The College is too small to support its own permanent bookstore but there will be a Textbook Sale of prescribed texts during orientation. This is operated by Blackwell's book shop which offers a student price match guarantee. Ideally textbooks readily available in the UK and not too expensive, or available as e-books, should be used. Details of course texts need to be included on course syllabi.

Please contact the College Librarian with any textbook queries [ldawes@harlaxton.ac.uk](mailto:ldawes@harlaxton.ac.uk)

### **5.5 Classrooms**

All classrooms, whether a State Room or a more modest room, are equipped with the same level of audio-visual equipment and teaching aids. If, during the course of the semester, special classroom, laboratory or studio needs arise these should be raised with the College Secretary in the first instance.

Classroom allocations are based on student numbers and are published before the beginning of semester. We are happy to seek to accommodate individual class needs but ask that any changes be done in liaison with the College Secretary. Only in this way can we respect the many interests of the College with rooms in the Manor always being in high demand.

### **5.6 College-Sponsored Travel and Field Trips**

Many of the weekend trips organized through the Student Development Office contain within them possibilities for course-related experiences (e.g., in London, York, Oxford, Cambridge, Edinburgh). In the week prior to a scheduled trip, a member of faculty or

staff will present a short talk ("Trip Briefing") which is intended to illuminate points of interest and to relate the travel to the student's course of study. Direct linkages are made with the core British Studies course, since all students take that course. Faculty members may wish to make such links between a trip location and their specific classes (e.g., the Stratford-upon-Avon trip has become a requirement for Shakespeare students, who see a Shakespearean play and visit Shakespeare-related houses in the Bard's home town).

We encourage faculty members to organize additional course-related field trips in addition to College weekend and mid-week travels, though this does need to be identified in advance of the semester. Transportation arrangements are made through the Student Development Office. We believe strongly in experiential learning at Harlaxton and in taking advantage of our British environment, while at the same time respecting the needs of our students to meet their classes. The Principal coordinates excused absences and notification of faculty colleagues, and so he needs to approve any proposed field trip that takes students away from other classes.

## **5.7 Miscellaneous Information**

### **a) Faculty Letter Boxes and Mail**

Each member of faculty has a letter box adjacent to Reception for incoming mail. Internal and external mail may be left at reception, which also has stamps for official use. Stamps for personal use are on sale at Reception during the posted hours.

### **b) Telephone System and Fax**

Telephones are in faculty offices and rooms. Business calls from offices are paid by the College; calls from rooms are paid by residents. All calls in Britain, both local and long distance, are charged by length of call and time of day and costs, which are very reasonable, will be invoice to residents but only if these exceed £5 during the semester. For full details please see the telephone booklet in your accommodation.

A machine which can fax or scan documents is available in the Business Office. The fax number is 01476 403030 (from the USA, 011-44-1476-403030). The office is open from 9 am - 5 pm, Monday through Friday.

### **c) Office Supplies**

A selection of basic office supplies is available in the Faculty Office. For other requirements please contact the College Secretary.

### **d) Senior Common Room (Van der Elst Room)**

Situated in the south wing of the Manor on the 300 level, the Senior Common Room (Van der Elst Room) is available as a lounge and relaxed reading/work area for faculty members and their spouses. It contains, among other things, the Kirkham Library collection [see 5.1. (a)], a television set and coffee/tea making facilities. Students are invited to the Senior Common Room only in extraordinary circumstances. Faculty keys open the Senior Common Room.

### **e) College Common Room (Schroeder Lounge)**

In the College Common Room (Schroeder Lounge) students and faculty will find a number of newspapers. These should not be removed from the College Common Room.

### **f) Faculty Office**

The shared office for visiting American Faculty is adjacent to the Library and British Faculty offices. This office is equipped with computers (see 5.3) and telephone access [see 5.8 (b)].

### **g) Useful contacts**

Reception/Security	0
Security (out of hours)	333
Gerald Seaman, Principal (office/home)	314/308
Linda Dawes, College Librarian	322
Ian Welsh, Vice Principal	312
Anne Hollick, College Secretary	315
Nicola Burridge, College Accountant	310
Megan Janasiewicz, Director of Student Development	303
Student Development Office	304/307
Visiting Faculty Office	326
Housekeeping	335
Maintenance	305

A full list of telephone numbers for the College will be provided in your rooms.