



# Harlaxton College Faculty Handbook

Spring 2023



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## **Message to Harlaxton Faculty Spring 2023**

As we all gradually return to 'normal' after the disruption of the global Covid pandemic we are tremendously excited to welcome both new and returning Faculty colleagues and family members to Harlaxton for Spring 2023. You are our partners in creating a transformative study abroad experience for students and in this booklet you will find important academic policies and resources designed to support a positive learning environment for you and our students.

As part of our commitment to provide an engaging student learning experience, you will hear us refer to Student Experience. This comprises the Student Experience Office and related spaces, such as the College Library, and a range of support services including Counselling and Student Success support, both individual and group workshops. Please do not hesitate to reach out to us with questions or to request assistance – we are glad to help!

Student Experience Team

Ria Bourne, Student Experience Manager

[rbourne@harlaxton.ac.uk](mailto:rbourne@harlaxton.ac.uk), ext. 304

Rachel Davis, Visitor Experience and Study Travel Coordinator

[rdavid@harlaxton.ac.uk](mailto:rdavid@harlaxton.ac.uk), ext. 338

Kathy Huggins, Student Experience Team Leader

[khuggins@harlaxton.ac.uk](mailto:khuggins@harlaxton.ac.uk), ext. 323

Charlotte Sutton, Experiential Education Coordinator

[csutton@harlaxton.ac.uk](mailto:csutton@harlaxton.ac.uk) ext. 323

## **Semester Program**

### Faculty Orientation

Upon arrival at Harlaxton Manor, you will have the opportunity to meet our on-site staff and hear updates about our unique living and learning environment; teaching resources and support; technology and internet access; policy matters; general travel recommendations and keeping our community safe. We appreciate your flexibility and patience throughout the semester as guidance can change rapidly depending on local circumstances - know that we look to you for help in modeling best practices for our students. Of course, you will have plenty of opportunities to ask questions and familiarize yourself with daily living routines in the Manor prior to our students' arrival.

### Teaching: Semester Program

We believe a key ingredient to a successful semester is our focus on a rigorous academic experience – one that offers the right balance of challenge and support to students. This is reflected in the Harlaxton College mission and vision, which link back to the core educational values articulated by the University of Evansville:

#### Mission

To empower each student to think critically, act bravely, serve responsibly, and live meaningfully in a changing world.

#### Vision

Harlaxton College, the overseas study center of the University of Evansville, is recognized nationally for developing students' personal and professional competencies, cultivating critical and creative thinkers, and producing ethical, global citizens equipped to thrive in a world of complexity and change. We accomplish this by attracting and retaining talented and motivated students who succeed within a diverse, supportive, and sustainable environment.

#### Core Values

Integrity, Innovation, Intellectual Curiosity, Inclusive Community, Education for the Whole Person.

## Faculty Council

Harlaxton Faculty Council is a committee made up of all those teaching at the College – both visiting faculty from the US and British academic staff. The Council meets four times each semester to discuss matters of academic interest and concern and respond to student queries. It reports to and has a representative on the University of Evansville Senate. Faculty Council is designed to be a forum that can offer academic support to colleagues, explore various pedagogical questions, facilitate faculty research, and assist in the College's mission to encourage intercultural learning.

## Courses & Academic Support

While the normal teaching load of full-time faculty is three 3-credit hour courses per semester, our staff of British and American professors is occasionally augmented by adjunct faculty who teach specific courses as needed.

Classes tend to be small at Harlaxton, and seminar-style instruction is the norm. Please be sure to include open office hour times on your course syllabus to give students the opportunity to visit you with any questions about material covered in class or for academic assistance. The timetable and room locations for classes are published in advance of the semester start date; Harlaxton College operates an attendance policy of one non-excused absence normally permitted for each day the class meets in a normal week.

In case of illness, a student must obtain a written excuse from the College Nurse (or Student Experience) prior to the beginning of class being missed. If faculty members need to cancel a class session due to personal illness or another unanticipated reason, please alert the academic support staff so we can post an announcement on your classroom door(s) and communicate by e-mail with your students.

Course syllabi, available on the Harlaxton [website](#), include a copy of the Attendance Policy, along with any specific course requirements you have indicated, as well as the Honor Code, based on that of the University of Evansville.

Feel free to refer students to our Student Success staff if they would benefit from help with writing or research skills; dates and times of Student Success Workshop will be posted on Manor Media. For individual support students may pop in to the Student Experience Office during office hours.

If there is a fee attached to one (or more) of your courses, either for specific teaching equipment or experiential learning enhancements, please let our academic support staff know if you need assistance with ordering materials or making specific travel arrangements for experiential learning activities.

All classrooms are equipped with at least one television screen and HDMI cable access; most classrooms have a ClickShare Button, which plugs directly into your laptop to start wireless collaboration on the classroom screens. Faculty needing assistance in any classroom space may reach out to our IT Technician, Sam Brewin, [sbrewin@harlaxton.ac.uk](mailto:sbrewin@harlaxton.ac.uk).

Faculty may print items for class on the copy machine located in the Student Experience Office or downstairs near the Change Maker Hub after business hours. Our library facility holds approximately 18,000 books and other items, including a small collection of DVDs of Shakespeare plays, available for research and classroom use. Presently, we use a simple paper check-out and return system and trust students to use this rather than just remove books.

## **Academic Policies**

Faculty members enter final grades electronically. All grades must be entered by the University of Evansville deadline.

Your British faculty colleagues or academic support staff are available to assist with this process as needed. Faculty may award “plus (+)” and “minus (-)” letter grades, bearing in mind that these are accepted by some, though not all, participating colleges. Please note: an A+ may not be assigned.

If faculty wish to assign an incomplete grade or, if a student appeals a grade, faculty will follow the procedures outlined in the University of Evansville Student Handbook, <https://www.evansville.edu/offices/deanstudents/downloads/handbook.pdf>.

### Honor Code

Students are expected to abide by the University of Evansville Academic Honor System, which can be found here:

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

This document outlines student and faculty responsibilities, which we encourage you to review; questions can be directed to the Student Central team.

### Student Disability Accommodations

As an instructor at Harlaxton College, you play a vital role in creating an accessible academic environment for our students, and more specifically, for students who experience disabilities. Information concerning a student’s disability, including accommodation letters and recommendations, are sent to Harlaxton College from the university or college that the student attends.

Accommodation letters are only shared with staff members who need to know, including faculty teaching courses that the student is taking. This information should only be used for the purpose of making reasonable adjustments or accommodations as set out in the letter.

Please let our academic support staff know if you need help or advise on how to provide accommodations. Rooms providing a low distraction environment and help with proctoring can be arranged; please provide the Student Experience team with one-week advanced notice

of any testing requirements. You may also refer students to us if they have questions about accommodations.

Any information related to a student with a disability, including documentation, accommodation letters, correspondence, grades, or consultations protected by the [Family Educational Rights and Privacy Act](#) (FERPA). Information contained in student files will not be released except in accordance with federal and state laws. Please follow the recommended guidelines for maintaining confidentiality, including the points listed below:

- Information that a student shares with you should only be used for the purpose of reasonably arranging accommodations.
- Please securely dispose of any student disability information at the end of each semester.
- Do not leave student files and/or information related to their disability openly displayed on your computer, on your desk, or in any other fashion.
- Avoid talking about a student's disability and/or accommodations in public spaces and with other personnel who do not qualify as having a legitimate educational interest.
- Do not assume that students registered with DS are aware of other students with disabilities. Always communicate separately, or in a confidential manner, when communicating with multiple students. For example, send separate emails or BCC the students.

### Student Evaluations

At the end of the semester students will be contacted by the University of Evansville to complete IOTA course Evaluations. The evaluation forms will be delivered electronically to all students.

### Title IX

At Harlaxton, we follow the University of Evansville's policies on Title IX and sexual misconduct. You can find the full UE Title IX and institutional equity policies here:

<https://www.evansville.edu/offices/titleix/policy.cfm>.



The Harlaxton Title IX coordinator is the Student Experience Manager, and all faculty and staff are trained as responsible employees who are required to report on Title IX with the exception of the Nurse and College Counselor.

## **Additional Policies**

### **Fire Safety**

Because of the age and interior wood construction of the Manor and the Carriage House, fire is the greatest safety concern of Harlaxton College. We ask each student and faculty member to help us identify and correct fire hazards and reduce fire risks. To that end please make yourself completely familiar with the fire instructions in your room.

- If you discover a fire, sound the alarm by breaking the glass of a fire alarm. Report to the Fire Marshal (identified by a high visibility jacket) the location and type of fire.
- When the alarm sounds (a continuous sounding siren) **evacuate the building along the nearest fire escape route** as quickly as possible, without stopping to take equipment or possessions.
- **LIFTS MUST NOT BE USED.**
- All occupants should proceed to the designated **Fire Assembly Point (Manor Front Circle – Far Side by Gates)**.
- Do not remain near the entrances of buildings which have been evacuated; this can restrict the evacuation and hinder access for Fire Service personnel.
- At all times during the emergency visitors must comply with all instructions given to them by the Fire Marshal or other staff members.
- **Do not re-enter the building until advised to do so by the Fire Marshal - *identified by a high visibility jacket*. (Note: The stopping of the alarm does not mean that the fire is out or that the building is free of hazards.)**

To help prevent first please do NOT do the following:

- Use a hair dryer or other hair styling tool near a heat sensor on the ceiling
- Play with first extinguishers
- Smoke in or near any Harlaxton building
- Cook food in your room (unless kitchen facilities are provided)
- Burn candles or incense in your room
- Place clothing over a lamp to dry

- Leave you laptop or other devices charging on a soft material such as clothing or bedding.

In line with UK law a strict **No smoking policy** is enforced in all buildings. This includes E-smoking.

Please note: in the interests of fire safety, authorized members of staff will conduct periodic safety checks of College rooms throughout the semester.

## Health

All health policies and resources are potentially subject so please be aware of any COVID-19 related or other updates are given by Harlaxton College.

The Health Centre, where the College Nurse hold office hours, is on the ground floor stone corridor, down the hallway on the left after the second set of fire doors.

The College Counselor visits the campus each week as well. The Counseling Office is located beyond the Student Experience Engagement Office.

Hours for the College Nurse and College Counselor will be posted on the digital signs on campus. You can also contact the Student Experience team if you have questions or need assistance related to your health.

A doctor is available at the surgery in Croxton Kerrial (4 miles from Harlaxton) each weekday. Your campus health fee covers costs of a visit to the surgery, unless you have a pre-existing or chronic condition, in which case other financial arrangements need to be made. A taxi to and from the surgery is currently about £25 (pounds sterling). You are responsible for covering this cost and costs associated with any prescriptions.

## Student Discipline

Student discipline is based on the codes and rules of the University of Evansville in addition to the policies presented in the current Harlaxton College guidance document and during

orientation. Any disciplinary action taken at Harlaxton may be shared with the student's home campus.

A student charged with misconduct is subject to due process and faculty involvement as outlined in the [University of Evansville Student Handbook](#). In certain circumstances, you may be asked by the Dean to sit on a hearing board.

### Visitors

The Harlaxton community often welcomes many visitors and guests, who are also expected to follow our policies. We are happy to help you offer Harlaxton hospitality to any visitors you have; please inform the Harlaxton reception team of visits and have all guests check in at the front desk to receive information about the manor. All non-resident guests and visitors are required to vacate Harlaxton Manor property and grounds by no later than 12 Midnight. Meals, when available, may be purchased at the Reception/Security Office if non-resident visitors wish to share a meal during their visit.

Overnight guests, who are in most cases family members or friends from home, may book College guest rooms or vacant student rooms. Guests may not, however, stay in occupied student rooms. A list of rates for rooms, which includes meals when available, can be obtained from Reception and we ask for payment upon arrival. Please confirm the booking with Reception before the arrival of your guest.

## Other Resources

### Mail

Each member of faculty has an individual letter box just outside the Student Experience Office. This may be used by students or other faculty members. 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.

## Visiting Faculty Suite

Faculty from the US as well as local adjuncts are welcome to connect to the internet and make use of desk space in the visiting faculty suite. This is located beyond the library – just follow the signs. A selection of basic office supplies is available but please let the Student Experience team know if you need additional items.

## 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, a television, and coffee/tea making facilities. Faculty keys open the Senior Common Room.

## Useful Contacts

Reception/Security	0
Security (out of hours)	333
Holly Carter, Dean (office/home)	314/308
Nicola Burridge, Chief Financial Officer	310
Ria Bourne, Student Experience Manager	304
Rachel Davis, Visitor Experience and Travel Coordinator	338
Kathy Huggins, Student Experience Team Leader	323
Health Centre/Nurse – Lesley Selby	327
House Manager/Housekeeping - Mickey de Vos	302/335
IT Technician – Sam Brewin	325
Maintenance	305

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