



HARLAXTON
COLLEGE

Beyond Your Imagination

HARLAXTON
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FACULTY
HANDBOOK

Summer 2019

Faculty Handbook

Harlaxton College Summer 2019

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 in the 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.

2.1 Teaching and Instruction

Teaching load varies according to the number of courses being taught. Typically this is one course but Faculty may be teaching two. Courses are generally three-credit hour courses.

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

If your class requires transportation or incurs other additional costs, a course fee may be necessary. This should be discussed and arranged before you arrive so that it can be included on your syllabus and charges made accordingly.

2.2 Class Schedule

Classes take place on Monday, Tuesday, Wednesday and Thursday mornings between 8:30 and 10.25am and between 10.30 am and 12.25 pm.

The class schedule or timetable, which is available in advance, is **binding on all students and faculty**. There may be pressure at Harlaxton for classes to be altered, for whatever reason, but this can undermine the integrity and rigor of classroom teaching. Changes to the timetable are therefore rare and may only be made with the approval of the Principal.

2.3 Primary Contact

Faculty members also serve as a Primary Contact or 'first port of call' for a number of students. A list of your students, who are generally from your own school, will be provided. Please Note: Whilst at Harlaxton students retain their academic advisor from their own home institution.

2.4 Orientations

A brief orientation programme for faculty, covering such issues as policy matters, teaching resources and support, domestic and family life in the Manor, and the unique nature of the Harlaxton environment will take place on the day of arrival. In addition there will also be a mandatory session concerning safety in the Manor for all students, Visiting Faculty and family members.

2.5 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 at the end of the Summer Session and Faculty are asked to allow students time to complete the appraisal questionnaires, for which we use Survey Monkey. The evaluations are routinely reviewed by the Principal who may wish to add additional commentary to the relevant faculty member and the appropriate office at their home campuses.

Faculty may also be asked to complete a survey of their experiences whilst at Harlaxton.

2.6 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. Further information can be found here <https://www.evansville.edu/offices/titleix/>

Faculty Governance

3.1 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, including Derby and Lincoln, Loughborough, Nottingham, and Nottingham Trent.

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 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.

In the Summer Semester only ONE unexcused absence will be allowable. Additional unexcused absences will attract an overall grade penalty of a third-of-a-letter grade for each unexcused absence (e.g. one additional unexcused absence would result in an A- being reduced to a B+).

Students are responsible for the academic consequences of their failure to attend class.

4.2 Plagiarism and Cheating

All students at the University of Evansville (Harlaxton College) agree to and are bound by the principles and practice of the honor code:

'I understand that any work I submit for course credit will imply that I have adhered to this Academic Honor Code: I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid.'

The full Honor Code is available online:

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

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 analyzing, synthesizing, and disciplinary abilities.

The following is the policy regarding final examinations:

- a. Final examinations will take place on the final day of classes, the day before departure from the Manor. If an alternative to a final examination arrangement is required, because of the nature of the course, this should be discussed with the College Secretary.

If a student is unable to sit a final examination, the Principal may be authorized to change the assessment, but only where extenuating circumstances warrant this. 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: an 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 University of Evansville Student Handbook 2015-2016:

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

4.4 Course Syllabi

Before the beginning of each summer session syllabi will be made available to students. These provide comprehensive details of each course, including schedule of topics, text books and other resource requirements, assessment and grading. Information concerning the Attendance Policy, The Drop/Add policy, the Disability Policy and the Honor Code is also included on each syllabus.

Resources and Facilities

5.1 College Library

a) General Information

The College Library supports the educational and research needs of the College community and is accessible 24 hours a day, 7 days a week. The Library occupies three rooms in the North Wing of the Manor which originally housed the Manor kitchens. The collection focuses on materials that are scholarly and curriculum-based, but also includes a fiction section, travel guides, and DVDs. Students benefit from being able to access the online journal databases provided by [University of Evansville Libraries](#) whilst studying at Harlaxton College. Please ask the College Librarian (Linda Dawes ldawes@harlaxton.ac.uk) for details of access to journals.

The College Library catalogue, together with much other information about the library and the services it provides, is available online at: <http://lib.harlaxton.ac.uk>.

In addition the Faculty Library, the Kirkham Collection, which was bequeathed to the College by a local professor, has 3,000 titles and is housed in the Senior Common Room, also known as the Van der Elst Room, see Section 5.8. (e). This room is generally restricted for use by faculty and spouses only.

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 College Librarian will arrange this for you. These materials will be shelved near reference materials and the check-out desk.

c) Facilities

1. Photocopying

A high-speed color printer/photocopier for faculty use is located 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) 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 work stations 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 College Librarian 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 IT Technician, Mark Crowson (mcrowson@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 Visiting Faculty. These desktops are networked to a printer/photocopier. Laptop computers gain Harlaxton network access via connection points in each faculty room or via the wireless network.

We ask that faculty members (and students) have their laptops set up for Harlaxton use by Mark Crowson, our information technology specialist, immediately upon arrival.

5.4 Textbooks

The College is too small to support its own permanent bookstore but is able to advise on the availability of texts in the UK. Details of course texts need to be included on course syllabi for students to make independent purchases.

5.5 Classrooms

Some classrooms, such as the State Rooms, are magnificent whilst others are more modest. All are equipped with the same level of audio-visual equipment and teaching aids, however. If, during the course of the summer session, special classroom, laboratory or studio needs arise, these should be raised with the College Secretary in the first instance.

Classroom allocations are made on the basis of student numbers and any course specific requirements, for example laboratory space.

5.6 College-Sponsored Travel and Field Trips

College sponsored travel and Local Culture trips are an important part of the Harlaxton experience. All faculty members have received information on the different forms on travel and how they shape the semester. If you have questions about your travel schedule and pre-set fieldtrips, please stop by the Student Development Office.

5.7 Miscellaneous Information

a) Faculty Letter Boxes and Mail

Each faculty member has a mail box for incoming mail in Reception. Internal and external mail may be left at reception, and stamps purchased during weekday office hours.

b) Telephone System and Fax

Telephones are in faculty offices and rooms. Business calls from the Visiting Faculty Offices are paid by the College whilst calls from residential rooms are paid by the person staying in that accommodation. Charge are very reasonable and residents will normally only be invoiced once their telephone bill exceeds £5.00

A fax machine, which can delay transmission to a specified time, 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, including paper and examination booklets, felt tip pens, paper clips, etc., is provided in the Visiting Faculty Office. If you are not able to find what you require, 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, a microwave and coffee/tea making facilities. Students and their family members are not allowed to use the Senior Common Room, and invited in only in extraordinary, exceptional circumstances. Faculty keys open the Senior Common Room.

e) Visiting Faculty Office

The shared office for Visiting Faculty is between the Library and the British Faculty offices. It is equipped with computers (see 5.3), a selection of basic office supplies and has telephone access for business calls[see 5.8 (b)]. Conferences with students may be held there or in a nearby seminar room.

g) Useful contacts

Reception/Security	0
Gerald Seaman, Principal (office/home)	314/308
Linda Dawes, College Librarian/Academic Support	322
Ian Welsh, Vice Principal	312
Anne Hollick, College Secretary	315
Nicola Burridge College Accountant	310
Megan Janasiewicz, Director of Student Development	303/370
Student Development Office	304/307
Visiting Faculty Office	326
Housekeeping	335
Maintenance	305

A full list of telephone numbers for the College is provided in the telephone booklet in your room.

