

		TOTAL	2020-2021	2021-2022
Sustainability Literacy Faculty	<i>Educators</i>	4	2	2
	Fellows Workshops	23	13	10
Green Office	<i>Educators</i>	14	14	
	<i>People served</i>	293	293	



COLLEGE of
CHARLESTON
SUSTAINABILITY LITERACY

**TRAIN YOUR BRAIN
TO SUSTAIN**

Position Announcement

Sustainability Literacy Institute Faculty Development Fellow

As part of the Quality Enhancement Plan (QEP): *Sustainability Literacy as a Bridge to Addressing 21st Century Problems*, the College of Charleston is conducting an internal search for four Faculty Fellows. This announcement seeks applicants for the *Faculty Development Fellow*.

Each Faculty Fellow will:

- Contribute to planning and assessment efforts for the Sustainability Literacy Institute (SLI)
- Receive a course release per semester and a \$2000 stipend each summer
- Mentor a ½ time Graduate Assistant (GA) who will also support the Faculty Fellow in their duties

The Faculty Development Fellow is a 3-year renewable position.

Duties:

1. Recruit faculty to teach Sustainability Focused (SF) and Sustainability Related (SR) courses. This responsibility includes organizing and participating in two-day training seminars on teaching SF and SR courses, with seminars to be held each May.
2. Provide resources and support for faculty to enhance their teaching and research of SF or SR courses/content. This responsibility includes: compiling materials such as case studies, readings, sustainability challenges, websites, book titles, and webinars; helping faculty find resources for research, including data sets, grants, and other funding; helping faculty disseminate knowledge both internally (campus) and externally (relevant communities), and creating a Faculty Sustainability Literacy discussion group.
3. Facilitate faculty exchanges between courses, departments, and schools to share expertise and research.
4. Coordinate with Teaching, Learning and Technology and Addlestone Library on best teaching practices and disseminate these to faculty teaching SF or SR courses.
5. To work with SLI summer research fellows in organizing a presentation of their research to the campus.
6. Work with the Student Engagement Fellow to recruit faculty to participate in the Sustainability Literacy scholars program.

7. Network with SLI Faculty Affiliates.
8. Use existing SLI resources to help support grant proposals that are related to SLI.
9. Participate in SLI meetings when appropriate/necessary.
10. Coordinate with other Faculty Fellows to fulfill SLI tasks such as:
 1. Selecting Summer Research Fellows
 2. Identifying faculty to teach SF and SR courses and learning community courses
 3. Supporting student competitions and exhibits
 4. Mentoring SLI interns and student clubs
 5. Track faculty attendance and participation at relevant QEP/SLI events and trainings
11. Complete necessary assessment and Annual Reports.

It is expected that these duties will require approximately 10 hours of work per week a semester. Summer commitment will vary from 3 to 5 hours per week with the ability to conference call/skype as appropriate. Qualified candidates must possess either a master's degree and three or more years of higher education experience, or a doctorate and two or more years of higher education experience. Experience with sustainability literacy will be helpful. Interested faculty should apply for this position only if they have the support of their department chair and dean. Applicants interested in these positions should submit a cover letter and résumé to Dr. Divya Bhati in the Office for Institutional Effectiveness and Strategic Planning (bhatid@cofc.edu). Complete applications should be submitted to Dr. Todd LeVasseur, QEP Director, at levasseurtj@cofc.edu.

College of Charleston's Green Office Certification Program



Overview

- Introduction to the Program
 - Certification Process
 - Key Components
 - Areas of Assessment
 - Levels of Certification
 - Recognition
-

What is Green Office?

Mission Statement:

The Green Office Certification Program promotes sustainable practices which improve the environmental performance and enhance accessibility within working spaces at the College of Charleston by educating and empowering Faculty, Staff, and Students.



Program Goals and Benefits

- Integrate sustainability into the campus culture by engaging and educating Faculty, Staff, and Students
- Conserve resources, minimize waste, saving energy and money
- Promote social inclusion through accessibility
- Set goals and provide resources for offices
- Recognize sustainable achievements made by offices

Certification Process

Step 1:

Identify Sustainability Ambassador and Submit Interest Form

The Sustainability Ambassador serves as the point of contact between your office & the Center for Sustainable Development

Step 2:

Introductory Meeting

The Green Office Intern will briefly review the program and assessment tools with office staff

Step 3:

Complete Assessments

An office Waste Audit will be conducted by the GO Intern. The Self-Assessment Survey will be completed by each participant. The Office Checklist will be completed by the GO Intern with the Sustainability Ambassador.

Step 4:

Get Certified!

The Sustainability Ambassador will receive assessment results. Offices will receive recognition and set goals for improvement.

Key Components

- **Office Checklist**

- The [Checklist](#) is used to evaluate the practices of the overall office. The Green Office Intern will complete the checklist during the office tour with the sustainability ambassador.
- Ex of checklist item: “Sleep mode and auto-off are enabled on copier and printers”

- **Self Assessment Survey**

- All individuals in participating offices will complete this [survey](#) to understand individual behavior and contribute data to the office checklist.
- Ex. of survey item: “I regularly use alternative transportation to commute to work”

- **Waste Audit**

- A [waste audit](#) is conducted by the Green Office intern to collect data that will be used to monitor the progress of offices and effectiveness of the program.

- **Resource Guide**

- The [Resource Guide](#) contains information and resources to help offices achieve checklist items.
- <https://sustain.cofc.edu/>

Areas of Assessment

- Waste
- Energy
- Water
- Human Health and Environmental Quality
- Involvement
- Accessibility

Office Checklist:

Category	Action	Points	Yes/No or N/A	Comments
Waste				
Paper & Office Supplies	W.1 Double-sided printing is set as default on computers.	1		
	W.2 Office supplies that can be re-used (lithium paper, folders, binders, paper clips, etc.) have a designated area in the office.	1		
	W.3 A Policy is in place to check Central Stores & Warehouse for used items before purchasing new office furniture or equipment.	1		
	W.4 Had an Office Clean Out Day that promoted reuse and recycling in the past year. Note: Request via Opa Center.	2		
Recycling	W.5 Copier and printer paper purchased is made from at least 50% post-consumer recycled content.	3		
	W.6 Recycling practices were reviewed at a recent staff meeting or through an office email. Note: Refer to Resource Guide for more information.	1		
	W.7 Landfill bins are limited to communal spaces.	2		
	W.8 Recycling bins are available and clearly labeled with signage from the Zero Waste Program. Note: Request signage by contacting zerowaste@uofl.edu .	2		
	W.9 The office has a plan for specialty recycling (small electronics, household batteries, and ink cartridges) to be properly recycled. Suggestion: Designate a collection bin, and/or assign a staff member to drop off the items in the nearest specialty recycling bin. Note: Refer to the Resource Guide for more information.	2		
	W.10 Office supplies that will not be re-used are collected and recycled through the TerraCycle program by the Sustainability Ambassador. Note: TerraCycle bins are located at the Center for Sustainable Development (24 Green Way) next to book collection or pickup. Refer to the Resource Guide for more information.	3		
	W.11 Sustainability Ambassador is "Zero Waste Trained" by attending a ZW training presentation and information is shared back to staff. Note: Contact zerowaste@uofl.edu for information on presentations. Any and all staff members are encouraged to attend.	2		
W.12 *BONUS: Recycled pens and beauty products are collected and recycled through the TerraCycle program by the Sustainability Ambassador. Note: TerraCycle bins are located at 24 Green Way. Refer to the Resource Guide for more information.	3			
Mugs, Dishware, Literals & Food	W.13 Plastic bottled water and sports/fitness products have not been purchased by office in the past six months.	1		
	W.14 Compostable cups, dishware and utensils are used in catered meetings/events and taken to nearest compost receptacle by a staff member, or a plan is in place for them to be picked up by Zero Waste Event services. Note: Request Zero Waste Event services: https://sustainability.uofl.edu/zero-waste-events/index.php	2		
	W.15 Reusable dishware, cups, and utensils are available for staff and visitors to use.	3		
	W.16 *BONUS: Fair-trade organic coffee is purchased by staff for communal consumption.	1		
	W.17 *BONUS: Reusable bag is available for staff to use instead of plastic bags when shopping.	1		
	W.18 *BONUS: Reusable travel kit is available in kitchen or bathroom for staff to use instead of paper towels.	1		
W.19 Additional waste reduction practices or projects not listed here have been successfully implemented. Describe:				

Levels of Certification

- There are three levels of Certification that offices can receive based on their level of commitment: **Bronze**, **Silver**, and **Gold**
- The level is determined by a point-based system from the Office Checklist



Recognition

Green Office Certification recipients receive:

- Framed Green Office Certificate
- Icon for web page display
- Recognition on the list of Green Offices on the Center for Sustainable Development's website

Thank you!



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