

Faculty Handbook





Dear Faculty Member,

Faculty members are at the core of the college vision to “Enrich(ing) our communities through education... one life at a time.” We know that your ability to teach and your commitment to student learning are what distinguish you as one of the quality members of our faculty team. You were selected to join the South Florida Community College faculty because of your expertise and desire to help students learn. We are proud to have a strong, dedicated, and knowledgeable faculty and hope you will find this *Faculty Handbook* to be helpful in providing guidance in your practice.

This *Faculty Handbook* has been developed to consolidate basic information that should be useful in your daily activities. Although it will not cover all situations you may encounter, it will provide guidance and familiarize you with current practices and expectations of full-time faculty members. Faculty members should continuously maintain communication with their department chairs, program managers, campus directors, and division deans for those instances that may not be covered in this handbook. Additional college policies and procedures are also available through Outlook and may provide more detailed information.

I welcome your comments for revision of or inclusion in this handbook. Like your teaching, it is important to maintain this living document as current and relevant for those who learn from it, so please feel free share your thoughts or suggestions for improvement.

Sincerely,

Leana Revell
Vice President for Educational and Student Services

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I. Introduction

- A. The *Faculty Handbook* provides information and strategies for faculty so that they may perform at their highest levels to ensure student learning outcomes are achieved. This document should be viewed as foundational in nature as many situations and guidelines are not specifically covered. Members of the faculty are expected to continuously seek the advice of their department instructional supervisor or dean and to use their best professional judgment. Complete copies of the college's ***Policy Manual*** and the ***Procedures Manual*** are available in the SFCC Policies and Procedures Outlook folder. Faculty members are encouraged to become familiar with the contents of these manuals as well as the *SFCC College Catalog* and the *Student Handbook*. Each contains useful information regarding academic programs and student policies and procedures.
- B. SFCC's slogan, "Discover a New World through South Florida Community College," applies to the relationships among faculty and staff, students, and the community. All employees serve as ambassadors for the college and are expected to be friendly, encouraging, accommodating, respectful, knowledgeable, honest, and fair.

II. The College

A. History of the College

SFCC was established in 1965 by the Florida Legislature as South Florida Junior College. The college began operation in August 1966 in temporary facilities in Avon Park. In 1984, South Florida Junior College became known as South Florida Community College. Today, SFCC has three campuses, a center, and other instructional sites, including the Highlands, Hardee, and DeSoto campuses, and Lake Placid Center.

B. Mission

South Florida Community College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnerships with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district (DeSoto, Hardee, and Highlands counties) regardless of economic, social, or educational background to achieve success in:

- Completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential
- Completing career and technical training to enter the workforce or to improve career circumstances
- Completing college preparatory programs of study including those leading to the high school diploma
- Obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society
- Gaining personal, cultural, and global awareness; appreciation; and understanding needed in a complex contemporary society
- Pursuing advanced academic preparation and credentials available through partnerships with colleges and universities
- Participating in the social, cultural, environmental, and economic development of the communities served by the college

We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.

C. Vision

Enriching our communities through education...one life at a time

D. Values

Integrity, Service, Community, Learning, Excellence, Accountability, and Responsibility

E. Strategic Goals

1. Identify and meet community educational needs
2. Enable all students to succeed
3. Enable all employees to succeed
4. Ensure institutional effectiveness

F. Academic Master Plan

1. Student Success

- a) Strengthen marketing efforts
 - b) Enhance student study skills
 - c) Enhance student learning resources
 - d) Partner with local high schools
2. Faculty Success
 - a) Modify technology training
 - b) Expand new faculty/adjunct orientation
 - c) Enhance faculty development program
 3. Quality Programs
 - a) Enhance the program review process
 - b) Assess faculty practices
 - c) Assess student learning
 - d) Analyze college-wide "Assessment Day"
 4. Technology Integration
 - a) Expand college-wide support
 - b) Strengthen faculty accessibility
 - c) Strengthen student accessibility
 - d) Enhance virtual teaching/learning environment

G. Accreditation

1. Southern Association of Colleges and Schools (SACS):
The college is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. SFCC engages in a self-study and a SACS reaffirmation process every 10 years.
2. Additional accreditation/certification for the Division of Applied Sciences and Technologies:
 - a) Florida Department of Health, Board of Nursing
 - b) Florida Department of Health, Bureau of EMS

- c) Joint Review Committee on Education in Radiologic Technology; American Registry of Radiologic Technologies
- d) Criminal Justice Standards and Training Commission and Florida Statute 943
- e) American Dental Association; Council on Dental Accreditation
- f) Bureau of Fire Standards
- g) CISCO
- h) Florida Department of Business and Professional Regulation (for cosmetology)
- i) National Automotive Technicians Education Foundation (NATEF)

III. Administration

A. Organization of the College

The college is organized into two areas that are headed by the vice president for educational and student services and the vice president for administrative services. The organizational chart delineates responsibility.

1. The president is responsible for all areas of the college and specifically for college-wide operations such as the SFCC Foundation, Inc., grant acquisition, equal action/equal opportunity (EA/EO), Americans with Disabilities Act (ADA), Community Relations and Marketing, and legislative relations.
2. The vice president for educational and student services is responsible for all academic programs, curriculum, student services, the Library, college campuses/center, Community Education, Corporate and Continuing Education, Cultural Programs, eLearning, Institutional Effectiveness, college policies and procedures, Enrollment Management and University Relations, and the Athletics Department.

3. The vice president for administrative services is directly responsible for overseeing the budget development and management process, facilities planning and construction activities, institutional compliance with federal and state regulations and laws, internal control of resources and business processes, and oversight of institutional support areas including Accounting and Finance, Human Resources, Institutional Technology, Physical Plant Operations and Maintenance, and Safety and Security.

PEOPLE and RESOURCES				
DEPARTMENT	NAME	TITLE	E-MAIL	EX T
ADA Student Coordinator	Charla Minson	Counselor	minsonc@southflorida.edu	7107
Admissions	Dr. Deborah Fuschetti	Registrar	fuschetid@southflorida.edu	7139
Adult Education	Dr. Michael McLeod	Dean	mcleodm@southflorida.edu	7441
Advising and Counseling	Judy Zemko	Chair of Advising and Counseling	zemkoj@southflorida.edu	7231
Arts and Sciences	Dr. Kimberly Batty-Herbert	Dean	battyhek@southflorida.edu	7329
Athletic Department	Rick Hitt	Director	hittr@southflorida.edu	7036
Bookstore	Wes Sager	Manager		7112
Business Office	Anita Kovacs	Controller	kovacs@southflorida.edu	7123
Cafeteria	Janet Wheaton	Manager	wheatonj@southflorida.edu	7199
Community Relations and Marketing	Deborah Bell	Director	belld@southflorida.edu	7251
Community Education	Rebecca Rousch	Director	rouschr@southflorida.edu	7392
Corporate and Continuing Education	Lorrie Key	Coordinator	keyl@southflorida.edu	7033
Cultural Programs	Doug Andrews	Dean	andrewsd@southflorida.edu	7177
DeSoto Campus	Effie Keen	Director	keene@southflorida.edu	7041
Financial Aid	Susie Johnson	Director	johnsons@southflorida.edu	7108

SFCC Foundation	Don Appelquist	Dean	appelquistd@southflorida.edu	71 81
Hardee Campus	Teresa Crawford	Director	crawfort@southflorida.edu	70 61
Highlands Campus	Switchboard			453-6661
Honors Program	Dr. Charlotte Pressler	Coordinator	presslerc@southflorida.edu	72 47
Human Resources	Susan Hale	Director	john.brown@southflorida.edu	72 32
Lake Placid Center	Randy Paepflow	Director	paepflowr@southflorida.edu	70 83
Library	Reference Desk			73 06
Physical Plant and Maintenance	Dr. Robert Flores	Director	floresr@southflorida.edu	70 99
Security	Keith Loweke	Coordinator	lowekek@southflorida.edu	45 3- 08 06
Student Government Association	David Michener	Coordinator	michenerd@southflorida.edu	74 35
Student Services	Annie Alexander-Harvey	Dean	alexanda@southflorida.edu	71 07
Technical Education	Kevin Brown	Dean	brownk@southflorida.edu	74 24
Testing Center	Bill Swann	Coordinator	swannb@southflorida.edu	71 14
Tutoring and Learning Center	Ben Carter	Coordinator/ Writing Specialist	carterb@southflorida.edu	71 02
Enrollment Mgt and University Relations	Laura White	Associate Dean	whitel@southflorida.edu	74 08

B. Educational Programs of the College

The college is organized into three academic divisions, each headed by a dean: Arts and Sciences, Applied Sciences and Technologies, and Adult and Community Education.

4. The Division of Arts and Sciences courses lead to the Associate in Arts (A.A.) degree. They are identical to the lower division baccalaureate degree courses offered in Florida’s public universities. The A.A. degree consists of 36 college credits of General Education courses in the areas of communications, humanities, mathematics, science, and social and behavioral sciences, and 24 college credits of elective courses (a total of 60 college credits). At SFCC, students may complete the lower division prerequisites for most majors at a Florida public university and articulate.

Educational Program Administration				
Division Name	Dean Name	E-Mail	Ext.	Office
Adult and Community Education	Dr. Michael McLeod	mcleodm@southflorida.edu	7441	H206
Applied Sciences and Technologies	Kevin Brown	brownk@southflorida.edu	7424	T12
Arts and Sciences	Dr. Kimberly Batty-Herbert	battyhek@southflorida.edu	7329	B211

5. The Division of Applied Sciences and Technologies includes courses and programs that lead to the Associate in Science (A.S.) degree, the Associate in Applied Science (A.A.S.) degree, an advanced technical diploma, a college credit certificate, or an occupational certificate. The college offers over 62 programs including apprenticeships and Corporate and Continuing Education (CCE). CCE includes all courses, programs, seminars, and customized training that assists currently employed workers or employers who need workforce training. Courses are offered at college sites, as well as business and industry locations. Check the SFCC *College Catalog* for the program descriptions.

6. The Division of Adult and Community Education provides a variety of academic programs and services to adults including Adult Basic Education through grade 8 for adults; English for Speakers of Other Languages (ESOL), basic through advanced English language skills; Adult High School, grades 9 through 12 for adults; and General Educational Development, preparation for the G.E.D. test which credentials students with a State of Florida High School Diploma. Through the Community Education Department, the division also conducts general interest courses, Heartland Senior Games, Road Scholars, summer children's camps, and the Lifelong Learners program as well as administering Leadership Highlands, Retired Senior Volunteer Program (RSVP), and The Art Group at SFCC (TAG). The division oversees an educational/occupational program at three sites for adults with developmental disabilities and offers an extensive driver education program.

B. Cultural Programs

The college presents many staged cultural events for the community. Full-time faculty may purchase tickets at half price (limit: two tickets) for Artist Series performances. The Artist Series includes 10 evening shows of notable performances that run from November through early April. The college also provides a Matinee Series of 10 shows on Tuesday afternoons developed specifically for senior citizens. This series runs from January through March. In addition, the college offers the Chamber, Jazz, and Kaleidoscope series.

D. Institutional Effectiveness

SFCC is committed to a continuous process of reflecting upon and reviewing the effectiveness of its practices in meeting the mission of the institution. The Institutional Effectiveness Plan describes how employees of the college meet the mission of the institution through strategic planning, assessment, and continuous quality improvement of learning and services provided to its communities.

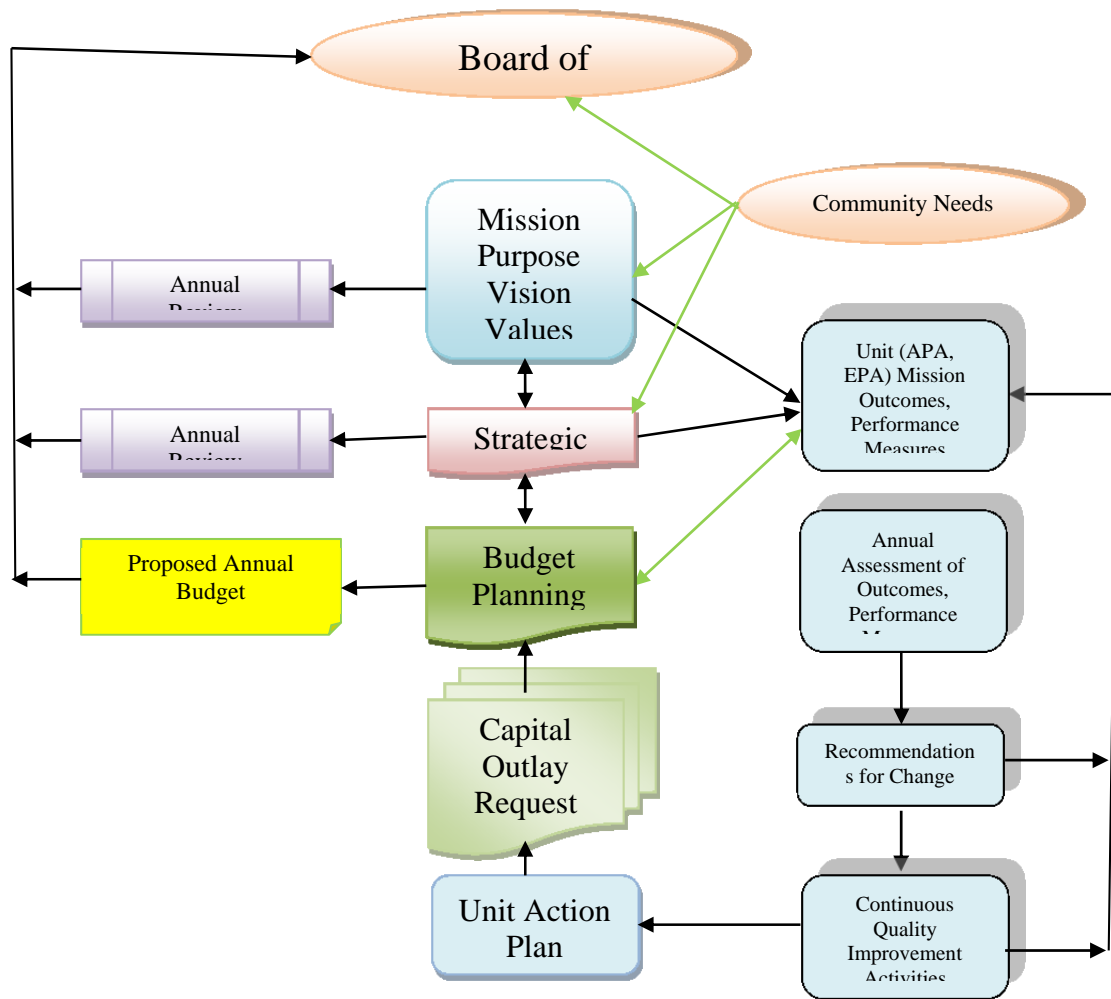


1. The key documents that describe the components of institutional effectiveness in greater depth include:
 - a. SFCC Institutional Effectiveness Plan
 - b. College Strategic Plan
 - c. Educational Program Assessment Handbook
 - d. Administrative Program Assessment Handbook
 - e. Unit Action Plan Handbook

2. The college Strategic Plan focuses upon the long-term direction of the college for the next five years. Each unit of the college seeks to support the college in achieving the identified initiatives of the Strategic Plan. Additionally, each college unit contributes to the overall success of the college through the work that it does individually, whether it is educational or administrative in nature. Each unit identifies its mission,

outcomes, and performance measures and uses these outcomes as the guideline for assessing whether or not it is effectively meeting its target. Findings from outcomes assessment typically result in a need to improve in a specific arena, modification of the target, or creation of new ways to accomplish the outcomes. New initiatives and the need for new resources are then reflected in the annual budget allocation, capital outlay requests, and Unit Action Plan activities. This cyclical process results in opportunities to establish directions, review our progress, and continuously improve the quality and effectiveness of the college.

SFCC Institutional Effectiveness Flow Chart



3. Academic Master Plan

Every three years, faculty contribute ideas about directions, projects, or initiatives that they feel are important to focus upon to maintain or improve academic excellence. The items contained in the Academic Master Plan then provide strategic directions for future academic activities and allocation of resources as needed. It is recommended that all faculty members take time to visit this site to learn more about the priorities established.

- a) **Assessment:** The Educational Assessment Plan (EAP), established by the Academic Quality Committee, ensures that students are meeting the specific learning outcomes in their respective programs. Each unit defines the mission of the program, learning outcomes, and performance measures. The process and timetable for measuring the learning outcomes is outlined in the EAP. This ongoing process enables members of the faculty and departmental units of the college to improve services and enhance student learning on a continuous basis. Once measurements have been analyzed, improvements can be applied to each learning situation, thus using data collection and analysis as a basis for improving learning.
- b) **Unit Action Plans:** Unit Action Plans allow all employees of the college, including all members of the faculty, to participate in goal setting and budget planning. Each faculty member should participate in the process of creating goals and outcomes which will then be posted on Dudley, the college's database. The whole process to be recorded on Dudley includes not only the goals/outcomes but also the methods to achieve them, resources needed, measurements and data to be collected, and the timetable for collecting the data. Any budget request must be tied to a goal or outcome on Dudley, and any progress toward achieving the goals/outcomes can be recorded on Dudley. The instructional supervisor will share the plan and details with each new instructor.

IV. General Faculty Information

A. Faculty Credentials and Professional Standards

The college is committed to student learning and to employing faculty who are highly qualified, dedicated to the community college mission, and who will provide the highest level of collaborative and student-centered instruction. To achieve this goal, the college has established the Professional Standards for Faculty and Academic Administrators to guarantee the establishment of a qualified faculty and its continued improvement. This document describes the role which employees are expected to fulfill, competencies related to successful professional performance, policies for selection and retention of personnel, laws and regulations, and accreditation standards. A copy of the document is contained in the Faculty Credentials folder in Outlook.

B. Salary Schedule

The SFCC Salary Schedule contains information about starting salary levels for employees hired full time, salary ranges for each classification, hourly rates for employees hired part time, and supplemental salary rates. A copy of the SFCC Salary Schedule can be viewed in the Salary Schedule Outlook folder.

When a faculty member completes a degree that will impact his or her placement on the salary scale, the instructional supervisor must be notified at least 60 days prior to the award of the degree. The notification must be in writing with the new transcript attached (*College Procedure # 5061*).

SFCC is an equal access/equal opportunity institution.

(College Procedure #1101)

(<http://www.southflorida.edu/documents/EmployeeHandbook.pdf>)

C. Faculty Contract

A sample of the Faculty Contract is located on the network:
R:\Faculty Manual\Faculty Contract Sample.doc.

D. Faculty Job Description

Faculty at South Florida Community College are professionals whose duties and responsibilities are established in accordance with State Board of Education (SBE) Regulations and SFCC District Board of Trustees policy. These duties and responsibilities include, but are not limited to, the following areas:

1. Instruction

Each instructor shall:

- a) Plan and carry out assigned instructional duties
- b) Teach the number of hours required by the faculty load formula
- c) Supervise students and resolve classroom problems in accordance with college policies and procedures
- d) Demonstrate proficiency in the use of the delivery techniques appropriate to the classroom setting, subject matter, and resources available
- e) Be responsible for evaluating student learning and objective achievement
- f) Explain to the student in writing the methods and procedures of the evaluation process to be used in the course or program taught
- g) Provide the students with prompt feedback and interpretation of the evaluation techniques used in the course or program taught
- h) Use the results of the evaluation techniques for advising students, planning, and course or program revision

2. Professional Development

Each instructor shall:

- a) Possess appropriate credentials as required by Board policy and/or SBE regulations
 - b) Be able to show evidence of having kept abreast of current developments in the discipline or program areas taught
3. Administrative and Supervisory Responsibilities
- Each instructor shall:
- a) Keep appropriate records as prescribed by College policies and procedures
 - b) Keep regularly scheduled office hours for the purpose of being available to students for academic advising and to the administration for appropriate communications
 - c) Adhere to and enforce the administrative policies and procedures of the college
 - d) Exercise good judgment and care in the use of materials and equipment designated for use in the course or program taught
 - e) Assist in the development and implementation of planning and evaluation activities of the college
4. Personal Qualifications
- Each instructor shall:
- a) Adhere to the moral and ethical standards for instructors
 - b) Demonstrate good health and grooming standards
 - c) Demonstrate good attendance and punctuality
5. Faculty/College/Community Services
- Each instructor shall:
- a) Attend college-wide academic meetings and academic official functions which are scheduled by the administration
 - b) Serve on committees as assigned

- c) Maintain good relationships with community agencies and groups and participate when appropriate

E. Performance Evaluation

To help ensure the continuing emphasis on student learning and a collaborative work environment, an annual evaluation is conducted by the supervising department instructional supervisor each spring and documented on the Instructional Faculty Performance Evaluation form. The form is available in the Annual Performance Review folder in Outlook. All evaluations are based on the following expectations of the faculty role:

1. Develops appropriate syllabi or learning plans with outcomes and strategies designed to facilitate quality instruction, assessment, independent learning, and use of instructional resources
2. Communicates in a manner which provides a learning environment conducive to critical thinking and problem solving
3. Presents subject matter thoroughly, using resources and techniques at the appropriate instructional level
4. Exhibits good attendance and punctuality
5. Structures class/lab time effectively, manages student behavior, encourages student success, uses text and learning materials in an appropriate manner and pace to cover course content, and creates a stimulating/successful learning environment
6. Effectively uses stated assessment methods to provide prompt, specific feedback to the students
7. Identifies students needing special assistance and refers them to the Counseling/Advising Department
8. Demonstrates a positive attitude toward the college, its mission, its programs, and its personnel
9. Follows all established policies and procedures
10. Maintains appropriate dress and grooming; exhibits a friendly, helpful, non-discriminatory attitude toward the students; and maintains confidentiality

11. Maintains currency in discipline and related instructional areas
12. Meets/maintains all credentialing requirements
13. Maintains affiliation with appropriate professional organizations
14. Exercises proper care, use, and security of college resources
15. Maintains a safe and secure instructional/office area in a neat and orderly manner
16. Participates in college committees/activities

F. Evaluation Procedures

To ensure that every department/program works to design a student-centered, active learning environment, the instructional supervisor will perform the following duties:

1. Visit one or more classes of the instructor and evaluate the instructor's performance. These may be unannounced visits.
2. Conduct an evaluation conference with the instructor after the class visit in which commendations and/or suggestions for improvement are discussed.
3. Prepare corrective action memos, as necessary.
4. Hold additional meetings with instructors as needed.

G. Evaluation of Instruction

1. Student Evaluation of Instruction
All instructors are evaluated each term by their students using the Student Evaluation of Instruction (SEI) form. The Institutional Effectiveness Department will prepare packets of the SEI forms (one packet per section taught) and distribute them to the instructors near the middle of the fall, spring, and summer terms. During administration of the SEI, the instructor is required to follow the procedures detailed on the envelope.

At the end of the term, after final grades have been reported and recorded, instructors will receive a copy of

the summary evaluation of each of their courses along with the comment sheets completed by each student. These will be received from the faculty member's instructional supervisor who will review the results with the faculty member.

The appropriate dean will receive copies of each instructor's SEI evaluation. The report will indicate composite student assessments of the full-time or adjunct instructional faculty.

2. Annual Service Report

The Annual Service Report, to be completed by each faculty member prior to his or her evaluation meeting with the instructional supervisor, focuses attention on all educational enhancements and professional development each member of the faculty has participated in. With the emphasis consistently on student learning, each faculty member should list all noteworthy activities completed during the year, i.e., courses taken, activities participated in, awards received, workshops attended, speaking engagements performed, committee assignments completed, professional meetings attended, grants written and submitted, new courses developed, major course revisions completed, department studies completed, community service projects engaged in personally or assigned to students, or any other project or activity that may support student learning. Once the Annual Service Report has been reviewed and discussed by the faculty member and the instructional supervisor, it is forwarded to the dean for any further discussion, and then to the vice president for educational and student services for review. A copy will be housed in the Human Resources Department permanent personnel files. The original form is available in the Outlook Forms folder.

H. Technology Training

Each member of the faculty will be conversant with D2L, the SFCC course management system, since it is expected that each course section will have a presence online through this system. Minimally, each section will have the course handouts posted on their course's D2L site. Faculty are also

encouraged to include additional online tools such as discussion boards or making use of the class list. Faculty members must be familiar with other crucial electronic systems: SFCC's Web site; Outlook e-mail and public folders; Dudley; the IP phone system, and other organizational and communication technologies. Basic technology training is divided into four sessions, A, B, C, and D, for a total of eight hours. This technology training is required as a condition of employment and provided by SFCC's eLearning Department. Various other technology training opportunities are available from eLearning throughout the year as well as a 40-hour Technology Institute for faculty interested in online course development. Faculty desiring to teach an online course that is already created must complete levels one and two, totaling 22 hours of combined face-to-face and online instruction.

I. Staff and Professional Development (SPD)

This program, funded by the state and budgeted by the administration of SFCC every year, serves employees as they seek to update skills and to participate in professional activities. Instructors often attend meetings, training sessions, and classes off campus paid for by SPD. If you have such an event, apply for funding by following college procedure #5013. All required paperwork must be completed prior to the event, and all required signatures must be obtained before the paperwork is submitted to the SPD committee.

J. Adjunct Faculty

As with all instructors for SFCC, adjunct instructors must maintain their commitment to student learning by designing a supportive learning environment and providing helpful and thorough feedback to the student.

Adjuncts are subject to the same credentialing requirements as full-time faculty and must complete the appropriate level of technology training assigned by the instructional supervisor in cooperation with the dean. Just like full-time faculty, adjuncts must complete all of the required Human Resources paperwork and go through all of the usual steps to be hired; their performance and evaluation will be guided by relevant duties listed on the faculty job description. An adjunct faculty member may have the same administrative

responsibilities regarding course organization and implementation within the relevant procedures of the specific department. They must be available to students and/or maintain limited, posted office hours, i.e., one hour per course per week. They are invited to attend all academic functions, especially department meetings.

All adjunct teaching assignments are made by an approved Letter of Intent (LOI). The LOI must be initialed by the department instructional supervisor and signed by the adjunct faculty member and the dean. Usually, the LOI is only issued after the scheduling need is certain, and the class has sufficient enrollment. Should the load requirements of a full-time faculty member necessitate it, a section may be reassigned from an adjunct member to a full-time member of the faculty at any time before the start date of the course.

K. Orientation

Each new member of the faculty will attend an orientation session about SFCC. They will be introduced to many of the administrators and other people and subjects important to their effectiveness as an instructor. They will also be lead through several processes such as electronic access to various documents and communication channels. The orientation is typically held the first duty week prior to classes starting.

L. Generated ID Numbers (GID)

The GID will serve as a personal employee identification number instead of the Social Security number. A picture identification card featuring the GID as well as the library access number will be supplied.

M. Teaching assignments

Faculty load requirements and procedures are identified in college procedure #5220. Teaching loads are calculated in accordance with those procedures through the college's administrative software system (Banner). The process for verifying faculty loads is as follows:

1. Regular Load

Load sheets

- a) Load sheets are to be generated no later than the end of the first week of classes for all full-time faculty. Division protocol may vary for generating and distributing load sheets, but all instructional supervisors have access to the electronic load sheet process and may generate them at any time once an academic schedule has been entered in Banner.
 - b) Instructional supervisors are to review the preliminary load sheets for accuracy and determine whether system changes are necessary, such as identifying certain courses as overloads, canceling or re-assigning classes, cross-listing concurrent courses, or if any manual adjustments are needed. It is understood that this process will include faculty input and any needed administrative approvals. The instructional supervisor should work with appropriate staff (i.e. Registration, Human Resources, or a Division administrative assistant) to ensure that changes are entered in Banner. This process will continue until load sheets are accurate and ready for signature by the faculty member, instructional supervisor, dean, and vice president for educational and student services (VPESS).
 - c) Load sheets are due to the division dean one week following drop/add and to the VPESS the following week.
 - d) Fully signed load sheets will be returned to the division office where they will be housed in accordance with college records retention procedures. The division office will provide a reference copy to the Human Resources Department.
2. Overloads
- a) All instructional overloads (courses taught in addition to the full-time faculty load requirements) are to be approved in advance by the instructional supervisor and the appropriate dean.
 - b) Overloads are generally assigned on a volunteer basis; instructor requests for overloads may be made to the instructional supervisor and will be approved only when scheduling needs demand it.

- c) Members of the full-time faculty are limited to no more than two overloads per term (6 credit hours), unless approved by the appropriate dean and VPES. When determining which courses are part of a faculty member's load and which are overload, the courses with the largest enrollments shall constitute the regular load. Overloads shall be clearly noted as such on the Instructor Load Sheet.
- d) The instructional supervisor is required to accurately determine each term all overloads within the department and to secure the appropriate dean's approval. Failure to properly document overloads could result in non-payment.

N. Communication Channels

Communication is essential to the effective operation of the college's three academic divisions; therefore, it is imperative that the principal communication channels be understood and used appropriately.

1. The instructional supervisor is to be contacted in all of the following situations:
 - a) In all discussions regarding course scheduling or when requesting any type of leave.
 - b) In initially posting office hours and in verifying and signing the faculty load sheet that designates the teaching load. Refer to college procedure #5220.
 - c) When evaluating or providing feedback about a textbook. Refer to college procedure #5220.
 - d) When completing course syllabi, in making major changes in the course delivery system or technology, and in making changes in the master course descriptions.
 - e) In matters regarding student attendance and behavior. The college has specific procedures relating to attendance and disciplinary matters; the instructional supervisor is responsible for overseeing the proper execution of these procedures.

- f) In matters relating to general administrative procedures, such as registration, filing of reports, etc.
 - g) As the initial contact between the faculty and the administration.
 - h) In all discussions involving examination proceedings: both the extent and nature of course exams.
 - i) In initiating particular requests on behalf of the instructor.
 - j) Regarding questions related to the college evaluation, promotion, and contract conditions.
 - k) Regarding certification/professional development issues.
 - l) In all matters deemed important by the instructor with which the instructional supervisor can be of assistance.
2. The deans are to be contacted in all of the following situations:
- a) In questions regarding college policies or procedures after initial consultation with the instructional supervisor
 - b) When college appeal procedures require attention to a particular matter
 - c) As an arbiter in all administrative disputes between the faculty and instructional supervisors
 - d) When grade changes are initiated by an instructor
 - e) In all cases when the instructional supervisor is unavailable
 - f) In questions regarding faculty evaluations
 - g) In all cases involving requests from faculty regarding professional or administrative reassignment

O. Faculty Meetings

Division faculty meetings are held regularly on the Highlands Campus. In addition, most departments of the college meet

periodically. Should a faculty member be unable to attend faculty meetings, he or she should make sure to communicate with the appropriate dean and/or instructional supervisor.

P. Faculty Organizations

In order to foster the professional growth and advancement of its faculty, the college recognizes and encourages faculty participation in organizations. All clubs/organizations are established in accordance with college policy. Participation in faculty organizations is not to interfere with staffing or instructional duties.

1. Florida Association of Community Colleges (FACC) is the statewide organization providing professional development activities and representation with the Florida Legislature. Membership is voluntary and widespread among college employees. The college chapter of FACC annually elects officers and conducts staff development, fundraising, and social activities.
2. All full-time faculty members are automatically members of the Faculty Council. The Faculty Council meets monthly during the fall and spring terms and serves as a forum to discuss faculty issues, to present faculty concerns, and to offer recommendations to the administration. Refer to college procedure # 2201.

Q. Committees

All members of the full-time faculty must serve on at least one of the college's standing committees. These committees provide the faculty with the opportunity to participate in the governance of the institution. From time-to-time, ad hoc committees or task forces are developed to serve a special need, and faculty may be appointed to serve on these committees as well. The Learning and Student Success Committee serves as a clearinghouse for all proposals having to do with student learning and, therefore, as an umbrella over the rest of the academic standing committees. It coordinates with its standing committees, including Academic Quality, Curriculum, eLearning, and Student Success. Certain other committees have college-wide or task-specific responsibilities: Staff and Professional Development,

Academic Appeals, Special Exceptions, Technology, and Web Development. Refer to college procedure #2180.

R. Faculty Awards

1. The college has a financial award program for faculty, the President's Award. Members of the faculty who were selected for the President's Awards the prior year shall serve on the annual selection of the President's Award recipient. All faculty members are invited to nominate their colleagues for the President's Awards.
2. Selected departments have endowed chair programs that recognize outstanding faculty members and provide them with the resources to engage in professional development activities that benefit their department and the college. Eligible faculty members are encouraged to submit their application for endowed chair consideration to the Faculty Council. Refer to college procedure #2170.

S. Security and Safety

To ensure a safe and secure learning environment at SFCC, each employee must assist the campus community with some general security practices.

Be Alert! If something looks out of place, doesn't seem right, or draws your concern, please report the matter to:

Campus Security (863) 453-0806
(Highlands)

Campus/Center Director
Hardee (863) 784-7060
Lake Placid (863) 784-7080
Desoto (863) 784-7040

College Switchboard Extension 0

1. Always keep Security or the campus/center director's phone numbers handy or pre-programmed in your cell phone.

2. To help prevent loss, secure valuables when they are unattended by locking doors, desks, and filing cabinets. If you were issued a classroom key, please secure the room when the lesson has been completed. Please report all losses to Security.
3. Safeguard the keys provided to you by the college; never lend keys to others.
4. If you need to access the college after hours (Monday through Friday, 10 p.m.-7 a.m., or on weekends), contact Security upon your arrival and inform them of your location and expected departure time, even if you have your own keys to the facility. This will help ensure your own personal safety. Notification is not necessary if you are teaching a scheduled class or participating in a scheduled event.

The Security team on the Highlands Campus is available 24 hours a day, 365 days a year. DeSoto and Hardee campuses and Lake Placid Center are staffed Monday through Thursday, 8 a.m.-9:30 p.m., and on Fridays, 8 a.m.-5 p.m. If an emergency should arise outside of these hours, call the Highlands Security Office and assistance will be provided. Campus safety is also a key element. Please report any safety concerns to the Risk Management coordinator at ext. 7219. All concerns will be investigated and addressed.

5. Communication in an emergency is critical. In the event the campus family needs to be notified of a developing incident, SFCC has installed IP phones equipped to deliver verbal messages broadcast simultaneously across our campuses. Phones are also available inside the classroom SMART podiums. Mass e-mail is also a popular tool used frequently to communicate information to faculty and staff. SFCC has numerous other communication tools which can be used to convey messages, i.e., radio, TV, electronic signage, the college Web site, etc.
6. In the event of a building evacuation, please be sure you are familiar with your escape routes. Egress diagrams are posted in each classroom. Assistance should always be provided to students and staff with disabilities.

T. Medical Emergencies

In the event of illness or accidental injury to a student or staff member at a college site, a report should be made to the faculty member or administrator nearest to the scene. The faculty member or administrator will form an opinion whether the illness or injury is life threatening and requires an immediate call to 911. If it is determined that EMS is required or the injured party has requested EMS, call 911. Please remember to provide EMS with the correct building and room number. Immediately following the call, contact the Switchboard or Security, or the campus/center director and provide the same information. This will expedite the arrival of assistance.

If the injury is not life threatening, contact the Switchboard or Security or campus/center director for first aid and assistance.

First aid kits are located throughout the college. If first aid is needed and a kit cannot be located, call Security and they will arrive on site with a kit for use. First aid kits will be maintained and restocked by the area supervisors.

A First Report of Injury or Illness form should be completed within 24 hours for all medical incidents. Reports can be obtained from Security, the risk management coordinator, or the controller. The form must be completed by Security, supervisors, risk management coordinator, or campus/center directors. If the injured party is employed by the college, the Human Resources – benefits coordinator must also be informed of the incident prior to the employee seeking further medical treatment beyond basic aid from a first aid kit or emergency life saving treatment. Medical treatment may be withheld by a hospital or primary care provider without First Report of Injury or Illness documentation due to workmen's compensation regulations.

U. Good Samaritan Law (768.13)

This law protects any person, including those licensed to practice medicine, who gratuitously and in good faith renders emergency care or treatment either in direct response to emergency situations related to and arising out of a public

health emergency, a state of emergency or at the scene medical equipment, without objection of the injured victim or victims thereof, result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

V. Resources

A. eLearning onlinehelp@southflorida.edu

Located on the first floor of the Learning Resource Center (LRC), eLearning is available to assist faculty in enhancing classroom presentations by providing appropriate technology, technology training, multimedia resource development, instructional design assistance, as well as electronic course and system management. The eLearning Department provides the following services:

1. Educational Software Applications Administration and Information (D2L, MySkillsTutor, Derive, Plato)
2. Research and selection of new and appropriate technologies for instructional purposes
3. Technology training
4. eLearning course coordination, instructional design, and management (online, Web-based, hybrid, and two-way television)
5. Course management system development and administration; user support for instructional applications and technologies
6. eLearning quality evaluation
7. Learning Object Repository (LOR) development and administration (The Orange Grove)
8. Video production, editing, and duplication
9. Multimedia resource production and presentation for instructors and students, with 72 hours' advance notice
10. Satellite system administration
11. Panther Network administration

12. Instructional resource management

B. Library Services

Located on the second floor of the Highlands Campus, in the LRC and at each campus/center, the Library provides a wide range of services including an online catalog, electronic databases, interlibrary loan, reference assistance, and instruction. LINCCWeb (www.linccweb.org), which includes the online catalog, MyAccount, and electronic databases, can be accessed from any computer with Internet access. Besides the large print collection available at the Highlands Campus, print collections are available at the DeSoto Campus, the Hardee Campus, and the Lake Placid Center. Most library services are available at each campus/center library.

Faculty members are encouraged to set up appointments for class orientations and/or subject-specific instruction to increase information literacy across the college. Instructors are also encouraged to send copies of their syllabi to the reference staff so they can be aware of assignments and be able to better serve students. Members of the faculty are issued a college photo ID, which is also their library card and needed to check out materials, access the electronic databases, and use interlibrary loan services.

A quality collection is the foundation of any library. The Library staff welcomes recommendations of print or non-print learning materials to add to the collection, or of materials that should be removed because they are obsolete or damaged. Refer to college procedures #2066 and #2068.

C. Tutoring and Learning Center (TLC)

Our job at SFCC is to make learning meaningful and useful to students. The TLC provides a warm and inviting environment to house all the resources that will support learning under one roof—technology, support staff, and friendly tutors who are ready to assist students in learning. Tutoring services are free to all SFCC students. We want our students to feel comfortable and welcome in the TLC and know that this is a place where they will always receive help and support.

The TLC is located on the first floor of the LRC. The staff members in the TLC are available to assist students in identifying computerized learning resources, as well as suggest different software that may help students with time management, study skills, research, basic skills, or classroom assignments. The Open Learning Lab allows students easy access to computers and assistance with basic learning needs. The Mathematics Lab and Writing Lab are staffed with tutors, faculty who hold office hours in the labs, and with support staff who assist students with questions. The TLC serves all our students, whether high school completion, technical, or college transfer.

D. Audio-Visual Services

Information Technology (IT) and eLearning provide technical support for classroom technology and assistance with video, teleconferencing, two-way television, and Web conferencing. If needs are equipment-related, IT is the contact; if needs are multimedia-related, eLearning is the responsible department.

1. IT staff provides planning, technical support for Smart classrooms and other media needs for all sites. Classroom support includes
 - a) troubleshooting of podium technical components
 - b) training on the use of the podium
 - c) assistance with presentations (insuring that the presentation can be viewed from CD, DVD, computer, or USB device)
 - d) media cart support for classrooms without permanent media technology
2. IT staff is responsible for the research, selection, and support of appropriate instructional media technology to enhance the learning environment. The responsibilities include
 - a) assisting in the design and selection of instructional facility media technology
 - b) overseeing installation and implementation of media equipment by vendors

- c) supervising repair and maintenance of media equipment
 - d) maintaining an inventory of media equipment available for short or long-term loan to faculty and staff
3. The eLearning staff is responsible for video, teleconferencing, and Web conferencing service. The services are located at the eLearning Center which is open to everyone, private and public alike. The IT staff is responsible for the technical aspects of each session. College procedure #2067
 4. Instructional Technology and eLearning staff are available Monday through Friday, 8 a.m. – 5 p.m. Hours may vary depending on need. After-hours service is only available for emergencies that may happen in scheduled classes and events. Evening classroom support is available for media equipment (projectors, Smart podiums, document cameras, podium computers) Monday through Thursday, 5 p.m. – 9 p.m. Support for events requires prior scheduling with the IT Help Desk.
 5. To place a service call during normal working hours, please call ext. 7462 or e-mail the Help Desk, helpdesk@southflorida.edu. You will be required to furnish your name, telephone number, location, SFCC property #, and the nature of the problem.

E. Requisition of Materials/Supplies

1. Each department is provided with an annual budget for materials and office supplies. Faculty are urged to participate in the budgetary request process by making known to their instructional supervisor when annual budget requests are being prepared. Special consideration shall be given to budgetary requests that are included in the college Strategic Plan or Unit Action Plan in response to assessment findings. Departments must stay within allocated budgets for materials and supplies. If modifications to budgets are needed, the instructional supervisor will work with the dean to identify available resources.
2. Office supplies are purchased in departmental accounts through Office Depot or the SFCC Bookstore. Most day-to-day, small quantity items are in the Bookstore. For large quantities and items not in stock, office supplies should be ordered through Office Depot. The Bookstore maintains a list of employees authorized to charge items to their department cost center. Your supervisor may authorize you to purchase items in the Bookstore, from Office Depot, or establish other procedures for your department.
3. All purchases should follow the college's procedure for procurement, college procedure #4040. Cut-off dates for making purchases are set by the controller and purchasing activity is usually limited from the day after graduation through June 30.
4. If the monetary value of materials exceeds \$750 or the supplies are needed for a project, the funding request will follow the capital outlay process. This process usually requires planning before the need arises and consideration in the Unit Action Plan for funding approval. See your instructional supervisor for further information.

F. Instructional Aides

Instructional aides may be authorized in teaching labs or lab-like classes to assist the instructor. When enrollment in such classes contains 51 percent or greater dual enrollment students and meets or exceeds 21 students, or enrollment in

such classes contains 51 percent or greater adult students and meets or exceeds 25 students, one instructional aide may be assigned. Any instructor or unit may submit a request for a work-study student. For more information, contact the Office of Financial Aid. Refer to college procedure #3234.

G. Counselor Assistance

1. In an effort to improve persistence and learning, the Advising and Counseling Department has initiated the Counselor Assistance Request form to be used by faculty in referring students who may be exhibiting habits or behaviors that will negatively impact student success. An instructor has a unique opportunity to enhance student success and support student learning, and each faculty member can enable the Counseling and Advising Department to respond to student needs. When a faculty member refers a student, a member of the Advising and Counseling staff will contact the student to discuss issues with attendance, study/work habits, and self-defeating behavior. The counselor may recommend that the student seek further counseling beyond what can be provided on campus. Students who present serious discipline problems should be referred to the dean of student services. Consult your instructional supervisor for direction in using these services.
2. The Florida Academic Counseling and Tracking for Students (F.A.C.T.S.) System (www.Facts.org) is a comprehensive, interactive, one-stop shopping system where current and prospective students, parents, faculty, advisors, and other interested individuals can receive information online. Academic advising, admissions information, career resources, financial aid information, and registration/records information are available online. All Florida public, post-secondary institutions have an Internet site. Anyone interested in accessing F.A.C.T.S. should contact the Advising and Counseling Department.

H. Additional Resources

1. Copying Services

Photocopying services are available at most college sites. Special arrangements must be made for Lorida and the Teacherage. Contact your division or campus administrative assistant for copy service information. Faculty are encouraged to place print resources on the course home page in Panther Central for ease of access when possible or to work with the Bookstore for shrink-wrapping and sale of handouts. If help is needed assistance placing handouts in a D2L course site, contact onlinehelp@southflorida.edu.

2. Computers

Computers are available for all faculty including adjunct faculty in the Arts and Sciences Adjunct Faculty Office in Building B, Dental Education area in Building T, Health and Science Education Center, Building I, Public Service Academy, SFCC Crews Center, Learning Resources Center, at the DeSoto and Hardee Campuses, and Lake Placid Center. All aspects of the SFCC Technology Usage Guidelines must be followed.

3. IT Department

The IT Department (IT) supports a wide range of selected hardware and software: IP telephones, Microsoft Office, Outlook e-mail, Banner, Dudley, and others. Requests for new technology must be approved by IT. IT has a list of approved hardware and software. If you have software you would like to have installed on your SFCC computer, contact helpdesk@southflorida.edu.

4. Telephones

IP telephones are provided in each office and classroom electronic podium so that emergency announcements can be broadcast to all locations simultaneously. Training on IP phones will be provided to all new employees.

5. Outlook E-mail and Scheduling

Microsoft Outlook is the provider for the college's e-mail system. Each new faculty member will receive an e-mail address for work use. You will then have access to

public folders on Outlook, and this virtual space contains most forms. It also contains agendas and minutes from all SFCC committee meetings.

6. Room Reservations

When planning a campus event, check room availability and make reservations by calling ext. 7417.

7. Telephone Messages

Emergency messages that come to the switchboard or to an office on campus will be delivered to the appropriate classroom. Information about a student's or employee's specific location on campus must never be shared. Privacy will be protected at all times.

8. Mail

You may be assigned a mailbox. Please check your box regularly. Outgoing mail is processed daily at 3 p.m. A daily courier service delivers inter-office mail to and from the Highlands Campus and the other campuses/center. The courier's load is limited by weight, so check with your instructional supervisor for specific limitations.

9. E-mail

The majority of college and unit information is sent via e-mail. You will be assigned an e-mail address and provided with training. Contact helpdesk@southflorida.edu with any problems.

10. *College Catalog*

You are encouraged to become familiar with the SFCC *College Catalog* published annually, where important dates and specific academic information are located. The *College Catalog* is available online, <http://www.southflorida.edu/student/resources/catalog/>.

11. *Student Handbook*

Policies concerning student behavior, rights, services, and requirements are explained in the [*SFCC Student Handbook*](#). Please encourage your students to obtain a

copy from the Advising and Counseling Department or online. All faculty should be familiar with the contents of this document.

12. Key Online Resources

Florida Internet Resource Network

<http://www.firn.edu/>

Florida Association of Community Colleges

<http://www.facc.org/>

VI. Curriculum

A. Textbook Adoption

The instructional supervisor is responsible for selecting/adopting texts each term. Summer and fall term book adoptions are due by April 15 and spring term book adoptions are due to the Bookstore by Oct. 15. No fewer than 30 days prior to the beginning of each term, text adoptions will be listed by the Bookstore manager on the Bookstore Web site. Refer to college procedure #4041.

1. Textbooks adopted should:
 - a) Support achievement of course learning outcomes
 - b) Be adaptable to a variety of learning styles
 - c) Be consistent with reading levels appropriate for student use
 - d) Promote high-order thinking
 - e) Provide objectivity, be free of bias and prejudicial content
 - f) Represent a good value for the student
2. Adoption of course texts shall use the following procedures and guidelines:
 - a) Texts shall be adopted by the departmental faculty and used for a period of at least three years or until the edition changes.
 - b) Faculty may not select alternate or additional texts without the permission of the instructional supervisor and dean.

- c) Adopted textbooks must conform to college-level expectations and requirements, such as readability and content.
 - d) Faculty will consider student financial concerns in adopting texts and not require excessive numbers of texts. All items that are identified as required for each class, particularly items sold as part of a bundled package, need to be used in class by all instructors.
 - e) It is the responsibility of the faculty to communicate directly to the instructional supervisor all concerns and recommendations regarding text selection, changes, and procurement.
3. Faculty and staff may do the following:
- a) Receive sample copies, instructor copies, or instructional materials.
 - b) Receive royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - c) Receive honoraria for academic peer review of course materials.
 - d) Receive fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks or related support materials.
 - e) Receive training in the use of course materials and learning technologies from textbook representatives.
 - f) Print/copy short documents and other material for specialty classroom use. The originator of any course packet will obtain the necessary copyright permissions.
4. Faculty may NOT:
- a) Demand or receive any payment, loan, subscription, or advance
 - b) Deposit of money, service or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction

- c) Sell any sample copies, instructor copies, or instructional materials, if they are specifically marked as free samples not for resale
- d) Sell academic materials, including texts, supplementary texts and other materials directly to students

B. Course Development and Improvement

Course development and improvement are an ongoing continuous quality improvement process at the college. Instructors, chairs/program managers, deans, and other responsible personnel are encouraged to maintain an ongoing review of the current offerings and to recommend changes or new courses to meet student and community needs and improve learning.

1. Laboratory and Course Fees

- a) All laboratory and course fees must be approved through the regular course approval procedure and go through the Curriculum Committee, Learning and Student Success (LASS) Committee, the VPES, the President's Council, and the District Board of Trustees (see below for further explanation).
- b) All new courses and programs, major modifications, and fee changes must be based upon demonstrable needs, as determined by needs assessment information and identified support resources.
- c) All proposals for new courses, new programs, major courses or fee changes must be processed through the coordinator of curriculum support (ext. 7488) and follow the procedure outlined below.
- d) Course offerings and fees are reviewed annually. This is the responsibility of the instructional supervisor, who submits to the dean an annual report specifying all recommendations regarding new course offerings and fees.
- e) The instructional supervisor may recommend the deletion of courses that are not or will not be offered within the next five-year period from the SFCC *College Catalog*.

- f) Course development must proceed in accordance with existing articulation agreements and applicable state statutes and regulations.
2. Procedures for Curriculum Changes:
- a) Prior to developing new courses or programs, faculty should contact Curriculum Support. If the new curriculum will require an articulation agreement (or an amendment to an existing agreement), contact the associate dean for enrollment management and university relations.
 - b) The instructional supervisor will be responsible for ensuring that all curriculum change proposals are complete, accurate, documented, and follow all applicable policies and procedures.
 - c) When developing a new course or program, the New Course Proposal form or New Program Proposal form must be completed and submitted to the dean and VPES for review and approval prior to its submission to the Curriculum Committee for consideration.
 - d) A member of Curriculum Support will assist faculty in the development and collection of information for the new course or program approval forms.
 - e) After review and approval by the dean and VPES, proposals/forms will be sent to the Curriculum Committee for review and approval. The Curriculum Committee may approve, ask for additional information, or deny the application. Approved curriculum changes made by the committee will be sent to the LASS Committee, the VPES, and then to the President's Council for administrative approval.
 - f) Proposed curriculum changes will be submitted to the SFCC District Board of Trustees for final approval.
3. Procedures for Fee Changes:
- a) The instructional supervisor will be responsible for ensuring that all fee change proposals are complete, accurate, documented, and follow all applicable policies and procedures.

- b) Fee changes may be recommended on the New Fee form.
- c) After review and approval by the instructional supervisor and dean, the forms will then be sent to the Curriculum Committee for review and approval. The Curriculum Committee may approve, ask for additional information, or deny the application. Approved fee changes made by the committee will be sent to the LASS Committee, the controller and the VPES.
- d) Proposed fee change will be submitted to the District Board of Trustees for final approval.

C. Special/Directed Independent Study (SIS/DIS)

Special Independent Study (SIS) and Directed Independent Study (DIS) are used at the college under special conditions. DIS courses are specially designed by faculty when no regular college course is available. This allows a student to pursue special topics within an academic discipline under the leadership of a qualified member of the faculty. DIS courses are formally scheduled as any other course within a specific term and may be scheduled on a Cooperative Education (Co-op) basis. They are usually designated by the Common Course Number 2949, for example, PSY 2949 Co-op Education Training Assignment in Psychology or by the number 2905, for example, HIS 2905, Directed Study in Local History.

1. A Special Independent Study course (SIS) involves a student enrolling in a regular college course on an independent basis. This is permitted when the student is unable to register for a needed course because of one of the following reasons:
 - a) Medical or other problems prevent the student from attending regular classes.
 - b) The student is in his or her last term and the course(s) needed for graduation is/are not being offered.

- c) The course for which the student registered was canceled due to insufficient enrollment and no other section is available.
 - d) The student has experienced an unexpected event or problem beyond the student's control during the course itself and wishes to transfer to SIS to complete the course.
2. The following conditions govern all Independent Study courses:
- a) A maximum of 15 **semester hours** may be earned through Independent Study.
 - b) A registration form obtained from the registrar must be submitted to the appropriate dean for initial approval and selection of a faculty member.
 - c) The faculty supervising the Independent Study must comply with the following regulations:
 - (1) Complete and have the SIS/DIS form approved (see the "Sample Forms" section)
 - (2) List all assignments required of the student
 - (3) Describe and follow the grading policy
 - (4) Note all sessions in which attendance will be required
 - (5) Ensure that the course outcomes are met
 - (6) Submit the grade to the registrar in the approved manner
 - d) The department instructional supervisor must sign off on all forms.
 - e) Faculty will be paid according to the Salary Schedule for each DIS/SIS/Co-op student they supervise.

D. Cooperative Education

Credit through Co-op experience is available at the college. All students desiring to engage in a Co-op project must obtain a faculty advisor or sponsor who agrees to work with them. Faculty advisors are paid the Salary Schedule rate per

student upon the completion of the Co-op experience. Proper authorization and approval must be obtained through processing the appropriate forms. For additional information contact the Campus Career Center director at ext. 7411.

The following procedures are required for a Co-op project:

1. The student and instructor must establish specific project objectives that are measurable and appropriate.
2. The employer or external supervisor agrees to evaluate the student's efforts during the project.
3. The instructor agrees to a number of site or project visitations.
4. The Co-op proposal will contain specific procedures as to how the particular objectives will be met.
5. The instructor assumes full responsibility for assuring that all Co-op forms are properly processed, completed, and signed by appropriate personnel.
6. Students are limited to a maximum of seven Co-op courses.

E. Credit by Experience

Students may earn college or occupational credit through the process of credit by experience. The available mechanisms that the college uses are College Level Examination Program (CLEP) tests, the Advanced Placement (AP) test, the International Baccalaureate (IB) program, DAN TES, business and military programs included in the American Council on Education (ACE) Guide to the Evaluation of Educational Experience in the Armed Forces, and SFCC-developed procedures.

The procedure consists of the following steps:

1. The registrar pre-screens the student's request to determine the student's eligibility.
2. A full-time faculty member reviews the student's portfolio or performance demonstration.

3. The instructor determines whether or not the student has the competencies or knowledge/learning outcomes of an existing college course. If the instructor determines that a student has demonstrated a course's outcomes, he or she will recommend the award of the appropriate credit. Instructors who perform this service for students are paid a fee according to the Salary Schedule.

VII. Classroom Management

Learning is the essence of the educational process. The college expects academic competence, pedagogical initiative, creativity, the application of successful learning activities, administrative assistance, and compliance with, and execution of, all applicable policies and procedures from its instructional faculty. Additionally, a commitment to continue educational advancement and professional growth is expected of the faculty. In return, the college provides adequate working conditions, appropriate compensation, encouragement, support, and academic freedom.

SFCC's primary purpose is to ensure student learning by defining measurable outcomes and then designing an active, supportive, engaging, and rigorous learning environment for students.

A. Registration

Class rosters, class schedules, students' academic history, and other records can be obtained through the Banner program. Contact eLearning to arrange for training in the use of this program.

Last date to drop with a refund is noted in the college schedule calendar for each term and is listed in the SFCC *College Catalog* academic calendar.

The fall, spring, and summer terms are divided into two flex sessions. Those in fall and spring are eight weeks long, and those in the summer are six weeks long. The college schedules regular courses during these shortened terms. All flex session courses are subject to the following regulations.

1. Flex session courses are scheduled by the instructional supervisor and are published online.

2. The instructional supervisor must secure approval of the instructing faculty member prior to scheduling the course if the course is taught on an overload basis.
3. Flex session courses represent a new term with new section numbers, and, therefore, instructors are entitled to receive compensation as determined by college policies.

B. Classroom Records

Faculty shall maintain classroom records of student performance for a minimum of two years. These may include such documentation as assessment outcomes and grade books. Instructors' grade books must be retained for a minimum of two years to aid in resolving future issues. Course materials should be filed with the appropriate dean when faculty members terminate employment with the college. All materials required for completing Incomplete Grades are to be given to the instructional supervisor when the faculty member will not be on duty the next term or when leaving the college. Withdrawal dates and last day of attendance must also be documented.

C. Grading and Grade Changes

If an instructor has any problems entering grades or accessing the Incomplete Grade Report, please call ext. 7105 or e-mail hollywoodj@southflorida.edu

Grade roster(s) can be accessed through Benner or through your D2L coursesites. Faculty must enter grades into the database system each term according to the time/date deadlines published in the SFCC *College Catalog*.

Grades of W, I, F, N, and U must have a last date of attendance (LDA). For withdrawn students, the date to enter in the Last Date Attended column is the same as the date appearing in the note below the student's name. For I, F, N, and U, use the last date of the term/session (see *College Catalog*).

1. The instructional faculty is responsible for issuing grades. Grades shall be assigned in accordance with the college grading policy seen below and as stated in the course syllabus. The grades that faculty may assign are as follows:

Grade	Percent	Definition	Quality Points
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Average	2
D	60-69	Passing	1
F	0-59	Failure	0
I		Incomplete	
N		No Grade	
W		Withdrawal	
X		Audit	
S/P		Satisfactory/Pass	
U		Unsatisfactory	

2. No minuses (-) or pluses (+) are used in final course grades.
3. The following guidelines shall be used in assigning the grades:
 - a) A, B, C, D, and F Grades: Students will be assigned these grades consistent with their performance based upon the course grading policy and the quality points as noted above.
 - b) I Grades: The instructor must complete an Incomplete Grade Report for each I grade and turn it in to the Records Office. This form is found in Outlook. Students who have participated throughout the term but are unable to complete all course requirements (such as a term paper, project, or final exam) because of illness or other extenuating circumstances may request a grade of incomplete. If a student receives an I grade, he or she will have six weeks from the beginning of the next college term to make up the work in the course as outlined on the Incomplete Grade Report. If the student does not complete the assigned work, the grade is automatically changed to the grade listed by the instructor on the Incomplete Grade Report. Incomplete grades in competency-based programs are governed by the appropriate departmental policies.

- c) N Grades: The grade of N is used in courses that are completely competency-based (normally, clock-hour occupational courses) and may not be assigned in college credit courses. The "N" signifies that the student is making progress toward completing the competencies of the course, but has not reached a point at which a grade may be assigned. It is non-punitive in that it does not count against a student's GPA. For athletic purposes only, it will be calculated as a C when determining eligibility for student athletic activities.
- d) W Grades: A grade of W is assigned when a student withdraws or is withdrawn from the course. The instructor may withdraw a student for academic or attendance reasons. Students may withdraw up to the Last Day to Withdraw. Refer to the SFCC *College Catalog* for details on this process. Students in their third attempt in a course must be assigned a grade of A, B, C, D, or F. If a student has not attended a class by the last day to drop classes with refund or change audit status, the instructor must report the student as a No-show. Refer to the SFCC *College Catalog* for additional details.
- e) X Grades: The grade of X is used as the final grade for a student who has taken the course for audit. Students may register to audit a course or may switch to audit up to the Last Date to Change from Credit to Audit published in the academic calendar in the SFCC *College Catalog*. After this date, students will be locked into credit or audit status. The instructor must determine the requirements for audit students. These may range from no requirements to attendance and/or ungraded assignments.
- f) S and U Grades: "S" stands for satisfactory and "U" for unsatisfactory. These grades may only be assigned in non-credit courses such as Adult Education, Community Education, or Corporate and Continuing Education and certain occupational courses such as clinical experiences.
- g) A., B., C., D., F.: Grades followed by a period are awarded in a college preparatory class.

4. Only the faculty of record is authorized to initiate changes in permanent grades (unless the faculty member is no longer available). A grade becomes permanent once it is rolled into academic records by the registrar. Permanent grades may be changed by the faculty of record using the Change of Permanent Grade form. This form is used when (a) the grades were entered in error (the instructor incorrectly calculated or marked the grade) or (b) for other reasons carefully documented in writing on the Change of Permanent Grade form by the instructor. All requests for changes in permanent grades must be submitted to the instructional supervisor and appropriate dean before submission to the VPES for final approval. The college administration reserves the right to deny requests for permanent grade changes due to insufficient or inappropriate justification. Requests for changes in permanent grades will not be honored for providing a student an opportunity not provided to all students in the course such as (i.e., retaking exams or submitting late assignments).

D. Student Grade Appeals

If a student questions his/her grades for any reason, the following procedure is to be followed:

1. The student is to meet with the instructor within 15 working days after the grade is issued to discuss the matter.
2. If not satisfied, the student may request a meeting with the instructional supervisor within five working days of meeting with the instructor.
3. If meeting with the instructional supervisor does not resolve the matter, then the student may write a petition to the appropriate dean within five working days.
4. The written petition must describe the problem in detail and explain why the student believes that his/her rights have been violated.
5. If the dean doesn't support the petition, the student has five working days to appeal in writing to the VPES.

6. The VPES makes the final decision to approve or deny the request for grade change. The VPES will review the materials in question and/or discuss the issue with the faculty member, the dean, and the student(s) involved. The VPES's decision may include: (1) upholding the grade assigned, (2) requiring the student to repeat an assignment, or (3) requiring that the grade be changed.

E. Course Syllabus

A course syllabus represents a contract between the college and the students in the course. It is an important document that should be prepared carefully, thoroughly, and reviewed/updated every term the course is taught. A copy of the written syllabus must be reviewed by the instructional supervisor/appropriate dean every term and made available to each student at the first class session of a course. A syllabus template is used for college credit courses.

1. A course syllabus must contain the following information:
 - a) The course prefix; number; title; meeting days, times, and location; the instructor's name, office location, office hours, telephone extension, and e-mail address
 - b) All texts and related course materials, required or recommended
 - c) The catalog description of the course and student learning outcomes, college-wide and course-specific
 - d) The class attendance policy
 - e) The grading and examination policy
 - f) Information detailing all class assignments, their nature, frequency, how evaluated, and due dates
 - g) A statement describing the calculation of the final grade
 - h) An outline of essential material to be covered and a schedule of when the topics will be discussed

- i) The course policy regarding cheating/plagiarism and inappropriate classroom behaviors and how they will be dealt with
 - j) The course attendance and tardy policies
 - k) The college policy regarding visitors in the classroom
 - l) The college policy regarding observance of religious holidays
 - m) The students with disabilities policy
 - n) Other content as prescribed by the appropriate dean
2. There are a number of other optional information items that faculty may wish to include in a syllabus. These include, but are not limited to, the following:
- a) A list of significant college dates for the term, i.e. holidays and Last Date Withdraw with a W
 - b) An explanation of the purpose of the course, i.e., how it fits into the student's overall education program and/or life
 - c) Important, relevant Web addresses.
 - d) Classroom meeting times
 - e) Any guest speakers
 - f) Smoking, eating, and drinking prohibitions
 - g) Examination dates and/or rules
 - h) Student evaluation of instruction

F. Classroom Meeting Times

Faculty are to meet all classes at the scheduled times. Classes must be conducted for the full time allotted. Classroom activities should be scheduled in a manner that activities minimize early release.

Should a professional activity require the faculty member's absence, alternative arrangements should be made so that the students may meet during class time. Assignments in D2L are only appropriate if the class is designated from the

beginning as a hybrid course or if the instructor has ascertained that the students are able and willing to have class sessions online. Possible alternative arrangements may be available through the LRC or the Career Center; consult with the instructional supervisor for further information.

G. Class Rosters

Class rosters can be obtained through Panther Central from the faculty tab. Instructors should check the roster against the students present. Any student present, whose name does not appear on the roster, should be directed to contact the Registration Office prior to the next class meeting. If a student's name appears on the roster but the student is not in class, the student should be reported as a No-show during the appropriate No-show reporting period, typically the second week of the term.

Faculty members may not allow unregistered students to attend class. Unregistered students should be directed to bring their situation to the attention of the Registrar immediately. No visitors are authorized to be in the classroom, including children of students.

H. Guest Speakers

If you plan to invite an outside lecturer or resource person to your class, the instructional supervisor's approval must be obtained prior to final arrangements.

I. Classroom Access

On the Highlands Campus, classrooms may be opened just prior to the beginning of a session. If the classroom is not open, an instructor should personally contact the Switchboard by dialing 0 from a college phone or going to the Switchboard office located in the lobby of Building B. If a Switchboard operator is not on duty, contact Campus Security at (863) 453-0806. Someone will be dispatched immediately to unlock the door. At the DeSoto or Hardee Campus or the Lake Placid Center, check with the campus/center director for instructions.

If a key is necessary, the appropriate instructional supervisor or campus/center director will request that one be issued. An instructor will sign for responsibility of the key. As a key

holder, the instructor is responsible for securing a classroom at the end of each session. An instructor will be assessed a \$15 per key fee for any lost. After the term, the key will be held by the instructional supervisor or the campus/center director until it is needed again.

J. Smoking, Eating and Drinking

Smoking, eating, and/or drinking (except water) are prohibited in classrooms. In addition, smoking is prohibited in any building and in any outdoor areas where signs are posted that prohibits smoking. Please remind students of these rules. A cafeteria is available on the Highlands Campus in the Joseph E. Johnston Student Center, serving a variety of foods for breakfast and lunch. Vending machines are also available during the day and evening at each college campus/center.

K. Visitors in the Classroom

Only registered students, faculty, appropriate employees, and approved guests are allowed in the classroom or laboratory. Children are not allowed in the classroom. To minimize interruptions to the educational process and for insurance purposes, family members and friends of students are not allowed in the room. If a need arises requiring that a student be contacted during class, visitors should report to the appropriate dean or campus/center director. The dean or director will arrange to contact the student. After business hours, contact Security.

L. Examination Procedures

All course exams are to be scheduled by the instructor. The following factors should govern exam administration:

1. All exams (except "pop" quizzes) should be in accord with an exam schedule published in the course syllabus.
2. Exams should conform in style and format to published syllabi information.

3. All exams should employ effective test and measurement standards and practices. Exams should be developed according to the instructors' assigned purpose and materials/content/skills covered. Items included on exams must be college-level in nature and/or appropriate for the competencies of the course.
4. Plagiarism/cheating policies for each course should detail particular penalties for academic dishonesty. This policy must be in the course syllabus and may be verbally stated at the time of the exam. The course policy must be consistent with the college policy.

M. Use of Copyright Material

Copyrighted materials may not be published for distribution outside the educational classroom or for sale. Refer to college procedure #1140.

Faculty/employees may author or develop materials on their own time and with their own resources and retain full ownership. However, any materials or products developed in whole or in part with college resources or time may be totally or in part the property of the college. Faculty who have questions should consult with the vice president for administrative services and/or review college procedure # 1160.

N. Academic Freedom

At South Florida Community College, the faculty are free to pursue and convey knowledge in their area of special training and expertise, subject to college, state of Florida, and federal policies, procedures, laws, and the code of ethics for professional educators. Refer to college procedure #3010.

VIII. Student Issues

A. Students with Disabilities

Students with documented disabilities who desire accommodation under ADA must register with Advising and Counseling's disability specialist who will report the disability to the instructor at the beginning of the course. Members of the faculty must include the college disabled student policy in their course syllabus. Failure to notify the disability specialist and faculty member at the beginning of a course may disqualify a student from special services/considerations. Many students with disabilities do not wish special accommodation and a faculty member should not attempt to provide it without notification by the disability specialist as this may embarrass the student. Likewise, faculty should not accommodate a disability when a student comes to them during a course and requests special consideration on an assignment/test. One of the purposes of discussing the syllabus with students in the first class meeting is to allow students with disabilities to determine if they need to request special services or not. Students need to be carefully apprised of these requirements in writing (syllabus) and orally in the first class session.

1. Students with documented disabilities must be accommodated. Accommodation may take the form of having a reader, allowing additional time on assignments or exams, and conducting exams in alternate locations such as the Testing Center. The disability specialist in the Advising and Counseling Department is available to discern and discuss accommodations with faculty members.
2. This statement should be included in all course syllabi, "Students with Disabilities: South Florida Community College provides reasonable accommodations to educational / training opportunities for all otherwise qualified individuals with documented disabilities. The policy follows guidelines outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990."

3. It is the responsibility of the student to self-identify and provide appropriate documentation to the disabilities specialist. Students who choose not to self-identify may be ineligible for services and/or accommodations. More information is available by contacting the disabilities specialist located in the Advising and Counseling Department, in person, by e-mail at disabilities.specialist@southflorida.edu, and/or by phone at (863) 784-7331. Refer to college procedure #1101.

B. Student Discipline

Upon registration, students are entitled to various freedoms and/or rights provided that their exercise is in accordance with college procedures and does not result in disruption or disturbance. Student rights, responsibilities, and Code of Conduct may be found on pages 10-17 of the *SFCC Student Handbook*.

SFCC has established regulations to ensure environment conducive to learning; to ensure the safety and welfare of members of the college community; to encourage students in the development and practice of good citizenship and self-discipline; and to protect property and equipment of the college. Faculty are responsible for establishing and maintaining discipline standards in their classrooms that conform to the general student discipline standards for the college as outlined in the *Student Handbook*. Students who violate these standards are subject to the sanctions outlined in Article V of the *Student Handbook*. Students accused are guaranteed due process rights. Furthermore, every effort should be made to protect the dignity of the student whenever possible. The faculty should not publicly discipline a student unless there is no alternative. Serious problems should be reported to the instructional supervisor and appropriate records maintained. A faculty member in need of assistance removing a student from the instructional area should call Security and/or notify the instructional supervisor or dean. Phones are available in the classroom's electronic podium. The instructor should remain in the instructional area and maintain control. When necessary to prohibit a student with disruptive behavior from returning to the instructional area, the faculty member should send the student to the dean of student services who is responsible for

action regarding disciplinary matters. The dean of student services will meet with the faculty member to determine the next steps.

If a student is not satisfied with the disciplinary decision of the faculty member, the instructional supervisor, and the dean of student services, he or she may make a written request to have the Student Judicial Committee meet and adjudicate the case. Every effort should be made to resolve student issues at the lowest level possible.

C. Academic Appeals

The Academic Appeals Committee reviews requests for exceptions to the college's academic procedures, college procedure #3104, when there are factors beyond the student's control. The committee hears requests for waiving academic suspensions, approving tuition refunds, and approving withdrawal from a class after the deadline. Students have a maximum of six months following the completion of the class to file the appeal paperwork available from the Office of the Registrar. Students will be notified of the decision in a timely manner.

D. Grade Appeals

SFCC has a procedure to assist in resolving student concerns about grades. The teaching faculty are responsible for issuing grades; however, students who believe a faculty member has violated their academic rights may seek recourse through the following procedures:

1. Informal Process- The student should request a conference with the instructor(s) within five college work days after the event occurred or the grades were issued. If the conference does not resolve problem, the student should make an appointment with the instructor's department manager/chair within five college work days after the first meeting. If the meeting with the department manager/chair still does not resolve the situation, the student may submit a written appeal to the dean/director of the division within five college work days after meeting with the department manager/chair.

2. Formal Process (Termination Point) - A student may appeal if he/she has completed the informal process, within the specified times, and still is not satisfied with the decision. The student may submit a written appeal to the VPES within seven college work days after the conference with the dean/director of the division.

E. Commencement Activities

Each member of the faculty must participate in Commencement held at the end of the spring term each year. Academic regalia is provided if needed.

F. Student Government Association

The college offers a variety of student activities and events governed by the Student Government Association (SGA). The student body annually elects SGA officers who plan and oversee a variety of clubs, SGA activities, and an intramural program. Faculty may serve as advisors to both SGA and various campus clubs.

1. Advisor to the Student Government Association
2. The advisor to the Student Government Association provides leadership and guidance in the development of policies, practices, and procedures that pertain to the student body.
 - a) Club advisor(s)
 - b) The duties of the advisor are to supervise and provide structure to this/her club or organization, preferably in a minimal way, as these are student run clubs/organizations.
 - c) The SGA pays club advisors a stipend for their services.
 - d) Faculty members are strongly encouraged to serve as club advisors and to participate in SGA-sponsored activities.

G. Field Trips

To sponsor a field trip, the faculty member must complete the following steps:

1. Complete the Field Trip Proposal form and submit it to the department chair/manager and dean for approval. This form should be submitted three weeks prior to the proposed trip. (Forms can be obtained from the department chair or Risk Management). The form must include all participating students. Refer to college procedure #7031.
2. Complete, in duplicate, the Leave Request form and request Temporary Duty Leave.
3. If a college-owned vehicle is to be used, the faculty must request its use three weeks prior to the field trip. The availability of college-owned vehicles is not guaranteed. Refer to college policy #2076.
 - a) If the driver is an employee of SFCC, he/she must provide a valid driver's license to the Human Resources Department three weeks in advance of the field trip to obtain authorization to drive, based upon driver records furnished by the Florida Bureau of Drivers License Records.
 - b) If a driver is not an employee of SFCC, he/she must first submit a Volunteer Service Application through the Human Resources. Upon approval, the aforementioned driver's license check will be initiated/completed.
 - c) Students are not permitted to drive college vehicles.
4. When students request to be off-campus as official representatives of the college, they may be excused from class and permitted to make up all work missed when the following criteria are satisfied. Refer to college procedure #3285.
 - a) The student initiates, at least three class days prior to the absence, an Absence Notification Request form with an explanation to the instructor signed by the SFCC administrator, faculty, or staff member responsible for the official off-campus activity. The student must also initiate a request to make up work missed during his/her absence.

- b) Requests which occur during final exam week present special problems and must have approval of the VPES, as well as the approval of instructors whose examinations the student will need to make up. It is incumbent upon persons scheduling student involvement to plan so that repeated absences by the same students do not occur within courses and terms. This can be achieved by staggering days and times when scheduling events, etc.

IX. Personnel

A. Observance of Religious Holidays

Faculty and students are allowed to miss course time for religious observances or holidays. The students must notify the instructor at least seven days in advance of the day(s) to be missed. Faculty should make arrangements for class coverage if regularly scheduled classes are in session. Faculty are also required to take leave for such religious observations not scheduled as official college holidays. The students shall have until the next class meeting after the observance/holiday to make up missed assignments and/or exams. Information about observance of religious holidays must be included in the course syllabus. If students believe that their religious rights have been denied, they may use the academic appeals process to state their case and to seek resolution.

B. Faculty Load Sheets

All full-time faculty members are required to review and validate the Faculty Load Sheet and post a class schedule each term they teach on contract. These documents represent the course workloads for a given term and are particularly useful for the following additional purposes:

1. To provide data on overloads
2. To provide information to be used for planning purposes
3. To provide location information regarding faculty in case of an emergency
4. To provide students with information regarding staff availability for advising and tutoring

The Faculty Load Sheets will be distributed by the instructional supervisor to each full-time faculty at the beginning of each term and must be completed and returned no later than one week following the start of classes.

C. Faculty Member's Class Schedule

The faculty member's schedule must include committee assignments and submitted to the appropriate division dean's office. One copy of the schedule (committee assignments need not be included) must be prominently displayed on/near the instructor's office door. Copies of the schedule will be maintained in the office of the appropriate dean.

It is expected that faculty will be available to students in their offices during the posted office hours. This time is not used to run errands or other non-emergency tasks such as checking the mail, or making copies of materials. If it is necessary to leave during those times, faculty will prominently post a notice of where they are and when they will return.

D. Payroll Procedure

Faculty salary schedules are established annually by the SFCC District Board of Trustees (Salary Schedule). Faculty input is solicited regarding salaries every two years through participation on the Salary Review Committee. Particular procedures regarding adjunct and overload pay procedures include:

1. Payment for overload courses will be made at the end of the course unless the faculty requests to be paid on a monthly basis. Such requests will be processed in writing, through the instructional supervisor and dean.
2. All overload payments will be made in accordance with properly executed Letters of Intent (LOI).
3. Letters of Intent must be prepared and approved prior to the beginning of a course, including those for Special Independent Study (SIS), Directed Independent Study (DIS), and Cooperative Education (Co-op) courses.

4. All faculty members enjoy administrative recourse through their instructional supervisors and deans regarding questions relating to pay.
5. Full-time faculty will be paid their annual salary in 12 equal payments on the last working day of each month. All new full-time faculty members will have direct deposit.

E. Travel Pay

If a full-time faculty member is required to travel to another location other than his/her official work location (headquarters), he/she will be reimbursed for mileage in accordance with college policy. The site of instruction is the official headquarters for adjuncts therefore travel is not reimbursed.

F. Driving College Vehicles

All authorized individuals operating a college vehicle off college grounds must comply with the following directives:

1. Be employed by the college or be an authorized volunteer approved by Human Resources.
2. Submit data needed by Human Resources for a driving records check, and be approved by the Human Resources Director upon review of the driving history.
3. Be at least 18 years of age.
4. Possess a valid Florida driver's license, if a full-time college employee. Others must possess a valid driver's license, not necessarily from Florida.
5. Ensure that the occupants of the vehicle are serving a college business purpose.
6. All students traveling in a college vehicle must secure and file a release form in accordance with college procedure #7031. It is the instructor or supervisor organizing the trip who must file a list of the students traveling in the vehicle with the Office of the Controller and the dean of student services, if the trip is not organized as part of a class.

7. All persons operating college vehicles must obey all traffic laws and drive safely at all times.

The Athletic Department is responsible for the maintenance and upkeep of college vehicles. All vehicles will be inspected periodically, but it is the responsibility of the driver to conduct a pre-trip inspection to ensure safe travel.

G. Leave Requests

College policies and procedures govern all leave requests (college procedure #5130). The Leave Request Form is to be used for Assignment for Temporary Duty (official college business), annual leave, sick leave, personal leave, comp time, and personal leave (no pay). Any time an employee is not at work during duty time or is to be out of the college district on official college business, the employee must have an approved Leave Request Form on file. This includes taking students on field trips or to athletic/student activities/events, participating in professional development seminars, attending meetings, etc. This also includes time spent with immediate family members who are sick at home. The approved Leave Request Form for temporary duty leave ensures insurance coverage in the case of an accident. The relevant policies and procedures affecting faculty leave are as follows:

1. All leave requests are to be processed through the instructional supervisor and appropriate dean, using a Leave Request Form.
2. The instructional supervisor and/or the appropriate dean must approve all requests.
3. In all cases, the instructor requesting leave must assist in arranging for a suitable substitute, when necessary, or to plan for acceptable activities for the classes affected by the leave request.
4. The instructional supervisor or the division administrative assistant will maintain a copy of leave requests, to maintain a record of faculty location in case of an emergency.

5. Chairs/program managers will ensure that all leave requests are properly documented and have been submitted in a timely manner.
6. All full-time employees are allowed to use four days of their sick leave as personal leave per calendar year.
7. Failure to meet regularly scheduled classes may result in not being paid for the missed time.
8. Full-time faculty must use the Leave Request Form any time they will be away from their teaching assignment, posted office hours, or out of the college district. This includes reporting illness or personal leave, attending a workshop, seminar, meeting or any other college approved activity. Failure to use the form places the faculty member in the status of being away from duty without approved leave.

H. Sexual Misconduct

The college is committed to providing an environment that is free from all forms of sexual misconduct including sexual harassment, public indecency, voyeurism, battery, or assault. If an employee is a perpetrator of sexual misconduct, he or she is subject to termination. Victims should contact the director of human resources for assistance and support. Refer to college procedure #1130.

Each employee will submit proof of participation in the online training to prevent sexual harassment; contact Human Resources for more information. Students charged with, or suspected of, such behavior are sent to the dean of student services for review of the accusations. Faculty members should direct student victims to the dean of student services for assistance and support.

I. Drug-Free Workplace and Campus

The college is a drug-free workplace and campus. Use of illegal drugs or alcohol will not be tolerated by students, visitors to college sites, individuals at college activities and events, or employees. Additional information about the drug-free workplace/campus program is available at the Human Resources Department (Highlands Campus). Refer to college procedure #1070.

J. Tobacco-free College

SFCC is a tobacco-free college. The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited in all indoor and exterior areas of teach campus, center, and other property (including vehicles) under the control of the college. College employees, students, visitors, contractors, and all others are expected to comply with this policy and the Florida Indoor Clean Air Act at all times.

Employees and students share responsibility for compliance and enforcement of the Tobacco-Free College policy. Should you encounter an individual who is violating the policy, please use courtesy and respect to remind them of the policy. Should you note individuals repeatedly violating the policy, please notify the dean of students or the human resources director as appropriate. Violation of the policy by vendors or guests should be reported to the vice president for administrative services.

Assistance is available for individuals who use tobacco products and wish to quit. The SFCC Tobacco-Free web site includes links to educational materials, information on current cessation classes, and other resources. Visit www.southflorida.edu/tobaccofree/.

k. Materials Produced by Employees

All materials and substances produced by employees on campus and/or during duty hours and/or with the use of college materials and equipment shall become the property of the SFCC District Board of Trustees, unless other arrangements have been made in advance with the college vice president for business affairs. If the materials are to be marketed, copyright fees, royalties and other income will be shared according to college policy #1.16.