FACULTY HANDBOOK

REVISED SEPTEMBER 2026

SOUTH FLORIDA State College

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I. INTRODUCTION

The SFSC Faculty Handbook serves as a valuable resource, offering essential information and strategies to support faculty in their efforts to enhance student learning outcomes. It is important to recognize that this document serves as a foundational guide, and while it may not cover every specific situation or guideline, it provides a strong starting point. We encourage both full- and part-time faculty members to consistently seek guidance from their instructional supervisors or deans and to rely on their professional judgment. You can access complete copies of the South Florida State College (SFSC) District Board of Trustees Policies and the SFSC Administrative Procedures on the College website, southflorida.edu. We also encourage faculty members to familiarize themselves with the content of these documents, as well as the SFSC Catalog and the Student Handbook, as they contain valuable information about academic programs and student policies and procedures.

II. THE COLLEGE

A. History of the College

SFSC was established in 1965 by the Florida Legislature as South Florida Junior College (SFJC). 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 (SFCC). In 2011, the Board of Trustees voted to change the name to South Florida State College (SFSC). The State Legislature approved the College as a four-year institution adding the Bachelor of Applied Science, Bachelor of Nursing, and Bachelor of Elementary Education to its degree offerings. The Southern Association of Colleges and Schools, Commission on Colleges approved the level change in June 2012. Today, SFSC has four campus locations that include the Highlands Campus in Avon Park, the Hardee Campus in Bowling Green, the DeSoto Campus in Arcadia, and the Lake Placid Campus.

B. Mission, Vision, and Values

Mission

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

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 a baccalaureate degree, associate degree, or certificate related to a career and technical preparation to enter the workforce or to improve career circumstances

- Obtaining basic skills in literacy, mathematics, 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 create brighter futures.

Vision

South Florida State College will become … a globally aware academic destination driving regional transformation through innovative collaboration.

Values

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

III. ADMINISTRATION

A. Organization of the College

Under the president, the College is organized into three areas that are headed by the vice president for academic affairs, the vice president for administrative services, and the vice president for student services. The organizational chart delineates responsibility and can be found on southflorida.edu under Administration on The College tab.

Leadership at the College:

1. **The president** is responsible for all areas of the College and specifically for Collegewide operations such as the equal access/equal opportunity (EA/EO), Americans with Disabilities Act (ADA), and the Athletic Office.
2. **The vice president for academic affairs** is responsible for all academic programs, curriculum, the Learning Resource Center (LRC), academic support, corporate and community education, Office of Educational Technology, and university relations.
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, information technology, institutional effectiveness, physical plant operations and maintenance, College policies and procedures, as well as safety and security.
4. **The vice president for student services** is responsible for providing leadership and oversight for all areas related to student development and support. This includes

admissions, advising and counseling, off-campus instructional sites, financial aid, student life, student conduct, disability services, testing and assessment, registration and records, and career services. The vice president ensures that services are accessible, student-centered, and aligned with the College's mission, fostering a supportive environment that promotes student success, retention, and completion.

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 Health Sciences.

1. **The Division of Arts and Sciences** includes courses leading to the Associate in Arts (AA) degree, the general education components of the Associate in Science (AS) degree, and the Bachelor of Science in Elementary Teacher Education (BSETE). The AA degree consists of 36 college credits of General Education courses in the areas of Communication, Humanities, Mathematics, Natural Science, and Social and Behavioral Sciences, and 24 college credits of elective courses for a total of 60 college credits. At SFSC, students may complete the lower division prerequisites for most majors at a Florida public university or college. The Division also oversees library services and the Tutoring and Learning Center (TLC).
2. **The Division of Applied Sciences and Technologies** contains courses and programs that lead to the Bachelor of Applied Science (BAS) and the Associate in Science (AS), as well as College Credit Certificates (CCC) and Career Certificates (CC). Degrees and certificates are varied and range from Accounting/Business, Air Conditioning, Cosmetology, Criminal Justice, Electronics, and Supervision and Management. Adult Education also is included in this Division.
3. **The Division of Health Sciences** includes all levels of Dental Education, Nursing Education, Radiography, Emergency Medical and Fire Science, Health Services, Surgical Services, Medical Assisting, and Phlebotomy. Degrees and certificates are varied and range from a Bachelor of Science in Nursing (BSN) to Associate in Science Degrees (AS), College Credit Certificates (CCC), and Career Certificates (CC). Health Science programs have selective admissions processes, accepting a limited number of students into their classes each year. Many programs have national and state-certifying exams to become licensed and practice in the chosen field.

EDUCATIONAL PROGRAM ADMINISTRATION

Division	Dean	Email	Ext.	Office
Applied Sciences and Technologies	Tina Gottus	tina.gottus@southflorida.edu	7424	T-12
Arts and Sciences	Dr. James Hawker	james.hawker@southflorida.edu	7329	B211
Health Sciences	Dr. Kathleen Cappo	kathleen.cappo@southflorida.edu	7227	HSEC129

People and Resources

Department/Office	Name	Title	Email	Ext
ADA Student Coordinator	Charla Ellerker	Counselor	ellerkerc@southflorida.edu	7176
Admissions	Michele Hall	Registrar	hallm@southflorida.edu	7139
Advising and Counseling	Charla Ellerker	Chair	charla.ellerker@southflorida.edu	7176
Assessment	Peggy Sueppel	Assistant Director	peggy.sueppel@southflorida.edu	7182
Athletic Office	Rick Hitt	Director	hittr@southflorida.edu	7036
Bookstore	Kerrie Nelson	Manager	1383mgr@follet.com	7112
Business Office	Mary Hutzelman	Controller	mary.hutzelman@southflorida.edu	7123
Cafeteria	Janet Wheaton	Manager	wheatonj@southflorida.edu	7199
Center for Innovative Teaching (CIT)	Carleigh Okwali	Director	okwalic@southflorida.edu	7018
Community Relations and Marketing	Dr. Melissa Kuehnle	Director	kuehnlem@southflorida.edu	7379
Corporate and Community Education	Deborah Gutierrez	Interim Director	deborah.gutierrez@southflorida.edu	7032
Cultural Programs	Harry Havery	Director	harry.havery@southflorida.edu	7192
DeSoto Campus	Irene Cerna	Coordinator	irene.cerna@southflorida.edu	7042
Financial Aid	Marcia Conliffe	Director	marcia.conliffe@southflorida.edu	7108
SFSC Foundation, Inc.	Emily Dabolt	Executive Director	emily.dabolt@southflorida.edu	7477
Hardee Campus	Micaela Ford	Coordinator	micaela.ford@southflorida.edu	7062
Highlands Campus	Switchboard			453-6661
Honors Program	Jason Fitzgerald	Coordinator	jason.fitzgerald@southflorida.edu	7362
Human Resources	Don Kesterson	Director	donald.kesterson@southflorida.edu	7336
Institutional Effectiveness	Corey Wales	Director	corey.wales@southflorida.edu	7413
Lake Placid Campus	Dina Capuano	Coordinator	dina.capuano@southflorida.edu	7081
Library	Lena Phelps	Chair	phelpsl@southflorida.edu	7304
Off-Campus Instructional Sites	Asena Mott	Dean	asena.mott@southflorida.edu	7041
Physical Plant/Maintenance	Brenda Daniels	Director	brenda.daniels@southflorida.edu	7099
Safety and Security	Keith Loweke	Director	lowekek@southflorida.edu	7219
Student Government Association	Dr. Christi Bobo	Director	boboc@southflorida.edu	7039
Student Services	Dr. Mark Bukowski	Vice President	mark.bukowski@southflorida.edu	7107
TLC/Writing and Math Lab	Dr. Keith Cavedo	Coordinator	keith.cavedo@southflorida.edu	7404

C. Institutional Effectiveness

SFSC is committed to a continuous process of reflecting upon and reviewing its practices' effectiveness in meeting the institution's mission. 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. The College has adopted an overall effectiveness model used for assessment purposes that illustrates the continuous nature of planning, assessment, and improvement activities.

1. Strategic Plan

The College Strategic Plan focuses on the institution's direction. Each unit of the College seeks to support the College in achieving the 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. Each unit identifies its mission, outcomes, and performance measures and assesses these outcomes as to whether or not they are effective. Findings from outcomes assessment typically result in a need to improve in a specific area, 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.

2. Educational Assessment

a) Educational Program Assessment (EPA)

The EPA process, established by the Academic Quality Committee, ensures that students achieve the specific learning outcomes of their respective programs. Each unit defines the mission of the program, its learning outcomes, and performance measures. The process and timetable for measuring the learning outcomes are outlined in the EPA Handbook found in Panther Central under the Employee Tab, Institutional Effectiveness. This ongoing process enables members of the faculty and departmental units of the College to improve services and enhance student learning continuously. 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 (UAP)

UAPs allow all employees of the College, including all faculty members, to participate in goal setting, budget planning, and annual action plans that support the College's Strategic Plan. Each faculty member can participate in the process of creating goals and outcomes which will then be placed in the College's online strategic planning database. The whole process 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. All budget requests must be tied to a goal or outcome. The instructional supervisor will share the plan and details with each new instructor.

c) General Education Assessment

General education outcomes assessment provides a method for the institution to demonstrate its level of success on the five general education competencies identified at SFSC:

1. Students will demonstrate the ability to communicate (read, write, speak, and listen effectively).
2. Students will demonstrate the ability to reflect, analyze, synthesize, and apply knowledge.
3. Students will demonstrate knowledge and application of mathematical and scientific principles.
4. Students will demonstrate the ability to find, evaluate, organize, and use information.
5. Students will be prepared to participate actively as informed and responsible citizens in social, cultural, global, and environmental matters.

The Academic Quality Committee (AQC) oversees the College's General Education Assessment. A subcommittee of the AQC facilitates the collection of the data. Data secured by the General Education Assessment process are used by faculty to facilitate data-informed decision-making, make improvements to instruction, and advance student learning and success. The AQC designated that all General Education core courses, as specified by the State of Florida, would be assessed in both the fall and spring terms.

IV. GENERAL FACULTY INFORMATION

A. Faculty Duties and Responsibilities

Full-time faculty duties and responsibilities are defined below:

- Belong to and perform duties on at least one College committee; many faculty members serve on several committees, task forces, and projects, thus performing an invaluable service
- Attend the Convocation ceremony, graduation, and Collegewide meetings and official functions
- Maintain good relationships with community agencies and groups and participate when appropriate
- Assist in the development and implementation of assessment and planning activities of the College
- Use assessment data for planning and course or program revision
- Maintain currency in the discipline/program areas taught and in teaching strategies and related instructional technology

- Be responsible for the materials and equipment in the course or program taught
- Create, update, and teach the curriculum offered by SFSC
- Maintain all standards with relevant credentialing bodies
- Maintain the collegial atmosphere at SFSC while performing the collaborative and evaluative activities of each department such as textbook selection
- Establish and maintain a positive working relationship with adjunct faculty

For the full job description, please reference the instructional faculty position description found in Appendix A.

B. Office Hours and Student Availability

Full-time instructional faculty have a standard 40-hour workweek. In accordance with SFSC Policy 5.22, the workweek includes a minimum of 25 hours per week consisting of classroom and laboratory hours and scheduled office hours available to students. The remainder of the workweek includes appropriate professional activities as outlined in SFSC Administrative Procedure 5220.

Faculty members are expected to maintain regular office hours to provide students with opportunities to ask questions, seek academic assistance, discuss course progress, and receive advising related to their courses.

Office hours must:

- Be approved by the instructional supervisor.
- Be posted at the assigned instructional site.
- Be included in each course syllabus.
- Be published within the course Learning Management System (Brightspace).

Minimum office hour expectations are established in SFSC Administrative Procedure 5220 – Workload for Full-Time Instructional Faculty and vary by instructional area.

Faculty teaching online courses may hold a portion of their office hours virtually in accordance with Procedure 5220. Virtual office hours should be clearly communicated to students through Brightspace and other required postings.

Questions regarding office hour schedules or exceptions should be directed to the instructional supervisor. Exceptions require approval as outlined in Procedure 5220.

C. Faculty Credentials and Professional Standards

The College is committed to student learning and to employing faculty who are highly qualified, dedicated to the College's 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 that employees are expected to fulfill, competencies related to successful

professional performance, policies for the selection and retention of personnel, laws, and regulations, and accreditation standards. A copy of the document is contained under the Employee tab in the Human Resources section of Panther Central.

SFSC is an equal access/equal opportunity institution (refer to SFSC Administrative Procedure 1100 – Equal Opportunity).

D. Salary Schedule

The SFSC Salary Schedule contains information about starting salary levels for all employees. Salary ranges for each classification, including full-time and part-time faculty, are published in the schedule, as well as rates for hourly employees hired part-time, and supplemental salary rates. A copy of the SFSC Salary Schedule is contained under the Employee tab in the Human Resources section of Panther Central.

When you complete a degree that will change your placement on the salary scale, please notify your instructional supervisor at least 60 days before the award of the degree. (Please refer to SFSC Administrative Procedure 5061—Advancement of Rank of Faculty).

E. Faculty Contract

Formal contracts shall be issued to full-time faculty members who are not on continuing contract status. These contracts shall not exceed 12 consecutive calendar months and are subject to annual reappointment. A faculty contract may be renewed annually and is referred to as an “Annual Contract.”

Full-time faculty generally remain on annual contract status for a minimum of five years while demonstrating satisfactory performance and meeting institutional and budgetary conditions each year.

Reappointment procedures for faculty on annual contract status are administered in accordance with SFSC Procedure 5070, Reappointment and Termination Procedures for Annual Contract Employees. Recommendations for annual reappointment are coordinated through the Office of Human Resources and are subject to review and approval by the District Board of Trustees.

According to SFSC Policy 5.07, upon the recommendation of the president and based on successful performance, demonstration of professional competence, and institutional needs, the Board may grant formal continuing contracts to full-time faculty members. These contracts are issued in accordance with Florida Statutes and State Board of Education Rules. Faculty members with a continuing contract may remain in their full-time position without the need for annual reappointment unless they resign, are terminated, return to an annual contract, or in cases of program consolidation, reduction, elimination, or restriction of required duties.

Eligibility for a continuing contract requires satisfactory and continuous full-time faculty service and consideration of established criteria related to performance, professional development, subject-matter currency, service, qualifications, student feedback and success, and the long-term needs of the College. Faculty should refer to SFSC Policy 5.07 – Employment Agreements for complete eligibility requirements and criteria.

Upon renewal and approval for continuing contract status, faculty members may be awarded the rank of professor and placed on a "Continuing Contract" beginning in their sixth year of employment.

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, typically based on 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.

F. Performance Evaluation Procedures

To help ensure the continuing emphasis on student learning and a collaborative work environment, your instructional supervisor will conduct an annual evaluation to be documented on the Instructional Faculty Performance Evaluation form (see Procedure 5040 – Evaluation of Full-time and Adjunct Faculty). This form is contained under the Employee tab in the Human Resources section under Performance Review in Panther Central. All evaluations are based on the expectations of your role as a member of the faculty, as taken from the job description.

Adjunct faculty can be evaluated at any time during the year and may be evaluated each term during their first year of employment or re-employment. Adjunct faculty are evaluated based on the terms of their Letter of Intent and relevant duties from the faculty job description. An adjunct faculty member has the same responsibilities regarding student learning, assessment, course organization, and implementation relative to their academic department and division. You must be available to students and/or maintain limited, posted office hours, for example, one office hour per three-credit course per week. You are invited to attend all academic functions, including department meetings.

G. Faculty Evaluation Procedures (SFSC Administrative Procedure 5040 – Evaluation of Full-time and Adjunct Faculty)

1. **Instructional Supervisor Evaluation**

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

   a. Visit one or more of your classes and evaluate your performance
      1. These may be unannounced visits

2. They can occur during the fall or spring term and are due in February/March of each year

b. Conduct an evaluation conference with you after the class visit to provide appropriate feedback
c. Prepare corrective action memos, as necessary
d. Hold additional meetings with you, as needed

2. Student Evaluation of Instruction (SEI)

Student feedback is an important component of instructional improvement and faculty evaluation. Each term, students will evaluate your courses through the College's online course evaluation system, Watermark Course Evaluations. The evaluations are administered electronically and made accessible to students via the College's learning management system.

At the close of the evaluation period, you will receive a summary report for each course, including aggregated results and student comments. These results are reviewed by you and your instructional supervisor. The appropriate academic dean will also receive a copy of your SEI results for review and discussion, as applicable.

3. Annual Service Report

Full-time faculty members should complete the Annual Service Report prior to the evaluation meeting with their instructional supervisor. With an emphasis on student learning, each faculty member should list all noteworthy activities completed during the year, e.g., courses, activities, awards, workshops, speaking engagements, committee assignments, mentoring undergraduate research, professional meetings, grant activity, new courses developed, major course revisions, community service projects, or any other project or activity that supports student learning.

Once you and your instructional supervisor have discussed the Annual Service Report, it is forwarded to the dean for review. A copy will be housed in the Human Resources Office's personnel files. The form is available in Panther Central under the Employee tab in Human Resources and under Performance Review.

H. Educational Technology Training

You should be proficient in using D2L Brightspace, SFSC's learning management system, as each course section, regardless of modality, will have an online presence. At a minimum, each course section should include a current course syllabus. For courses using Simple Syllabus, the syllabus should be published through that system. Programs not using Simple Syllabus should use the approved syllabus format for their discipline. A regularly maintained student gradebook is also required. You are encouraged to enhance your courses by leveraging additional Brightspace tools, such as news announcements, email, discussion boards, assignment submissions, and quizzes. Additionally, familiarity with Panther Central,

SFSC's website, Outlook email, Zoom, and other organizational and communication technologies is essential for effective instruction and student engagement.

The Teaching Excellence Academy instructor training, provided by SFSC's Office of Educational Technology, is offered fully online allowing 15 working days to complete. Upon completion, instructors are eligible to teach all course modalities. The training is self-paced and focuses on best practices in teaching and the Quality Matters Higher Education, 7th Edition rubric, which serves as the standard for course quality at SFSC. Completion of this training is required as a condition of employment. The Instructor Resource Hub, available in Brightspace, is regularly updated with resources and important information for faculty. Additional professional development opportunities are available through the Office of Educational Technology and the Center for Innovative Teaching (CIT).

The CIT, located in H110 and H112 on the Highlands Campus, provides faculty access to technology training and support, professional development opportunities, and instructional design assistance. The Center includes a large training facility, a Hyflex meeting space, and a recording and podcast studio.

I. Staff and Professional Development (SPD)

SFSC values lifelong learning and is committed to supporting employees in their professional growth. Each year, the administration budgets funds to help staff and faculty enhance their skills and participate in meaningful professional activities.

Faculty members who wish to attend off-campus meetings, training sessions, or classes may request funding through the Staff and Professional Development (SPD) program. Prior approval must be obtained before enrolling in any training to ensure eligibility for funding. Faculty should apply in advance by following SFSC Administrative Procedure 5011 – Professional Development Funding for Workshops/Conferences and submitting all required paperwork with the necessary signatures. Early application helps secure funding and allows for better planning. See SFSC Administrative Procedure 5012 – Professional Development for Education Coursework for information about educational coursework funding for eligible degree and certificate programs and job-related courses.

J. Orientation

As a new employee, you will be invited to attend an SFSC New Hire orientation session specifically designed for new faculty and staff. You will be introduced to many of the administrators and other colleagues important to your effectiveness as an instructor. You will also be led through several processes such as electronic access to various documents and communication channels. The orientation is typically held quarterly, and you will be given the tentative date when you process with HR.

K. Endowed Chairs

The South Florida State College Foundation supports faculty excellence through the Endowed Chair Program. Endowed Chairs recognize outstanding faculty and provide a stipend and financial support for innovative instructional projects, professional development, scholarly activities, and other initiatives that enhance student learning beyond normal College funding.

Current Endowed Chairs include:

- Highlands County Health Facilities Authority Endowed Chair for Nursing Education
- Highlands County Health Facilities Authority Endowed Chair for Dental Education
- Carol Emery Endowed Chair in Mathematics
- Dr. Norm and Laurie Stephens Endowed Teaching Chair (open to all qualified faculty)
- Bill and Lisa Jarrett Endowed Teaching Chair in Business

Applications are accepted on a two-year cycle during odd-numbered years in December. Endowed Chair application packets, including eligibility requirements, application procedures, award information, and reporting expectations, are available in Panther Central.

For additional information, contact the SFSC Foundation at 863-453-3133 or foundation@southflorida.edu.

L. Required Compliance Training

South Florida State College requires faculty members to complete assigned compliance and security awareness training as a condition of employment. These trainings help ensure compliance with federal and state laws, accreditation requirements, College policies and procedures, and information security standards while supporting a safe, secure, and inclusive learning environment.

Required training may include, but is not limited to, Title IX, sexual harassment prevention, the Family Educational Rights and Privacy Act (FERPA), information security awareness, phishing and cybersecurity, workplace safety, and other compliance-related topics delivered through the current College-approved training platforms of VectorSolutions SafeColleges and KnowBe4.

Faculty members are responsible for completing all assigned training by the established deadlines. Supervisors will be notified of overdue training, and failure to complete required training may be addressed in accordance with College policies, procedures, and performance expectations.

Questions regarding assigned training requirements should be directed to the Office of Human Resources or the department responsible for administering the training.

M. Microsoft Outlook Email

Microsoft Outlook is the provider of the College's email system. The majority of College and unit information is sent via email. You will be assigned an email address and provided with training. Contact ext. 7462 or helpdesk@southflorida.edu with any problems.

N. ZOOM Communications

The College uses Zoom to support virtual meetings and, where assigned, telephone services. Faculty use Zoom Meetings to host and participate in online meetings, while employees with Zoom Phone service can make and receive College phone calls, access voicemail, and manage call settings through the Zoom application. Additional information and user guides are available in Panther Central under **Employee Tab > IT Reference Materials**.

O. Panther Central

Panther Central is the portal for internal information and resources for the College. Some of the material you can access in Panther Central include:

- Forms (including Leave Request, SPD Funds Request, Travel and Expense Form, Room Request, Incomplete Grade Report, Employee Information Change)
- Committee Information
- Faculty Dashboard which provides access to Banner where you can get your rosters and enter grades (under the Faculty tab)
- Employee Dashboard which provides access to Banner where you can find your payroll and leave information
- Brightspace
- Curriculum Support (under the Faculty tab)
- Institutional Effectiveness information (under the Employee tab)
- Public Relations Resources (under the Home tab)
- Educational Technology Resources (under the Faculty tab)

P. Generated ID Numbers (GID)

The GID will serve as your employee identification number instead of your Social Security number. You can obtain your picture identification card featuring the GID at the Welcome Desk located within the Student Services Office of the Catherine P. Cornelius Center Student Services and Classroom Complex (Building B).

Q. Parking Decals

Full-time faculty are provided with "Reserved" decals. Parking designations are assigned by the Human Resources Office. Adjuncts will be assigned an employee/staff decal.

R. Mail

You may be assigned a mailbox. Please check your mailbox regularly. Outgoing mail is processed daily at 10 a.m. A courier delivers interoffice mail to and from the Highlands Campus and the other campuses on Tuesdays and Thursdays.

S. Teaching Assignments

Your load requirements and the procedures that govern load can be found in SFSC Administrative Procedure 5220 – Workload for Full-Time Instructional Faculty. Teaching loads are calculated following those procedures through the College's administrative software system (Banner).

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 assigned on a volunteer basis; your requests for overloads may be made to your instructional supervisor and will be approved only when scheduling needs demand it.
c) If you are full-time, you are limited to no more than two overloads per term unless approved by the appropriate dean and VPAA. When determining which courses are part of your load and which are overloads, the courses with the largest enrollments shall constitute the regular load. Courses from your regular department will count toward load before courses from another department.
d) If you are an adjunct, you are limited to three sections unless approved by the appropriate dean and VPAA.
e) The instructional supervisor is required to determine all departmental overloads each term and to secure the appropriate dean's approval. Failure to properly document overloads could result in your nonpayment.

T. Commencement Activities

If you are a full-time member of the faculty, you are expected to participate in the Commencement ceremonies held at the end of the fall and spring terms each year; academic regalia will be provided. Contact the Bookstore for more information regarding regalia.

U. Communication Channels

Communication is essential to the effective operation of the College's academic divisions; therefore, the principal communication channels must be understood and used appropriately.

1. **Contact your instructional supervisor for any 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 your instructional teaching load (refer to SFSC Administrative Procedure 5220)
   c) When evaluating or providing feedback about a textbook
   d) When completing course syllabi, if making major changes in the course delivery system or technology, and making changes in the master course descriptions

e) In matters regarding student attendance and behavior, the College has 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 you and the administration
h) In all discussions involving examination proceedings: both the extent and nature of the course exams
i) In initiating particular requests on your behalf
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 you with which the instructional supervisor can be of assistance

2. **Contact the deans in all the following situations:**
   a) 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 you and your instructional supervisor
   d) When you have initiated a change of grade
   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

V. Faculty Meetings

Division and departmental faculty meetings are held regularly on the Highlands Campus or on Zoom. Should you be unable to attend faculty meetings, you should make sure to communicate with the appropriate dean and/or instructional supervisor.

W.Faculty Organizations

To foster your professional growth and advancement, the College recognizes and encourages your participation in organizations. Participation in faculty organizations is not to interfere with staffing or instructional duties.

1. The Association of Florida Colleges (AFC) is the statewide organization providing professional development activities and representation to the Florida legislature. Membership is voluntary and widespread among College employees. The College chapter of AFC annually elects officers and conducts staff development, fundraising, and social activities periodically through the fall and spring terms. A faculty commission exists within the AFC that deals with faculty issues on the state level. Please see the following link for additional information: southflorida.edu/faculty-staff/afc/become-member
2. All full-time faculty members are automatically members of the Faculty Council. Faculty

Council meets as needed during the fall and spring terms and serves as a forum to discuss faculty issues, present faculty concerns, and offer recommendations to the administration.

X. Committees

As a member of the full-time faculty, you are required to 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. When warranted, 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 (LASS) 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, Distance Learning, and Student Success. Certain other committees have Collegewide or task-specific responsibilities: Staff and Professional Development, Academic Appeals, and Commencement (refer to SFSC Administrative Procedure 2180 – College Committees). The Committee Handbook found in Panther Central lists the College committees and their functions.

Faculty participation in institutional committees is essential to the governance and advancement of the College. Serving on at least one standing committee ensures that faculty contribute to decision-making processes that impact student learning, academic quality, and institutional growth. Active engagement in committee work strengthens collaboration, enhances academic initiatives, and upholds the College's commitment to excellence.

Y. Safety and Security

SFSC strives to provide a safe and secure environment for students, staff, faculty, and visitors. All members of our community contribute to the success of our College's overall safety plan. As a faculty member, please report any suspicious activity or emergency concerns to officials. In the event you are faced with a 9-1-1 emergency, please call 9-1-1 first to get fire, EMS, or the police dispatched to your location. Then, as soon as possible, contact the College security personnel and inform the College of the emergency. Security can help direct emergency responders to your exact location, provide aid, and bring additional needed resources to your location. In the event your worksite does not have security, the front office serves as the point of contact. Below please find important contact numbers. It is suggested that you program these numbers into your cellphone to ensure you have an immediate connection should an emergency arise.

Contact Numbers

Emergency Services (EMS, Fire, Police)	9-1-1
Highlands Campus – Security	863-453-0806
DeSoto Campus	863-784-7040
Hardee Campus	863-784-7060
Lake Placid Campus	863-784-7080

When describing the incident, please convey all the requested information including, at a minimum, the five items listed below:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved
- Type of assistance needed

What happens in an emergency? How will I be notified?

When an emergency notification is necessary to inform our campus community, SFSC pushes safety alerts out through multi-delivery methods to ensure redundancy. Faculty, staff, and students may receive messages via:

- Public announcement speakers around campus
- Text messages
- Email
- College's website

Classroom Safety Equipment

By the main entrance door to each classroom, you should find several valuable safety items:

- **Campus Specific Emergency Response Quick Reference Guides** – These are colorful flip charts that provide contact information and direction on handling a variety of emergencies that may be encountered (e.g., fire, chemical spills, lockdown, utility failure, evacuation and rally points, and IT issues).
- **A classroom Egress Map** – This map provides the fastest and safest exit routes from your classroom.
- **A Safety Key** – The safety key is used to secure your classroom door from the inside in the event you need to lock down/shelter in place. The key is located in a black key box by the door frame (the key should be returned to its box after use).
- Some classrooms will also have a telephone which is contained within the smart podium.

Safety Escorts

SFSC offers the program "Safe Rides." This service provides free safety escorts for both students and faculty/staff within the boundaries of the College campus/site. To request an escort, please contact Security or your campus' main office. Services may be temporally delayed during unsafe weather conditions (lightning).

After Hours Access to Campus Facilities

Standard College operations are conducted between the hours of 8 a.m. and 5 p.m. The College is closed to students and visitors outside of regular business hours, except for library usage, evening and weekend classes, and special events. Staff and others wishing to access the facilities outside the normal working hours must advise Security or the applicable off-campus instructional site coordinator of their intent upon arrival. Arrangements will be made to grant

access. If an employee is scheduled to regularly work after hours (e.g., custodians), notification is not required.

Safety Concerns
If you notice a safety concern either on campus or in your classroom, feel free to reach out to any member of the campus safety and security team or the director of safety and risk management so the matter can be promptly addressed.

Additional Resources
Faculty seeking additional information on SFSC's safety plans should consult the College's Employee Safety Manual or contact the director of safety and risk management.

V. Resources

A. Library Services

Located on the second floor of the Learning Resources Center on the Highlands Campus and at each campus, the library provides a wide range of services including an online catalog, electronic databases, interlibrary loan, reference assistance, and instruction. Primo (https://sfsc-flvc.primo.exlibrisgroup.com/discovery/search?vid=01FALSC_SFSC:SFSC), which includes the online catalog, Library Card, and electronic databases, can be accessed from any computer with internet access. Besides the substantial print collection available at the Highlands Campus, print collections are also available at the DeSoto, Hardee, and Lake Placid Campuses.

You can set up appointments for library instruction sessions to increase information literacy across the College. Library instruction sessions can be in the library, your classroom, or via Zoom at any of the campuses. You are also encouraged to send copies of your writing practices/assignments to the librarians so they can better serve students. Click on this link to set up a session: https://southflorida.libwizard.com/f/SFSC-Library-Instruction-Request.

Library materials or personal items may be placed on reserve for students to use in the library or to check out for varying loan periods. Click on this link to request a reserve: https://southflorida.libwizard.com/f/SFSC-Library-Reserve-Request.

Members of the faculty are issued a College photo ID, which is also their library card, and is 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 and electronic learning materials to add to the collection or of those materials that should be removed because they are obsolete (refer to SFSC Administrative Procedures 2062 and 2064).

B. Tutoring Services

Tutoring and Learning Center (TLC)

Unlimited free tutoring is available for all SFSC students in math (all levels), writing (all classes), and Anatomy & Physiology. Walk-ins are welcome, but appointments are preferred and take priority. Appointments are available in-lab (all subjects) as well as by Zoom for math and writing. In addition, email appointments are available for writing.

Schedule an Appointment: libcal.southflorida.edu/appointments/sfsctutoring

Math Lab

Tutoring for all math courses
Location: Y-103, Highlands Campus
Phone: 863-784-7204

Writing Lab

Tutoring for all courses/writing assignments
Location: Y-105, Highlands Campus
Phone: 863-784-7519

Science Lab

Tutoring for Anatomy & Physiology
Location: HSEC-212, Highlands Campus
Phone: 863-784-7204

For additional questions about SFSC tutoring, contact Dr. Keith Cavedo, TLC coordinator, at 863-784-7404 or **cavedok@southflorida.edu**.

Brainfuse

Brainfuse provides tutoring on a variety of subjects and offers two hours of free tutoring per term. A "Tutoring" link appears on the course navbar in Brightspace. From the drop-down menu, students can access **SFSC Tutoring** and **Brainfuse**. Students can request additional free hours through Brightspace Support at 863-784-7015 or **BrightspaceSupport@southflorida.edu**.

C. *Multimedia Support*

The Office of Educational Technology's multimedia support staff provides technical support for classroom technology and general assistance with multimedia such as audio and video production. Information Technology (IT) supports teleconferencing, web conferencing, networking (internet), and College-owned computers and laptops. If needs are networking, teleconferencing, or computer-related, IT is the contact; if needs are multimedia-related (e.g., projectors, touch-screen boards, and SMART boards), the Office of Educational Technology is the responsible department.

1. Multimedia support staff provide planning and technical support for Smart classrooms and other media needs for all sites. Classroom support includes:
   a) Troubleshooting of podium technical components
   b) Assistance with presentations (ensuring that the presentation can be viewed from CD, DVD, computer, or USB device)

2. Media services and instructional technology staff are available Monday through Friday, 7:30 a.m.–5:00 p.m. Support for after-hours events requires prior scheduling with the IT Help Desk.
3. To place a service call during normal working hours, call ext. 7462 or email the Help Desk at helpdesk@southflorida.edu. You will be required to provide your name, telephone number, location, SFSC property number, and the nature of the problem.

D. Information Technology (IT)

The IT Office (IT) supports a wide range of selected hardware and software, including telephones, Microsoft Office, Outlook email, Banner, Panther Central, etc. 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 SFSC computer or if there is a problem with your College-issued computer or any hardware in your classroom or office, contact helpdesk@southflorida.edu.

IT supports teleconferencing, web conferencing, networking (internet), and College-owned computers and laptops.

E. Requisition of Materials/Supplies

1. Each department is provided with an annual budget for materials and office supplies. You should participate in the budgetary request process through your instructional supervisor when the annual budget requests are being prepared early in the spring term. 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 the allocated budgets for materials and supplies. If modifications to budgets are needed, the instructional supervisor will work with the deans to identify available resources.
2. You would purchase office supplies in departmental accounts through Office Depot or the SFSC Bookstore, though you may find that many supplies are available through your instructional supervisor or payroll liaison. SFSC has negotiated deep discounts on most office supply products through the Office Depot corporate website (business.officedepot.com). You should coordinate your office supply needs through your instructional supervisor.
3. Follow the College's procedure for procurement for all purchases (refer to SFSC Administrative Procedure 4040 – Purchases of Goods and Services). The controller sets the cut-off dates for making purchases, and purchasing activity is limited when the Business Office does its closing procedures.
4. If the monetary value of materials exceeds $750 or the supplies are needed for a project, follow the capital outlay process for the funding request. 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. Work-Study Assistance

You may request a work-study student to assist in your teaching lab or other areas where additional support is needed to maintain a safe and productive learning environment. For more information, contact the Career Development Center at 863-784-7410.

G. Counselor Assistance

1. The Student Services Office utilizes an early alert system to facilitate communication between faculty and support services regarding students who may need additional attention. Faculty can use this tool to report any issues affecting student success and can expect a response. Serious disciplinary concerns should be referred to the vice president for student services. Faculty are encouraged to keep detailed records of any student-related issues and to communicate with their instructional supervisor as needed.
2. SFSC partners with BayCare to offer free behavioral health services **to students**. The BayCare Student Assistance Program can be utilized for free via email or phone, 24 hours a day, seven days a week by visiting BayCare's custom online portal, calling 800-878-5470, or emailing BayCareSAP@baycare.org.
3. Florida's Online Learning Resource Center (FLVC.org) maintains a comprehensive, interactive, 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. All Florida public and post-secondary institutions have a webpage. Anyone needing assistance in accessing this information may contact the Advising and Counseling Office.

H. Testing Center

The South Florida State College (SFSC) Testing and Assessment Center provides testing services for SFSC students and faculty, as well as other educational institutions and community members. The Center administers make-up tests, online tests, and other special exams at the request of an instructor. Exams are administered in a quiet, safe, and secure testing environment and are closely monitored by Testing Center staff. Contact the Testing Center for any testing needs: 863-784-7214 or Testing@southflorida.edu.

I. SFSC Website

The following resources can be found on the SFSC website: southflorida.edu

1. **Daily Connection**
   College information is routinely shared via Daily Connection and should be checked frequently. Daily Connection can be found on the SFSC website under the Faculty and Staff Tab.
2. **College Calendar**
   The College Calendar is found on the SFSC Website under The College tab and includes dates for registration, drop period, withdraw, first and last day of classes, deadline for grade submission, and other important dates.

3. **College Catalog**
   Faculty are encouraged to become familiar with the SFSC College Catalog, which contains academic policies, program requirements, course descriptions, and other important information for students and faculty. The College Catalog is found under the Current Students tab
4. **Student Handbook**
   Policies concerning student behavior, rights, services, and requirements are explained in the SFSC Student Handbook. Please encourage students to access a copy online. All faculty should be familiar with the contents of this document. The Student Handbook is found under the Current Students tab.

VI. Curriculum

A. Textbook Adoption

The instructional supervisor is responsible for selecting/adopting texts each term. Fall term book adoptions are due by April 15, spring term book adoptions are due by October 15, and summer term book adoptions are due to the Bookstore by March 15. No fewer than 45 days before the beginning of each term, text adoptions will be listed by the Bookstore manager on the Bookstore website (refer to SFSC Administrative Procedure 4041 – Textbook Adoption).

1. Textbooks (electronic or print) 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, including consideration of Open Educational Resources (OER) as cost-effective alternatives when appropriate
2. Adoption of course texts shall use the following procedures and guidelines:
   a) Faculty will work with the instructional supervisor in selection/adoption of texts each term.
   b) You may not select alternate or additional texts without the permission of the instructional supervisor or 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 availability.

3. Concerning textbooks, follow these guidelines:

You ***may***:

a) Receive sample copies, instructor copies, or instructional materials
b) Receive royalties or other compensation from sales of textbooks that include the instructor's writing or work
c) Receive honoraria for academic peer review of course materials
d) Receive fees associated with activities such as reviewing, commenting on, 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

You ***may not***:

a) Demand or receive any payment, loan, subscription, or advance
b) Receive a 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. Turnitin Originality, Similarity, and AI Writing Detection

Turnitin is the College's originality and plagiarism detection tool for written assignments submitted through Brightspace. Turnitin compares student submissions against a comprehensive database of academic publications, internet sources, and previously submitted student work to generate a Similarity Report. In addition, Turnitin's AI writing detection capabilities identify text that is likely to have been generated by artificial intelligence (AI) writing tools.

Turnitin is intended to support instructors in promoting academic integrity. It is an instructional resource that provides information to assist faculty in evaluating student work; it does not determine whether academic misconduct has occurred.

Faculty Responsibilities

Faculty members who use Turnitin are responsible for:

- Understanding how to interpret Similarity Reports and AI writing detection results before using the tool to evaluate student work.
- Configuring Turnitin appropriately within Brightspace assignments.
- Reviewing Similarity Reports and AI writing detection results in their entirety rather than relying solely on the overall percentage displayed.
- Evaluating the context of flagged content, including appropriate citations, assignment requirements, and the nature of the student's work.
- Following College academic integrity procedures when concerns arise regarding plagiarism or unauthorized AI use.
- Maintaining student confidentiality when reviewing and discussing Turnitin reports

Appropriate Use of AI Writing Detection
Turnitin's AI writing detection is designed to identify text that is likely to have been generated by AI writing tools and to highlight passages that warrant instructor review. The AI writing percentage is only an indicator that AI-generated content may be present. Turnitin states that the AI detection results should not be used as the sole basis for determining academic misconduct. Instead, instructors should use the report as one source of information, together with their professional judgment, the student's prior work, assignment context, and institutional policies.

Understanding the Limitations
Faculty should recognize that Turnitin has limitations.

- Similarity scores do not automatically indicate plagiarism. Properly cited quotations, references, templates, and common language may contribute to a Similarity Report.
- AI writing detection analyzes qualifying long-form prose and does not evaluate every type of writing or assignment.
- AI detection may produce false positives or fail to identify AI-generated content in some cases. Therefore, no Turnitin report should be considered definitive evidence of misconduct.
- Instructor judgment remains essential when evaluating originality and academic integrity concerns.

Training and Resources
Faculty are encouraged to become familiar with Turnitin's features and best practices before implementing the tool in their courses. Step-by-step guides, training materials and videos, and Turnitin's recommendations for interpreting Similarity Reports and AI writing detection results are available in the **Instructor Resource Hub** within Brightspace

C. Course Development and Improvement

Course development and improvement are a continuous process at the College. You, as well as instructional supervisors, deans, and other responsible personnel, are encouraged to maintain an ongoing review of the current offerings and recommend changes or new courses to meet student and community needs and improve student learning. Faculty may be eligible to receive load credit for developing a new course or substantially modifying an existing course in accordance with SFSC Administrative Procedure 5220 – Workload for Full-Time Instructional Faculty.

- **Curriculum Developments/Revisions/Deletions**
  All proposals for courses, programs, or fee developments/changes/deletions must be processed through the coordinator of curriculum support (ext. 7488) and follow the procedure outlined below:
  a) Before developing/revising/deleting courses or programs, contact the Office of Curriculum Support.

b) The instructional supervisor will be responsible for ensuring that all Curriculum Proposals are complete, accurate, documented, and follow all applicable policies and procedures.
c) A member of Curriculum Support will assist faculty in the development and collection of information for the course or program approval forms.
d) When developing/revising/deleting a new course or program, the necessary Curriculum Proposal forms must be completed and submitted to the Curriculum Support Office for standardization. The proposal forms will then be forwarded to the division dean and VPAA for review and approval before submission to the Curriculum Committee for consideration.
e) After review and approval by the division dean and VPAA, 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. The approved curriculum made by the committee will be sent to the VPAA and for LASS Committee's approval.
f) Proposed curriculum will be submitted to the SFSC District Board of Trustees for final approval.

- **Course Changes**
  a) Course offerings are reviewed annually and fees biannually. This is the responsibility of the instructional supervisor, who submits to the dean an annual report specifying all recommendations regarding new course offerings and current fees.
  b) The instructional supervisor may recommend the deletion of courses that have not been offered within five years.
  c) Course development must proceed following existing articulation agreements and applicable state statutes and regulations.

- **Procedure for Fee Requests**
  The instructional supervisor will be responsible for ensuring that all fee proposals are complete, accurate, documented, and follow all applicable policies and procedures.
  NOTE: Fee requests can only be recommended during the biannual fee review.
  a) All laboratory and course fees must be approved through the biannual fee review approval process and go through the instructional supervisor, dean, controller, LASS Committee, and the District Board of Trustees.
  b) All new courses and programs, major modifications, and fee changes must be based on demonstrable needs, as determined by needs assessment information and identified support resources.
  c) Course offerings are reviewed annually, and fees are reviewed biennially. The instructional supervisor is responsible for conducting these reviews and submitting an annual report to the dean with recommendations for new course offerings and any proposed changes to current fees.

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

Special Independent Study (SIS) and Directed Independent Study (DIS) are used at the College under special conditions. You may be asked to specially design a DIS course 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.

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 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.

The following conditions govern all Independent Study courses:

a) A maximum of 15 semester hours may be earned by a student through Independent Study.
b) A registration form obtained from the registrar must be submitted to the department instructional supervisor who selects a faculty member and submits it to the appropriate dean for approval.
c) If you supervise an Independent Study, you must comply with the following regulations:
    a) Complete and have the SIS/DIS form approved
    b) List all assignments required of the student
    c) Describe and follow the grading policy
    d) Note all sessions at which attendance will be required
    e) Ensure that the course outcomes are met
    f) Submit the grade to the registrar in the approved manner
    g) Independent Study and Co-op assignments typically are not part of the instructor's load. However, the appropriate dean may authorize an Independent Study, Co-op, or combination thereof to meet a portion of a full-time faculty member's annual load requirement. When treated as overloads, these assignments are paid in accordance with the current Salary Schedule. See SFSC Administrative Procedure 5220 – Workload for Full-Time Instructional Faculty.

E. Cooperative Education (Co-op)

Credit through Co-op experience is available at the College. All students desiring to engage in a Co-op project must work with the Career Development Center to obtain a faculty advisor or sponsor who agrees to work with them. You will be paid the Salary Schedule rate per student upon the completion of the Co-op experience. Proper authorization and approval must be obtained by processing the appropriate forms. For additional information contact the Career Development Center at ext. 7410.

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

1. The student and you must establish specific project objectives that are measurable and appropriate.
2. The employer or external supervisor must agree to evaluate the student's efforts during the project.
3. You must agree to several site or project visitations.
4. The Co-op proposal will contain specific procedures as to how and when the particular objectives will be met.
5. You must assume full responsibility for assuring that all Co-op forms are properly processed, completed, and signed by the appropriate personnel.
6. Students are limited to a maximum of seven Co-op credit hours. (Co-ops may be for 1, 2, or 3 credit hours each.)

F. Credit by Experience

Students may earn college or career credit through the process of Credit by Experience (see SFSC Administrative Procedure 3112 – Awarding Accelerated/Experiential Learning Credit).

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 the student has the competencies or knowledge/learning outcomes of an existing college course. If you determine that a student has demonstrated a course's outcomes, you will recommend the award of the appropriate credit. Instructors who perform this service for students are paid a fee according to the Salary Schedule.

Other additional available mechanisms that the College uses to demonstrate competencies or knowledge/learning are College Level Examination Program (CLEP) tests, the Advanced Placement (AP) test, the International Baccalaureate (IB) program, DANTES, as well as business and military programs included in the American Council on Education (ACE) Guide to the Evaluation of Educational Experience in the Armed Forces.

VII. Classroom Management

Learning is the essence of the educational process. The creative and successful classroom, whether face-to-face or online or any combination thereof, is necessary to the core of SFSC's

mission. SFSC'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.

Brightspace is the name of the course management software at SFSC, and it makes sections available to students on the first day of class every term. On the first day of class, students should be able to participate fully in the class with all the appropriate materials.

A. *Registration*

Class rosters and class schedules can be obtained through Banner which can be accessed through Panther Central under Faculty > Faculty Services Home Page.

The College Academic Calendar for each term lists the last day to drop, the first and last day of classes, and the day grades are due. The PDF of the Academic Calendar can be found on the SFSC website under the tab, The College.

Courses during the fall and spring terms are offered in eight-, 12- and 16-week sessions. The summer term consists of 12- and six-week formats.

B. *Grading and Grade Changes*

Faculty are responsible for submitting final grades by the deadlines published in the SFSC Catalog, the Academic Calendar, and by the Office of the Registrar. Final grades may be entered directly in Banner through Panther Central (Faculty > Faculty Services Home Page) or submitted through the Brightspace Grades Export to SIS feature, which transfers final grades to Banner. Faculty should verify that all grades have been successfully submitted and recorded. Additional instructions for using the Brightspace Grades Export to SIS feature are available through Educational Technology.

1. The instructional faculty is responsible for issuing grades. Assign grades following the College grading policy seen below as stated in the course syllabus. The grades that you 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		Audit	
S/P		Satisfactory/Pass	
U		Unsatisfactory	
N/A		Non-Attending	

2. Use the following guidelines in assigning 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: Complete an Incomplete Grade Report for each I grade and turn it into the Records Office (available on Panther Central under Faculty Forms).
      i. 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.
      ii. If a student receives an I grade, they will have until the end of the next term to make up the work in the course as outlined in the Incomplete Grade Report. If a faculty member does not enter grades by the time grades are due, an "I" grade will be entered, and then the faculty member must submit an Incomplete grade form for each student with the appropriate grade posted.
      iii. If the student does not complete the assigned work, the grade is automatically changed to an F at the end of the next term.
      iv. Incomplete grades in competency-based programs are governed by the appropriate departmental policies.
   c) N Grades: The grade of N is used in completely competency-based courses (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) P Grades: The grade of P (Pass) may be assigned in designated laboratory courses that are combined with a lecture course. A grade of P indicates the student has successfully met the laboratory requirements of the course. The P grade does not affect the student's grade point average.
   e) W Grades: A grade of W is assigned when a student officially withdraws from a course on or before the published withdrawal deadline. Students are responsible for initiating the withdrawal process in accordance with College procedures. Refer to the SFSC Catalog for withdrawal deadlines and additional information.
      a. Students in their third attempt in a course must be assigned a grade of A, B, C, D, or F. These students are not eligible to receive a W.
      b. If a student has not attended class by the last day to drop classes with a refund or change to audit status, the instructor must report the student as a No-Show.
   f) 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. After this date, students will be locked into credit or audit status. You must

determine the requirements for audit students. These may range from no requirements to attendance and/or ungraded assignments.

g) S and U Grades: "S" stands for satisfactory and "U" for unsatisfactory. These grades may only be assigned in non-credit courses such as those taught in Corporate and Community Education and certain occupational courses such as clinical experiences.

h) A., B., C., D., F.: Grades followed by a period are awarded in a college preparatory class.

3. Only the faculty of record is authorized to initiate changes in permanent grades (unless the faculty of record is no longer available).
   a) A grade becomes permanent once the registrar rolls it into the academic records.
   b) Permanent grades may be changed by the faculty of record using the Change of Permanent Grade form. This form is used when 1. the grade was entered in error (if you incorrectly calculated or marked the grade) or 2. for other reasons which must be carefully documented in writing on the Change of Permanent Grade form. (Available on Panther Central under Faculty Forms)
   c) All requests for changes in permanent grades must be submitted to the instructional supervisor and appropriate dean before submission to the VPAA for final approval.
   d) The College administration reserves the right to deny requests for permanent grade changes due to insufficient or inappropriate justification.
   e) 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 retaking exams or submitting late assignments.

If you have any problems entering grades or accessing the Incomplete Grade Report, you should contact your instructional supervisor and the Registrar's Office.

C. Course Syllabus

A course syllabus serves as an important instructional and communication document between the College, the instructor, and students. Faculty are expected to carefully review and update course syllabi each term they teach.

1. **Simple Syllabus Platform**

   a. Credit courses utilize the College's Simple Syllabus platform to develop, publish, approve, and maintain course syllabi.

   b. In accordance with Florida law and State Board of Education Rule 6A-14.092, syllabi for credit courses must be published at least 45 days prior to the start of the academic term.

   c. Certain sections within Simple Syllabus are standardized and locked to ensure compliance with College policies, state and federal regulations, accreditation requirements, and accessibility standards. Other sections are editable by faculty to allow for course-specific instructional information.

   d. Syllabi for credit courses are submitted, reviewed, and approved through the established Simple Syllabus workflow process.

2. **Faculty Responsibilities**
   Faculty teaching credit courses are responsible for reviewing and updating syllabus information each term, including, as applicable:
   a. Instructor contact information, office hours, and communication expectations
   b. Course materials, textbooks, and instructor-authorized materials
   c. Course curriculum, assignment schedules, and due dates
   d. Instructional methods and plans for regular and substantive interaction
   e. Grading, attendance, tardy, late work, testing, and participation policies
   f. Course-specific technology and accessibility information
   g. Course expectations, professional conduct expectations, and strategies for success
   h. Additional information required by the instructional supervisor, dean, program accreditation standards, or state and federal regulations
3. **Institutional and Required Components**
   a. Some syllabus components are automatically populated from institutional systems and may not be edited by faculty. These may include:
      - Course information
      - Catalog descriptions
      - Major learning outcomes
      - Institutional policies and resources
      - Accessibility statements
      - Mental health resources
      - Academic integrity statements
      - Disclaimer statements

   b. Changes to official course information, catalog descriptions, or major learning outcomes must be processed through the appropriate College curriculum and approval procedures.

4. **Communication and Accessibility**
   Faculty are encouraged to:
   a. Clearly communicate expectations regarding participation, assignment submission, communication methods, and response times
   b. Notify students when syllabus changes occur during the term
   c. Include instructional materials and course content that support accessibility standards, including captions, transcripts, alternative text, and accessible document formatting when appropriate
   d. Ensure all copyrighted instructional materials are used in compliance with applicable copyright laws and College procedures
5. **Non-Credit and Contact-Hour Courses**
   Non-credit and contact-hour courses that do not utilize Simple Syllabus shall maintain a written syllabus, course outline, or instructional guide appropriate to the course format and departmental requirements.

D. Online Proctoring

Honorlock is the College's online proctoring service used to support academic integrity during designated assessments in distance learning environments. While Honorlock provides the proctoring platform and features, faculty are responsible for upholding the academic integrity of the course. Faculty are expected to use the system appropriately and consistently in accordance with College policies, trainings, and departmental expectations.

Faculty Responsibilities

Faculty members who utilize Honorlock should:

- Successfully complete all required Honorlock training prior to administering proctored assessments.
- Understand the features and capabilities of the Honorlock system and use the platform in a manner that promotes academic integrity while providing a fair testing experience for students.
- Implement Honorlock settings and proctoring requirements in accordance with institutional guidelines and the direction provided by their Instructional Supervisor.
- Review Honorlock flags, recordings, and reports before determining whether an academic integrity violation has occurred. Honorlock alerts are indicators that require instructor review and should not be considered evidence of misconduct on their own.
- Follow established College procedures when reporting suspected academic integrity violations.

Instructional Supervisors will communicate any departmental expectations regarding the percentage of assessments or specific assignments that are required to utilize Honorlock. Faculty are expected to comply with these requirements to ensure consistency across courses and programs.

Student Communication

Faculty should clearly communicate in their syllabus and course information the requirement for proctored testing. Instructors should also provide students with sufficient information regarding testing requirements, including expectations for the testing environment, room scan procedures, permitted materials, and available technical support resources before the assessment.

If review of Honorlock videos will be done prior to an assessment grade being released, this should be communicated in the course grading policy.

E. Accessibility

In conjunction with the disabilities specialist, instructors are called upon to make their instructional materials as accessible as possible. By utilizing the principles of Universal Design, instructors can design curriculum that gives all students an equal opportunity to succeed.

Instructors are responsible for:

- Designing course content in compliance with WCAG 2.1 AA standards and delivering accessible course content using Universal Design for Learning (UDL) principles.
- Ensuring all course materials (documents, presentations, videos, assessments, digital content, and third-party materials) meet accessibility standards.
- Promptly addressing and remediating accessibility issues when identified.
- Collaborating with the disabilities specialist to support student accommodations as needed.

Accessibility Support and Tools

SFSC provides integrated tools within Brightspace to assist faculty in meeting accessibility requirements:

- Accessibility Checker (Brightspace Editor): identifies accessibility issues and guides instructors in correcting them during content creation.
- Ally Accessibility Tool: Provides a report to instructors to help flag materials that may have accessibility issues, as well as provides alternative accessible formats for students (e.g., audio, HTML, tagged PDFs)
- ReadSpeaker: Offers text-to-speech functionality across course content, discussions, assignments, and quizzes.

Faculty Resources

Accessibility guides, resources, and support materials are available in the Instructor Resource Hub in Brightspace. Faculty should review these resources regularly to ensure compliance and improve course accessible and usable design.

Student Communication and Continuous Improvement

SFSC recognizes that accessibility is an ongoing process. While the College continuously improves its digital learning environment, faculty play a critical role in maintaining accessibility within their courses. Students are encouraged to report any barriers to access. When barriers are reported, instructors should respond promptly and work to resolve issues to ensure equitable access to all course or third-party tools or publisher materials.

F. Class Rosters

You can obtain class rosters through Panther Central under the Faculty Tab > Faculty Services Home Page. Instructors should check the roster against the students present.

1. Any student present, whose name does not appear on the roster, should be directed to contact the registrar before the next class meeting. You may not allow unregistered students to attend class.
2. 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.
3. No visitors are authorized to be in the classroom, including children of students.

4. You should recheck rosters after the first few weeks of class because of add/drop. For each section, ensure that the Brightspace list agrees with the Banner list. Any missing or extra students must be reported both to the Office of the Registrar and the Office of Educational Technology.

G. Guest Speakers

If you plan to invite an outside lecturer or resource person to your class, approval must be obtained by the Office of Community Relations and Marketing and/or the President's Office before final arrangements are made. Refer to Procedure 3010 – Cultural Programming Guidelines on Freedom of Expression. Refer also to Procedure 3011 – Academic Freedom.

H. Classroom Access

If you need a classroom opened on the Highlands Campus, contact Campus Security at 863-453-0806. Someone will be dispatched immediately to unlock the door. At DeSoto, Hardee, or Lake Placid, check with the campus coordinator for instructions.

If a key is necessary, the appropriate instructional supervisor or campus coordinator will request that one be issued. You will sign for the key and be responsible for it. As a keyholder, you are responsible for securing the classroom at the end of each session. You will be assessed a $50 per key fee for any loss.

I. Use of Copyright Material

Copyrighted materials may not be published for distribution outside the educational classroom or for sale (refer to SFSC Administrative Procedure 1140 – Copyright Compliance).

You may author or develop materials on your own time and with your resources and retain full ownership.

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. Many materials developed for the College are developed under a special contract or Letter of Intent and, therefore, become work-for-hire. If you have questions, you should consult with the vice president for administrative services and/or review SFSC Administrative Procedure 1160—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 SFSC District Board of Trustees unless other arrangements have been made in advance with the College vice president for administrative services. If the materials are to be marketed, this cost, copyright fees, as well as royalties and other income will be shared according to the District Board of Trustees Policy 1.16. This Policy does not cover the daily lesson plans and educational materials developed by faculty to teach students the curriculum of their courses nor does it cover the materials that faculty generally share freely or offer to students in class or tutoring sessions and outside-of-class subject-specific teaching sessions.

J. Academic Freedom

At South Florida State College, you are free to pursue and convey knowledge in your area of special training and expertise, subject to College, the state of Florida, and federal policies, procedures, law, and the code of ethics for professional educators (refer to SFSC Administrative Procedure 3011 – Academic Freedom).

K. Confidentiality

You should exercise extreme caution and the utmost discretion in discussing or releasing confidential information, particularly Personally Identifiable Information (PII). The right to privacy of an employee or student is protected by federal and state laws and is addressed in SFSC Procedure 2157 – Identity Theft Prevention Program. These laws provide for the release of confidential information only when a court order is obtained.

PII, including but not limited to Social Security numbers, addresses, phone numbers, and other personal identifiers, should never be disclosed without proper authorization. When handling PII, ensure it is securely stored and transmitted, and only share it with authorized personnel when necessary for legitimate educational or administrative purposes.

For instance, your evaluations may not be shared with persons not directly involved in the evaluation process, nor may the information be shared concerning conduct, disciplinary action, medical history, or other matters of an extremely personal nature. Unpublished telephone numbers and addresses may not be released except to the appropriate officials of law enforcement or court agencies. All other information on file is open to public inspection: applications, references, verification of employment, transcripts, placement papers, certifications and licenses, salaries, contracts, and other records related to employment.

For students, confidentiality is protected under the Family Educational Rights and Privacy Act (FERPA), Florida Statute 1002.22, and applicable College policies and procedures. Employees who have access to student information through their job responsibilities are expected to maintain the confidentiality of student educational records and use such information only for legitimate educational and business purposes.
Student educational records, whether maintained in paper or electronic form, may not be accessed, discussed, disclosed, or released except as permitted by law and College policy. Questions or requests regarding the release of student educational records should be referred to the Registrar's Office or other designated college officials, as appropriate.

Certain student information may be designated as directory information and released in accordance with FERPA and college procedures unless the student has requested that such information be withheld. Transcripts and other non-directory educational records are released only in accordance with applicable laws, regulations, and college procedures.

All employees are expected to complete required FERPA training and remain informed of their responsibilities regarding the protection of student information. Additional information may be found in the College's policies and administrative procedures.

L. Shredding

Any hard copies that include personally identifiable information (PII) must be properly disposed of. Small shredders or Crown secure boxes for shredding are located throughout each campus. If you have a large shredding request, a Retention Destruction Request form must be completed with the dean's signature per SFSC Administrative Procedure 2150. This form can be found in Panther Central under Forms.

M. Release of Information to the Public

All news releases for print and electronic media are produced or approved by the Office of Community Relations and Marketing. Should a reporter contact you, refer them to the director of institutional communications in the Office of Community Relations and Marketing or the Office of the President.

N. Bulletin Boards and Electronic Notices

Obtain approval in advance from the Office of Community Relations and Marketing if you wish to post information to any bulletin board or publish information on the College digital sign. Flyers, posters, and other such documents not bearing the approval stamp will be removed from the bulletin boards.

VIII. STUDENT ISSUES

A. Students with Disabilities

1. Students with documented disabilities must be accommodated. You will receive official notification of any students in your sections who must receive accommodation and which accommodations they need. If you need to discuss any of these accommodations, contact the disability specialist in the Advising and Counseling Office.
2. The following statement should be included in all course syllabi policy statements: In keeping with the College's open-door philosophy and per Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, SFSC provides reasonable accommodations for educational and training opportunities for qualified individuals with documented disabilities. It is the responsibility of the student or prospective student to self-identify with the disabilities specialist and provide appropriate documentation. Individuals who chose not to self-identify may be ineligible for services and/or accommodations. Services include but are not limited to admission and registration assistance, orientation, note-taking, tutoring, test accommodations, readers, audiobooks, course substitutions, and assistive technology. For more information, contact the disabilities specialist through the website, southflorida.edu; email at disabilities.specialist@southflorida.edu; voice/TDD 863-784-7176; or in person at the

Catherine P. Cornelius Center Student Services and Classroom Complex (Building B), Suite B152, Highlands Campus.

B. Student Discipline

Upon registration, students are entitled to various freedoms and/or rights provided that their behavior is following College procedures and does not result in disruption or disturbance. Student rights, responsibilities, and Code of Conduct may be found in the SFSC Student Handbook under Student Rights and Responsibilities.

SFSC has established regulations to ensure an 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 the property and equipment of the College.

As a member of the faculty, you are responsible for establishing and maintaining discipline standards in your classroom 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. Students are guaranteed due process rights. Every effort should be made to protect the dignity of the student whenever possible. Use good judgment and follow best practices if you have to discipline a student. Serious problems should be reported to the instructional supervisor and the vice president for student services and appropriate records maintained.

If you need assistance removing a student from the instructional area, you should call Security and/or notify the campus coordinator, instructional supervisor, or dean. Remain in the instructional area and maintain control. When it is necessary to prohibit a student with disruptive behavior from returning to the instructional area, send the student to the vice president for student services who is responsible for action regarding disciplinary matters. The vice president for student services will meet with you to determine the next steps.

If a student is not satisfied with your disciplinary decision, they may submit a written request for the Student Judicial Committee to review and adjudicate the case, with involvement from the instructional supervisor and the vice president for student services. Every effort should be made to resolve student issues at the lowest possible level.

C. Academic Appeals

The Academic Appeals Committee reviews requests for exceptions to the College's academic procedures, SFSC Administrative Procedure 3103 – Academic Appeals, 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 promptly notified of the decision.

D. 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. You may serve as an advisor to both SGA and various campus clubs.

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. The duties of the club advisor are to supervise and provide structure to the student club or organization, preferably in a minimal way. Students are responsible for running the clubs/organizations. The SGA pays club advisors a stipend for their services. You are encouraged to serve as club advisors and to participate in SGA-sponsored activities.

E. Field Trips

When students need to be off campus as official representatives of the College, they may be excused from class and permitted to make up missed work when the applicable criteria are satisfied. Refer to SFSC Administrative Procedure 3285 – Students Representing the College at Off-Campus Activities.

1. Sponsoring a Field Trip
   To sponsor a field trip, complete the following steps:
   a. Complete the Student Activity Clearance Request form and submit it to the vice president for student services. The form, available from the Office of the Vice President for Student Services, must include all participating students. Refer to SFSC Administrative Procedure 7031 – Field Trips
   b. Ensure that each participating student completes the Student Activity Release form and the Off-Campus College Activities Agreement.
   c. Complete the Leave Request form and select Temporary Duty Leave.
   d. If a College-owned vehicle will be used, request the vehicle at least three weeks before the field trip. The availability of College-owned vehicles is not guaranteed. Refer to SFSC Administrative Procedure 2073 – Use of College Vans.
2. Driving a College Vehicle
   Refer to the Employee Handbook for requirements related to driving a College vehicle.
3. Communication and Documentation
   Before the field trip:
   a. Submit a list of all participating students and copies of the Emergency Contact/Release forms to the Office of Safety and Security. Forms are available from the Office of Safety and Security. Students under age 18 must sign the form and obtain the signature of a parent or guardian.

b. Ensure that all students traveling in a College vehicle complete and submit an Off-Campus College Activities Agreement Release form. The instructor or supervisor organizing the trip must also submit a list of students traveling in the vehicle to the Controller's Office and the vice president for student services.
c. Provide your instructional supervisor/dean and/or payroll liaison with a copy of the student list and information about the trip, including the destination, purpose, departure and return times, and driver information.

On the date of departure:

d. Complete and submit a Passenger Listing form to the Office of Safety and Security. This provides the College with an accurate record of who is traveling and the means of transportation being used in the event of an emergency or accident.

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 you at least seven days in advance of the day(s) to be missed. Students are supposed to complete assignments before they go, but you have discretion on how you handle this.
- You should plan for class coverage if regularly scheduled classes are in session.
- You may have to take leave for such religious observations not scheduled as official College holidays if you are missing class or meetings.
- Information about the 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 seek a resolution.

B. Travel Pay

Full-time faculty are eligible for travel pay if required to travel to another location other than their designated work location. You will be reimbursed for the mileage per College policy. Travel for adjuncts is not reimbursed.

C. Leave Requests

College policies and procedures govern all leave requests (refer to SFSC Administrative Procedure 5130 – Leaves of Absence). The Leave Request form is used for Assignments for Temporary Duty (official College business), Annual Leave, Sick Leave, Personal Leave, Compensatory Time, and Personal Leave (no pay). If an employee is not at work during duty time or is 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 look at all requests and determine if they are approved based on the needs of the division and department.
3. In all cases, you must assist in arranging for a suitable substitute, when necessary, or plan acceptable activities for the classes affected by the leave request.
4. The payroll liaison will maintain a copy of leave requests to maintain a record of faculty location in case of an emergency.
5. Instructional supervisors or payroll liaisons will ensure that all leave requests are properly documented and have been submitted promptly.
6. All full-time employees are allowed to use four days of sick leave as personal leave per calendar year.
7. The Leave Request form is used to document absences from teaching assignments, posted office hours, or other assigned duties. This includes absences due to illness, personal leave, attendance at workshops, seminars, meetings, or other College-approved activities.

Personal Leave (No Pay) must be approved by an administrative supervisor and will be processed only after all available leave balances have been exhausted.

D. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex in educational programs and activities at institutions that receive federal financial assistance. Sex discrimination is a continuum of behaviors ranging from sexual harassment and intimidation to sexual assault, all of which are prohibited by Title IX.

Consistent with Title IX of the Education Amendments of 1972, South Florida State College does not discriminate against students, faculty, staff, or guests of the College based on sex in any of its programs or activities, including but not limited to, educational programs, employment, and admission.

You can find more information regarding Title IX and the College's procedures regarding Title IX here: southflorida.edu/community/title-ix-sexual-harassment

As a faculty member, you are considered a mandatory reporter under Title IX. If a student discloses information regarding sex discrimination, sexual harassment, sexual misconduct, or other conduct prohibited by Title IX, you are required to promptly report the information to the College's Title IX Coordinator. Prompt reporting enables the College to provide supportive measures, respond appropriately to reports, and fulfill its obligations under

federal law. Questions regarding Title IX responsibilities should be directed to the Title IX Coordinator at 863-784-7039.

Because faculty members are mandatory reporters under Title IX, all faculty are required to complete annual Title IX training as part of the College's required compliance training program. The training reinforces reporting responsibilities, available resources, and the College's procedures for responding to reports of sex discrimination, sexual harassment, and sexual misconduct.

E. Harassment

SFSC policy expressly prohibits all forms of harassment. SFSC is committed to providing an educational and work environment free from harassment based on such factors as race, color, religion, gender, national origin, age, disability, marital status, political affiliation, or sexual orientation. The College will not tolerate harassment of its employees or students by employees, students, or vendors and will attempt to protect its students and employees from non-student or non-employee harassment when reported. The College policies related to harassment are designed to provide a safe educational environment while administrative procedures provide for the enforcement of the policies.

F. Sexual Misconduct

The College is committed to providing an environment free from all forms of sexual misconduct, including sexual harassment, public indecency, voyeurism, sexual battery, and sexual assault. Employees who engage in sexual misconduct are subject to disciplinary action, up to and including termination, in accordance with College policies and applicable law. Employees who experience or become aware of sexual misconduct are encouraged to report their concerns to the Title IX Coordinator or the Office of Human Resources so that appropriate support and resources can be provided. Faculty and staff are also required to complete annual training on preventing sexual harassment and sexual misconduct as part of the College's required compliance training program. Students charged with or suspected of such behavior are sent to the vice president for student services for review of the accusations. Faculty members should direct student victims to the vice president for student services for assistance and support.

G. Drug-Free Workplace and Campus

The College is a drug-free workplace and campus. Use of illegal drugs or alcohol by students, visitors to College sites, individuals at College activities and events, and employees will not be tolerated. Additional information about the drug-free workplace/campus program is available at the Human Resources Office.

H. Tobacco-Free College

SFSC is a tobacco-free College (refer to SFSC Administrative Procedure 1170). 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 each campus 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 an employee encounter an individual who is violating the policy, please use courtesy and respect to remind them of the policy. Should an employee note individuals repeatedly violating the policy, they should notify the vice president for student services or the director of human resources 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 SFSC Tobacco-Free website includes links to educational materials, information on current cessation classes, and other resources at southflorida.edu/?s=tobacco+free.

I. Employee Work-Related Injuries, Accidents, and Incidences

It is the responsibility of the **EMPLOYEE** to report any accidents/incidents to their appropriate supervisor, chair, or dean. Failure to report an accident/incident can result in disciplinary measures. All incidents/accidents should be reported on the College's official Incident/Accident Form. Forms can be obtained by contacting the Office of Security at 863-453-0806 or your campus coordinators. Once the form is completed, it needs to be submitted to Human Resources (863-784-7419) to receive authorization to seek non-emergency medical treatment, if needed. If the employee cannot report the accident/incident, it is the responsibility of the employee's supervisor to report to Security and/or Human Resources. Failure to handle a Workers' Compensation incident promptly can result in severe penalties for the College.

IF MEDICAL EMERGENCY, CALL 9-1-1 IMMEDIATELY.

1. If possible, have someone stay with the injured person until assistance (EMS) arrives.
2. Notify Security immediately at 863-453-0806 (24-hour assistance).
3. Notify the supervisor of the injured employee.
4. Notify the Human Resources Office at 863-784-7419. Appropriate staff will complete the necessary paperwork for medical treatment under Workers' Compensation.

NON-EMERGENCY INJURY

1. The employee must notify the appropriate supervisor immediately.
2. The employee must then report the injury to Security to complete an accident/incident report. **Even if medical treatment is not required, an injury must be reported to Security.**

3. If the injury requires medical attention on a non-emergency basis, the Human Resources Office will give the employee the authorization forms to seek College-approved medical treatment.

WORK-RELATED ACCIDENTS AFTER HOURS OR ON OTHER CAMPUSES

Employees assigned to work in areas outside of the Highlands Campus must report all accidents to Human Resources as soon as possible at 863-784-7419.

1. If the accident takes place after 5 p.m., follow the above directions. The Highlands Campus Security Team (863-453-0806) works 24/7 and can always be reached to complete an Incident/Accident Report Form for any College site or employee after hours, if needed.
2. The Human Resources Office must be notified of the incident no later than the morning of the following business day. Notification may be made by either the employee or the employee's supervisor, depending on the circumstances.
3. Appropriate paperwork will be completed by Human Resources staff once notification is received.

All reported accidents will be investigated. After the Workers' Compensation carrier reviews the claim investigation, the claim may not be deemed work-related and could be denied.

APPENDIX A

GENERAL JOB DESCRIPTION FOR INSTRUCTIONAL FACULTY

Faculty at South Florida State College are professionals whose duties and responsibilities are established following State Board of Education Regulations and Board of Trustees Policy. These duties and responsibilities include, but are not limited to:

I. INSTRUCTION

Each instructor shall:

a. Plan and carry out assigned instructional duties
b. Teach the number of hours required by the faculty load procedure
c. Supervise students and resolve classroom problems in accordance with College policies and procedures
d. Demonstrate proficiency in the utilization 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 grading process to be used in the course or program taught
g. Provide the students with prompt feedback and interpretation of the grading methods and assessments used in the course or program taught
h. Use assessment results for planning and course or program revision.

II. PROFESSIONAL STANDARDS AND DEVELOPMENT

Each instructor shall:

a. Possess appropriate credentials as required by Board Policy and/or accreditation criteria
b. Maintain current knowledge of developments in the discipline/program areas taught
c. Maintain current knowledge of teaching strategies and related instructional technology

III. ADMINISTRATIVE AND SUPERVISORY RESPONSIBILITIES

Each instructor shall:

a. Maintain appropriate records as prescribed by College policies and procedures
b. Maintain regularly scheduled office hours per College procedures
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 assessment and planning activities of the College

IV. PERSONAL CONDUCT

Each instructor shall:

a. Adhere to the moral and ethical standards for instructors in accordance with state regulations and College procedures
b. Demonstrate appropriate dress and grooming standards
c. Demonstrate good attendance and punctuality

V. FACULTY/COLLEGE/COMMUNITY SERVICE

Each instructor shall:

a. Attend Collegewide academic meetings and official functions scheduled by the administration
b. Serve on committees as assigned
c. Maintain good relationships with community agencies and groups and participate when appropriate

APPENDIX B
ACRONYM LIST

AA	Associate in Arts
ABE	Adult Basic Education
ACE	American Council on Education
ADA	Americans with Disabilities Act
AFC	Association of Florida Colleges
AHS	Adult High School
APA	Administrative Program Assessment
AP	Advanced Placement
APP	Apprenticeship
AS	Associate in Science
BAS	Bachelor of Applied Science
CC	Career Certificate
CCC	College Credit Certificate
CCSSE	Community College Survey of Student Engagement
CIP	Classification of Instructional Program
CIT	Center for Innovative Teaching
CLEP	College Level Examination Program
CLT	Classic Learning Test
Co-op	Cooperative Education
CWE	Continuing Workforce Education
D2L	Brightspace
DAG	Data Analysis Group
DBOT	District Board of Trustees
DE	Dual Enrollment
DIS	Directed Independent Study
DL	Distance Learning
EA/EO	Equal Access/Equal Opportunity
EAP	Employer Assistance Program
EPA	Educational Program Assessment
ESOL	English for Speakers of Other Languages
FERPA	Family Educational Rights and Privacy Act
FLDOE	Florida Department of Education
FRS	Florida Retirement System
FWS	Federal (College) Work Study
FWEP	Florida Work Experience Program
GED	General Educational Development
GENED	General Education
GID	Generated Identification Number
GPA	Grade Point Average
GPS	Guide to Personal Success (Orientation)

GSS	Graduate Satisfaction Survey
HLC	Higher Learning Commission
HR	Human Resources
IB	International Baccalaureate
IPEDS	Integrated Postsecondary Education Data System
IT	Information Technology
LASS	Learning and Student Success Committee
LDA	Last Date of Attendance
LINCC	Library Information Network for Cooperative Content
LOI	Letter of Intent
LRC	Learning Resource Center
MOFAC	Museum of Florida Arts and Culture
NCCBP	National Community College Benchmarking Project
NACUBO	National Association of College and University Business Officers
PERT	Postsecondary Educational Readiness Test
PSAV	Post-Secondary Adult Vocational
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
SAP	Satisfactory Academic Progress
SBDC	Small Business Development Center
SCNS	Statewide Course Numbering System
SEI	Student Evaluation of Instruction
SENSE	Survey of Entering Student Engagement
SIS	Special Independent Study
SPD	Staff and Professional Development
TABE	Test of Adult Basic Education
TAG	The Artists Group
TLC	Tutoring and Learning Center
UAP	Unit Action Plan
UC	University Center
VPAA	Vice President for Academic Affairs
VPAS	Vice President for Administrative Services
VPSS	Vice President for Student Services

APPENDIX C

New Faculty Checklist

Office

Subject	Contact	Status
Location	Dean	
Furniture	Maintenance	
Zoom Phone	IT	
Computer	IT	
Printer	Department Chair/IT	

Technology Access

Subject	Contact	Status
Email	IT	
Panther Central/D2L Brightspace	Educational Technology Office	
Mailbox	Business Office	
Copier	Division Admin. Assistant	
Podium Key	Educational Technology Office	

Supplies

Subject	Contact	Status
Textbook	Chair	
Keys (office and classrooms)	Maintenance	
Door Name Plate	Business Office	
Badge	Human Resources	
Business Cards	Community Relations and Marketing	
Office Supplies	Chair	

Information

Subject	Contact	Status
Syllabi	Chair	
Schedule	Chair	
Utilization Chart	Chair	
Load Sheet	Chair	
Evaluations	Chair	
Faculty Handbook	Chair	
Employee Handbook	Chair	
IT Usage Manual	Chair	
Safety and Security Handbook	Chair	
Forms Tab	Chair	
Parking Sticker	Cashier and Human Resources	
Faculty ID Card	Registrar	
Use of Facilities	Chair	
SPD	Chair	
Library Access	Librarian	
Benefits	Human Resources	
Annual Service Report	Chair	

APPENDIX D
ADDITIONAL EMPLOYEE BENEFITS

Bookstore Discount
All employees are entitled to a 10% discount at the College's bookstore. The discount is applied manually at the register so it will not apply automatically for online purchases. Online purchases can be refunded and then charged manually at the register to receive the employee discount.

Panther Spirit Card
After the 90-day evaluation period, full-time and long-term part-time employees may apply for a Panther Spirit "charge card" which can be used at Kelly's Bistro by The Bay. Charges will be deducted from your monthly pay. Applications are available in the Human Resources Office.

Cultural Series
The College brings a broad spectrum of music, art, and drama presentations to the campus throughout the year. Contact the Box Office for performance information. Full-time employees are entitled to two tickets at half-price for selected events. If you have any further questions, contact the Box Office at 863-784-7178.

Dental
SFSC's Dental Hygiene Clinic is located in Building T on the Highlands Campus. The facility provides private treatment to the public and is handicap accessible. The clinic is primarily a teaching and learning classroom, where Dental Hygiene students practice to become competent professionals. Services are performed by students under direct supervision of a licensed dentist and licensed dental hygienists and may proceed at a slower pace than at a licensed dentist's office. Student/instructor interaction requires many stopping points but also assures your treatment meets the highest standards of care. As a patient, you should expect your appointment to take up to three hours, and it may take more than one appointment to complete needed treatment. Treatment is not authorized during scheduled duty hours; you must take leave to participate.

Service is by appointment only. For more information, call the front desk at 863-784-7020. If you must cancel for any reason, please give them a 24-hour notice so that the student can find another patient. They depend on treating a patient every session to complete graduation requirements.

Cosmetology
The Cosmetology Program offers a variety of services, including facials, at affordable prices. To schedule an appointment, call 863-784-7143. Please note that the phone is answered only during clinic hours. Treatment is not authorized during scheduled duty hours.

Cashier's Office
The Cashier's Office is open Monday-Friday, 8 a.m.-5 p.m. and facilitates the:

- Issuance of parking decals
- Lost and found
- Collection of payment

Athletic Facilities
The Panther Fitness Center is accessible to all SFSC students and staff during operating hours Monday through Thursday each week. Entrance is contingent upon signing in with the Fitness Center monitor and showing a College ID.

Staff may use the fitness center during non-operational hours in a buddy system format with approval from the SFSC athletic director. Staff interested in this option should contact Athletic Director Rick Hitt at 863-784-7036 to gain approval and access.