

Faculty Handbook



Adopted December 16, 2008
Revised Sept 12, 2014



Dear Faculty Member,

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

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

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

Sincerely,

Leana Revell
Vice President for Educational and Student Services

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I. INTRODUCTION

- A. The *SFSC Faculty Handbook* provides information and strategies for faculty so that they may perform at their highest levels to ensure student learning outcomes are achieved. This document should be viewed as foundational in nature as many situations and guidelines are not specifically covered. Members of the faculty, whether full or part-time, are expected to continuously seek the advice of their instructional supervisor or dean and to use their best professional judgment. Complete copies of the South Florida State College (SFSC) District Board of Trustees Policy Manual and the SFSC Administrative Procedures Manual are available on Panther Central. Faculty members are encouraged to become familiar with the contents of these manuals as well as the *SFSC Catalog* and the *Student Handbook*. Each contains useful information regarding academic programs and student policies and procedures.

- B. SFSC's slogan, "Discover a New World through South Florida State College," applies to the relationships between faculty and staff, students, and the community. All employees serve as ambassadors for the college and are expected to be friendly, encouraging, accommodating, respectful, knowledgeable, honest, and fair.

II. THE COLLEGE

- A. History of the College
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. The State Legislature approved the college as a four-year institution adding the Bachelor of Applied Sciences to its degree offerings. The Southern Association of Colleges & Schools, Commission on Colleges approved the level change in June 2012. Today, SFSC has three campuses, a center, and other instructional sites, including the Highlands, Hardee, and DeSoto campuses, and the Lake Placid Center.

- B. Mission, Vision, Values, and Strategic Goals
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

partnerships with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

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

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

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

Vision

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

Values

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

Strategic Goals

Identify and meet community educational needs
Enable all students to succeed
Enable all employees to succeed
Ensure institutional effectiveness

C. Accreditation

1. The college is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SFSC engages in a self-study and a SACSCOC reaffirmation process every 10 years with a five-year interim report.
2. Additional accreditation/certification for the Division of Applied Sciences and Technologies:
 - a) Florida Department of Health, Board of Nursing
 - b) Florida Department of Health, Bureau of EMS
 - c) Joint Review Committee on Education in Radiologic Technology; American Registry of Radiologic Technologies
 - d) Criminal Justice Standards and Training Commission and Florida Statute 943
 - e) American Dental Association; Council on Dental Accreditation
 - f) Bureau of Fire Standards
 - g) Cisco
 - h) Florida Department of Business and Professional Regulation (for cosmetology)
 - i) National Automotive Technicians Education Foundation (NATEF)

III. ADMINISTRATION

A. Organization of the College

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

1. The president is responsible for all areas of the college and specifically for college-wide operations such as the SFSC

Foundation, Inc., grant acquisition, equal access/equal opportunity (EA/EO), Americans with Disabilities Act (ADA), Community Relations and Marketing, and legislative relations.

2. The vice president for educational and student services is responsible for all academic programs, curriculum, student services, the Learning Resource Center (LRC), college campuses/center, Academic Support, Corporate and Community Education, eLearning, Institutional Effectiveness, college policies and procedures, Enrollment Management, University Relations, and the Athletics Department.
3. The vice president for administrative services is directly responsible for overseeing the budget development and management process, facilities planning and construction activities, institutional compliance with federal and state regulations and laws, internal control of resources and business processes, and oversight of institutional support areas including Accounting and Finance, Human Resources, Institutional Technology, Physical Plant Operations and Maintenance, as well as Safety and Security.

B. Educational Programs of the College

The college is organized into four academic divisions, each headed by a dean: Arts and Sciences, Applied Sciences and Technologies, Academic Support and Health Sciences.

1. The Division of Arts and Sciences includes courses lead to the Associate in Arts (A.A.) degree, the general education components of the Associate of Science (A32.S.) or the Bachelors of Science, Elementary Education. The A.A. degree consists of 36 college credits of General Education courses in the areas of communication, humanities, mathematics, science, and social and behavioral sciences, and 24 college credits of elective courses (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.
2. The Division of Applied Sciences and Technologies contains courses and programs that lead to the Bachelor of Applied Science (BAS), Associate in Science (A.S.), the Associate in Applied Science (A.A.S.), an advanced technical diploma, a college credit certificate, or an occupational certificate. The college offers numerous programs including apprenticeships and Corporate and Community Education (CCE). CCE includes all

courses, programs, seminars, and customized training that assists currently-employed workers or employers who need workforce training as well as special programs for seniors and children.

3. The Division of Academic Support provides a variety of academic programs and services to adults including Adult Basic Education through grade 8; English for Speakers of Other Languages (ESOL), basic through advanced English language skills; Adult High School, grades 9 through 12; and General Educational Development (G.E.D.), preparation for the G.E.D. test which credentials completers with a State of Florida High School Diploma. The division also administers the Student Support Services (TRiO) program, the Tutoring and Learning Center (TLC), Leadership Highlands, the Retired Senior Volunteer Program (RSVP), oversees an occupational program for adults with developmental disabilities, and precollegiate outreach programs including Panther Youth and Migrant Farm Workers Program.

4. The Division of Health Sciences includes all levels of Dental Education, Nursing Education, Radiography, EMS, and Phlebotomy. Degrees and certificates are varied and range from a Bachelor's in Nursing (BSN) to Associate in Science Degrees (AS), occupational certificates, college credit certificates, and an advanced technical degree. Health Science Programs have selected admissions processes, accepting a limited number of students into their classes each year. Many programs have national and state-certifying exams in order to become licensed and practice in the chosen field.

Educational Program Administration				
Division	Dean	E-Mail	Ext.	Office
Academic Support	Dr. Michael McLeod	mcleodm@southflorida.edu	7441	Y209
Applied Sciences & Technologies	Kevin Brown	brownk@southflorida.edu	7424	T12
Arts & Sciences	Dr. Kimberly Batty-Herbert	battyhek@southflorida.edu	7329	B211
Health Sciences	Rebecca Sroda	Rebecca.Sroda@southflorida.edu	7021	HSC130

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People and Resources				
DEPARTMENT	NAME	TITLE	E-MAIL	EXT
ADA Student Coordinator	Charla Ellerker	Counselor	ellerkercc@southflorida.edu	7107
Admissions	Dr. Deborah Fuschetti	Registrar	fuschettid@southflorida.edu	7139
Advising & Counseling	Felecia Dozier	Chair, Advising & Counseling	felecia.dozier@southflorida.edu	7196
Athletic Department	Rick Hitt	Director	hittr@southflorida.edu	7036
Bookstore	Christine Andrewski	Manager	1383mgre@follet.com	7112
Business Office	Anita Kovacs	Controller	kovacs@southflorida.edu	7123
Cafeteria	Janet Wheaton	Manager	wheatonj@southflorida.edu	7199
Community Relations & Marketing	Deborah Latter	Director	Deborah.Latter@southflorida.edu	7251
Corporate & Community Education	Lorrie Key	Coordinator	keyl@southflorida.edu	7033
Cultural Programs	Cynthia Garren	Director	Cynthia.Garren@southflorida.edu	7177
DeSoto Campus	Suzanne Demers	Director	Suzanne.Demers@southflorida.edu	7041
Financial Aid	Susie Johnson	Director	johnsons@southflorida.edu	7108
SFSC Foundation, Inc.	Don Appelquist	Dean	appelquistd@southflorida.edu	7181
Hardee Campus	Teresa Crawford	Director	crawfort@southflorida.edu	7061
Highlands Campus	Switchboard			453-6661
Honors Program	Dr. Charlotte Pressler	Coordinator	presslerc@southflorida.edu	7247
Human Resources	Susan Hale	Director	hales@southflorida.edu	7232
Institutional Effectiveness	Dr. Christopher van der Kaay	CIO	vanderkaayc@southflorida.edu	7413
Lake Placid Center	Randy Paeplow	Director	paeplowr@southflorida.edu	7083
Library	Reference Desk			7306
Physical Plant/Maintenance	Dr. Robert Flores	Director	floresr@southflorida.edu	7099
Security	Keith Loweke	Coordinator	lowekek@southflorida.edu	453-0806

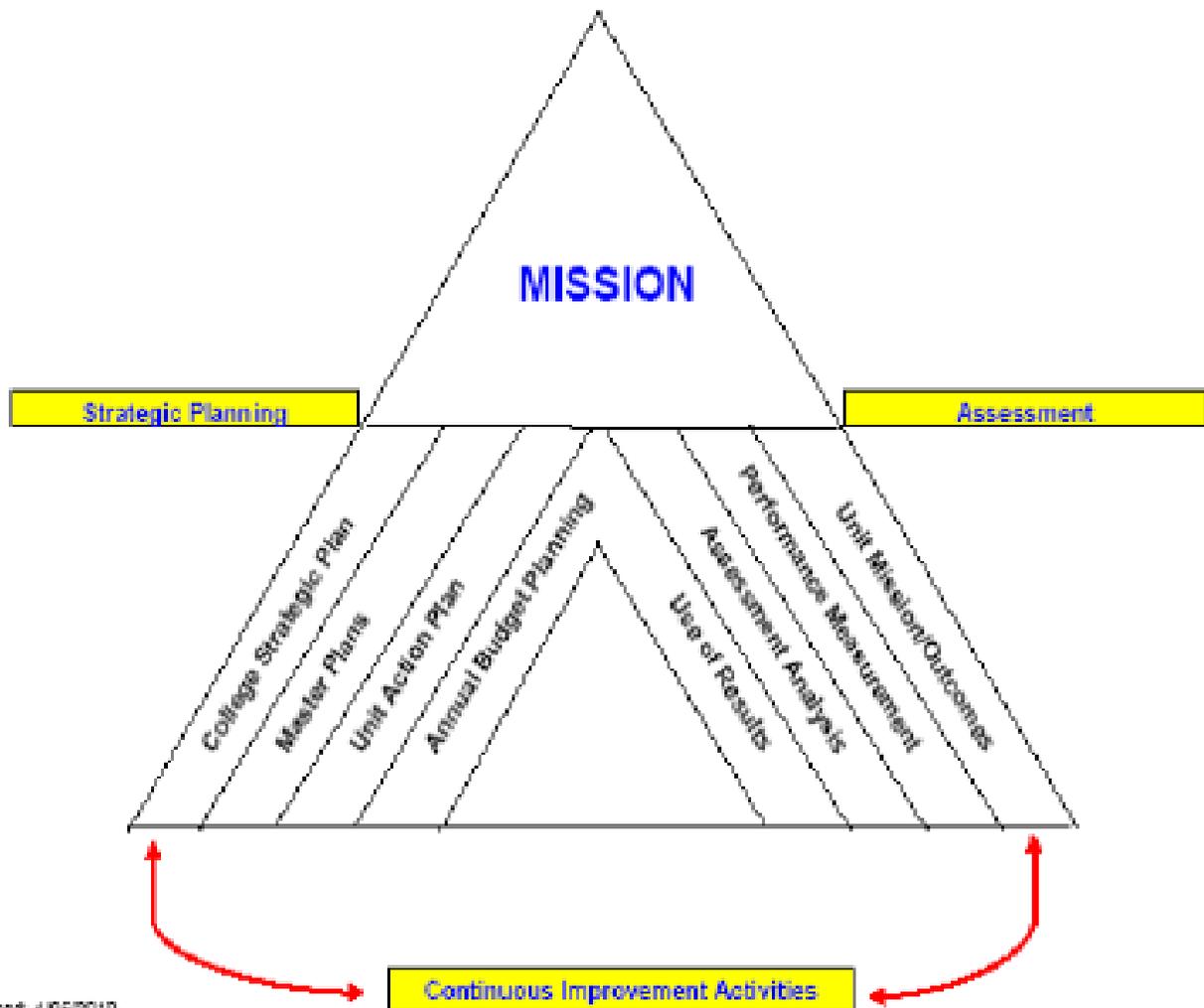
People and Resources				
DEPARTMENT	NAME	TITLE	E-MAIL	EXT
Student Government Association	Andy Polk	Coordinator	andy.polk@southflorida.edu	7435
Student Services	Dr. Timothy Wise	Dean	Timothy.Wise@southflorida.edu	7107
Testing Center	MaryAnn Little	Coordinator	maryann.little@southflorida.edu	7114
TLC/Writing Lab	Amanda Farmer	Writing Specialist	amanda.farmer@southflorida.edu	7423

C. Institutional Effectiveness

SFSC is committed to a continuous process of reflecting upon and reviewing the effectiveness of its practices in meeting the mission of the institution. The Institutional Effectiveness Plan describes how employees of the college meet the mission of the institution through strategic planning, assessment, and continuous quality improvement of learning and services provided to its communities. The college has adopted an overall effectiveness model used for assessment purposes that illustrates the continuous nature of planning, assessment, and improvement activities.

Institutional Effectiveness Model

(Adapted from Nichols, Nichols 2005)



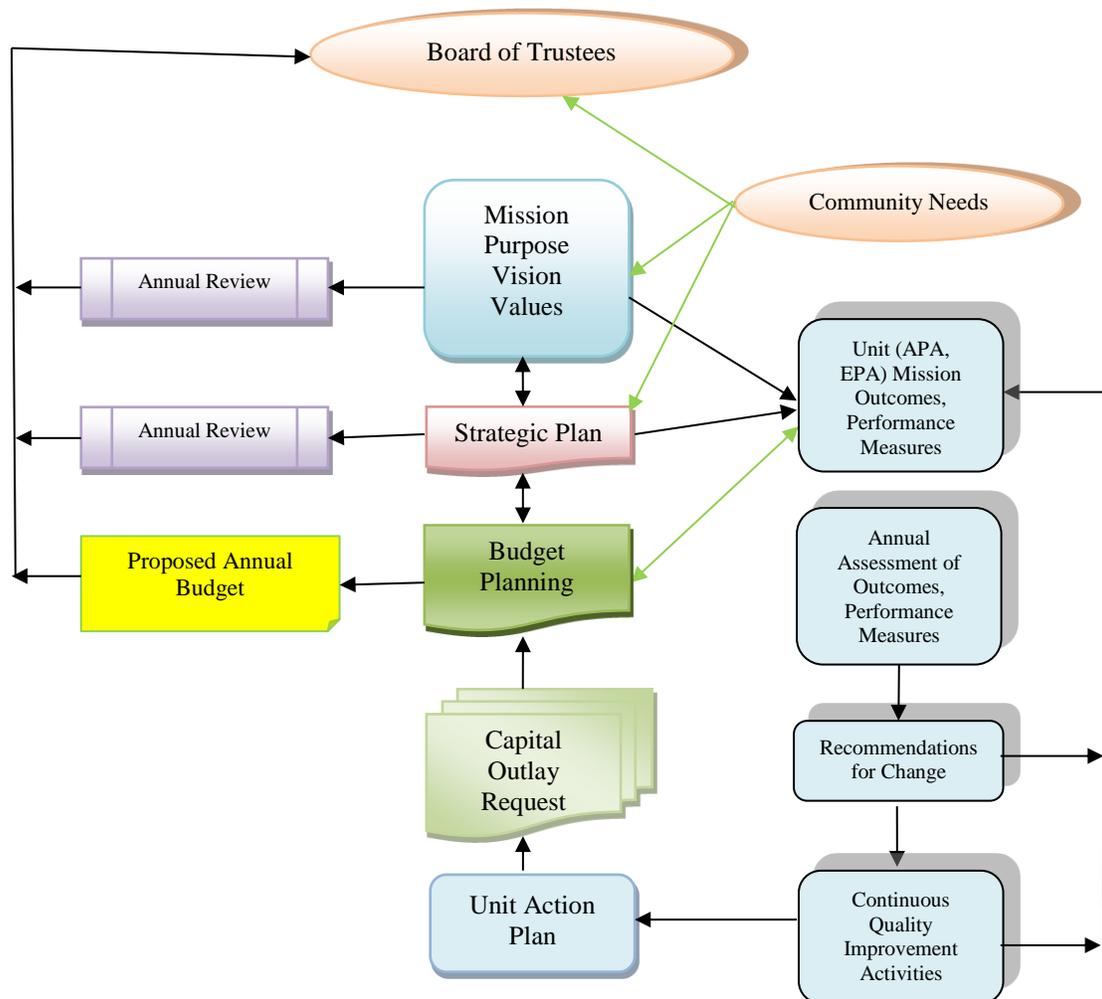
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1. SFSC Strategic Plan

The college Strategic Plan focuses upon the institution's direction for the next five years. 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 in nature. 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. The following flow chart shows the recurring process:

SFSC Institutional Effectiveness Flow Chart



2. Educational Assessment Plan (EAP)

a) The EAP, established by the Academic Quality Committee, ensures that students are meeting the specific learning outcomes in their respective programs. Each unit defines the mission of the program, its learning outcomes, and performance measures. The process and timetable for measuring the learning outcomes are outlined in the EAP.

This ongoing process enables members of the faculty and departmental units of the college to improve services and enhance student learning on a continuous basis. Once measurements have been analyzed, improvements can be applied to each learning situation, thus using data collection and analysis as a basis for improving learning.

b) Unit Action Plans (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 Strategic Plan. Each faculty member should participate in the process of creating goals and outcomes which will then be placed in SPOL, 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. Any budget request must be tied to a goal or outcome. The instructional supervisor will share the plan and details with each new instructor.

IV. GENERAL FACULTY INFORMATION

A. Faculty Credentials and Professional Standards

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

SFSC is an equal access/equal opportunity institution (refer to SFSC Administrative Procedure 1101).

B. Salary Schedule

The SFSC Salary Schedule contains information about starting salary levels for all employees. Salary ranges for each classification, including fulltime 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 can be viewed in Panther Central.

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

C. Faculty Contract

A sample of the Faculty Contract may be found in *Appendix A*.

D. Faculty Job Description

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

1. Instruction

Each instructor shall:

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

2. Professional Development

Each instructor shall:

- a) Possess appropriate credentials as required by Board policy, SBE regulations, and SACSCOC requirements
- b) Demonstrate evidence of having kept abreast of current

developments in the discipline or program areas taught

3. Administrative and Supervisory Responsibilities

Each instructor shall:

- a) Keep appropriate records as prescribed by college policies and procedures
- b) Keep regularly scheduled office hours for the purpose of being available to students for academic advising and to the administration for appropriate communication
- c) Adhere to and enforce the administrative policies and procedures of the college
- d) Exercise good judgment and care in the use of materials and equipment designated for use in the course or program taught
- e) Assist in the development and implementation of planning and evaluation activities of the college

4. Personal Qualifications

Each instructor shall:

- a) Adhere to the moral and ethical standards for instructors
- b) Demonstrate good attendance and punctuality

5. Faculty/College/Community Services

Each instructor shall:

- a) Attend college-wide academic meetings and academic official functions which are scheduled by the college
- b) Serve on committees as assigned
- c) Maintain good relationships with community agencies and groups and participate when appropriate

E. Performance Evaluation Procedures

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

1. Develops appropriate syllabi or learning plans with outcomes and strategies designed to facilitate quality instruction, assessment, independent learning, and use of instructional resources

2. Communicates in a manner which provides a learning environment conducive to critical thinking and problem solving
3. Presents subject matter thoroughly, using resources and techniques at the appropriate instructional level
4. Exhibits good attendance and punctuality
5. Structures class/lab time effectively, manages student behavior, encourages student success, uses text and learning materials in an appropriate manner and pace to cover course content, and creates an engaging/ successful learning environment
6. Effectively uses stated assessment methods to provide prompt, specific feedback to the students
7. Identifies students needing special assistance and refers them to the Counseling/Advising Department, Student Support Services personnel and/or college athletics department
8. Demonstrates a positive attitude toward the college, its mission, its programs, and its personnel
9. Follows all established policies and procedures
10. Maintains appropriate dress and grooming; exhibits a friendly, helpful, non-discriminatory attitude toward the students; and maintains professional and student confidentiality
11. Keeps up to date in discipline and pedagogy
12. Meets and maintains all credentialing requirements
13. Maintains affiliation with appropriate professional organizations
14. Exercises proper care, use, and security of college resources
15. Maintains a safe and secure instructional/office area in a neat and orderly manner
16. Participates in college committees/activities

F. Faculty Evaluation Procedures

1. Instructional Supervisory Evaluation

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

- a) Visit one or more classes of the instructor and evaluate the instructor's performance. These may be unannounced visits
- b) Conduct an evaluation conference with the instructor after the class visit to provide appropriate feedback
- c) Prepare corrective action memos, as necessary
- d) Hold additional meetings with instructors as needed.

2. Student Evaluation of Instruction

Instructors are evaluated each term by their students using the Student Evaluation of Instruction (SEI) form. The Curriculum Support Department will prepare the SEI forms for dissemination on-line. Faculty are encouraged to incorporate the online version of the survey instrument for efficiency. Instructors will receive a copy of the summary evaluation of each of their courses including student comments. From the instructional supervisor who will review the results with the faculty member. The appropriate dean will receive copies of each instructor's SEI results.

3. Annual Service Report

The Annual Service Report, to be completed by each faculty member prior to his or her evaluation meeting with the instructional supervisor in February, focuses attention on all educational enhancements and professional development in which the faculty member has participated. With the emphasis consistently on student learning, each faculty member should list all noteworthy activities completed during the year, i.e., courses, activities, awards, workshops, speaking engagements, committee assignments, professional meetings, grant activity, new courses developed, major course revisions, community service projects, or any other project or activity that may support student learning. Once the Annual Service Report has been reviewed and discussed by the faculty member and the instructional supervisor, it is forwarded to the dean, and then to the VPES for review. A copy will be housed in the Human Resources Department permanent personnel files. The form is available in Panther Central or from your instructional supervisor.

G. Technology Training

Each member of the faculty will be conversant with D2L, SFSC's course management system. It is expected that each course section will have a presence online through this system. Minimally, each section will have the course syllabus and student gradebook. Faculty are also encouraged to include additional online tools such as D2L email, discussion boards, dropboxes, and quizzes. Faculty members must be familiar with other crucial electronic systems: Panther Central, SFSC's Web site, Outlook e-mail, the IP phone system, and other organizational and communication technologies. Basic technology training is divided into four sessions, A, B, C, and D, for a total of eight hours. This technology training is required as a condition of employment and provided by SFSC's eLearning Department. Various other technology training opportunities are available from eLearning throughout the year as well as a 40-hour Technology Institute for faculty interested in online course development. Faculty desiring to teach an online course that is already created must complete levels one and two, totaling 22 hours of combined face-to-face and online instruction.

H. Staff and Professional Development (SPD)

This program, funded by the state and budgeted by the administration of SFSC every year, serves employees as they seek to update skills and participate in professional activities. Instructors often attend meetings, training sessions, and classes off campus paid for by SPD. Faculty who wish to attend such an event should apply for funding by following SFSC Administrative Procedure 5013. All required paperwork must be completed prior to the event, and all required signatures must be obtained before the paperwork is submitted to the SPD committee. Faculty are encouraged to apply as early as possible to ensure funding is available.

I. Adjunct Faculty

As with all SFSC instructors, adjunct instructors must maintain their commitment to student learning by designing a supportive learning environment and providing helpful and thorough feedback to the student. These expectations apply to adjunct faculty teaching on all campuses, online, and those teaching SFSC dual enrollment courses on the high school campuses.

Adjuncts are subject to the same credentialing requirements as full-time faculty and must complete the appropriate level of technology training assigned by the instructional supervisor in cooperation with the dean. Just like full-time faculty, adjuncts must

complete all of the required Human Resources paperwork and go through all of the usual steps to be hired; their performance and evaluation will be guided by relevant duties listed on the faculty job description. An adjunct faculty member has the same responsibilities regarding student learning, assessment, course organization and implementation relative to their academic department and division. They must be available to students and/or maintain limited, posted office hours, for example, one office hour per three credit course per week. They are invited to attend all academic functions, including department meetings.

All adjunct teaching assignments are made by an approved Letter of Intent (LOI). The LOI must be initialed by the department instructional supervisor and signed by the adjunct faculty member and the dean. Usually, the LOI is only issued after the scheduling need is certain 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.

J. Orientation

Each new member of the faculty will attend an SFSC orientation session specifically designed for them. They will be introduced to many of the administrators and other people and subjects important to their effectiveness as an instructor. They will also be lead through several processes such as electronic access to various documents and communication channels. The orientation is typically held the first duty week prior to classes starting. Special orientation and training sessions are available to new adjunct faculty as well. The instructional supervisor can provide additional information on times and locations.

K. Generated ID Numbers (GID)

The GID will serve as a personal employee identification number instead of the Social Security number. A picture identification card featuring the GID is available through the Registrar's Office.

L. Teaching Assignments

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

1. Regular Load

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

2. Overloads

- a) All instructional overloads (courses taught in addition to the full-time faculty load requirements) are to be approved in advance by the instructional supervisor and the appropriate dean.
- b) Overloads are generally assigned on a volunteer basis; instructor requests for overloads may be made to the instructional supervisor and will be approved only when scheduling needs demand it.
- c) Members of the full-time faculty are limited to no more than two overloads per term (6 credit hours), unless approved by the appropriate dean and VPESS. When determining which courses are part of a faculty member's load and which are overload, the courses with the largest enrollments shall constitute the regular load. Overloads shall be clearly noted as such on the Instructor Load Sheet.
- d) The instructional supervisor is required to accurately

determine all departmental overloads each term and to secure the appropriate dean's approval. Failure to properly document overloads could result in non-payment to the instructor.

M. Communication Channels

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

1. The instructional supervisor is to be contacted in all of the following situations:
 - a) In all discussions regarding course scheduling or when requesting any type of leave.
 - b) In initially posting office hours and in verifying and signing the faculty load sheet that designates the teaching load (refer to SFSC Administrative Procedure 5220).
 - c) When evaluating or providing feedback about a textbook (refer to SFSC Administrative Procedure 5220).
 - d) When completing course syllabi, if making major changes in the course delivery system or technology, and in making changes in the master course descriptions.
 - e) In matters regarding student attendance and behavior, the college has procedures relating to attendance and disciplinary matters; the instructional supervisor is responsible for overseeing the proper execution of these procedures. Students may be withdrawn from courses due to excessive absence or discipline related problems, however, a faculty member must work closely with the instructional supervisor and follow the SFSC prescribed procedures.
 - f) In matters relating to general administrative procedures, such as registration, filing of reports, etc.
 - g) As the initial contact between the faculty and the administration.
 - h) In all discussions involving examination proceedings: both the extent and nature of course exams.
 - i) In initiating particular requests on behalf of the instructor.
 - j) Regarding questions related to the college evaluation, promotion, and contract conditions.
 - k) Regarding certification/professional development issues.
 - l) In all matters deemed important by the instructor with which the instructional supervisor can be of assistance.

2. The deans are to be contacted in all of the following situations:
 - a) In questions regarding college policies or procedures after initial consultation with the instructional supervisor.
 - b) When college appeal procedures require attention to a particular matter.
 - c) As an arbiter in all administrative disputes between the faculty and instructional supervisors.
 - d) When grade changes are initiated by an instructor.
 - e) In all cases when the instructional supervisor is unavailable.
 - f) In questions regarding faculty evaluations.
 - g) In all cases involving requests from faculty regarding professional or administrative reassignment.

N. Faculty Meetings

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

O. Faculty Organizations

In order to foster the professional growth and advancement of its faculty, the college recognizes and encourages faculty participation in organizations. All clubs and organizations are established in accordance with college policy. 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 with 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.
2. All full-time faculty members are automatically members of the Faculty Council. The Faculty Council meets monthly during the fall and spring terms and serves as a forum to discuss faculty issues, to present faculty concerns, and to offer recommendations to the administration (refer to SFSC Administrative Procedure 2201).

P. Committees

All members of the full-time faculty must serve on at least one of the college's standing committees. These committees provide the faculty with the opportunity to participate in the governance of the institution. From time-to-time, ad hoc committees or task forces are developed to serve a special need, and faculty may be appointed to serve on these committees as well. The Learning and Student Success Committee serves as a clearinghouse for all proposals having to do with student learning and, therefore, as an umbrella over the rest of the academic standing committees. It coordinates with its standing committees, including Academic Quality, Curriculum, eLearning, and Student Success. Certain other committees have college-wide or task-specific responsibilities: Staff and Professional Development, Academic Appeals, and Technology (refer to SFSC Administrative Procedure 2180).

Q. President's Awards

1. The President of the college annually recognizes excellence across various employment categories. Employees who were selected for the President's Awards the prior year shall serve on the President's Award Selection Committee. All faculty members are invited to nominate their colleagues for all categories of the President's Awards.
2. Selected departments have endowed chair programs that recognize outstanding faculty members and provide them with the resources to engage in professional development activities that benefit their department and the college. Eligible faculty members are encouraged to submit their application for endowed chair consideration to the Faculty Council President.

R. Security and Safety

To ensure a safe and secure learning environment at SFSC, each employee must assist the campus community with some general security practices. Report all suspicious activity and persons to:

Highlands Campus Security: (863) 453-0806
In case of emergency immediately call 911.

Campus/Center Director:

Hardee	(863) 784-7060
Lake Placid	(863) 784-7080
Desoto	(863) 784-7040
College Switchboard	Extension: 0

1. Always keep Security or the campus/center director's phone numbers handy or pre-programmed into mobile phones.
2. To help prevent loss, secure valuables by locking doors, desks, and filing cabinets. If issued a classroom key, please secure the room when class has been completed. Please report all losses to Security.
3. Safeguard all keys provided by the college; never lend keys to others.
4. If access is needed to the college after hours (Monday through Friday, 10 p.m.-7 a.m., or on weekends), contact Security upon arrival to inform them location and expected departure time even if they are not needed for access. This will help ensure personal safety. Notification is not necessary scheduled classes or events.
5. The Security team on the Highlands Campus is available 24 hours a day, 365 days a year. DeSoto and Hardee campuses and Lake Placid Center are staffed Monday through Thursday, 8 a.m.-9:30 p.m., and on Fridays, 8 a.m.-5 p.m. If an emergency should arise outside of these hours, call the Highlands Security Office and assistance will be provided. Please report any safety concerns to the Risk Management coordinator at ext. 7219. All concerns will be investigated and addressed.
6. Communication in an emergency is critical. In the event the campus family needs to be notified of a developing incident, SFSC has installed IP phones equipped to deliver verbal messages broadcast simultaneously across all campuses. Phones are also available inside most classroom SMART podiums. Blackboard connect may be used to send text messages and/or e-mail to communicate information to faculty and staff. SFSC has access to numerous other communication tools which can be used to convey messages, i.e., radio, TV, electronic signage, the college Web site, etc.
7. In the event of a building evacuation, please be sure you are familiar with your escape routes. Egress diagrams are posted in each classroom. Assistance should always be provided to students and staff with disabilities. A plastic document holder with emergency procedures is attached to the wall in each

classroom. Please do not add any additional materials to this document holder.

S. Medical Emergencies

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

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

SFSC Campus Security maintains the first aid kit on the Highlands Campus. On the satellite campuses, the Administrative Office does so. Additional kits are maintained and restocked by various area supervisors.

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

T. Good Samaritan Law (768.13)

This law protects any person, including those licensed to practice medicine, who gratuitously and in good faith renders emergency care or treatment either in direct response to emergency situations related to and arising out of a public health emergency, a state of emergency or at the scene medical equipment, without objection of the injured victim or victims thereof, result of any act or failure to act in providing or arranging further medical treatment where the

person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

V. RESOURCES

A. eLearning

Physically located on the first floor of the Learning Resource Center (LRC) and also available through onlinehelp@southflorida.edu, eLearning is available to help faculty enhance classroom presentations by providing appropriate technology, technology training, multimedia resource development, instructional design assistance, as well as electronic course and system management. The eLearning Department provides the following services:

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

B. Library Services

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

Faculty members are encouraged to set up appointments for class orientations and/or subject-specific instruction to increase information literacy across the college. Instructors are also encouraged to send copies of their syllabi to the reference staff so they can be aware of assignments and be able to better serve students.

Members of the faculty are issued a college photo ID, which is also their library card and needed to check out materials, access the electronic databases, and use interlibrary loan services.

A quality collection is the foundation of any library. The Library staff welcomes recommendations of print or non-print learning materials to add to the collection, or of materials that should be removed because they are obsolete or damaged (refer to SFSC Administrative Procedures 2066 and 2068).

C. Tutoring and Learning Center (TLC)

The mission of the TLC is to make learning meaningful and useful to students. The TLC provides an inviting environment to house all the resources that will support learning under one roof—technology, support staff, and tutors who are ready to assist students in learning. TLC tutoring services are free to all SFSC students.

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

support staff, assist students. The TLC serves all SFSC students, whether dual enrollment, high school completion, technical, or college transfer.

D. Audio-Visual Services

The eLearning Department provides technical support for classroom technology and general assistance with multimedia such as audio and video production. Information Technology (IT) supports teleconferencing, two-way television, 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 and SMART boards) , eLearning is the responsible department.

1. eLearning staff provide planning, technical support for Smart classrooms and other media needs for all sites. Classroom support includes
 - a) troubleshooting of podium technical components
 - b) training on the use of the podium
 - c) assistance with presentations (insuring that the presentation can be viewed from CD, DVD, computer, or USB device)
 - d) media cart support for classrooms without permanent media technology
2. eLearning staff are responsible for the research, selection, and support of appropriate instructional media technology to enhance the learning environment. The responsibilities include
 - a) assisting in the design and selection of instructional media technology
 - b) overseeing installation and implementation of media equipment by vendors
 - c) supervising repair and maintenance of media equipment
 - d) maintaining an inventory of media equipment available for short or long-term loan to faculty and staff
3. The eLearning staff is responsible for video, teleconferencing, and Web conferencing service. The services are located at the eLearning Center which is open to everyone, private and public alike (refer to SFSC Administrative Procedure 2067).
4. Instructional Technology and eLearning staff are available Monday through Friday, 8 a.m. – 5 p.m. Hours may vary depending on need. After-hours service is only available for emergencies that may happen in scheduled classes and events. Evening classroom support is available for media equipment

(projectors, *Smart* podiums, document cameras, podium computers) Monday through Thursday, 5 p.m. – 9 p.m. Support for events requires prior scheduling with the IT Help Desk.

5. To place a service call during normal working hours, call ext. 7462 or e-mail the Help Desk, helpdesk@southflorida.edu. You will be required to furnish your name, telephone number, location, SFSC property #, and the nature of the problem.

E. Requisition of Materials/Supplies

1. Each department is provided with an annual budget for materials and office supplies. Faculty are urged to participate in the budgetary request process through their 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 allocated budgets for materials and supplies. If modifications to budgets are needed, the instructional supervisor will work with the dean to identify available resources.
2. Office supplies are purchased in departmental accounts through Office Depot or the SFSC Bookstore. SFSC has negotiated deep discounts of most office supply products through the Office Depot corporate website (www.business.officedepot.com). Faculty should coordinate their office supply needs through their instructional supervisor.
3. All purchases should follow the college's procedure for procurement (refer to SFSC Administrative Procedure 4040). Cut-off dates for making purchases are set by the controller and purchasing activity is usually limited from May 1 through June 30.
4. If the monetary value of materials exceeds \$750 or the supplies are needed for a project, the funding request will follow the capital outlay process. This process usually requires planning before the need arises and consideration in the Unit Action Plan for funding approval. See your instructional supervisor for further information.

F. Work-study Assistance

Student assistance may be authorized in teaching labs or other

instances where faculty need additional assistance to maintain a safe and productive learning experience. Any instructor or unit may submit a request for a work-study student. For more information, contact the Career Development Center (refer to SFSC Administrative Procedure 3234).

G. Counselor Assistance

1. The Advising and Counseling Department maintain the Counselor Assistance Request form for faculty use in referring students who may be exhibiting habits or behaviors that may negatively impact success. An instructor can increase student success and support student learning by assisting the Counseling and Advising Department in this effort. When a faculty member refers a student, a member of the Advising and Counseling staff contacts the student to discuss issues with attendance, study/work habits, and self-defeating behavior. The counselor may recommend suggesting corrective action for behaviors that negatively impact their academic success or additional counseling. Students who present serious discipline problems should be referred to the dean of student services. Consult your instructional supervisor for additional details.
2. 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, post-secondary institutions have an internet site. Anyone needing assistance in accessing this information may contact the Advising and Counseling Department.

H. Additional Resources

1. Copying Services
Copy services are available at most college sites. Special arrangements must be made for the Teacherage. Contact your division or campus administrative assistant for copy information. Faculty are encouraged to place print resources on the course home page in Panther Central for ease of access when possible or to work with the Bookstore for shrink-

wrapping and sale of handouts. If help is needed placing handouts in a D2L course site, contact onlinehelp@southflorida.edu.

2. Computers

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

3. eLearning Department

The Electronic Learning Department assists students, faculty, and staff with any electronic learning or multimedia resource by developing and offering technology trainings and assisting with multimedia development, instructional design, eLearning course and system management and quality assurance. One-on-one training can be arranged for your convenience.

4. IT Department

The IT Department (IT) supports a wide range of selected hardware and software: IP telephones, Microsoft Office, Outlook e-mail, 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, contact helpdesk@southflorida.edu.

5. IP Telephones

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

6. Outlook E-mail and Scheduling

Microsoft Outlook is the provider for the college's e-mail system. The majority of college and unit information is sent via e-mail. You will be assigned an e-mail address and provided with training. Contact helpdesk@southflorida.edu with any problems.

7. D2L E-mail

Communication with students is most commonly conducted via the D2L email. All faculty are encouraged to utilize this secure environment for all communication with students.

8. Room Reservations

When planning a campus event, check room availability, submit a room request. Inquiries should be made by calling ext. 7417.

9. Telephone Messages

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

10. Mail

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

11. College Catalog

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

12. Student Handbook

Policies concerning student behavior, rights, services, and requirements are explained in the SFSC Student Handbook. Please encourage your students to obtain a copy from the Advising and Counseling Department or online. All faculty should be familiar with the contents of this document.

13. Key Online Resources

Florida Internet Resource Network <http://www.firn.edu/>
Association of Florida Colleges <http://www.myafchome.org/>

VI. CURRICULUM

A. Textbook Adoption

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

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
2. Adoption of course texts shall use the following procedures and guidelines:
 - a) Texts shall be adopted by the departmental faculty and used for a period of at least three years or until the edition changes.
 - b) Faculty may not select alternate or additional texts without the permission of the instructional supervisor and dean.
 - c) Adopted textbooks must conform to college-level expectations and requirements, such as readability and content.
 - d) Faculty will consider student financial concerns in adopting texts and not require excessive numbers of texts. All items that are identified as required for each class, particularly items sold as part of a bundled package, need to be used in class by all instructors.
 - e) It is the responsibility of the faculty to communicate directly to the instructional supervisor all concerns and recommendations regarding text selection, changes, and procurement.
3. Faculty and Staff May:
 - a) Receive sample copies, instructor copies, or instructional materials.
 - b) Receive royalties or other compensation from sales of textbooks that include the instructor's own writing or work.

- c) Receive honoraria for academic peer review of course materials.
- d) Receive fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks or related support materials.
- e) Receive training in the use of course materials and learning technologies from textbook representatives.
- f) Print/copy short documents and other material for specialty classroom use. The originator of any course packet will obtain the necessary copyright permissions.

4. Faculty May Not:

- a) Demand or receive any payment, loan, subscription, or advance
- b) Deposit of money, service or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction
- c) Sell any sample copies, instructor copies, or instructional materials, if they are specifically marked as free samples not for resale
- d) Sell academic materials, including texts, supplementary texts and other materials directly to students

B. Course Development and Improvement

Course development and improvement are a continuous process at the college. Instructors, 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.

1. Laboratory and Course Fees

- a) All laboratory and course fees must be approved through the regular course approval process and go through the Curriculum Committee, the VPESS, the President's Council, and the District Board of Trustees (see below for further explanation).
- b) All new courses and programs, major modifications, and fee changes must be based upon demonstrable needs, as determined by needs assessment information and identified support resources.
- c) All proposals for new courses, new programs, major courses or fee changes must be processed through the coordinator of Curriculum Support (ext. 7488) and follow the procedure outlined below.

- d) Course offerings and fees are reviewed annually. This is the responsibility of the instructional supervisor, who submits to the dean an annual report specifying all recommendations regarding new course offerings and current fees.
 - e) The instructional supervisor may recommend the deletion of courses that are not or will not be offered within a five-year period.
 - f) Course development must proceed in accordance with existing articulation agreements and applicable state statutes and regulations.
1. Procedures for Curriculum Changes:
- a) Prior to developing new courses or programs, faculty should contact Curriculum Support.
 - b) The instructional supervisor will be responsible for ensuring that all curriculum change proposals are complete, accurate, documented, and follow all applicable policies and procedures.
 - c) When developing a new course or program, the New Course Proposal form or New Program Proposal form must be completed and submitted to the dean and VPES for review and approval prior to its submission to the Curriculum Committee for consideration.
 - d) A member of Curriculum Support will assist faculty in the development and collection of information for the new course or program approval forms.
 - e) After review and approval by the dean and VPES, proposals/forms will be sent to the Curriculum Committee for review and approval. The Curriculum Committee may approve, ask for additional information, or deny the application. Approved curriculum changes made by the committee will be sent to the VPES and then to the Leader Team for administrative approval.
 - f) Proposed curriculum changes will be submitted to the SFSC District Board of Trustees for final approval.
2. Procedures for Fee Changes:
- a) The instructional supervisor will be responsible for ensuring that all fee change proposals are complete, accurate, documented, and follow all applicable policies and procedures.
 - b) Fee changes may be recommended on the New Fee form.
 - c) After review and approval by the instructional supervisor and dean, the forms will then be sent to the Curriculum

Committee for review and approval. The Curriculum Committee may approve, ask for additional information, or deny the application. Approved fee changes made by the committee will be sent to the controller and the VPES.

- d) Proposed fee change will be submitted to the District Board of Trustees for final approval.

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

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

1. A Special Independent Study course (SIS) involves a student enrolling in a regular college course on an independent basis. This is permitted when the student is unable to register for a needed course because of one of the following reasons:
 - a) Medical or other problems prevent the student from attending regular classes.
 - b) The student is in his or her last term and the course(s) needed for graduation is/are not being offered.
 - c) The course for which the student registered was cancelled due to insufficient enrollment and no other section is available.
 - d) The student has experienced an unexpected event or problem beyond the student's control during the course itself and wishes to transfer to SIS to complete the course.
2. The following conditions govern all Independent Study courses:
 - a) A maximum of 15 semester hours may be earned 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 to appropriate dean for approval.
 - c) The faculty supervising the Independent Study must

comply with the following regulations:

- (1) Complete and have the SIS/DIS form approved (see the "Sample Forms" section)
 - (2) List all assignments required of the student
 - (3) Describe and follow the grading policy
 - (4) Note all sessions in which attendance will be required
 - (5) Ensure that the course outcomes are met
 - (6) Submit the grade to the registrar in the approved manner
- d) Faculty will be paid according to the Salary Schedule for each DIS/SIS/Co-op student supervised.

D. Cooperative Education

Credit through Co-op experience is available at the college. All students desiring to engage in a Co-op project must obtain a faculty advisor or sponsor who agrees to work with them. Faculty advisors are paid the Salary Schedule rate per student upon the completion of the Co-op experience. Proper authorization and approval must be obtained through processing the appropriate forms. For additional information contact the director, Career Development Center at ext. 7411.

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

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

E. Credit by Experience

Students may earn college or occupational credit through the process of credit by experience. The SFSC developed procedure consists of the following steps:

1. The registrar pre-screens the student's request to determine the student's eligibility.
2. A full-time faculty member reviews the student's portfolio or performance demonstration.
3. The instructor determines whether or not the student has the competencies or knowledge/learning outcomes of an existing college course. If the instructor determines that a student has demonstrated a course's outcomes, he or she will recommend the award of the appropriate credit. Instructors who perform this service for students are paid a fee according to the Salary Schedule

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

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.

A. Registration

Class rosters, class schedules, students' academic history, and other records can be obtained through Panther Central. Contact eLearning for assistance or to arrange for training as needed in the use of these resources.

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

Courses during the fall and spring terms are offered in eight and sixteen week sessions. The summer term consists of twelve and six week formats. All flex session courses are subject to the following regulations.

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

B. Classroom Records

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

C. Grading and Grade Changes

If an instructor has any problems entering grades or accessing the Incomplete Grade Report, they should contact their instructional supervisor and the Registrar's Office.

Grade roster(s) can be accessed through Panther Central or through your D2L course sites. Faculty must enter grades into the database system each term according to the deadlines published in the SFSC Catalog.

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

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

2. No minuses (-) or pluses (+) are used in final course grades.
3. The following guidelines shall be used in assigning the grades:
 - a) A, B, C, D, and F Grades: Students will be assigned these grades consistent with their performance based upon the course grading policy and the quality points as noted above.
 - b) I Grades: The instructor must complete an Incomplete Grade Report for each I grade and turn it in to the Records Office. Students who have participated throughout the term but are unable to complete all course requirements (such as a term paper, project, or final exam) because of illness or other extenuating circumstances may request a grade of incomplete. If a student receives an I grade, he or she will have six weeks from the beginning of the next college term to make up the work in the course as outlined on the Incomplete Grade Report. If the student does not complete the assigned work, the grade is automatically changed to the grade listed by the instructor on the Incomplete Grade Report. Incomplete grades in competency-based programs are governed by the appropriate departmental policies.
 - c) N Grades: The grade of N is used in courses that are completely competency-based (normally, clock-hour occupational courses) and may not be assigned in college credit courses. The "N" signifies that the student is making progress toward completing the competencies of the course, but has not reached a point at which a grade may be assigned. It is non-punitive in that it does not count

- against a student's GPA. For athletic purposes only, it will be calculated as a C when determining eligibility for student athletic activities.
- d) W Grades: A grade of W is assigned when a student withdraws or is withdrawn from the course. The instructor may withdraw a student for academic or attendance reasons. Students may withdraw up to the Last Day to Withdraw. Refer to the SFSC *College Catalog* for details on this process. Students in their third attempt in a course must be assigned a grade of A, B, C, D, or F. If a student has not attended a class by the last day to drop classes with refund or change audit status, the instructor must report the student as a No-show. Students may be withdrawn by the instructor at mid-term for excessive absences or lack of academic progress without written notice. Refer to the SFSC *College Catalog* for additional details.
 - e) X Grades: The grade of X is used as the final grade for a student who has taken the course for audit. Students may register to audit a course or may switch to audit up to the Last Date to Change from Credit to Audit published in the academic calendar in the SFSC *College Catalog*. After this date, students will be locked into credit or audit status. The instructor must determine the requirements for audit students. These may range from no requirements to attendance and/or ungraded assignments.
 - f) S and U Grades: "S" stands for satisfactory and "U" for unsatisfactory. These grades may only be assigned in non-credit courses such as Adult Education, Community Education, or Corporate and Continuing Education and certain occupational courses such as clinical experiences.
 - g) A., B., C., D., F.: Grades followed by a period are awarded in a college preparatory class.
4. Only the faculty of record is authorized to initiate changes in permanent grades (unless the faculty member is no longer available). A grade becomes permanent once it is rolled into academic records by the registrar. Permanent grades may be changed by the faculty of record using the Change of Permanent Grade form. This form is used when (a) the grades was entered in error (the instructor incorrectly calculated or marked the grade) or (b) for other reasons carefully documented in writing on the Change of Permanent Grade form by the instructor. All requests for changes in permanent grades

must be submitted to the instructional supervisor and appropriate dean before submission to the VPES for final approval. The college administration reserves the right to deny requests for permanent grade changes due to insufficient or inappropriate justification. Requests for changes in permanent grades will not be honored for providing a student an opportunity not provided to all students in the course such as (i.e., retaking exams or submitting late assignments).

D. Student Grade Appeals

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

1. The student is to meet with the instructor within 15 working days after the grade is issued to discuss the matter.
2. If not satisfied, the student may request a meeting with the instructional supervisor within five working days of meeting with the instructor.
3. If meeting with the instructional supervisor does not resolve the matter, then the student may write a petition to the appropriate dean within five working days to request further consideration.
4. The written petition must describe the problem in detail and explain why the student believes that his/her rights have been violated.
5. If the petition is denied by the dean, the student has five working days to appeal in writing to the VPES.
6. The VPES makes the final decision to approve or deny the request for grade change. The VPES will review the materials in question and/or discuss the issue with the faculty member, the dean, and the student(s) involved. The VPES's decision may include: (1) upholding the grade assigned, (2) requiring the student to repeat an assignment, or (3) requiring that the grade be changed.

E. Course Syllabus

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

session of a course. A syllabus template is used for college credit courses (Appendix B).

1. A course syllabus must contain the following information:
 - a) The course prefix; number; title; meeting days, times, and location; the instructor's name, office location, office hours, telephone extension, and e-mail address
 - b) All texts and related course materials, required or recommended
 - c) The catalog description of the course and student learning outcomes, college-wide and course-specific
 - d) The class attendance policy
 - e) The grading and examination policy
 - f) Information detailing all class assignments, their nature, frequency, how evaluated, and due dates
 - g) A statement describing the calculation of the final grade
 - h) An outline of essential material to be covered and a schedule of when the topics will be discussed
 - i) The course policy regarding cheating/plagiarism and inappropriate classroom behaviors and how they will be dealt with
 - j) The course attendance and tardy policies
 - k) The college policy regarding visitors in the classroom
 - l) The college policy regarding observance of religious holidays
 - m) The students with disabilities policy
 - n) Other content as prescribed by the appropriate dean

2. There are a number of other optional information items that faculty may wish to include in a syllabus. These include, but are not limited to:
 - a) A list of significant college dates for the term, i.e. holidays and last date to withdraw with a W
 - b) An explanation of the purpose of the course, i.e., how it fits into the student's overall education program and/or life
 - c) Important, relevant Web addresses
 - d) Classroom meeting times
 - e) Any guest speakers
 - f) Smoking, eating, and drinking prohibitions
 - g) Examination dates and/or rules
 - h) Student evaluation of instruction

F. Classroom Meeting Times

Faculty are to meet all classes at the scheduled times. Classes

must be conducted for the full time allotted. Classroom activities should be scheduled in a manner that activities minimize early release.

Should a professional activity require the faculty member's absence, alternative arrangements should be made so that the students may meet during class time. Assignments in D2L are only appropriate if the class is designated from the beginning as a hybrid course or if the instructor has ascertained that the students are able and willing to have class sessions online. Possible alternative arrangements may be available through the LRC or the Career Development Center. Consult with the instructional supervisor for further information.

G. Class Rosters

Class rosters can be obtained through Panther Central from the faculty tab. Instructors should check the roster against the students present. Any student present, whose name does not appear on the roster, should be directed to contact the Registrar prior to the next class meeting. If a student's name appears on the roster but the student is not in class, the student should be reported as a no-show during the appropriate no-show reporting period, typically the second week of the term. Faculty members may not allow unregistered students to attend class. Unregistered students should be directed to bring their situation to the attention of the Registrar immediately. No visitors are authorized to be in the classroom, including children of students.

H. Guest Speakers

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

I. Classroom Access

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

If a key is necessary, the appropriate instructional supervisor or campus/center director will request that one be issued. An

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

J. Smoking, Eating, and Drinking

SFSC is a Smoke Free campus. Smoking is prohibited on all campus property. Eating and/or drinking (except water) are prohibited in classrooms. Please remind students of these rules. A cafeteria is available on the Highlands Campus in the Joseph E. Johnston Student Center, serving a variety of foods for breakfast and lunch. Vending machines are also available during the day and evening at each college campus/center.

K. Visitors in the Classroom

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

L. Examination Procedures

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

1. All exams (except "pop" quizzes) should be in accord with an exam schedule published in the course syllabus.
2. Exams should conform in style and format to published syllabi information.
3. All exams should employ effective test and measurement standards and practices. Exams should be developed according to the instructors' assigned purpose and materials/content/skills covered. Items included on exams must be college-level in nature and/or appropriate for the competencies of the course.
4. Plagiarism/cheating policies for each course should detail particular penalties for academic dishonesty. This policy must be in the course syllabus and may be verbally stated at the

time of the exam. The course policy must be consistent with the college policy.

M. Use of Copyright Material

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

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

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 business affairs. If the materials are to be marketed, copyright fees, royalties and other income will be shared according to the District Board of Trustees Policy 1.16.

N. Academic Freedom

At South Florida State College, the faculty are free to pursue and convey knowledge in their area of special training and expertise, subject to college, state of Florida, and federal policies, procedures, laws, and the code of ethics for professional educators (refer to SFSC Administrative Procedure 3010).

O. Confidentiality

You should exercise extreme caution and the utmost discretion in discussing or releasing confidential information. The right to privacy of an employee or student is protected by federal and state laws and is addressed in SFSC Administrative Procedure 2157. These laws provide for release of confidential information only when permission is given by the college president or a court order is obtained.

For instance, your evaluations may not be shared with persons not directly involved in the evaluation process. Nor may 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 in a

bona fide emergency and only then to the appropriate officials of the college, 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.

The Human Resources Department is reluctant to release any information concerning an employee by telephone and prefers that requests be in writing.

For students, confidentiality is protected under the Code of Federal Regulations, Title 34, Part 99 – Federal Family Educational Rights and Privacy Act, the Gramm-Leach-Bliley Act and Florida Statute 1002.22. All of these are specific about what information may or may not be released concerning a student and defines “directory information” which may be unconditionally released without prior consent of a student unless written notice is filed with the Office of the Registrar asking that this information be kept confidential. Transcripts are released only upon written consent of the student.

Please do not release **any** information. All requests for student information should be referred to the Office of the Registrar (refer to SFSC Administrative Procedure 2152). Take care to preserve the privacy and confidentiality of all student records. Official student records, supporting documents, and other student files, shall be accessed only by members of the college staff employed for that purpose. You may not disclose a student’s records (grades, scores, etc.) to anyone else without approval from the student. Grades must never be publically posted.

P. Academic Appeals Committee

The Academic Appeals Committee will review student requests for exceptions to college academic policies when there are factors beyond the student's control. Documentation must be provided. The Appeals Committee will consider such matters as suspensions, removal of suspensions, financial aid eligibility, tuition refunds, dropping a course after the deadline, requests for credit hours in excess of the maximum, and other academic policy issues.

Q. Release of Information to the Public

All news releases for print and electronic media is produced or approved by the Community Relations and Marketing Department. Should a reporter contact you, refer them to the director of community relations and marketing, to the administrator overseeing

the department, or to the Office of the President.

R. Bulletin Boards and Electronic Notices

All information placed on college bulletin boards or on electronics signs must be approved in advance by the Community Relations and Marketing Department. Fliers, posters, and other such documents not bearing the approval stamp will be removed from bulletin boards.

VIII. STUDENT ISSUES

A. Students with Disabilities

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

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

with Disabilities Act of 1990.”

3. It is the responsibility of the student to self-identify and provide appropriate documentation to the disabilities specialist. Students who choose not to self-identify may be ineligible for services and/or accommodations. More information is available by contacting the disabilities specialist located in the Advising and Counseling Department, in person, by e-mail at disabilities.specialist@southflorida.edu, and/or by phone at (863) 784-733 (refer to SFSC Administrative Procedure 1101).

B. Student Discipline

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

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 property and equipment of the college. Faculty are responsible for establishing and maintaining discipline standards in their classrooms that conform to the general student discipline standards for the college as outlined in the *Student Handbook*. Students who violate these standards are subject to the sanctions outlined in Article V of the *Student Handbook*. Students accused are guaranteed due process rights. Furthermore, every effort should be made to protect the dignity of the student whenever possible. The faculty should not publicly discipline a student unless there is no alternative. Serious problems should be reported to the instructional supervisor and appropriate records maintained.

A faculty member in need of assistance removing a student from the instructional area should call Security and/or notify the center director, instructional supervisor, or dean. Phones are available in the classroom's electronic podium. The instructor should remain in the instructional area and maintain control. When necessary to prohibit a student with disruptive behavior from returning to the instructional area, the faculty member should send the student to the dean of student services who is responsible for action regarding disciplinary matters. The dean of student services will meet with the faculty member to determine the next steps.

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

C. Academic Appeals

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

D. Commencement Activities

Each full-time member of the faculty must participate in Commencement held at the end of the fall and spring terms each year. Academic regalia is provided for each faculty member. Contact the Registrar for more information regarding regalia.

E. Student Government Association

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

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. Faculty members are strongly encouraged to serve as club advisors and to participate in SGA-sponsored activities.

F. Field Trips

When students request to be off-campus as official representatives of the college, they may be excused from class and permitted to

make up all work missed when the following criteria are satisfied (refer to SFSC Administrative Procedure 3285).

1. To sponsor a field trip, the faculty member must complete the following steps:
 - a) Complete the Field Trip Proposal form and submit it to the department chair/manager and dean for approval. This form should be submitted three weeks prior to the proposed trip. (Forms can be obtained from the department chair or Risk Management). The form must include all participating students (refer to SFSC Administrative Procedure 7031).
 - b) Complete, in duplicate, the Leave Request form and request Temporary Duty Leave.
 - c) If a college-owned vehicle is to be used, the faculty must request its use three weeks prior to the field trip. The availability of college-owned vehicles is not guaranteed (refer to SFSC Administrative Procedure 2076).

2. Driving a college vehicle
 - a) If the driver is an employee of SFSC, he/she must provide a valid driver's license to the Human Resources Department three weeks in advance of the field trip to obtain authorization to drive, based upon driver records furnished by the Florida Bureau of Driver's License Records.
 - b) If a driver is not an employee of SFSC, he/she must first submit a Volunteer Service Application through the Human Resources. Upon approval, the previously mentioned driver's license check will be made.
 - c) Students are not permitted to drive college vehicles.
 - d) Ensure that the occupants of the vehicle are serving a college business purpose.
 - e) All students traveling in a college vehicle must secure and file a release form in accordance with SFSC Administrative Procedure 7031. It is the instructor or supervisor organizing the trip who must file a list of the students traveling in the vehicle with the Office of the Controller and the dean of student services, if the trip is not organized as part of a class.
 - f) The Athletic Department is responsible for the maintenance and upkeep of college vehicles. All vehicles will be inspected periodically, but it is the responsibility of the driver to conduct a pre-trip inspection to ensure safe travel.

IX. PERSONNEL

A. Observance of Religious Holidays

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

B. Faculty Load Sheets

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

1. To provide data on overloads
2. To provide information to be used for planning purposes
3. To provide location information regarding faculty in case of an Emergency
4. To provide students with information regarding staff availability for advising and tutoring
5. The Faculty Load Sheets will be distributed by the instructional supervisor to each full-time faculty at the beginning of each term and must be completed and returned no later than one week following the start of classes.

C. Faculty Member's Class Schedule

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

maintained in the office of the appropriate dean.

It is expected that faculty will be available to students in their offices during the posted office hours. If it is necessary to leave during those times, faculty will prominently post a notice of where they are and when they will return.

D. Payroll Procedure

Faculty salary schedules are established annually by the SFSC District Board of Trustees. Faculty input is regularly solicited regarding salaries through participation on the Salary Review Committee. Particular procedures regarding adjunct and overload pay procedures include:

1. Payment for overload and adjunct courses will be made at the end of the course unless the faculty requests to be paid on a monthly basis. Such requests will be processed in writing through the instructional supervisor and dean.
2. All overload and adjunct payments will be made in accordance with properly executed Letters of Intent (LOI).
3. Letters of Intent must be prepared and approved prior to the beginning of a course, including those for Special Independent Study (SIS), Directed Independent Study (DIS), and Cooperative Education (Co-op) courses.
4. All faculty members are entitled to administrative recourse through their instructional supervisors and deans regarding questions relating to pay.
5. Full-time faculty will be paid their annual salary in 12 equal payments on the last working day of each month. All new full-time faculty members must have direct deposit.

E. Travel Pay

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

F. Leave Requests

College policies and procedures govern all leave requests (refer to

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

1. All leave requests are to be processed through the instructional supervisor and appropriate dean using a Leave Request Form.
2. The instructional supervisor and/or the appropriate dean must approve all requests.
3. In all cases, the instructor requesting leave must assist in arranging for a suitable substitute, when necessary, or to plan for acceptable activities for the classes affected by the leave request.
4. The instructional supervisor or the division administrative assistant will maintain a copy of leave requests to maintain a record of faculty location in case of an emergency.
5. Chairs/program managers will ensure that all leave requests are properly documented and have been submitted in a timely manner.
6. All full-time employees are allowed to use four days of sick leave as personal leave per calendar year.
7. Failure of instructional faculty to meet contracted classes may result in not being paid for the missed time.
8. Full-time faculty must use the Leave Request Form when they will be away from their teaching assignment, posted office hours, or out of the college district. This includes reporting illness or personal leave, attending a workshop, seminar, meeting or any other college approved activity. Failure to use

the form places the faculty member in the status of being away from duty without approved leave.

G. 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, sexual orientation, or genetic information. 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

H. Sexual Misconduct

The college is committed to providing an environment that is free from all forms of sexual misconduct including sexual harassment, public indecency, voyeurism, battery, or assault. If an employee is a perpetrator of sexual misconduct, he or she is subject to termination. Victims should contact the Director of Human Resources for assistance and support (refer to SFSC Administrative Procedure 1130). Each employee will submit proof of participation in the online training to prevent sexual harassment; contact Human Resources for more information.

Students charged with or suspected of such behavior are sent to the Dean of Student Services for review of the accusations. Faculty members should direct student victims to the Dean of Student Services for assistance and support.

I. Drug-Free Workplace and Campus

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

J. 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, center, and other property (including vehicles) under the control of the college. College employees, students, visitors, contractors, and all others are expected to comply with this policy and the *Florida Indoor Clean Air Act* at all times.

Employees and students share responsibility for compliance and enforcement of the Tobacco-Free College policy. Should an employee encounter an individual who is violating the policy, please use courtesy and respect to remind him or her of the policy. Should an employee note individuals repeatedly violating the policy, they should notify the Dean of Students 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 such as www.southflorida.edu/tobaccofree/.

K. Materials Produced by Employees

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

APPENDICES

APPENDIX A

**The following is the official position description for all SFSC
Instructional Faculty and is appended to the Faculty Contract
SOUTH FLORIDA STATE COLLEGE
GENERAL JOB DESCRIPTION FOR
INSTRUCTIONAL FACULTY**

Faculty at South Florida State College are professionals whose duties and responsibilities are established in accordance with 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 in accordance with 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 College-wide 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

SYLLABUS TEMPLATE

SOUTH FLORIDA STATE COLLEGE

TYPE YOUR DIVISION HERE

COURSE SYLLABUS

(If a departmental syllabus is provided for a course, use that instead of constructing your own. Do not include material in italics in your final syllabus)

(TYPE THE TERM AND YEAR HERE)

(TYPE OFFICIAL COURSE PREFIX/NUMBER HERE – TYPE COURSE TITLE HERE - INCLUDE CREDIT/CONTACT HOURS)

(TYPE COURSE MEETING DAYS, TIMES, AND LOCATION HERE)

Instructor: *(Type your name here)* **Phone:** *(Type your office phone # here)*
Office Location: *(Type your office location here)* **E-mail:** *(Type your e-mail here)*
Office Hours: *(Type your office hours here)*

(Type your Welcome Statement here)

Catalog Description:

(Type description from catalog; if applicable, include the course's purpose here)

Prerequisites:

(Type any prerequisites, or co-requisites, for the course here; information located on the Master Course Description or Catalog.)

Course Materials:

Required: *(Type required text (include ISBN) and materials here)*

Optional: *(Type optional textbook and supplemental materials here; if none, omit "Optional.")*
(Course Materials are specified in the Master Course Description.)

Instructional Methods:

(Use the Instructional Methods specified in the Master Course Description. You can be specific about your methods. Be careful to consult your instructional supervisor to see if there are any requirements or prohibitions in this area.)

Course Resources:

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(Type your resources here. Examples include tutoring, Smarthinking, useful URLs.)

Withdrawal for Academic Reasons:

Your instructor may withdraw you for academic reasons up to the last date for withdrawal specified in the SFSC academic calendar. First, your instructor will have the Office of the Registrar send you a notification that you are in danger of failing or being withdrawn from the course for lack of academic progress. You will be asked to meet with your instructor as soon as possible. The second notice will inform you that you have been withdrawn from the class. A grade will be assigned to you.

(Type personal, departmental, or divisional additions/specifics to the policy on withdrawals for academic reasons here).

Exception: Students enrolled in a course for the third time are not to be withdrawn. A warning notice, sent to a student in his/her third attempt, will indicate that he/she will receive a grade for the course and is not permitted to withdraw from the course.

Class Attendance Policies; Instructor-Initiated Withdrawals for Lack of Attendance.

Your instructor may withdraw you for lack of attendance. First, your instructor will have the Office of the Registrar send you a notification that you are in danger of failing or being withdrawn from the course for lack of attendance. You will be asked to meet with your instructor as soon as possible. The second notice will inform you that you have been withdrawn from the class.

(Type personal, departmental, or divisional additions/specifics to the attendance and tardy policy here).

If you are withdrawn before the last date for withdrawal, as specified in the SFSC academic calendar, you will receive a final grade of W. If you are withdrawn after that date, you will receive a final grade of F.

Exception: Students enrolled in a course for the third time may not be withdrawn. A warning notice, sent to a student in his/her third attempt, will indicate that he/she will receive a grade for the course, but the student will not be permitted to withdraw from the course.

Attendance expectations have been clearly specified in the course syllabus and covered by the instructor during the first week of class. It is your responsibility to know and abide by them.

Course Requirements:

(Type your requirements here. Note: examples include tests, quizzes, writing assignments, homework, labs, required online programs such as Turnitin.com, SMARTHINKING, or mymathlab, late work policy, formatting instructions, state requirements such as computation or communication requirements, online communication policy, etc.)

Grading:

(Type your grading policy here. Note: examples include points and percentages, final grade calculations, revisions opportunities, extra credit policy/opportunities, online assignments, etc.)

Code of Conduct - Refer to the *Student Handbook*:

(If you have individual policies for your classroom, please type them here. If you do not, retain the "Code of Conduct" line and delete some of this white space.)

Cell Phones, Pagers, and Other Electronic Devices - Refer to the *Student Handbook*.

(If you have individual policies, please type them here.)

Academic Ethics Policy:

The faculty of SFSC is committed to a policy of honesty in academic affairs. Conduct for which you may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. Dishonesty consisting of cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another to cheat, you will be subject to the same penalties as the student assisted.
2. Plagiarism consisting of the deliberate use and appropriation of another's work without identifying the source and the passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

Consequences of cheating or plagiarism:

The instructor may take academic action consistent with college policy that may range from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of "F." Your instructor and you should seek to resolve the matter to your mutual satisfaction. Failing this, your instructor or you may request action from the appropriate chair, dean/director, and the Vice President for Educational and Student Services (see Grade Appeals in College Catalog) who adjudicates on the basis of college policy.

(If you have individual policies, please type them here. You should consult with your department chair to determine if there are any divisional or departmental policies on academic honesty.)

Panther Central/D2L (Desire to Learn):

Panther Central is the web portal for SFSC. With a single sign-on, you get access to information that is relevant to you. As a student, you'll have immediate access to each of your classes and e-mail to faculty and classmates. You will also be able to access club information, financial aid, registration tools, the library, the student handbook, and other resources. You'll also receive campus-wide and personal announcements. Please make use of the training available for Panther Central, and if your password is not working, please call 784-7017 or e-mail onlinehelp@southflorida.edu. You can access Panther Central at <http://panthercentral.southflorida.edu> or visit the SFSC website (www.southflorida.edu) and choose the "Panther Central" link on the right. Your username is your SFSC ID number (GID), which begins with an "X." You may access your courses resources from the "My Courses" tab in Panther Central.

Students with Disabilities:

In keeping with the College's open door philosophy and in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, SFSC provides

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reasonable accommodations to educational and training opportunities for otherwise 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, audio books, course substitutions and assistive technology. For more information, contact the Disabilities Specialist through: the Web site, www.southflorida.edu; e-mail at disabilities.specialist@southflorida.edu; voice/TDD (863)453-6661 ext. 7331; or in person at the Catherine P. Cornelius Student Services Complex, Suite B152, Highlands Campus.

Visitor Policy:

No unauthorized visitors, including children or other members of your family, are permitted in the classroom. All visitors must be registered with Community Relations in Building F. Children may not be left unattended anywhere on an SFSC campus.

Observance of Religious Holidays:

If you must miss a class in order to observe a religious holiday, you may notify the instructor at least seven (7) days in advance of the day(s) to be missed. You will have until the next class meeting after the observance/holiday to make up missed assignments.

College-Wide Outcomes:

This course supports the following General Education Outcomes:

1. *(List the general education outcomes that are associated with the course on the Curriculum Map)*

Course Specific Outcomes:

(Information taken from the Master Course Description)

BEGIN COURSE OUTLINE/SCHEDULE/CALENDAR HERE

Type at end of document:

DISCLAIMER: Course policies, procedures, and schedule may be changed at any time at the discretion of the instructor. You will be advised of any changes in writing.

APPENDIX C

ACRONYM LIST

2xTV	Two-way Interactive Televised Courses
AA	Associate in Arts
AAS	Associate in Applied Science
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
AS	Associate in Science
AVID	Advancement Via Individual Determination
BAS	Bachelors in Applied Science
CIP	Classification of Instructional Program
CLEP	College Level Examination Program
Co-op	Cooperative Education
CWE	Continuing Workforce Education
D2L	Desire 2 Learn
DAG	Data Analysis Group
DBOT	District Board of Trustees
DIS	Directed Independent Study
EA/EO	Equal Access/Equal Opportunity
EAP	English for Academic Purposes
EL	Electronic Learning
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 Education Development
GID	Generated Identification Number
GPA	Grade Point Average
GPS	Guide to Personal Success
GSS	Graduate Satisfaction Survey
HR	Human Resources
IB	International Baccalaureate
IPEDS	Integrated Postsecondary Education Data System
IT	Instructional Technology

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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 & Culture
NCCBP	National Community College Benchmarking Project
PERT	Postsecondary Educational Readiness Test
PSAV	Post-Secondary Adult Vocational
RSVP	Retired & Senior Volunteer Program
SACSCOC	Southern Association of Colleges & Schools Commission on Colleges
SAP	Satisfactory Academic Progress
SBE	Small Business Exchange
SCNS	Statewide Course Numbering System
SEI	Student Evaluation of Instruction
SENSE	Survey of Entering Student Engagement
SIS	Special Independent Study
SOS	Student Opinion Survey
SPD	Staff and Professional Development
TABE	Test of Adult Basic Education
TAG	The Artists Group
TLC	Teaching & Learning Center
UAP	Unit Action Plan
UC	University Center
VPESS	Vice President, Educational and Student Services

APPENDIX D**Arts and Sciences New Faculty Checklist**

Subject	Contact	Status
Office		
Location	Dean	
Furniture	Maintenance	
Telephone & Voicemail	IT	
Computer	IT	
Printer	Chair	
Technology Access		
Email	IT	
Panther Central/ PAWS/D2L	e-Learning	
Mailbox	Business Office	
Copier	Division Admin Asst.	
Podium Key	IT	
Supplies		
Textbooks	Chair	
Keys (office & classrooms)	Maintenance	
Door Name Plate	Division Admin Asst.	
Badge	Community Relations	
Business Cards	Community Relations	
Office Supplies	Chair	
Information		
Syllabi	Chair	
Schedule	Chair	
Utilization Chart	Chair	
Load Sheet	Chair	
Evaluations	Chair	
Faculty Handbook	Chair	
Employee Handbook	Chair	
IT Usage Manual	IT	
Safety & Security Handbook	Chair	
Forms Folder/Channel	Chair	
Parking Sticker	Cashier	
Faculty ID Card	Registrar	
Use of Facilities	Chair	
SPD (Staff and Professional Development)	Chair	
Library Access	Librarian	

APPENDIX E

FACULTY BENEFITS

CLASSROOM & PROFESSIONAL DEVELOPMENT BENEFITS

Clickers

SFCC has clickers for instructor use, available through your Dean. Some classrooms are already set up for their use. Others may need to be set up. Please contact the Help Desk, 784-7462, to confirm whether your classroom is set up for using clickers.

Off-Campus Voice Mail Access:

To access voice mail off-campus, dial (863) 784-7000. Enter your extension, then your password, at the prompts.

Outlook Public Folders

These have been replaced by Panther Central tabs and are being phased out.

Panther Central Tabs

College committee minutes and agendas, forms, pay stubs, employee W-2s, D2L, Self-Service Banner, Institutional Research data, and much more can be accessed through Panther Central. The Tutorial tab on Panther Central has guides for new users.

Plagiarism Check

South Florida Community College subscribes to **turnitin.com**, a plagiarism check service. For more information or to be credentialed to access the service, contact the Humanities Department Chair.

Power User Privileges

Power Users have greater administration privileges on their office computers. Faculty who want to become Power Users should contact e-Learning at 784-7018 to set up an appointment to be tested on computer knowledge.

Shredding Services

FERPA-sensitive documents must be shredded. Documents for shredding are accepted at two places: the Cashiers' Office and the Public Service Academy Building. For large shredding requests, a form must be completed with your Dean's signature. Non-FERPA sensitive paper should be recycled in the bins provided.

SPD

SPD will pay for some conferences, workshops, and courses. Additionally, SPD Program Development reimburses faculty for developing a new program or making major revisions to an existing one. For more information, contact your Chair.

PERSONAL BENEFITS

Athletic Facilities

The faculty have complete access to the Weight Room and Fitness Center during normal school hours, Monday through Friday 8:00 AM -5:00 PM. Athletic staff can assist with use of the machinery in the Fitness Center. Contact the Fitness Center at 784-7030 to schedule an appointment. Only faculty, staff, and students have access to the Fitness Center. You must have a partner to use either facility unless a monitor is present.

Faculty and staff may also access the pool Monday through Friday 8:00 AM -5:00 PM, with a partner. Since there is no lifeguard or support person, partners are mandatory. Call the Athletics Department at 784-7035 ahead of time if you plan to use the facility so they know you are coming. Dressing facilities are located in the Athletics Office.

ATM Machine (Building B)

Highlands Independent Bank (HIB) maintains an ATM machine in Building B. HIB depositors are not charged a fee for use of this machine. Employees and students of SFSC are eligible for free checking and savings account at HIB.

Bookstore Discount

All employees are entitled to a 10% discount at the college's bookstore.

Cashier's Office

The Cashier's Office provides parking decals. It makes Microsoft Office software available to faculty and employees for home use at a discount (1 disc per employee). It also has specially priced Disney tickets available twice a year. The Cashier's Office is open Monday through Thursday 8:00 AM – 7:00 PM and Friday 8:00 AM -5:00 PM. The Cashier's Office does not cash personal checks.

Cosmetology Services

The Cosmetology Program has many services, including facials, available at very reasonable prices. Simply call 784-7143 during clinic hours: Tuesday, Wednesday, and Friday 9:00 AM - 1:00PM and Thursday 3:00 - 8:00PM. The phone is answered only during clinic hours.

Cultural Programs Events (All Series)

Any full time employee or faculty member may purchase one season ticket for a Cultural Programs series and get a second season ticket free. Individual event tickets may also be purchased at the same discount: full price for the first ticket, second ticket free. However, a season ticket cannot be combined with individual tickets to receive the discounted price. For more information, contact Dee Houseknecht, Box Office Clerk, 784-7178.

Dental Services

The Dental Program has many services available at reasonable prices. Please call 784-7020 for appointments and further information.

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." This can be used at Kelly's Korner, the Hotel Jacaranda, and the bookstore (for all items except books). Charges will be deducted from monthly pay. Applications are available in the Human Resources Office.