

PENSACOLA STATE
— **COLLEGE** —

Adjunct Faculty Handbook
2010 – 2011

<http://itech.pensacolastate.edu/adjuncts>

WELCOME TO PENSACOLA STATE COLLEGE!

In your role as adjunct faculty members, you play an indispensable role in the learning environment that Pensacola State College offers to this community and region. As SACS-qualified instructors you bring not only academic credentials, but a broad range of experience from many career fields, thus enriching our students' learning experiences as you partner with our full-time faculty.

Thanks to all of you for accepting the challenge of educating our students.

Gaining a thorough knowledge of the contents of this handbook will help you to fully and actively participate in continually improving the high-quality, positive learning environment of Pensacola State College. Please feel free to let your department head know of other questions that should be added to and answered in this handbook.

The Adjunct Faculty Handbook is posted on:

<http://itech.pensacolastate.edu/adjuncts> .

PENSACOLA STATE
— COLLEGE —

www.pensacolastate.edu

Pensacola Campus

1000 College Boulevard, Pensacola, FL 32504-8998

Milton Campus

5988 Highway 90, Milton, FL 32583-1798

Warrington Campus

5555 West Highway 98, Pensacola, FL 32507-1097

Downtown Center

418 Garden Street, Pensacola, FL 32502-4731

Call (850) 484-1000 for information.

An Equal Access/Equal Opportunity Institution

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Adjunct Responsibilities

- Read the entire Adjunct Handbook and follow procedures and policies.
- Login to E-Roster and learn to use your E-Roster prior to the first day of class.
- Communicate on a regular basis with department head and administrative assistant.
- If teaching general education course(s), meet with department head to discuss requirements and procedures for participating in the Global Learning Outcomes (GLO) process.
- If teaching career and technical course(s), meet with department head or program coordinator to discuss requirements and procedures for participating in the Program Student Learning Outcomes (PSLO) process.
- Notify department head as soon as possible about any student-related issues.
- Attend meetings scheduled by the department head.
- Schedule time weekly to be available to students in addition to regular class hours.
- Prior to the beginning of classes provide your department head with an electronic or hard copy of your entire syllabus for each course you are teaching for the term;
- At the end of the academic term, based on instructions from the department head, turn in to the department administrative assistant and/or maintain:
 - Original Grade Book, including student attendance records;
 - Original of all student final exams;
 - Books or supplemental materials provided by the department;
 - Detailed description of what any student receiving an Incomplete needs to do to clear the incomplete;
 - Classroom key(s)

Department Head Responsibilities Concerning Adjuncts

- Provide the adjunct a copy of the district syllabus and sample section syllabi.
- Provide adjunct with textbooks and necessary supplemental materials.
- Ensure adjunct fully understands requirements and procedures for learning outcomes assessment processes.
- Complete and approve the adjunct's contract in a timely manner.
- Submit form to establish adjunct's Pensacola State College e-mail address.
- Observe adjunct in the classroom setting and/or on-line section setting as appropriate.
- Provide a departmental mailbox, classroom key(s), office and classroom supplies.
- Provide adequate clerical assistance.
- Meet with adjunct on a regular basis to discuss pertinent issues.
- Include adjunct in distribution of pertinent course/program/department/college information.

Questions & Answers

Please access and learn to use your E-Roster as soon as possible!

What is E-Roster? E-Roster is an easy-to-use web-enabled tool within the college mainframe computer system providing instructors access to class lists. In addition, your E-Roster enables you to properly manage class enrollment and student grades by verifying student attendance, inputting students' last date of attendance (LDA), inputting student grades, withdrawing students and/or reinstating students. It is essential that you login to your E-Roster as soon as possible. Instructions on how to get started are included in this handbook. You can access your E-Roster via the Internet from any computer at any time whether off-campus or on-campus.

Is there an on-line tutorial for E-Roster? Yes! We encourage you to review the E-Roster Tutorial on-line prior to accessing your E-Roster screens. To view the tutorial:

- Go to <http://www.pensacolastate.edu> . Scroll to the bottom of the page. Click on the Faculty & Staff link. On the right side of the Faculty & Staff page, click E-Roster Tutorial.

How do I access E-Roster for the first time? Instructions for accessing your E-Roster as follows:

How To Access E-Roster

Go to <http://www.pensacolastate.edu> . Scroll to the bottom of the page and click on the Faculty & Staff link. On the right side of the Faculty & Staff page, click E-Roster.

A "Help" screen is available by clicking the Question Mark (?) in the small purple circle at the top of the E-Roster page.

When the LOGIN screen appears:

1. For your username, enter your Pensacola State College Employee ID number. You may use your SSN if you wish but we prefer that you use your Employee ID.
2. Click the green bar at the bottom (new user/change PIN/forgot PIN) to initiate the process of creating your Personal Identification Number (PIN). Use the dropdown boxes to select the appropriate birth month and year. Please note: If this is your **very first term** teaching at Pensacola State College, select the College's birth month and year, which is September 1948. Otherwise select your own birth month and year.
3. THEN create your very own PIN (six characters recommended).
4. Confirm the PIN you selected.

5. Click Submit button which takes you back to the LOGIN screen.
6. At the LOGIN screen, type in your Employee ID number (or SSN, if you wish) and the PIN you just created.
7. Next you will select and click on the desired academic term (example: 2011-1 designates the fall 2010 term). The course section(s) you have been assigned to teach will now be displayed on the screen.
8. Once you click on a section number, you can use the menu buttons to: view the student roster, verify attendance or non-attendance, input letter grades, withdraw students, and reinstate students.
9. The VERIFY button is your electronic signature. Only the instructor of record is allowed to verify/sign the E-Roster. The department head, department administrative assistant, or any other instructor CANNOT input your students' grades and verify/sign your E-Roster. No other person is allowed to input your student attendance information or your students' letter grades for you. Do not ask any other person to input your student attendance information or your students' letter grades for you.

A "Help" screen is available by clicking the Question Mark (?) in the small purple circle at the top of the page.

What's the difference between an academic "term" and academic "sessions"? The academic term (such as 2011-1) spans the entire 16-week timeframe (fall and spring). The various sessions are encompassed within the term as follows:

- Session A = 16 weeks
- Session B = the first 8 weeks of the term
- Session C = the "late start" session which lasts 12 weeks
- Session D = the last 8 weeks of the term

The summer term extends across 12 weeks. The various sessions are encompassed with the summer term as follows:

- Session A = 12 weeks
- Session B = the first 6 weeks of the term
- Session D = the last 6 weeks of the term

Where do I get my grade roster? Grade rosters (student rosters) are accessed via E-Roster. Instructions on how to access your E-Roster (and the E-Roster on-line tutorial) are shown above.

What's so important about calling roll? In addition to finding out who IS in class that day, it is just as important to find out if there are students in your classroom who are NOT on your class roll. Students NOT on your class roll are NOT on your E-Roster. ANY student that shows up in your class that is NOT on your class roll should be instructed to go to the Admissions & Registration Office immediately so that he/she can be properly registered. Otherwise, there is no way for that student to be given a final letter grade. The availability of fully-accurate student attendance records is extremely important in addressing student issues. Keeping fully-accurate attendance records is just as important as keeping fully-accurate grade records.

What's so important about the "Verify" button on my E-Roster? Clicking "Verify" on E-Roster is just as official as signing your name to a document. Thus, if you "verify" that a student is regularly attending your class when indeed that student is NOT attending your class consistently, you are signing an inaccurate statement.

What is a "no-show" student and why is it so important for me to withdraw "no show" students via E-Roster by the "no-show withdrawal" deadline as set by the Registrar? ANY student who does not attend any class meeting(s) in the first week of the session is a "no show" student and must be withdrawn from your class via your E-Roster. The "no show" reporting deadline for each session is set by the Registrar. The Registrar regularly notifies departments about these deadlines through e-mail messages. Please make sure that you process "no show withdrawals" via your E-Roster according to the deadline. The "no show" withdrawal is shown as a "W2". The last date of attendance (LDA) for a "no show" student is reported as 999999. The student will be withdrawn by the college, but may discuss reinstatement options with you if s/he desires to reenter the course section. The decision regarding student reinstatement is up to the instructor.

Verifying student attendance accurately, including "no-show" withdrawals, via your E-Roster may prevent an overpayment of funds (tax dollars) to ineligible students. Financial aid funds (tax dollars) released by the College to ineligible students for any reason must be promptly repaid to the federal government by the College.

How difficult is it for a student I withdrew as a "no show" to get back into my class? It's a very easy process which you, as the instructor, control. If a student you withdrew as a "no show" comes to you seeking reinstatement into the class, you have the option of reinstating that student via your E-Roster. The decision regarding student reinstatement is up to the instructor.

Why is it so important for me to maintain accurate student attendance records and to verify student attendance every two weeks? Many students receive financial aid funds throughout

the term based on verified classroom attendance. Verifying student attendance accurately and in a timely manner via your E-Roster may prevent an overpayment of funds (tax dollars) to ineligible students. Financial aid funds (tax dollars) released by the College to ineligible students for any reason must be promptly repaid to the federal government by the College. Each term, all instructors are provided with the schedule for verifying student attendance (or non-attendance). It is very important that you verify attendance on each of the dates shown on the schedule. To help instructors remember to verify student attendance, the verification dates coincide with paydays.

If your personal teaching philosophy requires any withdrawal to be processed by the student, but the withdrawal has not been processed, and the student is not attending, you may notify the Registrar's Office and assign an Early "F" via your e-Roster. The Early "F" assignment requires a last date of attendance (LDA).

Will I be able to view the academic records of my students? As an adjunct faculty member, after receiving FERPA training, you may be granted access to portions of E-Advising in order to see your students' degree audits, academic history, and other appropriate student information. Your department head will assist you in obtaining the needed training.

In that adjuncts are not guaranteed to have assigned office space, what are my options for meeting with students outside of class time? Talk with your department head about space available for adjuncts within the department area. Schedule time weekly to be available to students in addition to regular class hours. This schedule must be approved by the department head and kept on file in the office. Some options are the following:

- Schedule 15 minutes before and/or after class to respond to student questions;
- Designate an appropriate on-campus location to meet with students at specified times;
- Designate scheduled time available to students for telephone accessibility;
- Designate scheduled time available to students for e-mail accessibility. Adjuncts must establish a Pensacola State College e-mail address. The department head or administrative assistant will help with the establishment of a Pensacola State e-mail account. Students are provided an e-mail account called Pirate Mail, and any e-mail communication to a student must be through Pirate Mail.

What happens if I incorrectly type in a student's grade? Grades assigned in error may be corrected. Simply select the student in the bottom box of the E-Roster, click the correct grade in the drop-down box and click SUBMIT. To deselect the student, in the top box of the E-Roster click the blank line at the top of the listing.

What if I withdraw a student in error? If you make an error on an E-Roster, you may reinstate the student on that same E-Roster.

What if a student I've appropriately withdrawn requests to be reinstated? If you have withdrawn a student for excessive absences (or assigned an Early "F") and you agree to reinstate the student, you may reinstate the student through your E-Roster. If you do not wish to reinstate a student withdrawn from your class, you may deny that reinstatement. The student may petition the Student Academic Appeals Committee for reinstatement. As the course instructor, you will be consulted prior to the Student Academic Appeals Committee making any decision.

Are students required to attend class? The college requires regular and punctual attendance. The college catalog contains the Pensacola State College attendance policy. In general, a student may be considered absent if s/he is not in class at its beginning. Habitual lateness (tardiness) or absences may result in your decision to process an excessive absence withdrawal (W2). Be sure to clearly state your practices concerning student attendance on your course syllabus. Students who are not attending class consistently should NOT be verified as attending on your E-Roster. Instead, you should withdraw the student (W2) and provide a last date of attendance (LDA). The student will be notified by the college that he/she has been withdrawn from the class for non-attendance. If the student contacts you seeking reinstatement into the class, you have the option of reinstating that student via your E-Roster. The decision regarding student reinstatement is up to the instructor.

Am I required to take attendance? Adult High School instructors and Adult Basic Education instructors must take attendance. Other faculty members (full-time and part-time) are asked to notify the Department Head and the Registrar's Office when a student's absences or habitual tardiness result in your decision to withdraw the student. You may indicate a withdrawal on your E-Roster at any point in the term. Students who do not attend the first class meeting(s) in the first week of the session must be reported to the Registrar's Office as a "no show." Use your E-Roster to withdraw (W2) any student who is a "no show." The last date of attendance (LDA) is reported as 999999. The student will be withdrawn by the college, but may discuss reinstatement options with you if s/he desires to reenter the course section. The decision regarding student reinstatement is up to the instructor.

What is an Early "F" and what happens when I assign it? An Early "F" is a final grade you may assign before the end of the term to a student if s/he has neglected to process a student withdrawal (withdrawing him/herself) and is no longer attending your class. An Early "F" is entered via your E-Roster as "F2." Your practice on withdrawing students should be provided to

students in your class syllabus. You may assign the “F” early on your E-Roster accompanied by the Last Date of Attendance (LDA). Students receiving a grade of Early “F” are notified of this grade assignment and provided an opportunity to adjust the “F” to a “W”. The last date of attendance (LDA) reported by the instructor of record will remain the LDA for all reporting purposes.

What are the three types of “F” grades that can be assigned? There are three types of “F” grades that can be assigned:

- F1 = student attended consistently throughout the term and failed the class
- F2 = student was withdrawn for excessive absences in a class for which the instructor does not process withdrawals, student was withdrawn for excessive absences after the withdrawal deadline, or student was withdrawn for excessive absences in a course being attempted for a 3rd time.
- F3 = student failed the course because of cheating/plagiarism

What is the procedure for changing a student’s grade? The final letter grade submitted through the E-Roster by the faculty member should be well documented with graded tests, papers, performances, etc., and should be carefully calculated and checked. In general, faculty members are not expected to change grades. The inputting of the grade on the E-Roster should be conducted carefully and rechecked. Three circumstances can necessitate a change of grade:

- The change of an “I” (incomplete) to a final letter grade;
- Computational errors or improper transpositions;
- A result of a decision from the College’s official grievance processes.

Should circumstances arise whereby the instructor needs to change a final letter grade **prior** to the end of the term, grade changes can be made via the E-Roster.

Should circumstances arise whereby the instructor needs to change a grade **after** the term has ended, a Change of Grade Form (paper form) can be obtained from the department head. Each Change of Grade Form must be approved and signed by the appropriate administrator. The original copy of the completed and approved Change of Grade Form is filed and maintained by the Registrar.

Must I give my final examination during the scheduled time that appears on the official final examination schedule? Absolutely! All final examinations, no matter the format of that final examination, are to be given according to the Final Examination Schedule provided by the Registrar. Check with your department head for current information. The Final Examination Schedule is posted on-line and in your department.

What final letter grades are permitted? Final letter grades permitted at Pensacola State College include: A, B+, B, C+, C, D+, D, F. Instructors may not assign grades of “NC” or “X”. The next question addresses the assignment of an “I” (Incomplete).

If special circumstances warrant, when can I assign an “I” (Incomplete)? A student must have completed at least 70% of the course in order to receive an “I” grade. If the student has missed too much work due to extraordinary circumstances and has no possibility of completing the course without additional instruction, an appropriate letter grade, not an “I” grade, should be assigned. Instructors may not assign grades of “NC” or “X”.

Instructors are permitted to provide a student additional time after the term’s end to complete missing coursework. The student and instructor must reach an agreement about the missing work including the specific deadline by which the work is to be completed. Before the instructor assigns a student an “I” via the E-Roster, an “Incomplete Contract Form” must be filled out and signed by the student and the instructor. Copies of the form are to be distributed as follows: (1) student, (2) instructor, and (3) department head.

What information is required on the Incomplete Contract Form? On the Incomplete Contract Form and via E-Roster an instructor will indicate the date by which the student has agreed to submit all missing work as well as an indication of the student’s last date of attendance in class. Also included in that contract is a notation of the remaining work needed for the final grade. Both instructor and student sign the form. Copies of the Incomplete Contract Form are distributed as follows: (1) student, (2) instructor, and (3) department head.

How long does a student have to clear up an “I” (incomplete)? As the instructor, YOU set the absolute deadline date. The timeframe for clearing up an Incomplete can range from one (1) day to one (1) year. The student will receive periodic notices (Pirate e-mails) from the Registrar’s Office regarding unresolved “I” grades, and notices will be provided to the instructor as well. When the deadline date passes, the “I” grade automatically becomes an “F” and the LDA provided on the E-Roster is reported to the Office of Financial Aid/Veterans Affairs. Should you fail to enter a coursework completion date on the E-Roster when assigning the “I” the deadline date will default to the end of the next major term (Fall, Spring).

Can I post student grades on an office door or bulletin board or somewhere in the department office? Absolutely not! Grades are the private property of the student. The posting of grades by the student’s name or student number without the student’s written permission is a violation of the Family Educational Rights and Privacy Act (FERPA). As soon as

you submit final grades via your E-Roster, the student can view his/her final grade via his/her SPYGLASS account. Each and every Pensacola State College student is provided a SPYGLASS account.

Can I tell a student his-her grade if a student contacts me by telephone? No. Under no circumstances should you give out grades over the telephone. As soon as you submit final grades via your E-Roster, the student can view his/her final grade via his/her SPYGLASS account. Each and every Pensacola State College student is provided a SPYGLASS account.

Can I tell a student's parent, guardian, or spouse the student's grade? Under no circumstances should you give a student's grade to anyone, including his/her parents, guardian, or spouse. Grades are the private property of the student and should be given to the student and ONLY to the student. As soon as you submit final grades via your E-Roster, the student can view his/her final grade via his/her SPYGLASS account. Each and every Pensacola State College student is provided a SPYGLASS account.

What do I do if I need to change classroom locations? Any change of class meeting location must be discussed with and approved by the department head, even if the location change is only for one class meeting. Department heads receive numerous requests for utilization of classroom space. Most importantly, in case of an emergency, the department head needs to be able to locate you and your students as quickly as possible.

Where can I find information about eLearning? Go to:

<https://www.pensacolastate.edu/elearning/index.asp>

Can an adjunct faculty member develop an existing course in on-line format? Any adjunct faculty member interested in developing an existing course in on-line (eLearning) format should discuss that interest with their department head.

What are Global Learning Outcomes (GLOs) and how do I participate in the GLO assessment process? If you are teaching general education course(s), meet with your department head to discuss requirements and procedures for participating in the Global Learning Outcomes (GLO) process. Also, please review the GLO Tutorial located at: <http://pensacolastate.edu/misc/facultyStaff.asp> .

What are Program Student Learning Outcomes (PSLOs) and how do I participate in the PSLO assessment process? If you are teaching career and technical course(s), meet with your department head or program coordinator to discuss requirements and procedures for participating in the Program Student Learning Outcomes (PSLO) process.

Who should I call if there is an emergency in my classroom? If a minor emergency occurs during a daytime class, immediately contact the department head or department administrative assistant. Should the emergency occur during an evening/night class, immediately call the Pensacola Junior College Police Department (Pensacola 484-2500; Warrington 484-2283; Milton 484-4481. In case of an extreme medical emergency (i.e., possible cardiac condition, choking, possible drowning, etc.) immediately call 9-911.

If an accident occurs in my classroom affecting either my students or myself, what must I do?

For each emergency, an Accident-Incident Report must be prepared by a faculty member, supervisor, or Pensacola State College police officer and forwarded immediately to the Vice President of Student Affairs, who in turn will forward the report to the Pensacola State College Police Department. Any information relative to the injury or disposition of the case should be communicated to the Pensacola State College nurse (484-1322).

In case of a severe injury, the Pensacola State College Police Department should be notified to respond to the scene to begin an investigation. The college Health Clinic should always be contacted for any campus accident or injury. An Accident-Incident Report should be completed by the supervisor and sent directly to the college Police Department. If an event requiring an Accident-Incident Report occurs when a supervisor is not present, a Pensacola State College Police Officer will take the report.

In the event of a theft of college property or criminal damage to college property, the college Police Department should be notified so they can respond to the scene and take a criminal offense report.

Am I required to give my class a break, or can the students vote to get out of class early rather than take a break?

It is important to remember that breaks are provided throughout instruction in an effort to give students and instructors an opportunity to relax before refocusing on academic content. For any lecture-based class lasting longer than 2 clock hours, students should be provided a 10-minute break following each class segment (approximately every two hours). For lab-based classes, where students have a little more freedom to come and go as necessary, it is not necessary to provide a formal break.

What information can I give to outside individuals about a student? The federal government limits the amount of information that can be released without a student's written consent. Directory information may be released without the student's written consent. Directory information DOES NOT include a student's address, telephone number, e-mail address, or class

schedule. If you are asked to provide any information about a student at Pensacola State College, refer the individual to the Registrar's Office. Also, please notify your department head as soon as possible if any individual(s) have asked you to provide information about a student.

What type of information is considered directory information? Directory information includes: a student's enrolled status-yes or no; any degree, certificate, diploma, etc, received; height and weight of athletic team members; and the dates of attendance. **Note:** *A student may request that directory information be withheld, and the student's record in the Student Record System will be flagged "Non-Release of Information". In that case, Pensacola State College will release NO information on that student.*

What should I do if I absolutely can't teach my class on a given day? Contact the department head immediately to let him/her know that you must miss class. Use the approved substitute list to obtain a substitute instructor for the class(es) you must miss. If needed, your department head can assist you in obtaining an approved substitute instructor.

Can I get my own substitute teacher if I know that I am not going to be in class? All arrangements for substitutes must be made through the department office. Substitute instructors are paid by the college, not by the adjunct faculty member and must be on the approved substitute list.

How is academic standing determined? The Standards of Academic Progress are provided in the College Catalog. In general, a student is in good standing if s/he has completed at least 50% of attempted credits and maintained a GPA specified for the number of attempted credits. A student not meeting the criteria for good standing will be placed on warning, then probation, then suspension. A student may request a suspension waiver and re-enroll. The petition forms for this purpose are available in any registration office at any campus or center.

When can a student be academically dismissed? A student who does not meet enrollment conditions established as a result of an approved suspension waiver may be dismissed from the College for one major term (Fall or Spring).

What is Student Disability Support Services? The Disability Support Services Department (850-484-1637) is housed in Bldg. 6, room 603, Pensacola Campus. This office provides a variety of services to help students succeed academically. These include, but are not limited to, personal and vocational counseling, special classroom accommodations, information and assistance to faculty, and computer and other adaptive equipment.

Where does a student go if s/he wants to change his/her program of study? Students should be strongly encouraged to meet with a department head, Student Affairs academic advisor or counselor, or Financial Aid Office representative **prior** to changing his/her program of study. Changing the program of study can seriously impact a student's financial aid status and eligibility for future financial aid. A student may obtain a Program Change form through the Registrar's Office.

How does a student withdraw from a class? A student can withdraw him/herself from a class up to the 70 percent point of the term by completing and submitting a Schedule Adjustment Notice to the Registrar's Office. Specific withdrawal deadline dates for each session within each term are set by the Registrar. The decision to withdraw should be discussed with the instructor and with an academic advisor. The Schedule Adjustment Notice should include the counselor's or academic advisor's signature. This will result in the student receiving a "W1" grade which is recorded as such on the student's official transcript.

A student may be prevented from withdrawing from college preparatory courses unless completely withdrawing from College. A student may be required to withdraw from certain science lab courses when withdrawing from the co-requisite course.

How do I withdraw a student from my class? The E-Roster is used to withdraw a student from your class. Any withdrawal submitted before the 70 percent point of the class must have an LDA. No student or instructor withdrawals are permitted after the semester 70 percent completion point.

What's the difference between a "W1", "W2", and a "W3"?

- **W1** = student withdrawal; the student made the decision to withdraw him/herself from the class.
- **W2** = instructor withdrawal; you withdraw a student for non-attendance and provide the last date of attendance (LDA).
- **W3** = administrative decision to withdraw the student; it could be for non-payment of a financial obligation, a disciplinary withdrawal, or a committee action as a result of a student appeal.

Who establishes my course teaching schedule? Your department head will work with you in developing your teaching schedule. Specific course section assignments are the responsibility of the department head.

Are tuition waivers available for adjunct instructors? The quick answer is no; however, under special circumstances an adjunct may receive some Staff and Professional Development (SPD) assistance through the Instructional Affairs Council. When the department head can demonstrate that the proposed course will directly benefit the college, he/she may request, in advance, financial assistance for the proposed course. However, the final decision rests with the Instructional Affairs Council.

What's the deal with incentive pay for adjuncts? Pensacola State College has a voluntary Professional Development Incentive Plan designed specifically for adjunct faculty. Upon completion of the plan, adjuncts will receive a \$2.00 per hour pay increase. The plan provides a means for adjunct faculty to become acquainted with Pensacola State College policies and procedures while enhancing their teaching techniques in college-level instruction. Once an adjunct earns the incentive, it is effective for substitute hours, too. Specific information and forms related to the Incentive Pay Plan are found on the Staff and Program Development Intranet website: <http://itech.pensacolastate.edu/spd> . If you have questions, please contact the SPD Office at 484-1953 or jscott@pensacolastate.edu .

Where do I get supplies (grade book, chalk, pens, pencils, etc.)? Regular instructional supplies are available from your department administrative assistant. Do not purchase these items and expect to be reimbursed, as no purchase can be made without the proper requisition and purchase order.

Where do I get a key to my room? Adjunct instructors may request classroom keys through their department head. Lending keys to anyone, including other instructors, and duplicating college keys is prohibited. All keys remain the property of Pensacola State College and shall be surrendered upon request or upon termination of employment. Keys are to be used only for authorized purposes.

How do I access college support systems during evening hours (clerical assistance, copy machines, etc.), especially after 4:00 pm? As procedures for assistance vary from department to department, you should discuss your needs in advance with your department head.

How often do I need to complete a time sheet? Adjunct faculty will be paid on an hourly basis according to the hours submitted on the Adjunct Faculty Biweekly Time Report. The department administrative assistant will provide you with blank forms and will instruct you on how to complete these forms. To ensure that your paycheck will not be delayed, completed and signed time sheets **must** be submitted to the department head or administrative assistant on the day and time designated.

Is direct deposit available to me as an adjunct? Yes, it is mandatory that all employees be on direct deposit for pay purposes. A Direct Deposit form is available online at pensacolastate.edu, Faculty and Staff, Employee HR forms. Send the completed form to HR or fax to 484-1711.

Can I participate in Retirement Savings? Adjuncts may participate in voluntary payroll deductions toward retirement savings through 403(b) or 457(b) plans at PJC. Deductions must be made on a percentage bases. Contact Human Resources for names of vendors who offer these accounts, and are approved for payroll deductions.

Who is required to have a criminal background check and why? Refer to Pensacola State College Policy 6Hx20-1.036 – See Appendix A of this handbook. ALL new hires and new volunteers must complete the criminal background check/fingerprinting process. Questions may be directed to: Tammy R. Henderson, Director, Human Resources, 1000 College Blvd., Pensacola, FL 32504-8998, thenderson@pensacolastate.edu , telephone: 850-484-1766; FAX: 850-484-1711,

What about drug screenings? Drug Screenings will be processed for the following employees:

- Health-related field employees who participate in clinical education at a facility requiring drug screening results (9-panel).
- Bus Drivers in compliance with Department of Transportation rules.

The Human Resources Office will issue a chain of custody form to the employee, direct the employee to the test facility, and maintain a log of test results. Results will be electronically submitted to the Director of Human Resources Department.

Questions may be directed to: Tammy R. Henderson, Director, Human Resources, 1000 College Blvd., Pensacola, FL 32504-8998, thenderson@pensacolastate.edu, telephone: 850-484-1766; FAX: 850-484-1711,

Will I be compensated for attending department meetings or professional development activities? Adjunct faculty teaching Advanced and Professional (A&P), Postsecondary Vocational (PST), Postsecondary Adult Vocational (PSAV), or College Prep classes are authorized one paid hour of in-service for each credit hour of assignment, not to exceed four hours per term. Adjuncts teaching Adult Basic Education (ABE), General Educational Development (GED), or Adult High classes are authorized one paid in-service hour per 25 hours of instruction, not to exceed four (4) hours per term. No fewer than half of these in-service hours must be in

planned in-service activities sanctioned by the college, but up to half may be in department, school, campus or college meetings.

I understand that Pensacola State College does not withhold Social Security from my paycheck, but what is the Social Security Alternative Plan all about? The Omnibus Budget Reconciliation Act of 1990 introduced Federal Legislation, Internal Revenue Code Section 312(B)(7)(F), which allows the deposit of money into a private retirement plan instead of Social Security for part-time employees. Pensacola State College adopted this Social Security/FICA Alternative Plan. This plan is mandatory for all part-time instructors. The Social Security Alternative Plan provides for a contribution of 7.5% of your compensation. A deposit is made for this amount into an account in your name. No taxes are paid on your contributions or the earnings in your account until you withdraw funds from the plan, and Social Security taxes are never paid on the funds. When you stop teaching, you are eligible for a distribution of account. For additional information, contact Human Resources.

What are the procedures for sending items through campus mail? Campus mail service may be used only for official Pensacola State College business. Mail, other than official college business, shall not be placed in mail pick-up areas for off-campus delivery. To send something through campus mail, see your departmental administrative assistant.

Where is my departmental mailbox? Your mailbox should be located in the department office where you teach. You should check with the department administrative assistant for the location of your mailbox. Please check your departmental mailbox regularly. Please do not allow materials to accumulate excessively in your mailbox.

How often do I need to check my Pensacola State College e-mail? Please be sure to check your Pensacola State College e-mail at least once a day. You can access your college e-mail via the internet whether you are off-campus or on-campus. See your department head for instructions on how to access your e-mail from off-campus locations.

If I teach for Pensacola State College during the evening and I arrive on campus after the departmental office has closed for the day, what will happen to my mail? Please meet with your department head to establish a mechanism enabling you to check your mailbox regularly.

What should I do if I need to resign from my adjunct position? You must notify the department head/supervisor. Failure to provide notice of intent to resign may be considered abandonment of the job. All keys and other college property assigned must be returned to the college upon departure. Contact Human Resources for a FICA distribution form.

If I want to take my class on a field trip, what do I need to do? Any and all plans for a student field trip **must** be discussed with and approved in writing by the department head and other college administrators as appropriate. Any field trip involving students must be designed to meet one or more of the course learning objectives as stated in the district syllabus. The department administrative assistant can assist you in accessing the field trip request forms. The instructor must provide the department head with a complete list of students involved and the hours and date of the field trip.

If your students are going to miss class meetings in other courses due to the field trip, you can and should notify faculty and staff through a pensacolastateall e-mail (restricted access). Your e-mail message should include a statement about the field trip purpose and a complete list of the students attending the field trip. The department administrative assistant can assist you with sending this e-mail.

Students attending college-approved field trips or other official college functions may or may not be marked absent from classes based on an instructor's class attendance requirements stated in his/her course syllabus. It is the student's responsibility to check with each of his/her instructors to determine whether or not he/she will be counted absent from class even while participating in an approved field trip or college function. It is the student's responsibility to make up any coursework missed in any class due to participating in a field trip or college function.

If a student whose name is on the approved field trip travel list does not attend the field trip, the instructor should notify other college faculty by sending an email notice to pensacolastateall.

Field trips out of Escambia and Santa Rosa counties require a Request for Travel Authorization Form and appropriate written and signed approval.

What is the Green & White? The *Green & White* is the Pensacola State College newsletter distributed by e-mail outlining activities and items of interest to college employees. Be sure that you are included on pensacolastatelist so that you will receive a copy regularly by e-mail.

How do I get a Pensacola State College e-mail account? Your department administrative assistant will assist you in setting up your e-mail account. It takes approximately one week to establish this college-provided e-mail account. Adjuncts must establish and use a Pensacola State College e-mail address for purposes of communicating electronically with students. Using the college e-

mail address ensures that all of your electronic communications with students are maintained for future reference.

How do I obtain access to the Pensacola State College Intranet site? The Pensacola State College Intranet site is available in all Pensacola State College offices where a computer is located. Clicking on the Internet Explorer icon on the computer desktop screen takes you directly to the Pensacola State College Intranet site: <http://pensacolastatenet/> .

How do I access the Pensacola State College Internet site? To access the Pensacola State College Internet site, type <http://www.pensacolastate.edu> .

Where do I get a parking decal? Take a copy of your vehicle registration and your Pensacola State ID card to Campus Security/Campus Police. Place your parking decal on the passenger side, rear window of your vehicle. Faculty and Staff parking areas are designated with signs and faculty and staff parking space curbing is painted dark green.

How do I obtain a Pensacola State College Identification (ID) card? Once your electronic contract is approved, go to the ID Card Center on your campus. Check with your department administrative assistant about the exact location of each ID Card Center.

What is the instructional teaching time difference between College Credit Hours and Vocational Credit Hours? (Florida Statute 1001.032) College credit is assigned to courses or course equivalent learning that is a part of an organized and specified program leading to an associate degree. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) 50 minute periods of classroom instruction. Vocational credit is credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a vocational certificate. It applies to postsecondary adult vocational courses. One (1) vocational credit is based on learning expected from the equivalent of thirty (30) 60-minute hours.

What is college preparatory credit? According to Florida Statute 1008.30, college preparatory credit is credit assigned to courses that provide high school graduates who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Rule 6A-10.0315. One (1) college preparatory credit is based on the learning expected from the equivalent of fifteen (15) 50-minute periods of classroom instruction.

If I need to use a telephone, where do I go? See the department administrative assistant for an explanation of how to make local and long-distance calls. All long-distance calls are logged

and a computer-generated report is provided monthly to each department for call verification. Third-party long distance calls, such as credit card calls, should not be placed unless it is of an emergency nature. Federal Communications Commission (FCC) rules govern use of tax-exempt telephones; therefore, no personal long-distance calls can be made on official school telephones. In no event should students make long distance calls on official school telephones.

If a student needs to make a phone call, where can s/he go to do so? Courtesy phones have been installed in various locations on all three campuses. Dialing instructions are posted on each phone.

What if I need to make a phone call during the evening and the department office is locked? If you have not been issued a key to a departmental office, you may go to the Campus Police Office, or use one of the strategically placed phones located outside certain buildings.

What are the procedures for administering student evaluations of instruction? Student evaluation of instruction is designed for the faculty member's self-improvement. Student evaluation of instructors, including adjuncts, is routinely conducted in Terms I and II. This evaluation should occur around the 80% mark in the term. The instructor should designate one student to collect the completed forms, place them in the envelope provided, seal the envelope, and return the packet of forms to the department office. The department head delivers the packets of evaluation forms to the Office of Curriculum & Assessment. The statistical results of student evaluations are returned to department heads by the Office of Curriculum & Assessment along with the packets of original forms completed by the students. Department heads maintain printouts of the student evaluation data. After the end of the term in which the evaluation was completed, the original packets of forms are returned to the instructors individually by the department head. For additional information on student evaluations, talk with your department head. Instructors should not be present while students complete the evaluation instrument.

What services are provided by the Testing Center that will assist me with my classroom testing? The college testing center provides scoring and statistical tabulation of objective examinations. Test results are generally returned to the instructor within 24 hours and include the raw score printed on each answer sheet and an item analysis of each question, including the index of difficulty, index of discrimination, percentage of upper one-fourth answering correctly and of lower one-fourth answering correctly.

The Testing Center is available to administer individual make-up tests for any students whom instructors would like to test outside of the regular classroom environment. Make-up tests,

with administration instructions, must be sent or delivered to the Testing Center before students can make appointments to test.

Testing for eLearning courses is available. Arrangements may be made at the beginning of each semester by contacting the Pensacola Campus Testing Center (484-2145). For a complete set of detailed instructions on test administration, visit or call the College Testing Center, located in the Student Affairs Building, Building 6, Pensacola Campus.

What are the hours of the Testing Center on each campus? The district testing hours are published monthly on the Pensacola State College website.

If I am required to periodically teach at a location other than the campus my class is assigned to, will I receive reimbursement for mileage? You may receive mileage when you are required to travel from your primary duty station, on-campus, at a hospital, etc. to teach/visit as a requirement of a course or program at locations within the college district (Escambia & Santa Rosa Counties) and/or outside of the district. Examples of travel for which you may be reimbursed are required visitation to supervise clinical sites, supervising student teachers in public schools, and visiting internship sites to receive information from the supervisor and observe the student at work. You must complete a Travel Reimbursement Form (BA-008), showing dates, travel destination and actual mileage. If you are required to teach/visit sites as a requirement of a course or program outside of the district, you must also complete a "Travel Authorization for Adjunct Teaching Faculty" form and submit it with the completed Travel Reimbursement Form (BA-008), showing dates, travel destination and actual mileage. Out-of-district travel must be requested prior to traveling out-of-the-district.

What services does the Pensacola State College library provide? The library has locations on the Pensacola, Milton, and Warrington campuses providing a comprehensive program of learning resource materials and services. The library website <http://library.pensacolastate.edu/Information.shtml> provides access to the catalog, magazine articles (with I.D.) and other learning resources material 24/7. Campus libraries offer district-wide access to:

- Books
- eBooks
- computers and access to the Internet
- access to electronic magazines and newspaper articles
- audiovisual titles
- periodicals
- newspapers

- videotapes
- course materials required for eLearning independent study courses
- library courses LIS 1001 Use of Library Materials; CGS 1050 Electronic Access to Information; and LIS 1004 Introduction to Internet Research (offered through eLearning)
- interlibrary loan services
- photocopier machines
- bibliographic and reference assistance

Library materials are accessed through an online catalog called LINCC (Library Information Network for Community Colleges) which connects all 28 of Florida's public colleges and public community colleges. Special equipment for disabled students is available.

Adjuncts are encouraged to contact the Reference Desk at one of the library locations to schedule a class visit or workshop to show your students how to use the wide-ranging resources.

What are the hours of operation for the college library locations? Check the library website for the current schedule of library hours of operation. Go to:

<http://library.pensacolastate.edu/Information.shtml> .

GLOSSARY OF TERMS

ACT – College entrance test, which may be used for placement in college-level English and mathematic courses.

Advanced Placement – College credits earned prior to enrollment at Pensacola State College through certain examinations, such as those administered by the College Entrance Examination Board.

Angel – The Pensacola State College course management system for the online delivery of distance learning courses, hybrid courses, and course companion web sites. Basic Angel training is required to receive an Angel account. Your department head and the Department of Distributed Learning can provide you with additional information.

Articulation Agreement – Agreement between Florida’s public state colleges and community colleges and universities assuring junior-level status to students who complete the state college or community college general education and graduation requirements in university parallel (A.A. or A.S. degree) programs. In addition, it is an agreement between Pensacola State College and an educational or business entity in which decisions regarding acceptance or awarding of credit for specific activities are outlined, approved by the Curriculum Council and by the Pensacola State College Board of Trustees and implemented by the Registrar’s Office.

College Catalog – The College Catalog which also encompasses the Student Handbook is published annually (on-line and hard copy) and provides course descriptions, programs of study, academic policies and procedures, and student services. The College Catalog in effect in the year when the student first enrolls at Pensacola State College serves as an official agreement and contains the program requirements to be completed for graduation. Students who change their program of study or exceed five years in completing a program of study may be governed by a different catalog agreement.

CLEP (College-Level Examination Program) – An exam administered from the College Board. For a list of general and subject exams covering material taught in college courses, contact the Test Center. Course credit may be granted to students who achieve specific scores on the exams.

Closed Sections – Course sections that have reached the maximum number of permitted seats.

College Fair – An evening for students, prospective students, families, and friends to visit Pensacola State College to meet with representatives of more than 100 colleges, universities, and technical institutes. Colleges Fairs are conducted annually on the Pensacola and Milton campuses.

College Preparatory Courses – Courses provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills (reading and/or writing) before pursuing college credit courses.

Companion Web Site – Web-based resources used to supplement and support traditional on-campus courses. One might compare a companion web site to be a collection of books, articles, etc., reserved at the library to support a traditional course. Course numbers for courses that include a companion web site carry no additional alphabetical identifier. Requirements for students to access a companion web site as part of a course must be stated prominently and clearly in the course syllabus.

Computer Competency – The ability to use computer technology to access data, transform data into information, and communicate that information to others. Specific courses have been designated to satisfy this requirement. Students must demonstrate competency in the use of computer technology.

Co-requisite – A course required to be taken during the same term as another course.

Course Load – Number of credit hours a student carries in a session.

CPT (College Placement Test) – Assessment tool used to determine student placement in English, reading, and mathematics. ACT or SAT scores less than two years old may be substituted for CPT. In January 2011, Pensacola State College will begin using the state-adopted assessment tool “PERT” as the college placement test.

Credit by Examination – College credit in specified subjects granted by successful completion of local or national tests. Contact the department head for information.

Credit Hours – All college courses are assigned a number of credit hours that indicates how the course counts towards graduation. The number of credit hours for a given course reflects the amount of time a student will spend in the classroom each week during a 16-week term. A “full-course load” is considered 12 credit hours (or semester hours). A student can earn 15 credit hours each semester for a total of 60 credit hours within a two-year time frame

(excluding summer terms). Part-time enrollment is considered less than 12 credit hours per semester. Full-time or part-time enrollment status may affect a student's receipt of financial aid assistance.

Degree Audit – The computer-assisted advising document available on the Student Record System on the computer mainframe.

Distance Learning Course – Course that can accommodate the delivery of ALL course requirements (including tests) to students at remote locations. All distance learning courses are currently delivered via the internet. Visit <https://www.pensacolastate.edu/elearning/> .

Distributed Learning – An instructional model that allows instructor, students, and content to be located in different, non-centralized locations so that instruction and learning occur independent of time and place. Terms used at Pensacola State College to describe the various forms of this model include “distance learning course”, “eLearning course”, “hybrid course”, and “companion web site”.

Dual Enrollment – Enrollment by a high school student in one or more courses that count for credit in both high school and college.

eLearning - Visit <https://www.pensacolastate.edu/elearning/index.asp>

Elective Courses – Courses that do not fulfill a particular general education or academic core requirement, but which may be used as electives toward the minimum number of credit hours required for graduation. Elective courses are restricted to a particular level or academic area and may not count toward Pensacola State College graduation or transfer to a university.

Fee – A financial charge for courses and services.

Financial Aid – Various types of financial aid available including need-based grants and loans, scholarships, veterans' benefits, and college work-study programs. Many aid sources have early application deadlines so students should check with the Financial Aid/Veterans Affairs Office months before the term begins.

Foreign Language Requirement – The requirement by Florida's state universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent at a state college/community college.

Full-time Student – Enrollment in at least 12 semester hours.

General Education – Specific number of semester hours of basic liberal arts and sciences courses required as a foundation in university parallel degree programs. General education requirements for the A.A., A.A.S., and A.S. degrees are detailed in the College Catalog. Generally, Associate of Arts students must complete a minimum of 36 general education credits distributed over seven subject area categories plus oral and computer competencies. Associate of Applied Science and Associate of Science students must complete a minimum of 15 general education credits distributed over five categories as listed in specific program requirements.

GPA (Grade Point Average) – Dividing total quality points earned by total semester hours complete GPAs range from 4.0 downward.

Graduation Check – Formal list of courses completed and required to be completed to qualify for graduation. A graduation check or degree audit is performed by the Registrar's Office at the student's request.

Hybrid Course – Blended elements of distance learning with on-campus requirements. The number of times a student visits a physical campus for a hybrid course may vary. However, the fact that all students are required to come to campus at some point is the hallmark of a hybrid course.

Independent Study – Course credits earned by a student working at his/her own pace through non-classroom, student-faculty interaction.

LDA – Last date of attendance; must be reported with each excessive-absence withdrawal or with any "F" grade assigned for non-attendance or non-participation.

Limited Access – Programs that have special admission criteria, e.g., Registered Nursing, Dental Hygiene, Zoo Animal Technology.

Oral Communication Requirement – All A.A. and A.S. degree seeking students must demonstrate competence in the skill of oral communications as part of their general education requirements. This requirement may be met by completing one course carrying the oral communication or successfully completing one of the specified speech courses (see the College Catalog).

Orientation – Prior to registering for courses, students new to Pensacola Junior College must participate in a New Student Orientation program that includes discussion on educational planning and college resources.

Part-time Student – Student enrolled for fewer than 12 semester hours in a 16 week semester.

Pirate E-mail – Pensacola Junior College uses an in-house student e-mail system in to reduce printing and postage costs, and to improve communication with our students. Student e-mail accounts are created automatically for college credit students at the time their application fee is paid and processed. Currently, students who are enrolled in non-credit courses do not receive an e-mail address at the college. Instructors can create personal student class e-mail lists by using the E-Roster system to download their class lists. Instructions for sending class e-mail lists are available in the FAQ section of the ITS HelpDesk website.

Prerequisite – A course that must be satisfactorily completed before a higher-level related course can be taken.

Probation – A status given to students who do not maintain satisfactory academic progress.

Program of Study – A specific outline of a degree program selected by the student. All active programs of study are listed in the College Catalog.

Quality Enhancement Plan (QEP) – The Pensacola State College Quality Enhancement Plan (QEP STAR Initiative) is a pilot project for first-generation college students who test into two or more college preparatory areas. The project is designed to assist STAR students to succeed academically through intensive advising from STAR Advisors. The QEP STAR Initiative is managed through the Department of Developmental Studies. For more information contact: Dr. Tracy Peyton, QEP Director, 484-2013.

Registration – The process of selecting courses and class times for an academic session. Registration may be completed by web or in person.

Residency – To qualify for in-state fees, students must document they have resided in Florida 12 consecutive calendar months prior to the start of classes for the session in which they wish to enroll. Detailed information is available in the Office of Admissions and Registration.

Residency Requirement – Students graduating from Pensacola State College wishing an A.A., A.A.S., or A.S. degree must earn at least 15 hours of credit-in-residence at Pensacola State

College. Do not confuse this with the Florida Residency Status requirements that refer to a student's legal domicile in terms of in-state and out-of-state fee rates. (See Residency.)

SAT (Scholastic Assessment Test) – A college entrance test that may be used for placement in college level English, reading, and mathematics courses.

Schedule Adjustment or Drop/Add – During the published schedule adjustment period each term, a student may drop or add classes without penalty. Students withdrawing from a course(s) after the Drop/Add period are not eligible for a tuition refund according to the college refund policy; therefore, they will receive a “W1” on their permanent record.

Scholarships – Financial assistance for tuition and fee payment granted by donors to qualified recipients.

Selective Programs – Programs that require a certain grade point average, and/or a minimum test score. Example programs include all health-related programs.

Servicemembers Opportunity College – SOC agreements allow active duty military and their dependents to complete a PJC degree after leaving the area.

SGA (Student Government Association) – Official representatives of the student body to the administration in matters concerning student life.

Student Academic Load – Number of credit hours carried by a student in any academic session. A full load equals 12 or more credit hours within a semester.

Student Activities – Various college-sanctioned projects, endeavors, contests, and functions of a co-curricular nature engaged in by students.

Student Classification – Pertains to full-time or part-time, freshman or sophomore, audit or credit, degree-seeking on non-degree-seeking, career or university parallel, etc.

Suspension – Student status under which s/he is not permitted to attend college for a specific period of time.

Transcript – A permanent official academic record of college courses taken and grades earned.

Transfer Student – Student who attended a college or university before enrolling at Pensacola State College.

Transient Student – Student who takes one or more courses at Pensacola State College to apply to academic requirements at another institution, or a Pensacola State College student who takes one or more courses at another institution to apply to degree requirements at Pensacola State College.

Tutorial Assistance – Special academic help in specified subjects. Tutorial areas include:

- Pensacola Campus – Math Lab, Room 131, Reading/Writing Lab, Room 107
- Computer Learning Lab, Room 121, SAIL Lab, Room 101
- Warrington Campus – Math & Science Lab, Room 3142D, Writing Lab, Room 3142N
- Milton Campus – Math Lab, Room 4213, Writing Lab, Room 4245

Withdrawal – Removal from a course or courses by completion of proper forms, by a faculty member for excessive absences, or by the College for an administrative withdrawal. Students may withdraw from course(s) no later than the 70% mark in the term. Students wishing to drop from course(s) after the Drop/Add period are not eligible for a tuition refund according to the refund policy.