



PENSACOLA STATE COLLEGE

Adjunct Faculty Handbook

**Academic Year
2023-2024**



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WELCOME TO PENSACOLA STATE COLLEGE

As an adjunct faculty member, you play an indispensable role in the learning environment at Pensacola State College (PSC). As a fully qualified instructor, you bring academic credentials and a broad range of experience from many career fields, thus enriching our students' learning experiences as you partner with our full-time faculty and your supervisor, your department head.

Gaining a thorough knowledge of the contents of this handbook will help you to participate fully and actively in continually improving the high-quality, positive learning environment at PSC.

Thank you for accepting the opportunity to educate our students.

About PSC

Pensacola State College, serving Escambia and Santa Rosa counties in Northwest Florida along with neighboring Alabama counties, is one of the twenty-eight colleges in the Florida College System and is governed by a nine-member local District Board of Trustees. Established in 1947 by the state legislature as Florida's first public junior college, the College maintains open admissions to education through offering baccalaureate and associate degrees, workforce certificates, developmental education, and adult education, as well as specialized business and industry training, recreation and leisure courses, and community outreach. In August 2022, PSC opened the Charter Academy, a dual-enrollment charter school operated by the College and housed on the Warrington campus. The student population includes traditional students entering college directly from high school; nontraditional students, such as active duty military, veterans, and displaced workers; and those seeking workforce training or lifelong learning. Student enrollment for the 2022-2023 academic year totaled 11,501 individual students. Approximately 23% of the student body attended full-time and 77% attended part-time during the 2022-2023 academic year.

Accreditation

Pensacola State College is regionally accredited by the Southern Association of Colleges and Schools-Commission on Colleges SACS-COC to award baccalaureate and associate degrees and certificates. PSC was initially accredited in 1956 and in 2010 was approved as a Level-II baccalaureate granting institution. PSC was reaffirmed in 2018 and will have a fifth-year review in 2023 and the next reaffirmation in 2028. The accreditation process is a peer review process to help ensure quality across every functional area of the institution. Each and every employee contributes to ensuring that the College maintains high standards. More information on accreditation can be found at the SACS-COC website <https://sacscoc.org/>.

Mission Statement

Pensacola State College, under the governance of a local Board of Trustees, is committed to providing quality, affordable, and accessible educational opportunities through a variety of delivery methods.

The College, a member of the Florida College System, offers baccalaureate and associate degrees, workforce certificates, business and industry training, non-credit continuing education, community outreach, and cultural enrichment opportunities for students and the community.

Vision Statement

Pensacola State College educates students through a dynamic and supportive learning environment that develops all students intellectually, culturally, and socially, preparing them to succeed within the global community.

GENERAL INFORMATION

This handbook is intended to aid adjunct faculty in familiarizing themselves with the College and their role. It is a collection of information and should be used along with relevant source documents and other information you will receive from your department and the College. Please feel free to let your department head know of information that should be added to this handbook or if you have any questions.

Calendars and Schedules

Calendars and schedules for faculty and staff use can be found on PirateNet, the College's intranet. These include the Academic Calendar for Internal Use, the Payroll Calendar, and the Final Exam schedule. These resources identify important dates, such as the deadlines to Verify Participation and submit final grades; in addition, holidays, payroll dates, and the schedule for administering final exams are included. These may be accessed at <http://piratenet.pensacolastate.edu/calendar>.

Calendars and schedules for student use are accessed through the College's website at <http://www.pensacolastate.edu/news/calendar>. These include the Academic Calendar, Financial Aid Disbursement, and the Final Exam Schedule.

Campus Locations and Directory Information

The College is comprised of three campuses and three centers that serve the communities and student populations. PSC also offers instruction at various community sites within the service area.

Pensacola Campus

1000 College Boulevard, Pensacola, FL 32504-8998

Century Center

440 East Hecker Road, Century, FL 32535

Milton Campus

5988 Highway 90, Milton, FL 32583-1798

Downtown Center

418 Garden Street, Pensacola, FL 32502-4731

Warrington Campus

5555 West Highway 98, Pensacola, FL 32507-1097

South Santa Rosa Center

5075 Gulf Breeze Parkway, Gulf Breeze, FL 32563

The Pensacola State College Faculty and Staff directory may be found on the College's website at <https://www.pensacolastate.edu/faculty-staff/facultystaffdept-directory/>. The directory provides a listing of phone numbers, email addresses, and office locations for faculty and staff. It is organized by Academic Department and includes an alphabetical listing of all departments for ease of use. The switchboard number for PSC is 850-484-1000 or toll free at 888-897-3605.

College Catalog

College Catalogs are available in an on-line format as well as PDF on the College's website at <http://www.pensacolastate.edu/about-psc/publications/college-catalog/>.

PirateNet

PirateNet is the intranet website for the faculty and staff at Pensacola State College. Many of the documents, business tools, and resources for faculty and staff are located on this portal.

Workday

Starting with the admissions process and ending with the release of final transcripts, all student records are housed in Workday Student. Workday Student became PSC's new Student Information System in Fall 2022, replacing the College's legacy system and Spyglass for students. As an adjunct faculty member, you will access the Teaching application in Workday Student to perform the following tasks: View My Teaching Schedule and Course Rosters, Verify Participation for My Course Section, and Assign Final Grades. For specific details regarding these three Instructor Activities, access Workday Help on the College's website

<https://www.pensacolastate.edu/workday/>

Academic Level

Currently, the College categorizes course offerings in Workday Student using the following Academic Levels.

Developmental Education: College preparatory courses

Undergraduate: College credit courses—courses offered in all Baccalaureate degree programs, the Associate in Arts degree, all Associate in Science degree programs, Applied Technology Diplomas, Advanced Technical Certificates, and College Credit Certificates

Vocational: Clock hour courses—courses offered in Career (Vocational) Certificate programs

Instructional Format

The College designates each course with one Instructional Format.

Lecture: traditional lecture courses offered in various disciplines

Laboratory: biological and physical science labs, health science labs, engineering technology, culinary arts, and music and theatre lab courses

Combination: lecture and lab combination courses

Experiential: applied music lessons and physical education activity courses

Studio: art studio and music ensemble courses

Clinical: health science clinicals and practicum courses

Academic Periods

PSC courses are scheduled based upon the semester or term system: Fall, Spring, Summer. An Academic Period identifies a specific Fall, Spring, or Summer term, such as Fall 2023, Spring 2024, and Summer 2024. Note that each term is further divided into sessions.

Sessions for the fall and spring terms are as follows:

- Session A = 16 weeks;
- Session B = the first 8 weeks of the 16-week term;
- Session C = 12 weeks (starts 4 weeks after the start of Session A); and
- Session D = the last 8 weeks of the 16-week term.

The summer term extends across twelve weeks as follows:

- Session A = 12 weeks;
- Session B = the first 6 weeks of the 12-week term;
- Session C = 8 weeks (starts 4 weeks after the start of Session A); and
- Session D = the last 6 weeks of the 12-week term.

Delivery Mode

PSC offers classes using the following delivery modes. Not all classes are offered using each delivery mode.

In-Person: Traditional, face-to-face classes meet on scheduled days at scheduled times and give students the traditional college experience of seeing their professor and peers in person.

Hybrid: Hybrid courses blend face-to-face and online delivery modes and offer the benefits of on campus learning and online learning. Discuss with your department head the requirements for the face-to-face and online portion of the course.

Live Online (synchronous): Students login to their Live Online class from any location during the scheduled day(s) and time(s) and participate in class virtually. Students see and hear their instructor and peers in real time and experience similar engagement as on campus classes. Reliable Internet, a web cam, and a microphone are required. Faculty should require that students are on video during class time to ensure attendance of each registered student. Instructors should also record all class sections and make recordings available to students for review.

Online (asynchronous): Students login into their class from any location and participate in the course without real-time interactions with the instructor and other students in the class. Reliable Internet is required. Instructors must participate fully in the course, engage each student, and track attendance.

Note: A faculty member must conduct a class in the delivery mode advertised in the schedule and may not change that delivery method.

INSTRUCTIONAL RESPONSIBILITIES

As an adjunct faculty member, it is your responsibility to provide excellence and quality in teaching and to uphold the standards established by PSC. Specifically, your duties are to teach courses as assigned, using the designated delivery mode for each section; to engage with students, as needed, outside of the scheduled instructional time; and to follow College policies and procedures. Below are the essential responsibilities for adjunct faculty at PSC.

Before the First Class

1. Access your PSC Outlook email account; your department head requests this email account for you. Important departmental and College information is shared via this account. Your PSC Outlook email; PirateMail, the PSC student email system; and Canvas, the College's learning management system, should be used for all electronic communication with your students.
2. Access and learn to use Workday Student as soon as possible. All faculty must use Workday Student to perform the following instructor activities: View My Teaching Schedule and Course Rosters, Verify Participation for My Course Section, and Assign Final Grades.
3. Review Workday Help on the College's website for specific details and technical instruction regarding the three Instructor Activities.
<https://www.pensacolastate.edu/workday/>
4. Review the Internal Academic Calendar for faculty and staff for important deadlines you must meet.
<http://piratenet.pensacolastate.edu/calendar/>
5. Access the PSC eLearning website at <https://elearning.pensacolastate.edu/>, register, and complete the Canvas Basics Online Workshop. You also have access to the following Canvas courses, which you are encouraged to review.
 - Online Teaching & Learning Basics
 - Online Teaching & Learning Intermediate
 - Online Teaching & Learning Advanced
 - Intro to Live Online Instruction
 - Workday TrainingYou must use a Canvas Companion Course for each face-to-face, hybrid, and Live Online section you teach. All asynchronous courses are taught in Canvas. Many departments have Canvas shells ready for you to use. Discuss Canvas requirements with your department head.
6. Review the district syllabus for each course you teach and the sample section syllabus; both are provided to you by your department head.
7. The College has adopted a section syllabus template, which combines information from the district syllabus and important information relevant to a specific instructor. The template includes open fields where you are able to enter your own text. Other fields are filled for you already. Submit a section syllabus by the established date to the appropriate department head for approval. Questions regarding the syllabus should be directed to the department head.
8. Review the textbook(s) for the course and any other required and supplemental materials; your department head will provide these to you.

9. Create a calendar of topics, assignments, quizzes, tests, etc., adhering to the course description and addressing all relevant program learning outcomes as well as all course learning outcomes. You must include all methods of evaluation specified on the district syllabus.
10. Review and understand the Family Educational Rights and Privacy Act (FERPA). FERPA states that education records are confidential and exempt from Florida's public records laws. Adhere to the following:
 - Grades can be posted only in Canvas and in Workday student. You may not post student grades on an office door, bulletin board, or somewhere in the department office because grades are the private property of the student. The posting of grades with student names or student numbers without written permission from the student is a violation of FERPA.
 - Physical graded work must be handed to a student directly. Allowing students to pick up graded work from a stack of papers that includes graded work of other students is a FERPA violation.
 - You may discuss a grade with a student via the telephone only after you have confirmed the identity of the student.
 - Since email is not a secure medium, it is advisable not to provide student grades via email. You are encouraged to use the Canvas gradebook and communicate with students regarding grades via Canvas.
 - Do not share grade information with a student's parent, guardian, spouse, or any other person unless a notarized FERPA form is on file with the College. Always remember to check identification of the parent, guardian, spouse, or other person named on the FERPA form. The form is good for only one calendar year.
 - If you are asked to provide any information about a student at PSC, refer the individual to the Registrar's Office. Notify your department head as soon as possible if anyone has asked you to provide information about a student. Do not provide information to non-PSC employees.
11. If you are teaching a general education course, meet with your department head to discuss requirements and procedures for participating in the General Education Learning Outcomes assessment process formerly referred to as the Global Learning Outcomes (GLO) assessment process.
12. If you are teaching a career or technical course, meet with your department head or program coordinator to discuss requirements and procedures for participating in the Program Student Learning Outcomes (PSLO) assessment process.
13. If you are teaching a face-to-face course, familiarize yourself with the location and technology available in the classroom. Contact the department head for access and questions.
14. Review requests from the Student Resource Center for ADA Services regarding accommodations for students with disabilities. Information regarding services can be found on the College website at <http://www.pensacolastate.edu/current-students/student-services/student-resource-center-for-ada-services/>. Discuss any questions or concerns with your department head.
15. Do not tolerate class disruptions. Review the policies and procedures for assistance regarding behavioral issues in the classroom located on the College's Student Conduct website at <http://www.pensacolastate.edu/current-students/student-services/studentconduct/>. Discuss any concerns or questions with your department head.

16. Access and become familiar with the resources available to PSC students. They represent a broad range of services. Review the Student Resource Guide located on the College website at <http://www.pensacolastate.edu/documents/student-resource-guide/>.

During Class

17. Provide each student a syllabus (the section syllabus using the template provided by the department head, which includes all information from the district syllabus and section syllabus) and acquaint all students with course requirements and outcomes.
18. Clearly explain grading procedures and standards and apply them fairly.
19. Present course material in a clear and coherent manner, using various methods of presentation based upon content and student needs. Engage each student.

Throughout the Semester

20. Meet each assigned class at the scheduled time and for the scheduled duration. In other words, start all classes on time and do not dismiss classes early. The College-wide practice is “No cancelling of classes.” If for any reason you are unable to teach your assigned course(s), you must contact your department head as soon as possible. He or she is responsible for ensuring that a substitute teaches in your absence. You may be asked to provide lesson plans for a substitute teacher.
21. Do not change the scheduled location of a class, even temporarily, without the permission of the department head.
22. Do not change the designated method of delivery (instructional method) for any section you teach.
23. Provide all documented accommodations for students who are registered with the Student Resource Center for ADA services. Contact Kathryn Coxwell for questions at 850-484-1637 or kcoxwell@pensacolastate.edu.
24. Design tests and assignments that are related to the material covered in the class and the textbook and provide students with regular, detailed feedback regarding their performance.
25. Use the College testing services as appropriate. Testing Center information can be found on the College website for makeup work in face-to-face classes or for proctored assessment in online classes at <http://www.pensacolastate.edu/current-students/student-services/testing-center/>.
26. Maintain accurate records for student attendance and grades. You may be asked to justify your attendance records and your grades.
27. Notify your department head as soon as possible about any student-related issues. Know that your department head, in cooperation with the Office of Student Conduct, is available to assist you.
28. Respond to all student communication in a timely fashion.
29. Communicate on a regular basis with your department head and administrative assistant.
30. Check your PSC email account regularly, daily if possible.
31. Attend meetings scheduled by your department head.
32. Enter your midterm grades, prior to the deadline, in Canvas.
33. Administer your final exam(s) during the scheduled day and time, following the College final exam schedule. Final exam schedules for fall and spring semesters of the current academic year are

posted on both the PSC website and PirateNet. Final exams must be administered during the specified day and time. Do not administer a final exam early. Contact the appropriate department head regarding any exam conflicts or questions regarding the schedule.

34. Submit all final grades by the posted deadline.
35. If you give an Incomplete (I) grade to a student, provide a copy of the Incomplete Contract to the student and to your department head.
36. Present problems, recommendations, and reports related to courses and instruction to the appropriate department head.

At the End of the Semester

37. Contact your department head regarding the return of any textbooks or other materials.
38. Contact your department head regarding the submission of your gradebook, attendance records, and final exams.

ADDITIONAL RESOURCES

eLearning

The eLearning department assists faculty and students with Canvas, the College learning management system. The department is available to resolve technical issues, assist with the development of Canvas courses, and provide training. If you need assistance from the eLearning department, you are encouraged to complete the [eLearning Support Request Form](#).

FERPA

The Family Educational Rights and Privacy Act (FERPA) regulates and protects students' rights with respect to their educational records. It is important to become familiar with FERPA compliance. On the College's intranet, PirateNet, a [FERPA](#) resource is available for review under the section Instructor Resources. If you have questions regarding FERPA compliance, these questions should be directed to the Registrar's office or your department head.

General Education Learning Outcomes (GLO Assessment Resources)

The Global Learning Outcomes (GLO) Assessment covers five outcomes: critical thinking, communication, scientific and mathematical literacy, information literacy, and cultural literacy. Each student who completes the general education program at PSC will have achieved these outcomes. A GLO Assessment Canvas course is available, and the link to the course shell is under Instructor Resources on PirateNet.

Maxient

The College uses the software Maxient to report cases regarding academic misconduct, student conduct violation, and students of concern. The reports are sent to the office of Institutional Equity and Student Conduct and then disseminated to the necessary personnel depending on the claim(s). The reports can be found on the [Student Conduct](#) page on the College's website.

Staff Professional Development

The office of Staff Professional Development (SPD) provides a variety of College-wide training opportunities for faculty and staff. SPD develops and coordinates related events including Convocation, Professional Development Day, and Adjunct Orientation. In addition, full and part-time employees can access online webinars and resources on topics such as teaching and learning, leadership, health and wellness, technology, compliance, and equity and inclusion from the [SPD website](#). SPD also manages the Adjunct Orientation and Incentive Plan Canvas course. Contact your department head if you would like access to this Canvas course. In addition, contact your department head if you are interested in the Adjunct Incentive Plan. More information is provided in this guide in the Human Resources Benefits section.

Turnitin

The College offers a plug-in feature, Turnitin, to assist students with their writing assignments and ensure they are crediting sources correctly. When creating a writing assignment in Canvas, instructors can select Turnitin as the submission type. In addition, all PSC instructors have access to Turnitin

Feedback Studio. This online service is designed to assist in the detection of plagiarism and provide a convenient and efficient venue for delivering feedback and grading narrative assignments.

HUMAN RESOURCES

Onboarding and Hiring Information

Criminal Background Check requirement

All new adjunct faculty members must complete a Level I background check via an established background check vendor. Adjuncts will receive a link sent to their personal email address to the vendor's web service and instructions to complete the steps to generate a background check. Adjuncts with one or more years' break in service must repeat the background check process. If an FDLE Level II background check is required, the employee will be referred to the live scan location in Building 5, Pensacola Campus, and must complete a VECHS waiver form. The cost is encumbered by the new adjunct faculty member and will be deducted from their pay. Questions regarding background checks should be directed to the Human Resources Director at 850-484-1766.

Drug Screening (based on position need)

Drug screenings will be processed for adjunct faculty members who are health field related employees participating in clinical education at a facility requiring a 10-panel drug screening result or are employed as bus and/or truck drivers who are required under the Department of Transportation for a five-panel result.

To access the drug screening process, Human Resources will provide the adjunct faculty member with a chain of custody form via email with directions of the facility locations of where the screening is performed. Results will be electronically submitted to the Director of Human Resources.

Official Transcripts

In order to comply with credentialing requirements, the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC) requires Pensacola State College to provide evidence of official transcripts for all instructional personnel. It is the responsibility of each adjunct faculty member to request official transcript(s) from all educational institutions attended (i.e. not just the highest degree earned). Transcripts may be submitted to Human Resources electronically or in hard copy format by delivery in person to Human Resources or via email HumanResources@pensacolastate.edu. A number of colleges and universities require a transcript fee prior to the release of the transcript. The adjunct faculty member must remit payment to the institution. In adjunct assignments requiring certifications or alternative qualifications, the department head will specify the requirements that need submitted to HR.

Parking Decal

All employees must have a valid decal to park on campus. Decals are free to the employee. A request for a parking decal may be made in Workday. For this process, go to the search box, type Request Parking Decal, and select the Task. Verify that your name is correct at the top and enter or select the required details about your vehicle. Attach a copy of your vehicle registration and an image of your vehicle. Select your delivery option. Click OK or the Done button. Once submitted, you can visit the campus location selected on the delivery option drop-down, where a decal number will be assigned and issued. If you requested the mail option, confirm your address is correct in Workday. Both mail and campus pick-up are available within two business days. The parking decal should be placed on the passenger side rear window of your vehicle. Faculty and staff parking areas are designated by signage and are painted dark green on the curb above the space.

PSC ID Card

After the second week of employment, an employee may obtain a PSC ID card by submitting a request in Workday. Instructions and locations for ID issue will be provided to a newly hired adjunct. When your request is complete, you will receive a notification in Workday with details about availability and can pick it up from the location you requested. To verify your identity, take a valid government-issued ID to pick up your ID. If you prefer having your photo taken and printed simultaneously, visit the front desk at the Registration Center in building 2 on the Pensacola Campus.

Pay and Time Keeping

Pay is processed bi-weekly with pay dates specified on the College's Payroll Calendar. This calendar is located on the PSC Intranet ([PirateNet](#)) and may be accessed by clicking Calendars and selecting the current year document. Pay check details are available on the employee's Workday profile page under "Pay." Payroll deductions are authorized by the employee or court mandated. For the employee's convenience, the College provides direct deposit of checks, and employees may designate up to three financial institutions in Workday by completing the function, "Payment Elections." For the few exceptions of direct deposit, pay checks are mailed to the employee's home address on record.

Credit Union Membership

College employees are eligible for membership at Members First Credit Union and Pen Air Federal Credit Union. Employees may direct funds to either or both credit unions by completion of their "Payment Elections" option in Workday. Information is available from Human Resources.

Activity Pay

The department will submit your activity pay through Workday by the established deadlines. Activity pay contracts must be approved by the department head and employee **before** the funds will be paid to the employee. If any changes are made to the employee's activity pay, the changes must be approved by the employee **before** the funds are paid.

Pay for Attendance to Meetings

Adjunct faculty members may be eligible for up to four hours per term of paid attendance at departmental meetings or professional development sessions offered by the College. Adjunct faculty should discuss this opportunity with the specific department head.

Resignation

To process a resignation of an assignment prior to the end of an academic term, notification must be provided to the department head in a letter of resignation or email. In the academic environment, it is expected that faculty members complete the current term with resignation effective after final grades are submitted. All keys and other College property assigned must be returned to the College upon departure. Employees will be charged for non-return of keys. Workday access will be provided for 24 months from the last date of employment to access tax documents, change contact information, and review and print pay slips.

Social Security Withholdings

PSC does not withhold Social Security taxes from the paycheck of an adjunct faculty member. However, you will participate in the mandatory Social Security alternative plan with BENCOR. 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. The Social Security Alternative Plan provides for a contribution of 7.5% of your earnings. 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 an adjunct faculty member is no longer employee, he or she is eligible for a distribution of the account and may contact 888-258-3422 or on-line at <https://bencorplans.com> or the Human Resources Department at 850-484-1763.

Workers' Compensation

Florida's Workers' Compensation Law is intended to facilitate an employee's return to gainful employment and ensure a cost-effective delivery of appropriate payments to an employee injured in the normal course of duties. Regardless of where or how it occurs, all on-the-job illnesses and/or injuries must be reported immediately to the employee's immediate supervisor, and the Human Resources Director at 850-484-1766. Human Resources will create a medical referral for treatment and provide follow up with the facility, the worker, and the supervisor. Lost time or lost wages will be coordinated by Human Resources with the department head and injured worker.

Out of state workers must be provided the specific state required poster of workers' compensation. Contact the Human Resources Director to acquire the state poster.

Benefits

Adjunct Faculty Incentive Plan

PSC has a voluntary Professional Development Incentive Plan designed specifically for adjunct faculty members. The plan provides a means for adjunct faculty to become acquainted with PSC policies and procedures while enhancing their teaching techniques. Upon completion of the plan, you may apply for a \$2.00 per hour pay increase. Upon approval the pay increase becomes effective in the term following the completed plan. Specific information and forms related to the Incentive Pay Plan are found on the [Staff Professional Development](#) website. This incentive does not apply to all adjunct faculty; therefore, it is important to contact your department head to see if the incentive pay benefit applies to you.

Florida Retirement (FRS) Re-employment Rules

As a result of the passage of [Senate Bill 7022](#) the Division of Retirement (Florida Retirement System [FRS]) has updated and suggested the below process for *Certification Form and Reemployment (state of Florida only)*:

- When a prospective employee signs a Certification Form, he or she is certifying that he or she has not retired from any State of Florida administered retirement plan.
- Each prospective employee must sign and date this Certification Form before the hiring process is completed.
- The signed form will be kept in the employee's personnel file and not sent to the FRS.
- The form is available online at <http://www.myfrs.com/pdf/forms/cert.pdf> and is the second attachment provided for your convenience.
- The agency (PSC) will check online to see if the prospective new hire has received a state of Florida Investment Plan distribution or retired from the Pension Plan before hiring is completed. You may contact PSC's Benefits Administrator for specific account information obtainable from the FRS.
- Our College could be jointly liable for repayment of funds paid out if a retiree is rehired in violation of re-employment after retirement provisions.

For more information regarding the retirement plan, please contact the Human Resources Department at 850-484-1737.

Health Insurance

Pensacola State College offers eligible adjunct employees healthcare coverage based on the Affordable Care Act (ACA). Eligible adjunct faculty who average 30 hours per week during an established "look back" period qualify for health insurance effective January 1 of the following year. The "look back" period refers to the average number of hours worked in the prior year the coverage was offered.

If an adjunct faculty member is determined to be eligible for healthcare coverage through the College, an email notification and written correspondence to the home address containing the plan benefit schedule and enrollment form will be provided. Selection for the plan will occur no later than in the month of December and the cost will be paid via payroll deduction. Employees who do not receive a paycheck any time during the year will receive an invoice from Pensacola State College Student Financial Services Department. The monthly premium will be due by the 5th of the month in which coverage is effective. Failure to make monthly payments will result in cancellation of coverage.

For more information regarding the health plan, please contact the Human Resources Department at 850-484-1731.

Membership in the Association of Florida Colleges

Adjunct faculty members may join the PSC Chapter of the Association of Florida Colleges (AFC) for \$25 annually. Benefits include access and discounts to various companies and services as outlined on the www.myafchome.org website. Additionally, members may participate in professional development to develop and hone skills in leadership, public speaking, advocacy, and interpersonal relationships; have available information on issues and programs that affect higher education and the state college system; develop connections with colleagues both at their college and colleges around the state; provide a voice in issues that affect their college and them as college employees or retirees; attend AFC meetings; be part of the collaboration in advocacy efforts; establish lifelong friendships with others having the same interests; and participate in opportunities to give back through local and statewide service projects.

Optional Retirement Savings

As a PSC adjunct faculty member, you may participate in voluntary payroll deductions toward retirement savings through 403(b) or 457(b) plans at the College. Deductions must be made on a percentage basis. Information regarding approved suppliers can be obtained via Human Resources. In Workday, the adjunct can designate their retirement savings, but must have an established account with their provider. Instructions for participation will be on the applicable Benefits page in Workday.

Pensacola State College Alumni Association

The Pensacola State College Alumni Association serves as a vital link between Pensacola State College and its network of alumni and friends.

You are invited to become a member of the Pensacola State College Alumni Association. As an adjunct faculty member, you interact closely with our students and future alumni. You are an important part of Pensacola State College and we hope you will stay connected with the College for life. Through unique alumni services, news, programs and special events, the Alumni Association reinforces lifelong ties among and with our alumni.

To join and find out more go to <http://alumni.pensacolastate.edu/> or email alumni@pensacolastate.edu or call 850-484-1714.

United Way Campaign

Adjunct faculty members may authorize a donation to the annual United Way campaign by completing the ballot provided during the course of the campaign. Questions may be directed to the campaign chair for that particular year or to Human Resources at 850-484-1760.

PUBLIC SAFETY

Emergency Situations on Campus

If a minor emergency occurs during a daytime class, contact the department head or department administrative assistant immediately. If necessary, send a student to notify the department head so that you can remain with the student in crisis. Should the emergency occur during an evening or night class, regardless of the campus location, call PSC Public Safety at 850-484-2500 immediately. In case of an extreme medical emergency (e.g., possible cardiac condition, choking, possible drowning, or other life threatening situations), call 911 immediately, and then get word to your department head as soon as possible. If calling from a campus phone, remember to dial 9 first (i.e., 9-911).

Once on the scene, public safety officials will want to speak with you. Following any emergency situation, an Accident-Incident Report must be prepared by you or your supervisor and forwarded immediately to the Vice President, Academic and Student Affairs, who in turn will forward the report to the Risk Management Coordinator. Any information relative to the injury or disposition of the case should be communicated to PSC Public Safety at 850-484-2500.

In the event of a theft of College property or criminal damage to College property, PSC Public Safety should be notified so that staff can respond to the scene and make a criminal offense report.

PSC Alert System

The PSC Alert system allows any current student, faculty, or staff member to go online and designate several ways to receive emergency alerts, including SMS text messaging and voice messaging via any telephone number. Messages may also be sent to any email address. Note, you must go online and set up your account to specify where you want to receive messages; otherwise you will only receive alerts via your PSC email address. Click [here](#) to set up your profile.

Personal Safety

Every effort is made to make PSC a safe working environment. However, protection of personal property and safety cannot be guaranteed at all times. Consequently, it is not advisable to leave your personal items unattended or visible in your vehicle. Likewise, it is advisable to leave the building with your class rather than to remain alone or with a single student. Spending time alone with a student in a non-public space, regardless of the time of day, is not advisable.

Glossary

Academic Progress (Degree Audit): Workday provides the formal list of course requirements a student has completed and still must complete in order to satisfy the course requirements for a specific degree or certificate program. Students can view their Academic Progress (degree audit) in Workday at any time. Depending upon the program of study, graduation requirements, in addition to course requirements, may appear in the Academic Progress.

Academic Year: A school year consisting of the fall, spring, and summer terms.

Accreditation: Certification that the College has met established standards and is nationally recognized by appropriate accrediting agencies. PSC's major accrediting agency is the Southern Association of Colleges and Schools-Commission on Colleges (SACSCOC).

Adult Education: Non-credit classes for adults who want to improve basic academic skills, prepare for the General Education Development (GED) examination, or learn English.

Advanced Technical Certificate (ATC): Designed for the student who has completed an associate degree and wants more specialized knowledge and an additional academic credential. PSC offers several ATDs.

Applied Technology Diploma (ATD): Prepares the student for immediate entry into the workforce. Each ATD requires prescribed technical courses. Credits earned in an ATC may be used towards an Associate in Science degree.

Advisor: A PSC staff member who assists students with career planning, setting and meeting academic goals, course selection, and transfer requirements.

Articulation Agreement for the AA Degree: Agreement between Florida's public colleges

and universities assuring junior-level status to students who complete the community college general education and graduation requirements in university parallel (AA degree) programs.

Associate in Arts Degree (AA): Designed to prepare a student for entry into the junior year in an appropriate baccalaureate degree program. The AA degree is a university parallel, college transfer degree comprised of 36 general education credits and 24 college elective credits. The Associate in Arts (AA) degree is a single degree issued by the College. The College has designed several areas of concentration to assist the student in transferring to a baccalaureate program.

Associate in Science Degree (AS): Designed to prepare a student for immediate entry or advancement into employment requiring specialized skills. The programs consist of at least sixty (60) credits in two basic areas. One area will be specialized courses in the career area, and the second will be general education courses.

Audit: A grade option that reflects a student's enrollment in a course but does not carry course credit or count for enrollment verification, cannot be used to meet prerequisite or corequisite requirements, and does not reflect competency in a course.

Bachelor of Applied Science (BAS): Prepares the student for entry or advancement in the workforce. PSC offers 2 BAS degrees. The Marjan Mazza BAS in Business and Management offers concentrations in graphic design management, health care management, human resources management, law enforcement administration, organizational administration, project management, and public safety management. PSC also has the BAS

in Cybersecurity with concentrations in information security and cyber forensics.

Bachelor of Science in Nursing (BSN): Prepares the student to succeed and be promoted within the nursing profession. The program is designed for the graduate of an Associate Degree in Nursing (ADN) program who has a Registered Nursing (RN) license. The BSN offers skills in management, leadership, theory, research, and evidence-based practice.

Canvas: PSC's learning management system, which delivers all online and hybrid courses as well as course companion websites.

Career Certificate (CC): The Career Certificate programs, also called vocational certificate programs or clock hour programs, prepare the student for careers and direct entry into the workforce. The programs require prescribed vocational clock hour courses, and the student is required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Education (TABE) before graduation.

Career Pathways: Groupings of programs of study to assist the student in selecting the appropriate program.

Catalog and Student Handbook: A document published annually. It contains the College calendar, policies, procedures, regulations, programs, and course descriptions. This document may be modified during the academic year.

Civic Literacy Competency: In accordance with the State Board of Education Rule 6A-10.02413, prior to the award of an Associate in Arts, Associate in Science, or baccalaureate degree, first-time-in-college students entering a Florida College System institution must demonstrate competency in civic literacy. The academic year during which a student enters the Florida College System institution determines the specific requirements. See the Rule for details.

Clock Hours: The unit of study for technical courses. In these areas, a technical credit equals 30 clock hours in class during the term; two technical credits equal 60 clock hours.

Common Prerequisites: Courses, identified by the State of Florida for all public baccalaureate degree programs, which must be completed by all students entering a specific program of a state college or university.

Commencement: Held twice a year at the close of the fall and spring terms (semesters) for graduates from all campuses to celebrate their academic achievement. There is no cost to participate other than the cost of the required cap and gown, which can be purchased at any PSC bookstore. Please note: participating in the Commencement ceremony does not ensure graduation. Graduation requirements must be satisfied in order for graduation to be completed and a diploma issued.

Companion Websites: Web-based resources, located in Canvas, used to supplement and support traditional on-campus courses. Instructors of all course sections should utilize Canvas and make resources, such as the course syllabus and calendar, as well as Canvas features, such as the gradebook, available to students.

Concentration: An area of emphasis or specialty within a program of study.

Corequisite: A course that is required to be taken in combination with another course. Often a lab is the corequisite for a lecture, for example. A student who withdraws from one of a pair of corequisite courses may be required to withdraw from the other as well.

Course ID: A designation consisting of a 3-letter discipline abbreviation followed by a 4-digit number. For example, MAC 1105 is College Algebra.

Course Load: The number of credit hours a student is enrolled in each term (semester).

Course Substitution: The process through which a student petitions the College for a replacement of a required course with a course that meets similar learning outcomes. The course must be completed at a regionally-accredited post-secondary institution with evidence of common content and learning outcomes.

Credit Hour: A unit of measurement for courses. The minimum amount of time associated with a credit hour is dependent upon the type of course: lecture, lab, studio, clinical, vocational, etc. At PSC, for example, each hour of credit in a lecture class requires a minimum of 750 minutes of instruction.

Days of the Week: M denotes Monday, T denotes Tuesday, W denotes Wednesday, R denotes Thursday, S denotes Saturday, and U denotes Sunday.

Department Exemption Exam: An examination and credit used to demonstrate proficiency in a particular course.

Developmental Course: A course that is designed to prepare students for college-level work.

Distance Learning: Also referred to as “online,” courses that require no on-campus visits. PSC offers 2 types of online courses: Live Online and Asynchronous or Traditional Online. A Live Online class is scheduled like a traditional face-to-face class with the same content and experiences. The difference is that students and professor are not in the same location. Students in a Live Online class must login to the class via the internet during the scheduled day(s) and time(s). Students see and hear the instructor and classmates and participate in the class virtually. Reliable internet access, a webcam, and a microphone are required. Live Online is sometimes called Synchronous Online. A Traditional Online class is not scheduled during specific days and times. Although students may

complete the coursework when they desire, they must make certain to meet all deadlines established by the professor. Reliable internet access is required. Traditional Online is sometimes called Asynchronous Online. Note: Although no on campus visits are required for a Live Online or Traditional Online class, many instructors do require proctored testing, which the student may complete on a PSC campus or under the supervision of a mutually acceptable proctor living anywhere in the world.

Dropping Courses: Permitted only during Schedule Adjustment (drop/add) periods, which are posted on the Academic Calendar. Students may drop a course in Workday; when they do so, no record of the course appears on the student transcript, and there is no charge for the course. “Dropping” a class is different from “withdrawing” from a class.

Dual Enrollment: A program in which eligible high school and other students can enroll at PSC and earn both high school and college credit.

eLearning: A broad term referring to distance learning, Live Online and Traditional Online courses, hybrid courses, and course companion websites.

Elective: A program credit requirement that allows the student to choose from a variety of approved courses or discipline areas.

Fee Pay Day: The date by which students who have registered for classes must pay for those classes. Students who do not pay all required fees by this date will be removed automatically from all classes for which they have not paid. Fee Pay Day is also referred to as the Purge Date.

Financial Aid: Sources of monetary assistance for students seeking to enroll in a college or university. Typically, financial aid includes such help as grants, loans, and on-campus employment.

FloridaShines.org: The State of Florida’s website about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, financial aid, scholarships, students’ academic records, degree audits, transfer requirements, and being a transient student at a Florida public institution.

Foreign Language Competency: In accordance with Florida Statute 1007.25, students initially entering a Florida College System Institution in 2014-2015 and thereafter must demonstrate competency in foreign language pursuant to guidelines set in Florida Statute 1007.262. The Foreign Language Competency Requirement may be fulfilled by 2 years of the same high school foreign language, or documented foreign language proficiency through testing (for example, CLEP), or 2 semesters of the same college level foreign language (level II proficiency), or level II proficiency; this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language competency requirement.

FTIC: Abbreviation for First Time in College, referring to those students who currently are in their first term as a college student after high school.

Full-Time Status: A schedule of 12 or more credit hours per term (semester). PSC highly recommends enrollment in at least 15 credit hours per term (semester) to help ensure timely program completion.

GED: General Education Development diploma, considered the equivalent of a high school diploma.

General Education Courses: Courses that may be used to satisfy five general education

categories mandated by the state of Florida: communications, mathematics, social sciences, natural sciences, and humanities. These categories form the common basis of all associate degrees.

Global Learning Outcomes (GLOs): The five outcomes—critical thinking, communication, scientific and mathematical literacy, information literacy, and cultural literacy—which each student who completes the general education program at PSC will have achieved.

Gordon Rule: State Board of Education Rule 6A-10.030, now named Other Assessment Procedures for College-Level Communication and Computation Skills, requires students to successfully complete 12 credit hours of course work in which they must demonstrate writing skills and 6 credits of mathematics course work at the level of college algebra or higher. Students must earn a grade of C or higher in the course for it to satisfy the requirement. At PSC, the writing requirement is referred to as the Writing Emphasis Requirement, and courses that fulfill this requirement are referred to as writing emphasis courses.

Grade: Letter grade of A, B+, B, C+, C, D+, D or F that represents the level of academic success in course used in calculating the grade point average and recommended for courses in a degree plan. See the College Catalog for additional grades which may be used for specific courses and with specific students.

Grade Point Average (GPA): An educational standard computed by multiplying the number of credit hours of a course by the points assigned to the course grade and then dividing by the total number of hours.

Graduation: Official confirmation of the completion of a certificate or degree program. Graduation is dependent upon the approved completion of all program and institutional

graduation requirements and is approved by the Office of the Registrar.

Grade Forgiveness: Refers to one grade in a course replacing another grade in the same course when certain conditions are met.

Hybrid Course: A course that combines face-to-face classroom instruction and online internet-based teaching and learning.

Late Registration: Registration for courses after the fee payment deadline during which a late registration fee may be assessed.

Live Online: A class that has no on campus visits and is scheduled like a traditional face-to-face class with the same content and experiences. The difference is that students and professor are not in the same location. Students in a Live Online class must login to the class via the internet during the scheduled day(s) and time(s). Students see and hear the instructor and classmates and participate in the class virtually. Reliable internet access, a webcam, and a microphone are required. Live Online is sometimes called Synchronous Online.

Major: A specific program of study consisting of a specific group of courses designed to provide intensive education or training in a specialized area and leading to a certificate and/or associate degree.

Maxient: The system used by PSC to report student conduct violations and students of concern.

Meta-Majors: The collections of Associate in Science degree majors that have related courses. Meta-Majors cluster groups of majors that fit within a career area. There are eight Meta-Majors used by colleges in the state of Florida. Within each Meta-Major are degrees and certificates that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills, and abilities. Selecting a Meta-Major will also help

you select classes that relate to a specific degree. The eight Meta-Majors are Arts, Humanities, Communication and Design; Business; Education; Health Sciences; Industry/Manufacturing and Construction; Public Safety; Science, Technology, Engineering, and Mathematics; and Social and Behavioral Sciences and Human Services. With a Meta-Major, you can narrow down your major choice and begin developing an educational plan that will help lead you to degree completion.

Non-Degree Student: A student who does not wish to earn a certificate or degree.

Orientation: A recommendation for all students and a requirement for FTIC students, the Online Orientation introduces students to the College's programs, resources, and policies. The College also offers Pirate Path Orientation Sessions on campus.

Part-Time Status: A schedule of fewer than 12 credit hours per term (semester).

PERT (Postsecondary Education Readiness Test): Primary entry testing used for placement in English, reading, and mathematics.

PIN: A student's personal identification number used to access PSC's secure online systems.

PirateMail: PSC's official student email system. All students are given a PirateMail account when they apply and are accepted. In addition to email, PirateMail allows students to make appointments, organize tasks, and send files. PirateMail should be checked often.

Plagiarism: Presenting someone else's work (whether it consists of words, research, images or other work) as your own without proper acknowledgment of the true author. Plagiarism is a serious violation of academic rules and carries consequences ranging from failure to expulsion from a course.

Prerequisite: A specific requirement that must be successfully completed before a student may enroll in a course.

Prior Learning Assessment (PLA): A process by which students may demonstrate proficiency in a particular course, whether or not that proficiency has been gained in an academic setting.

Program Student Learning Outcomes (PSLOs): The knowledge and skills that graduates of baccalaureate programs, Advanced Technical Certificates, Associate in Science programs, Applied Technical Diplomas, and Career Certificates will have upon completion of the program.

Purge Date: The date by which students who have registered for classes must pay for those classes. Students who do not pay all required fees by this date will be removed automatically from all classes for which they have not paid. The Purge Date is also referred to as Fee Pay Day.

Registration: The process of selecting courses and class times for an academic term (semester).

Registration Fee: A processing fee assessed to each student for the semester.

Schedule: A published list of classes to be offered in the upcoming term that includes course number, day/time and location, and information about admission, payments, and registration.

Scholarships: A form of financial assistance that does not have to be repaid. Scholarships may be awarded on the basis of merit and/or need. Section: Refers to a specific offering of a course.

Section Number: A four-digit course reference number, assigned to each course offering in the schedule of classes and used in registration. The section number designates the specific day(s) and time(s) and location where a class will meet. In addition, each online class section is designated its own section number.

Session: The shorter segments within each term (semester). For example, each fall and spring

term has within it an A session (16 weeks), B session (the first 8 weeks of the term), C session (a 12 week segment), and D session (the last 8 weeks of the term).

Suspension: Student status under which a student is not permitted to attend college for a specific period of time.

Technical Certificate (TC): Prepares the student for immediate employment. Each Technical Certificate requires prescribed technical courses. College credit hours earned in a TC are embedded in an Associate in Science degree, except for hours earned in the Crime Scene Technician Technical Certificate. Also referred to as a College Credit Certificate.

Term: The academic year at PSC is divided into segments called terms, which are also known as semesters. The fall and spring terms last 16 weeks. The summer term lasts 12 weeks. Within each term are shorter segments called sessions. PSC is on a semester system, though we usually speak of the fall term, spring term, and summer term.

Traditional Online: A class that has no on campus visits and is not scheduled during specific day(s) and time(s). Although students may complete the coursework when they desire, they must make certain to meet all deadlines established by the professor. Reliable internet access is required. Traditional Online is sometimes called Asynchronous Online.

Transcript: An official educational record of a student's enrollment at a college, showing courses attempted, completed, final grades, and GPA.

Transfer Credits: Credits for courses taken at another institution and counted toward a PSC certificate or degree.

Transfer Student: Student who attended a college or university before coming to PSC.

Transient Student: Student who takes one or more courses at PSC to apply to academic

requirements at another institution, or a PSC student who takes one or more courses at another institution to apply to degree requirements at PSC. Information for students who wish to attend a Florida public institution as a transient student is available at floridashines.org.

Tuition: Cost of courses based on the number of credit hours attempted plus any special course fees. Tuition is classified as in-state tuition or out-of- state tuition.

Veteran Benefits: Financial and other assistance from the government to certain qualifying veterans and dependents of veterans to provide for educational training toward a career.

Virtual Tutoring: Live online tutoring offered in multiple disciplines. Virtual tutoring is fully interactive and, depending on the discipline, offered during day, evening, late night, and weekend hours.

Vocational Certificate (VC): See Career Certificate.

Waiver: An approved exemption from a PSC requirement.

Withdrawal: Removal from a course(s) at the student's request, by a faculty member, or by the College. Withdrawals are represented by a "W" on the student transcript. No credit is awarded for the course. Tuition and fees are not refunded except in certain specific circumstances.

Workday: The Enterprise Resource Planning System (ERP) which PSC began using July 1, 2020. Payroll, accounting, and HR tasks take place within this system.

Workday Student: The PSC student records system. All PSC students began using Workday Student to register, drop/add courses, pay fees, request transcripts, download schedules, and apply for graduation in Fall 2022.

Writing Emphasis Requirement: See Gordon Rule.

Zoom: The video-conferencing platform used by the College. All Live Online classes use this platform via Canvas. Virtual office hours also take place using Zoom via Canvas.

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information in its educational programs, activities, or employment. For inquiries regarding Title IX and the College's nondiscrimination policies, contact: The Executive Director of Institutional Equity and Student Conduct, 1000 College Boulevard Building 5, Pensacola, Florida 32504 (850) 484-1759.