



**POLK STATE**  
COLLEGE

# **ADJUNCT FACULTY HANDBOOK**

**2016-2017**

Polk State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit [polk.edu/equity](http://polk.edu/equity).



## GREETINGS TO ADJUNCT FACULTY MEMBERS

Message from the President

Dear Adjunct Faculty,

On behalf of the District Board of Trustees and our faculty and staff members at Polk State College, thank you for your unwavering commitment to our students. By sharing your discipline knowledge and professional expertise with our students, you add a rich dimension to our academic community. As an adjunct faculty member, you are joining a talented and dedicated team of professionals who are committed to providing outstanding educational programs and services to the residents of Polk County.

Please take a moment to read our Vision and Mission statements and our Core Values. They serve as a guide for all of us as we perform our different roles at Polk State College.

I look forward to meeting you at campus events. Thanks again for your willingness to teach at Polk State College.

Sincerely,



Eileen Holden, Ed.D.  
President

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### **Our Vision:**

Promote excellence and student success through innovation, value, and engagement.

### **Our Mission:**

Polk State College, a quality driven institution, transforms lives through the power of education by providing access to affordable associate and baccalaureate degrees, career certificates, and workforce employment programs, delivered by diverse, qualified faculty and staff.

### **Our Core Values:**

Service, Integrity, Knowledge, Diversity, Leadership

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# 1 INTRODUCTION

Polk State College exists to serve the educational needs of the citizens of Polk County. The College offers educational services and other opportunities as part of the Florida College System, a statewide system of colleges that places relatively low cost and high quality post-secondary education within commuting distance of all Floridians.

Polk State College strives to offer courses at times and locations convenient for students. The College operates on a year-round basis, with two regular semesters and several summer sessions per year. Courses are scheduled during the day and evening in Lakeland, Winter Haven, Lake Wales, Lakeland Airside, and Bartow, and at other locations (as needed) within the College's service region. Additionally, classes are offered online. The current *Polk State College Catalog* contains more information about the College's affiliation and accreditation, as well as statements about the College's mission, purpose, and history.

The administration at Polk State College is campus-based with a Dean of Academic Affairs at the Lakeland Campus and Winter Haven Campus. These deans are assisted by associate deans, department coordinators (for the liberal arts and science courses), and program directors (for the workforce education programs). Questions or concerns related to course content, Basic Course Information sheets, textbooks, support materials, or teaching matters can be addressed by the appropriate department coordinator or program director. Each academic dean also has one or more administrative assistants who are available to help faculty.

Adjunct faculty members are crucial to the operation of Polk State College. The College could not offer the number and variety of courses it does without their help. This handbook is designed to be a convenient reference. It provides information on select academic and administrative policies and procedures at Polk State College. It should be used as a beginning point for seeking information before soliciting additional clarification from the appropriate department coordinator or program director.

This handbook is revised and reorganized annually. Polk State welcomes questions and suggestions for improvement. Suggestions may be submitted to the appropriate department coordinator or program director.

## 1.1 Personnel and Telephone Numbers

The *Polk State College Directory* may be found on the College's website at [www.polk.edu/people](http://www.polk.edu/people). The directory provides a listing of phone numbers, email addresses, and office locations for faculty and staff, as well as a general department directory.

## 1.2 Academic Calendar

The Polk State College academic calendars may be found by clicking the link: <http://www.polk.edu/academics/academic-calendars/>. The Polk State Academic Calendar identifies important dates, such as course withdrawal deadlines, holidays, college closing dates, and the final grades submission deadline.

The calendar is divided into three terms a year. Each term has multiple sessions of varying lengths. Courses in the main session (identified in PASSPORT as Session 1) are traditional 16-week classes. The class schedule in PASSPORT provides important deadlines for the individual's specific class.



## **2 INSTRUCTIONAL RESPONSIBILITIES**

Adjunct faculty members play an integral role in the academic life of Polk State College. Academic preparation and teaching requirements are the same for full-time and adjunct faculty members. Supervision of adjunct faculty resides with department coordinators and program directors.

Appointments are made by Polk State College according to instructional needs, and the College reserves the right to change or withdraw teaching assignments based on enrollment fluctuation and other institutional requirements.

### **2.1 Duties and Responsibilities**

It is the responsibility of the adjunct faculty member to ensure excellence and quality in teaching, and to uphold the standards established by the College. Specific duties are to teach courses as assigned, meet with students as necessary, and follow College policies and procedures.

The major responsibilities for adjunct faculty inherent in meeting teaching objectives include the following:

1. Provide each student with a Basic Course Information sheet (BCI) (or link to the BCI) and a syllabus, and acquaint all students with the course requirements and objectives during the first class meeting.
2. Submit syllabi for all classes to the academic dean's office during the first week of the semester. The syllabi should include the required elements noted in Section 2.3 of this document.
3. Complete Attendance Confirmation using PASSPORT during the specified period.
4. Clearly explain grading procedures and standards, and fairly apply them.
5. Present course material in a clear and coherent manner using various methods of presentation according to content and student needs.
6. Meet with each assigned class at the scheduled time and for the scheduled duration. Any departure from the appointed hours or suspension of a planned class must have the prior approval of the appropriate dean.
7. Design tests and assignments that align with course objectives and relate to the material covered in the class and the textbook, and provide each student with periodic evaluations of his or her progress.
8. Maintain accurate records of student enrollment, attendance, and grades.
9. Provide supervision of students in classrooms and laboratories.

10. Encourage class discussion when appropriate.
11. Encourage students to think for themselves.
12. Maintain and display enthusiasm for the subject.
13. Demonstrate genuine interest in students, including concern for students' learning and an understanding of students' perspectives.
14. Give final examinations as appropriate and provide course assessment data as required.
15. Submit final grades through PASSPORT by the established College deadline.
16. Check the faculty mailbox and Polk State College email account weekly (or more frequently if teaching online).
17. Present problems, recommendations, and reports related to courses and instruction to the appropriate academic dean.
18. Notify the appropriate administrative assistant promptly when needing to be absent from class.
19. Refer students who need special accommodations to Student Services. Section 3.6 of this handbook provides more details regarding students with disabilities.
20. Follow the Teaching Learning/Computing Center (TLCC) guidelines when using these facilities for testing. Section 5.9 of this handbook provides more details on the services of the TLCC.

## **2.2 Teaching Tips**

The following is a brief checklist of instructional strategies. The adjunct faculty member should:

1. Distribute the BCI (or BCI link) and course syllabus at the first class meeting with objectives, requirements, a calendar of topics and activities, grading policy, attendance policy, and other class rules clearly articulated. Discuss these with the students. Starting with the first class meeting, establish unmistakable standards and expectations and stick to them.
2. Plan an ice-breaking activity for the first class that helps students get to know each other. Also, use the first class to engage students in the course subject.
3. Get to know students personally, take attendance, and emphasize that assistance is available outside of class to answer questions and increase success.

4. Work to involve and engage students through the use of active learning strategies such as small group work, discussions, games, etc.
5. Ensure that students comprehend and can apply what is taught by actively listening and responding to their concerns and difficulties; adjust the approach as necessary.
6. Take opportunities to share not only knowledge, but also experiences. Show a commitment to learning, and within the bounds of propriety, share individuality and personality.
7. Respect and value student questions, difficulties, and opinions, even during correction of factual errors or logical inconsistencies.

### 2.3 The BCI and Syllabus

At Polk State College, course information is communicated to students through two documents: a course syllabus and a Basic Course Information Sheet (BCI). The BCI contains basic information about a course that pertains to all sections. The BCI for each course is created collaboratively by department faculty. BCIs are available online at: [www.polk.edu/bci](http://www.polk.edu/bci). The BCI should not be edited in any way. On the first day of classes, each instructor must make the BCI link available to students from the BCI website. In a multimedia classroom, the instructor may elect to review the BCI online with students (rather than print it out for all students) as long as the syllabus contains the URL to direct students to the online BCI. Most BCIs contain the following information:

- College Name
- Telephone and Office Numbers of Academic Deans (at both campuses)
- Course Prefix and Number, and Course Title
- Course Description, Prerequisites, and Credit Hours
- Polk State College Mission and Core Objectives
- Course Objectives
- Course Content (outline or list of topics)
- Gordon Rule Statement
- Student Help Information
- Withdrawal Process
- Information on Repeating a Course
- College Academic Dishonesty Statement
- Information Technology Access/Use Policy
- Equal Opportunity for Students with Disabilities Statement
- Departmental Policies (if applicable)

In addition to providing the BCI, adjunct instructors are responsible for creating a syllabus for each class and submitting a copy of the syllabus to the appropriate administrative assistant electronically. The course syllabus contains information specific to a particular section of a course. While the exact contents of a course syllabus are up to the individual instructor, there are several elements that must be included:

Required Information:

1. General Course Information
  - a. Course title, number, section number, and the semester
  - b. Class meeting days and times, and the room number
2. Instructor Information:
  - a. Name, Polk State College telephone number, office location, Polk State College email address
  - b. Posted office hours
3. Textbook Title, Author, and Edition (as well as any other required materials)
4. Attendance Policy
5. Work Missed Policy (i.e., policies for making up missed work)
6. Evaluative Criteria (i.e., grading policy)
7. Withdrawal Deadline
8. Academic Dishonesty Policy (including penalties)
9. Use of Plagiarism Detection Service (if applicable)
10. Course Calendar
  - a. Tentative schedule of topics
  - b. Tentative schedule of tests
  - c. Due dates for major assignments
11. Final Exam Time and Date (if applicable)

Suggested Information:

The following information may also be included at the instructor's discretion:

1. Description of major assignments
2. Instructional methods
3. Supplementary readings (e.g., course reserve readings at the library)
4. Additional resources (e.g., websites)
5. Tips and strategies for success
6. Statement explaining that although a faculty member has the right to withdraw a student, it is ultimately the student's responsibility to withdraw from the course should he or she choose to do so
7. Any additional administrative and academic policies that pertain to the class

The more detail provided in the syllabus, the better. The syllabus is a tool that instructors use to communicate information that is vital to success in a course. Some other ideas for syllabus content include a detailed course calendar, information about all major assignments, classroom procedures and rules, teaching methods used, grading rubrics, suggested readings, websites of interest, and study tips. Additional information about communicating course information to students can be found in *Polk State College Procedure 1001* at:

<http://www2.polk.edu/businessandcommunity/rulesproc/Lists/Procs/AllItems.aspx>, or through the appropriate program director or department coordinator.

## **2.4 Moving, Canceling, or Substituting Classes**

It is crucial that classes meet at regularly scheduled times and locations. If the instructor must change the class meeting time or the location, he or she must notify the appropriate administrative assistant and post a message on the board in the classroom to inform and

remind students of the change. Although the instructor may have informed the class of a meeting at a different time or in a different room, some students might have been absent or might have forgotten. Furthermore, if a student must be reached for an emergency, the administrative assistant must be able to locate him or her. For best communication practices, the instructor should inform the administrative assistant of time and location changes in advance.

If the instructor is aware of an impending absence from class (for any reason), it is his or her responsibility to coordinate all arrangements for class coverage. **The instructor must arrange for a substitute to cover any missed class.** The substitute must be a current Polk State College faculty member or an individual who has been previously approved as a substitute. Because salary is based on contact hours in the classroom, any missed time is deducted from the instructor's salary. The instructor must then complete a *Time Missed Form* (cf. Appendix). The department coordinator or program director can assist in identifying an appropriate substitute if necessary.

Additionally, adjunct faculty may substitute for others and are paid for this time. An *Hours Worked Form* must be completed when performing substituting responsibilities (cf. Appendix). The substitute can deliver lectures, show videos, proctor tests, deliver assignments, or whatever other responsibilities are needed. In all cases, the instructor must notify the appropriate administrative assistant and coordinate submission of paperwork. It is the College's expectation that absences should be limited. Excessive class absences may result in a poor performance evaluation and failure to be reappointed in subsequent semesters.

If the instructor cannot meet with a class at its scheduled time because of illness or other emergency circumstances, he or she must notify the appropriate academic dean's office as soon as possible. Administrative assistants answer calls to the deans' offices from 8 a.m. to 5 p.m. If no one is available in the office, a call should be made to both the department coordinator (or program director) and the appropriate administrative assistant to leave a voicemail message. Additionally, the instructor should send an email to both individuals as soon as possible. It is preferable to speak with a person, but sometimes it may be necessary to leave a voicemail message.

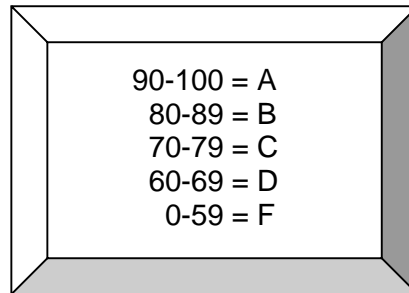
Faculty should adhere to the scheduled beginning and ending times of class meetings unless exceptional circumstances dictate otherwise. In such cases, the faculty member should notify the department coordinator or program director as soon as possible.

If the faculty member would like to meet with a class off campus, he or she must consult with the appropriate department coordinator or program director to receive guidelines for field trips as outlined in *Polk State College Procedure 1008* at <http://www2.polk.edu/businessandcommunity/rulesproc/Lists/Procs/AllItems.aspx>. The faculty member must also complete a *Leave Form* in advance of the trip and have it approved by the campus Dean of Academic Affairs. Students participating in the field trip must fill out the *Polk State College Field Trip Agreement Release*. The instructor must submit the originals of these forms to the campus Dean of Academic Affairs and retain a copy of each one to take on the field trip.

Emergency information about closure of the entire College is provided in Section 7.1 of this handbook. In the event that the College is closed, all classes are cancelled.

## 2.5 Grading

Each adjunct faculty member is responsible for determining a grading scale to be used for each class being taught. The College does not have an official grading scale but expects its instructors to formulate reasonable grading standards and policies and to clearly communicate them in the course syllabus to their students. At times, departments have determined a grading scale for their classes. This would be reflected on the course BCI, and thus, this should be reviewed carefully. Many faculty use a 100-point scale:



90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

Whatever the grading scale used, the grading criteria must be clearly defined in the course syllabus. Student grades (including withdrawals) are entered online through PASSPORT, and final grades must be posted by the day and time indicated. Details on the grade posting process are available on the College website at [www.polk.edu](http://www.polk.edu), through the Admission and Financial Aid offices, within the *Polk State College Catalog* and *Student Handbook*, and in the *Faculty Administrative Duties Guide* from the Registrar.

If an instructor wishes to change a student's grade after the grades have been entered, he or she must log in to PASSPORT and use the grade change function. Once entered, the grade change passes through an automatic approval process through the supervising academic dean. Grades submitted by the student, such as the audit grade or a student-initiated withdrawal, cannot be overwritten using the online grade change function. Once grades are 365 days old (or once they can no longer be entered through PASSPORT), a paper grade change form is required to change a grade. This form can be picked up from an administrative assistant in the campus academic dean's office. Once a student has graduated, grades cannot be changed.

## 2.6 Withdrawal Process

Students may officially withdraw from a course during any given term provided they follow the appropriate policy and procedure. There are a few exceptions: international students, athletes, students on a third attempt at a course, and students who are under disciplinary action for plagiarism cannot withdraw from a course. Dual-enrolled students also cannot be withdrawn without seeking assistance from a College advisor. Details for withdrawal are found in the *Polk State College Catalog*. The catalog is also accessible on the College's website at: [www.polk.edu](http://www.polk.edu), [Admission & Aid](#), [College Catalog/Student Handbook](#).

Each instructor is responsible for reporting students who appear on the roster but who do not attend class during the first week. Once the drop period has ended, during the three class days thereafter, the instructor must report these students through PASSPORT. This information is used by Polk State to stay in compliance with Federal Financial Aid law; therefore, accuracy is important. Faculty may request a *Never-Attended Guide* from the College Registrar or use the guide in the *Administrative Duties Booklet* provided by the Registrar for assistance in proper reporting.

Faculty members can withdraw students for lack of attendance by using PASSPORT at any time between the drop deadline and the withdrawal deadline. The instructor can access the roster through the “Grades” button. If the student has attended class at least once, a grade of *W2* should be entered with the last date of attendance for the student. The faculty member must clearly indicate the attendance policy in the course syllabus, including the limitations for absences leading to withdrawal.

## 2.7 Incomplete Grades

The verbiage below is from the *2015-16 Polk State College Catalog and Student Handbook*:

If a student cannot complete course requirements by the end of the term due to extenuating circumstances as verified by the faculty member, the instructor may, at his or her discretion, assign a grade of *I* provided this occurs after the withdrawal date. The withdrawal date is set at approximately 70% of the length of the term. If the extenuating circumstances occur prior to the withdrawal date, the student should withdraw from the course. The grade of *I* is calculated as an *F* in [Standards of Academic Progress](#). Once the final grade is submitted, the *Standards of Academic Progress* are recalculated. A grade of *I* could impact eligibility for financial aid.

By assigning a grade of *I*, the professor indicates that the student has the potential to earn a passing grade by satisfactorily completing the unfinished course work within a reasonable amount of time as agreed to by both student and instructor (but no later than by the end of the next term). If the student fails to meet the objectives by the conclusion of the following term, the *I* converts to an *F* grade.

Students who have applied for graduation in a given term must complete all required course work before graduation is posted to the academic record. An incomplete grade in a course needed for graduation would prohibit the posting of graduation. Faculty who award an incomplete grade to a student must also submit an *Incomplete Coursework Plan* to the appropriate academic dean’s office. This form can be picked up from an administrative assistant in the academic dean’s office.

## 2.8 Family Educational Rights and Privacy Act (FERPA)

It is important that all faculty understand the federal legislation known as the *Family Educational Rights and Privacy Act* (FERPA). This law requires confidentiality in all postsecondary educational records regardless of student age. Therefore, if parents contact an instructor seeking information regarding their son’s or daughter’s attendance record,

grades, or other course-related information, the instructor must tell the parents that an instructor is not legally permitted to discuss this information with anyone other than the student, even if the parents are paying for the student's tuition, books, and/or other fees. If the parents insist on the release of student information, they should be referred to the College Registrar for FERPA release information and instructions. If a student indicates that he or she does not mind the discussion of course-related information with a parent, the instructor must still refer the student to the College Registrar for FERPA release documentation and instructions about his or her rights under the law.

## 2.9 Final Examinations

All final exams are given in the last week of classes. For classes that meet once a week, faculty should give the exam in the last class period. For classes that meet twice a week or more, faculty may use the class periods in the last week for instruction or to give the exam over one or more class periods. Any class periods that are not used for administering the final exam should be used for instructional activities. Questions related to the timing of the final exam can be addressed by the department coordinator or program director.

## 2.10 Class Rosters

Class rosters are available online in PASSPORT. An instructor can access and print rosters, withdraw students between the last drop date and the withdrawal date, and submit grades for students through PASSPORT. Directions for accessing PASSPORT and class rosters can be found on the PASSPORT page of the Polk State College website under the link "Faculty Help Using PASSPORT" ([http://www.polk.edu/wpcontent/uploads/Faculty\\_PASSPORT\\_Help.pdf](http://www.polk.edu/wpcontent/uploads/Faculty_PASSPORT_Help.pdf)).

## 2.11 Class-Related Student Records

Student class records must be retained in a secure location by the faculty member (or the supervising academic dean). Class records must be maintained for a minimum of two years from the last day of the class. If a class record is in dispute or has been disputed, the record should be retained two years from the date of the dispute.

## 2.12 Student Misconduct

*Polk State College District Board of Trustees Rule 4.01 and Procedure 5028* (cf. Appendix) outline guidelines for student conduct. If an instructor has issues with student conduct, he or she must consult these documents and discuss the situation with the appropriate department coordinator or program director.

*Polk State College District Board of Trustees Rule 4.01* includes, as an attachment, the *Student Disruption/Discipline Report Form*. This form should be used to report student conduct violations to the campus Dean of Student Services. A *Student Disruption/Discipline Report* may be submitted for one of three follow-up actions: for information (documentation) only, for a response with suggested interventions for the faculty member to take, or for the Dean of Student Services to investigate whether a violation has occurred and if disciplinary



action should be taken. The Dean of Student Services only makes contact with the student under the third option.

All faculty are encouraged to submit documentation of any potential violations of the *Code of Student Conduct* as they occur. If at any time a student's conduct makes a faculty member feel threatened or unsafe, he or she should immediately contact Campus Security at extension 5059.

## **2.13 Cheating and Plagiarism**

Polk State College does not tolerate cheating or plagiarism. This behavior results in appropriate disciplinary action authorized by *Polk State College District Board of Trustees Rule 4.01* and *Polk State College Procedure 5026* (cf. Appendix). It is important that all instructors read and familiarize themselves with the procedure. This procedure must be followed in the event that an instructor encounters cheating or plagiarism. If the faculty member suspects that a student has cheated or plagiarized, options can be discussed with the department coordinator or program director. The student policy on cheating and plagiarism can be found in the *Polk State College Catalog*.

## **3 INSTRUCTIONAL POLICIES**

### **3.1 Office Hours and Office Space**

While the instructor's primary responsibility is teaching, Polk State encourages faculty members to be available to help students outside of class. Adjunct faculty members are expected to provide one hour of availability per class per week (outside the regularly scheduled class time) for each section of a course taught. The faculty member can be available to students before or after normal classroom time in the classroom (if there are no other classes), a conference room, the TLCC, or one of the adjunct faculty offices on campus. Additionally, the faculty member may be available by email or by phone during specific posted times. The instructor should include the Polk State College email address and contact phone number on the syllabus.

### **3.2 Student Attendance**

Class attendance is an integral part of a sound academic program. Each instructor must include a clear statement of the course attendance policy in the syllabus. Polk State College does not have an official attendance policy. It is left to the individual instructor to set one. The appropriate department coordinator or program director can provide assistance as necessary. The attendance policy in the course syllabus must be enforceable, so the instructor should be sure to provide reasonable allowance for student emergencies.

It is very important for the faculty member to communicate the attendance policy to students and include it in the syllabus. If a student misses class frequently, the instructor should try to contact that student by phone or email.

According to Polk State College policy, a student who does not meet the attendance requirements set for a class may receive a failing grade (unless he or she withdraws from the course). Students are responsible for properly withdrawing before the date indicated for withdrawal without academic penalty. After that date, students receive a grade of *F* for the course. Faculty members can also withdraw students from class for excessive absence up to the last day to withdraw students from classes. A student may petition for a *W* (with or without refund) in a class in which he or she has received a failing grade if mitigating circumstances can be documented (e.g., an injurious car accident or serious illness). The student may pick up a petition form from an academic advisor in Student Services and submit it to the Petitions Committee (along with supporting documentation).

### **3.3 Textbooks**

Texts are ordinarily selected for courses by the department. The department coordinator or program director provides the textbook. The instructor must use the textbook that has been selected for the course(s) he or she is teaching.

If the adjunct faculty member does not have a copy of the text for the course, he or she should contact the appropriate department coordinator or program director immediately.

Polk State College provides each instructor with a copy of the text as well as any available ancillary materials.

Students may purchase textbooks at the bookstore located on each campus. If there is a question concerning the availability of the texts, the adjunct faculty member may contact the appropriate department coordinator or program manager for clarification.

The campus bookstore company is independent of the College. The bookstore does not provide desk copies to instructors. Instead, publishers provide desk copies directly to the College.

### **3.4 Adding/Dropping Courses**

The dates for the last day to add a class, drop a class with a refund, and withdraw from a class without academic penalty are published on the College's website under the "Calendar" link. Faculty members are encouraged to include these dates in their course syllabi also.

If a student withdraws from a course before the deadline to drop without academic penalty, a grade of *W* is recorded. Students who stop attending class after the last day to withdraw without academic penalty must be given a grade of *F*. If mitigating circumstances exist, the student may submit a petition to the Petitions Committee through Student Services that includes documentation of those circumstances.

Requests for refunds past the refund date must be based on mitigating circumstances. These circumstances must be documented in a petition submitted to the Petitions Committee through Student Services (<http://www.polk.edu/advising/petition-guidelines/>).

### **3.5 Posting Grades**

An instructor may not post grades in any location on campus due to the legal and ethical issues surrounding the confidential nature of grades. An instructor must never use the Social Security Number or the student ID in any communication to students. All Polk State College students have separate student ID numbers.

### **3.6 Students with Disabilities**

Services are provided to students with disabilities to ensure equal access to all of Polk State College's programs and services.

To be eligible for disability-related services, students must have a documented disability as defined by the *Americans with Disabilities Act of 1990* (ADA) and Section 504 of the *Rehabilitation Act of 1973*. The student must provide current documentation of his or her disability. If the student's documentation is approved, accommodations may be provided based on the student's needs and the type of class in which he or she is enrolled.

If the student is approved for services, an academic success counselor or associate dean of Student Services notifies, in writing, all appropriate faculty and service units as to the accommodations approved for the student. Faculty must provide the accommodations for

which the student is eligible. If a student claims that he or she does not wish to take advantage of the accommodations, the student must provide this information in writing with his or her signature.

There are many resources available to assist instructors in providing accommodations to students. There are academic success counselors and associate deans of Student Services located on each campus to answer questions regarding accommodation issues and to assist instructors with the how to provide accommodations. There is a Testing Center in the TLCC for students needing testing accommodations (e.g., extended time).

The instructor may discuss the student's accommodations with the student; however, it is illegal to ask the student about the disability unless the student self-discloses this information.

The associate dean of Student Services on either campus can address specific questions regarding students with disabilities (Winter Haven Campus: 863.297.1010, ext. 5227; Lakeland Campus: 863.297.1010, ext. 6110).

### **3.7 Academic Freedom**

Polk State College respects the right of faculty members to teach, investigate, and publish within the broad scope of their professional duties and responsibilities; however, it also recognizes that these rights should not interfere with the overriding obligation of Polk State College to offer its students a sound education. Therefore, in matters of academic freedom, Polk State College has adopted the *American Association of University Professors (AAUP) 1940 Statement of Principles on Academic Freedom*, including the *1970 Interpretive Comments*, as updated in 1989 and 1990.

The College also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to teach what is in the syllabus and in the BCI; they must also fulfill their responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When speaking or writing as citizens, they must remain free from institutional censorship or discipline, but their position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and institution by their utterances. Hence, they should be accurate at all times, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not institutional spokespeople.

### **3.8 Faculty Senate**

The Polk State College Faculty Senate is composed of elected members from the full-time faculty. The Faculty Senate meets on a regularly scheduled basis for the purpose of representing faculty within Polk State's shared governance model. It also serves as a forum for the exchange of ideas. The Faculty Senate represents the interests of all faculty members, and attendance at Senate meetings is welcome. Additional information about the Faculty Senate can be found at: <http://www.polk.edu/faculty-senate/>.

### **3.9 General Policies**

The *Polk State College Catalog* and the *Student Handbook* contain important information about the College's information technology access and use policy; the virus damage policy; conduct, discipline, and due process; testing; the withdrawal process; student rights and responsibilities; the drug-free campus policy; and sexual misconduct policy. Faculty members are expected to be aware of these policies and support and enforce them as necessary.

## 4 EMPLOYMENT PROCEDURES

### 4.1 Required Paperwork

New adjunct faculty members must submit the following:

1. *Polk State College Employment Application*
2. Official college transcripts and/or appropriate foreign credentialing forms
3. Current licenses and/or certifications for specialized training (as applicable)
4. Federal tax form (W-4)
5. Copy of a driver's license
6. Copy of a social security card
7. *I-9 Form*
8. *Adjunct Addendum Sheet*
9. Emergency contact information
10. Signed *Public Employee Oath*
11. Fingerprints

The tax forms are required for the College payroll system. Failure to return tax forms by payroll deadlines results in delays in the release of paychecks.

If an adjunct faculty member has had an absence of one or more semesters since teaching at Polk State College, he or she should check with the appropriate administrative assistant to ensure that updated versions of these documents are in place.

The *I-9 Form* must be completed at the time of employment, with submission of original documentation for verification to Human Resources. The adjunct faculty member must provide documents that establish identity and employment eligibility (e.g., a driver's license and a social security card, or a passport). The Human Resources Department can provide a full list of acceptable documents.

Polk State College requires the submission of fingerprints by all part-time and full-time employees. Fingerprints are submitted at the Office of Human Resources. During completion of this task, each employee is also required to sign the *Florida Department of Law Enforcement Waiver Agreement*.

The adjunct faculty member's official transcripts (for both graduate and undergraduate coursework), must be submitted to Human Resources before the College can release the last paycheck of the term.

### 4.2 Appointment Letters

Each adjunct faculty member must sign a *Letter of Appointment* from the appropriate dean's office. This letter details teaching assignments and pay for a given semester or session. This letter must be signed in a timely manner to avoid a delay in payment for services rendered. Letters are usually ready shortly after the add/drop deadline. The instructor is notified through the Polk State email account when the letter is ready to sign. The appointment letter is limited to the specific semester indicated and does not guarantee employment in subsequent semesters.

Appointments are made by the College according to instructional needs, and the College reserves the right to change or withdraw teaching assignments based on enrollment and other institutional requirements.

### 4.3 Adjunct Pay Periods

Adjunct faculty members who teach in the 16-week term typically receive payment in the form of four or five relatively equal monthly checks during the regular semester for which they are teaching (cf. *Adjunct Pay Schedule* shown below). Each check is issued on the last business day of the month. Adjunct faculty may be paid through a check or through direct deposit, but direct deposit is encouraged. The faculty member can make arrangements for direct deposit through the Office of Human Resources. The last check is paid after completion of all instructional requirements for the course, including submission of final course grades through PASSPORT.

#### Adjunct Pay Schedule

<b>Fall Term (Session 1)</b>	5 payments	September – January
<b>Fall Term (12-week)</b>	4 payments	October – January
<b>Fall FASTRACK 1</b>	3 payments	September – November
<b>Fall FASTRACK 2</b>	3 payments	November – January
<b>Spring Term (Session 1)</b>	4 payments	February – May
<b>Spring Term (12-week)</b>	3 Payments	March – May
<b>Spring FASTRACK 1</b>	3 payments	February – April
<b>Spring FASTRACK 2</b>	3 payments	March – May
<b>Summer Term (12-week)</b>	3 payments	June - August
<b>Summer Term (8-week)</b>	3 payments	June - August
<b>Summer Term 3A</b>	2 payments	June – July
<b>Summer Term 3B</b>	2 payments	July – August

### 4.4 Performance Evaluation

#### Supervision

The department coordinator or program director is the direct supervisor of adjunct faculty members, and as such provides them with teaching assignments and serves as their point of contact on all matters pertaining to employment, professional responsibilities, and working conditions.

#### Evaluation Procedure

[Polk State College Procedure 6012](http://www2.polk.edu/businessandcommunity/rulesproc/Lists/Procs/AllItems.aspx) details the *Adjunct Faculty Evaluation Process* (as listed below). The attachments that accompany the procedure can be found here <http://www2.polk.edu/businessandcommunity/rulesproc/Lists/Procs/AllItems.aspx>.

### Procedure for Evaluation of Adjunct Teaching Faculty

1. Through the academic deans, the department coordinators, and program directors are delegated as the direct supervisors of adjunct faculty members, and as such provide them with teaching assignments and serve as their points of contact on all matters pertaining to employment, professional responsibilities, and working conditions. Department coordinators and program directors have primary responsibility for evaluating adjunct faculty; however, the associate dean or dean may assist or complete evaluations as deemed necessary.
2. Each adjunct faculty member receives a written evaluation once a year via the *Polk State College Formal Evaluation Instrument for Adjunct Faculty (Procedure 6012)*. The evaluation shall be based on Student Perception Instruments (SPIs) and other evaluative indicators including, but not limited to, student feedback, classroom observations, compliance with department and/or college policies and procedures, compatibility with the institution, and professional development activities.
  - a. For adjunct faculty, the evaluation year begins with Term 1 and ends with Term 3 of the Academic Year.
  - b. SPIs are administered for all courses taught by adjunct faculty. The period for administering SPIs runs from the day after the withdrawal deadline to the last day of classes. Students may access the SPI online according to directions distributed before the evaluation period begins.
  - c. Adjunct instructors who have taught fewer than six semesters at Polk State College are annually observed in the learning environment by the department coordinator or program director using the *Polk State College Adjunct Faculty Classroom Observation Form*. Adjunct faculty members who have taught for six semesters or more are observed in the learning environment a minimum of once every three years. All new adjunct faculty are observed during their first semester. Additional observations may be conducted when deemed necessary by the appropriate supervisors.
  - d. Adjunct faculty members complete the *Adjunct Faculty Self-Evaluation Form* annually. The due date for completion of the self-evaluation is provided by the appropriate supervisor.
  - e. The department coordinator or program director gives the completed *Faculty Evaluation Instrument (FEI)*, *Adjunct Faculty Classroom Observation Form* (if applicable), and *Adjunct Faculty Self-Evaluation Form* to the associate academic dean.
  - f. The completed FEI is forwarded to the Office of Human Resources by the end of the academic year.

## 4.5 Professional Participation and Development

Adjunct faculty members are encouraged not only to teach, but to participate in some type of professional development that maintains and advances their knowledge and skills as teachers.



At the beginning of the academic year, Polk State College hosts orientations and meetings for new and returning adjunct faculty. These events are intended to provide adjunct faculty with information about College operations and changes in procedures since the previous academic year. All adjunct faculty members are expected to attend these events.

As their schedules permit, adjunct faculty are invited to participate in campus activities with full-time faculty, such as faculty workshops, discipline-based meetings for the revision and improvement of courses and their delivery, discussions for textbook review and selection, and other curricula-centered events.

## 4.6 Change of Address

A faculty member must inform administrative assistants and the Office of Human Resources of any change in address, telephone number, or email address. The individual must also change the address in PASSPORT so that checks are sent to the new address.

## 4.7 Adjunct Concerns

The following chart provides a convenient list of contacts for specific questions that may arise during the semester. Contact information for departments and individuals is available through the “People” link on the College website.

<i><b>If the concern is related to the...</b></i>	<i><b>Contact...</b></i>
Class Roster	Administrative Assistant to the Academic Dean
BCI or Syllabus	Department Coordinator or Program Director
Educational Software	Information Technology
Future Teaching Assignments	Department Coordinator or Program Director
Mailbox on Campus	Administrative Assistant to the Academic Dean
Audio-Visual Equipment	Media Services
Reserve Books	Librarian
Teaching of a Non-Credit Course	Director of the Corporate College
Room Assignment	Department Coordinator or Program Director
Room Condition	Administrative Assistant to the Academic Dean
Textbooks	Department Coordinator or Program Director
Classroom Management Issues	Department Coordinator or Program Director
Appointment Letter	Administrative Assistant to the Academic Dean
Pay	Human Resources or Payroll

## 5 SUPPORT SERVICES

### 5.1 Mail Boxes and Campus Mail

Adjunct faculty members are assigned a mailbox for receiving US Mail, campus mail, and student notes or assignments. Lakeland Campus adjunct faculty members have mailboxes assigned in the office complex in room LLC 2261 or LTB 2268. Winter Haven Campus adjunct faculty members have mailboxes assigned in WFA 102, WSC 108, or WLR 248. This mailbox should be checked regularly for important communications.

Polk State College maintains a regular pickup and delivery service between campuses. Faculty may leave materials and messages in the outgoing box, and these should be received by the next day on another campus. The station numbers for mail areas are listed below:

Area:	Station:
Lakeland Campus, LLC 2261	61
Lakeland Campus, LTB 2268	73
Lakeland Campus, LLC 2119	67
Airside Center, ASL 108	150
Airside Center—West, ASL 148	150
Airside Center—East, ASE 107	175
Winter Haven Campus, WFA 102	8
Winter Haven Campus, WSC 108	14
Winter Haven Campus, WLR 248	31
Lake Wales JDA Center, JDA 106	200
Lake Wales Art Center, LWAC	250
Clear Springs—Corporate College, ATC	300

### 5.2 Email Accounts

Each faculty member is assigned a Polk State College email address. This account is the primary means of communication with the College, including with the campus academic dean, department coordinator, program director, Payroll Department, Human Resources personnel, etc. Faculty members are expected to check the college-issued email account regularly and use this account to communicate with students (or the PAL Desire2Learn email account may also be used). The faculty member can access this account on-campus, from home, or through the Web. The campus academic dean’s administrative assistant sends login information to the email address provided on the employment application.

Most adjunct faculty access their email accounts through the Internet from home or work. To do this, the instructor can log in to [www.polk.edu](http://www.polk.edu) and click on the “Faculty/Staff Email link” at the top of the page. The Microsoft Web Access page shown below appears in a new window for login.

The space next to “Domain\user name” is where the assigned user name goes (e.g., polk\jthompson). In many cases, this is the individual’s first initial plus the last name. The user name is not case sensitive, but the password is. When the adjunct faculty member receives an account, the user name and password are assigned; the password can be changed at a later date. The client security information should be left as it appears.

Microsoft  
Outlook Web App

---

Security ( [show explanation](#) )

This is a public or shared computer

This is a private computer

---

Use the light version of Outlook Web App

---

Domain\user name:

Password:

---

Connected to Microsoft Exchange  
© 2010 Microsoft Corporation. All rights reserved.

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The campus academic dean’s administrative assistant provides the user name, a generic password, and an email address. Generally, if the login name is jthompson, then the email address is jthompson@polk.edu.

Faculty members are encouraged to replace the generic password with a personal password. To change the password when logged into a campus computer, the faculty member can:

1. Touch Control/Alt/Delete at the same time.
2. Select "Change Password."
3. Enter the current password as "old password" and the preferred password as the "new password."

*Note: There are password restrictions. For security, the password must have three of the four security features: a capital letter, lower-case letter, number, and symbol. Passwords must be eight or more characters long.*

If an individual has problems accessing this account, he or she should contact the Help Desk at 863.297.1010, ext. 5111.

### Student Email Accounts

Students also receive Polk State College email accounts. If the faculty member elects to email all students from a PASSPORT roster, the email is received in the students' Polk State College email accounts. For this reason, instructors should encourage students to check their Polk State College email accounts. If they wish, they can have their Polk State College emails forwarded to their personal email accounts. Students can receive assistance with their student email accounts through the College website [www.polk.edu](http://www.polk.edu). Students also have email accounts in PAL (<https://polk.desire2learn.com>). Instructors can email the entire class within PAL by clicking on the "Classlist" link within the appropriate course.

## 5.3 Parking

Adjunct faculty members receive parking permits through the administrative assistant for the campus academic dean. A permit is valid for one term's use only.

Adjunct faculty may park in any space designated for Faculty/Staff use. For safety during evening hours, employees should be sure to lock cars and walk in groups to the parking lots. For additional security, there are call boxes designated by blue lights within the parking lots; employees should make note of the locations of these boxes.

## 5.4 Copying

At Polk State College, there are copy machines for instructor use in several locations.

**Lakeland Campus:** LLC 2261, LLC 2230, LLC 2298, LTB 2268, LTB 1147, LMD 8035, and the Lakeland TLCC.

**Winter Haven Campus:** WSC 108, WFA 102, and WLR 248.

**JD Alexander Center, Lake Wales:** JDA 106, LWAC near 009.

*Note: No Polk State College copiers are to be used for the purpose of copying entire books or large sections of books. Copiers are to be used for College-related purposes only.*

## 5.5 Distance Education and Internet-Supplemented Courses

Distance education brings many of the College's courses to students in such a way that the traditional barriers of time and distance no longer exist. These initiatives include coursework delivered over the Internet using PAL (i.e., Polk State's online learning management system) and other various technologies, as well as courses delivered using hybrid delivery modes (i.e., a mixture of Internet and on-campus class meetings). Another initiative is Online@Polk State, a fully online campus, introduced during the 2015-2016 Academic Year.

A campus instructional technologist can help an instructor supplement a course with PAL tools and other technologies. There are requirements and training for those wishing to teach online and hybrid courses. The appropriate department coordinator or program director can provide more information, and the instructor can visit [www.polk.edu/palcert](http://www.polk.edu/palcert) to explore these options.

## 5.6 Instructional Technology

### Teaching and Learning Innovation Centers

The Teaching and Learning Innovation Centers (TLIC) are a place for instructors to collaborate and innovate. They are located on the Winter Haven Campus (Modular 2) and the Lakeland Campus (LLC 2269). Instructional technologists are available via appointment and also hold office hours in the TLIC. Instructional technologists and lab assistants are available for the following services:

- Video recording and editing
- Training – Adobe Collection, Camtasia, SMART, PAL, Synchronous Software, PIE, Turnitin, and more.
- Collaborative meetings

#### Director

Nathan Neuman – ext. 6341 – [nneuman@polk.edu](mailto:nneuman@polk.edu)

#### Classroom Technology Coordinator

Connie Schuett – ext. 6258 – [cschuett@polk.edu](mailto:cschuett@polk.edu)

#### Instructional Technologists

Cody Moyer – ext 5199 – [jmoyer@polk.edu](mailto:jmoyer@polk.edu) - LLC 2208

Chris Amato – ext 6341 – [camato@polk.edu](mailto:camato@polk.edu) – WFA 147D

#### TLIC Lab Manager

Carleigh Wallpe – ext 6157 – [cwallpe@polk.edu](mailto:cwallpe@polk.edu) – LLC 2269

### Classroom Technology

Additional multimedia and training in the use of classroom equipment is available through the Instructional Technology Department.

Instructional Technology Department Hours of Operation: Monday through Thursday: 7:30 a.m. - 8:00 p.m., Friday 7:30 a.m. - 4:00 p.m.,

Winter Haven, Center for Public Safety, JDA Center, and Lake Wales Art Center  
Instructional Technology Services: 863.292.3685

Winter Haven Instructional Technology Technicians

Barry Collins – ext. 5288 – [bcollins@polk.edu](mailto:bcollins@polk.edu)  
John Bennett – ext. 5288 – [jbennett@polk.edu](mailto:jbennett@polk.edu)  
Andrew Burtman – ext 5288 – [aburtman@polk.edu](mailto:aburtman@polk.edu)

Lakeland, Airside East and West, and Advanced Technology Center Clear Springs  
Instructional Technology Services: 863.669.2811

Lakeland Instructional Technology Technicians

Andrew Lokken – ext. 6291– [alokken@polk.edu](mailto:alokken@polk.edu)  
Glenn Smith – ext. 6291– [gsmith@polk.edu](mailto:gsmith@polk.edu)  
Carleigh Wallpe – ext. 6157 – [cwallpe@polk.edu](mailto:cwallpe@polk.edu)

## 5.7 Libraries

<http://www.polk.edu/library>

The learning resources portion of the College consists of the libraries and the Teaching/Learning Computing Centers (TLCC) on each campus.

There are libraries on both the Lakeland and Winter Haven campuses. Visiting librarians are assigned for the Lake Wales campus. A part-time librarian staffs the library offices at the Airside Center and the Advanced Technology Center at Clear Springs. Each library provides services to students, faculty, and staff, including access to the Internet, circulation and course reserve items, reference books and tools, information literacy instruction, periodicals, interlibrary loan, study facilities, electronic resources, and an online catalog. Faculty can also check out DVD videos from both library video collections. All faculty members are encouraged to recommend resources for library purchase to enhance their instruction and students' learning experiences.

The library catalog and commercial databases are accessible from the library's webpage. Circulating books and other materials may be requested from the other campus, checked out, and returned at either campus. To log on to password-protected services, an individual should visit the library homepage at the above link and click on the "Catalogs" link, then the "login" link located in the upper right of the page. This enables the individual to enter a Polk State College personnel ID number (PID) in both the "Borrower ID" and the "PIN" boxes. Once logged in, the individual may change the PIN number by clicking on the "PIN" link at the top of the screen. PIN numbers must be four characters. If the Polk State College employee ID number is less than four characters, leading zeros can be added to that number to make it four characters. For example, if the College ID number is 123, the login PIN would be 0123.

Interlibrary loan service is available at the Lakeland and Winter Haven campuses. Materials available for interlibrary loan from other Florida state colleges may be requested directly using the *Online Catalog*. Other materials may be requested by contacting the campus library.

Faculty may place materials for students to access on Course Reserve at either library. *Reserve Service Request Forms* are available at both campuses. Reserves can consist of library-owned materials or materials owned by the instructor. The library must comply with applicable intellectual property guidelines and practices governing Course Reserve services. Generally, the library does not purchase course textbooks for Reserve, but gladly makes instructor-provided copies available on Reserve.

Polk State College librarians conduct orientations and in-depth information literacy instruction sessions at the request of instructors. These sessions can be scheduled by contacting the campus librarian or Reference Desk. Sessions must be requested in advance, and the instructor must accompany the class. Collaboration on assignments and outcomes assessment is encouraged.

<b>Hours of Operation:</b>	<i>Monday – Thursday</i>	<i>7:30 a.m. – 9:00 p.m.</i>
	<i>Friday</i>	<i>7:30 a.m. – 4:00 p.m.</i>
	<i>Saturday</i>	<i>9:00 a.m. – 1:00 p.m.</i>

Abbreviated hours and services are in effect when school is not in session.

Each campus has an E-Learning librarian who can assist faculty teaching online with information literacy instruction and other library-related projects or assignments.

## 5.8 Teaching/Learning Computing Centers

<http://www.polk.edu/teaching-learning-computing-center/>

There is a Teaching/Learning Computing Center (TLCC) located on each campus. The TLCC provides tutoring, PERT placement, ADA accommodations, make-up and online testing, computers and software, Internet access, and other learning tools.

<b>Hours of Operation:</b>	<i>Monday – Thursday</i>	<i>7:30 a.m. – 9:00 p.m.</i>
	<i>Friday</i>	<i>7:30 a.m. – 4:00 p.m.</i>
	<i>Saturday</i>	<i>9:00 a.m. – 1:00 p.m.</i>

Abbreviated hours and services are in effect when school is not in session. The TLCC website lists these special hours of operation. Tutors and testing services (except PERT placement testing and CLEP testing at the Winter Haven Campus) are not available between terms. Computers are available for PASSPORT registration.

For interoffice mail purposes, the TLCC on the Winter Haven Campus is located at Station #10, and the Lakeland Campus TLCC is located at Station #66.

## Learning Resources Staff Directory:

### Winter Haven and Lake Wales

Chris Fullerton, Director of Library and Learning Resources

J.W. Dowdy Memorial Library (Winter Haven) 863.297.1040

Jarrod Jones, Professional Librarian, Emerging Technologies Librarian  
Michelle Joy, Professional Librarian, Reference and Instructional Librarian  
Sharon Lokken, Professional Librarian, Collection Development  
Beverly Chapa, Professional Librarian, Electronic Resources  
Kayla Wyman, Learning Resources Assistant, Circulation/Reserves

Teaching/Learning Computing Center (Winter Haven) 863.297.1033

Gerry Hubbs, Testing and Tutoring Center Manager  
Summer Hicks, Teaching Lab Specialist  
Bernard Prudhomme, Tutoring Services Specialist  
Rex Rhodes, Teaching Lab Assistant  
Judith Cedusky, Learning Resources Assistant  
Laura Mattheus, Learning Resources Assistant (P/T) – evenings and Saturday

Student Success Center (Lake Wales) 863.298.6834

Kathy Jessie, Academic Services Specialist  
Willie Watson III, Interim Testing Lab Supervisor

**Lakeland and Airside**

Courtlan Thomas, Director of TLCC and Learning Resources

Polk State College Lakeland Library 863.297.1042

Rayla Hanselmann, Professional Librarian, Reference/Instruction,  
Circulation/Reserve  
Gigi Riggio, Professional Librarian (P/T), Reference/Instruction  
Kristen Jernigan, Instruction and E-Learning Librarian  
Beth Pendry, Learning Resources Assistant, Interlibrary Loan  
Lynn Heil, Learning Resources Assistant, Circulation Services  
Judy Scuderi, Professional Librarian (P/T), Reference/Instruction  
Michelle Joy, Professional Librarian (P/T) – Airside  
Donald Jones, Learning Resources Assistant (P/T) – evenings and Saturday

Teaching/Learning Computing Center (Lakeland) 863.297.1044

Kim DeRonda, Testing and Tutoring Center Manager  
Ann Shelton, Teaching Lab Assistant SR  
Michael Whann, Tutoring Services Coordinator  
Jody White, Teaching Lab Assistant (P/T) - evenings  
Sara Wootton, Learning Resources Assistant (P/T) - evenings and Saturday



## 6 STUDENT INFORMATION AND SERVICES

On occasion, an adjunct faculty member, may be asked to assist students with concerns. The following list provides direction:

<b><i>If Student Concern Is...</i></b>	<b><i>Contact...</i></b>
Academic Difficulty	Instructor, Student Services, TLCC
Career Services	Student Services*
Employment	Student Services*
First Aid	Student Services
Lost and Found	Security Office
Personal Problems or Counseling Needs	Student Services*
Scheduling Courses	Student Services
Scholarships and Loans	Financial Aid
Testing Services	TLCC
Transcripts	Registrar
Transcript Evaluation	Registrar*
Tutoring	TLCC
Veterans Affairs	Student Financial Services

*An asterisk (\*) indicates that services are available on the Winter Haven Campus and Lakeland Campus during normal business hours. These services are available to students at the College's satellite centers only by appointment.*

## **7 SAFETY AND SECURITY**

### **7.1 General Information**

Adjunct faculty members have the responsibility to familiarize themselves with the *Polk State Safety Manual*. In general, faculty are to perform their jobs in the classroom or laboratory in a safe manner; follow safety instructions; and report in a timely manner any accidents, injuries, unsafe acts, or unsafe working conditions. All incidents of a safety or security nature must be reported to Security.

It is each faculty member's responsibility to become familiar with *Polk State College's Emergency Preparedness Plan* available on each Polk State desktop and classroom computer. It is also advisable to be aware of emergency action plans, fire alarms, exits, fire extinguishers, physical layout of assigned areas, evacuation routes, and AED (Automatic External Defibrillator) locations.

### **7.2 Security**

Security officers are on duty 24 hours a day, seven days per week.

Security Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

The Winter Haven Security Office is located in the Multi-Service Building WMS 134 on the Winter Haven Campus. A security officer is reached by calling ext. 5059 from any Polk State College on-campus phone, or 863.297.1059 from an off-campus phone. Security can also be reached by using the phones on the Polk State College emergency poles, but the emergency phones should only be used in a true emergency.

There is a Lakeland Security Office in the Lakeland Maintenance Building on the Lakeland Campus. A security officer is reached by calling ext. 6113 from any on-campus phone, or 863.297.1059 from an off-campus phone. Security can also be reached by using the phones on the Polk State College emergency poles, but the emergency phones should only be used in a true emergency.

On the first day of classes, the instructor should review emergency exit procedures with students in case there is a fire alarm during class time. This acquaints students with the class rally point (the Lakeland Campus courtyards are NOT to be used as rally points). Exit-route maps are located in every classroom, usually by the door.

College emergency plans, contact information, and related articles of interest are located at: <http://www.polk.edu/campus-safety-security/>.

### **7.3 Emergency Notifications**

Polk State College uses the E2 Campus Alert System as a mass emergency notification system to alert students, faculty, and staff immediately in emergency situations. When activated, individuals receive emails, voicemails, and text messages with notification of the

emergency situation. The system is updated with student, faculty, and staff information shortly after the start of each semester.

In the event of an emergency, all faculty members must follow the procedures described in the *Emergency Preparedness Plan*. Phone usage during an emergency should be limited to official use only. Faculty members are responsible for taking precautions to assure their safety; they must follow all emergency procedures, as well as provide direction and assistance to students. Faculty members should participate in emergency drills conducted periodically. Each classroom and lab contains a posted emergency action plan for fire or hazardous evacuation instruction in case of emergency.

Adjunct faculty members teaching evening classes should contact the evening administrator and Security Office in the event of an emergency. Faculty members teaching Saturday classes should contact the Security Office in the event of an emergency.

## 7.4 Emergency College Closure

Each adjunct faculty member should read the *Emergency Closing Information* on the Polk State College website. The administration of Polk State College may find it necessary to close the College in the event of adverse weather conditions or for other unexpected emergencies.

The best place to determine whether Polk State College is open or closed is the College's website ([www.polk.edu](http://www.polk.edu)) and Twitter feed ([twitter.com/PolkState](https://twitter.com/PolkState)). All employees should provide the College with their home and cell phone numbers so that they can receive voicemails regarding emergencies and special conditions.

On campus, students can check the College's closed-circuit TV for closing announcements. A recorded announcement about Polk State College's operation schedule is available at the College's main phone line (863.297.1000). If the College loses power (e.g., during Hurricane Jeanne in 2004), the main phone number's connection is transferred to another phone line off campus, and callers receive an announcement about Polk State College's plans.

Official closing announcements may also be broadcast on:

- Lakeland radio stations: WONN 1230 AM and WPCV 97.5 FM
- Orlando radio stations: WFLA-540 AM and Real Radio-FM 104.1
- Bay News 9
- TV stations Channel 8, Channel 10, Channel 13, and Channel 28
- Local news websites, such as TheLedger.com

## 7.5 Medical Emergency Procedures

Medical emergencies include accidents, injuries, or illnesses. These should be reported to the Security Office; however, when time is critical, the witness should immediately dial 911 (or 9-911 from a campus phone).

If a medical emergency occurs, the adjunct instructor should:

- Notify the Security Office at ext. 5059 (or 863.297.1059) and provide an exact location of the accident or the person who requires assistance. (e.g., Second Floor LAC Building: Room LAC 1241). The caller should provide a description of the injury or symptoms of the illness.
- Request that the Security Office notify the administrator on duty. In the event that it is necessary to utilize the services of a local Fire Department ambulance, it is the policy of the Fire Department to deliver the patient to the nearest hospital. If requested, the Security Office can attempt to notify the next of kin.

## **7.6 Fire Procedures**

In the event of a fire, the adjunct faculty member should:

- Pull the nearest fire alarm in the hallway. When the alarm sounds, the building must be evacuated according to the law. The Fire Department responds to all pulled fire alarms.
- Notify the Security Office, even in the event of a minor incident, at ext. 5059 (or 863.297.1059).
- Make use of the fire extinguishers located in the halls, laboratories, auditoriums, and cafeterias.
- Accompany students out of the building when classes are in session. Instructors must remain with their classes until the all-clear signal has been given.
- Leave the building and move away from the structure until permission is given to re-enter the building.
- Call the Security Office for assistance with disabled students or individuals with special needs (i.e., ext. 5059 or 863.297.1059).

## **8 APPENDICES**

## 8.1 Time Missed Form

Employee name: \_\_\_\_\_ Time Period: \_\_\_\_\_  
 PID number: \_\_\_\_\_ Due by: \_\_\_\_\_

### Employee Timesheet Full-Time Overload or Adjunct

TO BE COMPLETED FOR **TIME MISSED** BY  
 FULL-TIME INSTRUCTORS WITH OVERLOADS OR ADJUNCTS

Rate: \_\_\_\_\_  
 Assignment: \_\_\_\_\_  
 Account: \_\_\_\_\_  
 Org. code: \_\_\_\_\_

Day of week	Date	Substitute	Course prefix and number	Section number	Hours missed
				Total hours missed:	

Employee signature: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8.2 Hours Worked Form

Employee name: \_\_\_\_\_ Time Period: \_\_\_\_\_  
 PID number: \_\_\_\_\_ Due by: \_\_\_\_\_

### Employee Timesheet for Substitutes Full-time or Adjunct

TO BE COMPLETED FOR **TIME WORKED** AS A SUBSTITUTE

Rate: \_\_\_\_\_  
 Assignment: \_\_\_\_\_  
 Account: \_\_\_\_\_  
 Org. code: \_\_\_\_\_

		<i>I substituted for:</i>			
Day of week	Date	Name of Professor	Course prefix and number	Section number	Hours worked
				Total hours worked:	

Employee signature: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8.3 Travel Procedures Simplified

This form can be accessed via the "Intranet" link at the bottom right corner of the Polk State College website ([www.polk.edu](http://www.polk.edu)). The form is listed under "Forms" within the "Business Services" department.

### TRAVEL PROCEDURES 6049



#### TRAVEL PROCEDURE 6049 Board Rule 3.13

Name \_\_\_\_\_ PID \_\_\_\_\_

CHARGE TRAVEL TO ACCOUNT NUMBER: \_\_\_\_\_

CHARGE TRAVEL TO SPD ACCOUNT: \_\_\_\_\_

**\*\*If using SPD: All related SPD forms must be submitted to the approving authority and copies to A/P**

Type of leave requested (check one only): Field Trip  Temporary Duty  Professional  Other

State reason for requesting this leave (if conference, seminar, annual meeting, etc. identify sponsoring agency, organization or institution and location of conference, etc.) \_\_\_\_\_

Total number of work days involved \_\_\_\_\_

Estimated date and time of departure: \_\_\_\_\_

Estimated date and time of return: \_\_\_\_\_

Is reimbursement requested: Yes  No

**If yes, complete expense estimate:**

Driving Yes  No  Estimated mileage (round trip) \_\_\_\_\_ Estimated expense \$0.00

Meal expense estimate: \_\_\_\_\_ Other: \_\_\_\_\_

Riding with: \_\_\_\_\_ Riders: \_\_\_\_\_

#### THE FOLLOWING ITEMS ARE APPROVED CHARGES TO BE PAID BY PSC CREDIT CARD:

Item	Vendor name	Approved amount of expense
Air Transportation	_____	_____
Auto Rental	_____	_____
Gas/Parking	_____	_____
Hotel Expense	_____	_____
Other Expense	_____	_____

CREDIT CARD WILL BE PICKED UP AT  WINTER HAVEN CAMPUS  LAKELAND CAMPUS

PLEASE ATTACH SUPPORTING DOCUMENT TO THE "LEAVE REQUEST". (Example: Copy of reservation forms, agenda, letter informing you of the meeting)

#### THE FOLLOWING ITEMS ARE APPROVED FOR PAYMENT BY GENESIS DISBURSEMENT REQUEST:

ITEM	VENDOR NAME	GL CODE	APPROVED AMOUNT

Signature of Traveler \_\_\_\_\_ Date \_\_\_\_\_ Signature of Budget Head \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ SPD Budget Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Rev 5/18/11

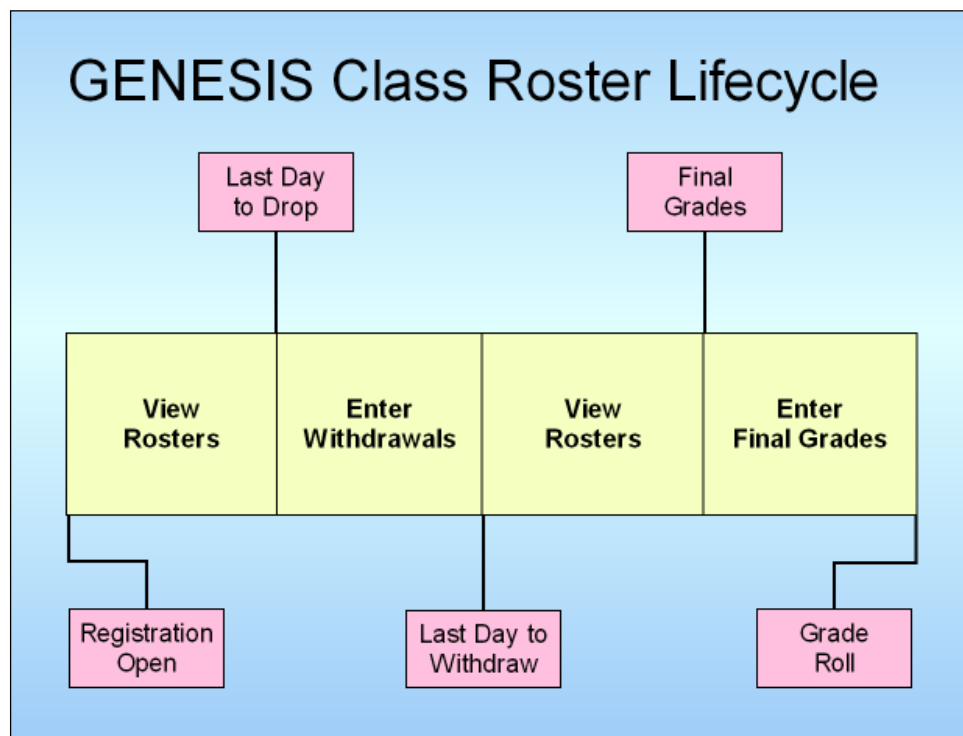


## 8.4 Genesis PASSPORT: Schedules, Rosters, and Grade Posting

Instructors can view their schedules and class rosters online in GENESIS PASSPORT. From the rosters, they can also send email messages directly to students, perform class withdrawals at the appropriate time during the term, as well as view, enter, and finalize grades.

Instructions for the use of PASSPORT functions can be found through the “Faculty Help Using PASSPORT” link within PASSPORT.

The PASSPORT webpages look and function slightly differently depending upon where in the term the current date falls. The dates that control the four partitions during the term are shown in the diagram below.



# 8.5 Incomplete Course Work and Completion Plan

## INCOMPLETE COURSEWORK PLAN

**INSTRUCTIONS (Please use ink.)**

**Professor:** Complete and submit the original form to the supervising academic dean. Please sign and date. A copy of this form must be completed for each student receiving a grade of Incomplete (I) during the semester.

The following student has been assigned a grade of INCOMPLETE in the course:

Student Information:	Incomplete Course:
Student Name: _____	Course #: _____
Polk State Student ID: _____	Reference #: _____
	Term: _____

Reason for *Incomplete* Grade: \_\_\_\_\_  
\_\_\_\_\_

**COMPLETION PLAN RECOMMENDED**

To receive a grade other than *F* (failing), the student **must complete** the following assignment(s) or course requirement(s) by a mutually agreed upon date between the faculty member and the student prior to the end of the next succeeding term. The last possible day for these requirements/assignments to be completed/received is: \_\_\_\_\_ (specify date).

\_\_\_\_\_  
\_\_\_\_\_

Professor Name: \_\_\_\_\_  
Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I acknowledge that I have received a copy of this form and understand the requirements that must be completed to resolve the Incomplete Grade. I understand that if I do not complete these requirements by the designated deadline, I will receive a grade of F in this course. If I do complete them, the professor will assign the grade earned. I understand that it is my responsibility to contact the professor during the dates specified above in order to properly complete grade requirements.*

*Note: If the student cannot sign the form, the professor should note how the above information was conveyed to the student on the student signature line below (e.g., by email or phone).*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Received in Academic Dean's Office by: \_\_\_\_\_ Received date: \_\_\_\_\_

(Signature)

Document to remain on file in the Office of the Academic Dean.

## 8.6 Selected Polk State College Rules and Procedures

The complete list of Polk State College District Board of Trustees rules can be found at:  
<http://www2.polk.edu/businessandcommunity/rulesproc/Lists/Rules/AllItems.aspx>.

<b>Polk State College District Board of Trustees Rules</b>		
<b>Rule</b>	<b>Title</b>	<b>Last Update</b>
4.01	Student Code of Conduct	11/25/2013

The complete list of Polk State College procedures can be found at:  
<http://www2.polk.edu/businessandcommunity/rulesproc/Lists/Procs/AllItems.aspx>

<b>Polk State College Procedures</b>		
<b>Procedure</b>	<b>Title</b>	<b>Last update</b>
1008	Educational Field Trips	2/18/2015
1018	Academic Complaint Procedure	7/1/2014
4004	Copyright Law	7/1/2014
5003	FERPA	4/5/2016
5008	Accommodations for Students With Disabilities	2/11/2015
5025	Student Appeals Hearing Protocol	7/1/2014
5034	Textbook Affordability	3/18/2016
5026	Student Code of Conduct Violation - Academic Dishonesty	3/12/2013
6012	Teaching Faculty Evaluation System	7/1/2014
6022	Emergency Evacuation	8/10/2010
6038	College Calendar	1/30/2015