



**POLK STATE**  
COLLEGE

# **ADJUNCT FACULTY HANDBOOK**

2021-2022

Equal Opportunity Statement: 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 Polk State College District Board of Trustees, staff, and faculty members, I would like to welcome you to the College. Your expertise, knowledge, and professionalism are a valuable addition to our institution, and we are proud to welcome you to an academic community that is truly committed to the success of students. As an adjunct faculty member, you are joining a talented, dedicated group of professionals who are committed to providing educational programs and services to make Polk State the County's first choice for higher education.

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

I look forward to meeting you at campus events. Thank you again for being a crucial part of Polk State College.

Sincerely,



Dr. Angela M. Garcia Falconetti, CFRE  
President



### **Polk State College Vision:**

Polk State College will be the first choice for higher education in Polk County

### **Polk State College Mission:**

Polk State College, a quality-driven institution serving Polk County and beyond, transforms students' lives through the power of teaching and lifelong learning by providing access to affordable associate and baccalaureate degree programs, career certificates, and workforce employment programs, delivered through various modalities and innovative technologies and by diverse, qualified faculty and staff.

### **Polk State College Core Values:**

Service, Integrity, Knowledge, Diversity, Leadership

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## 1 INTRODUCTION

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

Polk State College strives to offer courses at times, in locations, and via formats that are convenient for students in the community and throughout the state. The College operates on a year-round basis, with classes offered during fall and spring semesters, as well as during summer sessions. Courses are scheduled during the day and evening in Lakeland, Winter Haven, Lake Wales, Bartow, and at other locations within the College's service region.

Additionally, classes are offered online.

The current *Polk State College Catalog/Student Handbook* ([catalog.polk.edu](http://catalog.polk.edu)) contains more information about the College's accreditation and affiliations, its programs and their accreditations, and statements about the College's mission, purpose, and history.

Each academic department or program at Polk State College is supervised by an academic dean. The deans are assisted by associate deans and program directors (for workforce education programs), as well as faculty members who serve as elected department coordinators (in the Liberal Arts and Sciences). Questions or concerns related to course content, *Basic Course Information* (BCI) documents, textbooks, support materials, or teaching matters can be addressed by the appropriate department coordinator or program director. Each academic dean's office 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.

*Note: This Handbook is revised and reorganized annually. Polk State welcomes questions and suggestions for improvement. Suggestions may be submitted to the department coordinator, program director, associate dean, or dean.*

### 1.1 Personnel and Telephone Numbers

The *Polk State College Directory* may be found on the College's website ([www.polk.edu/people](http://www.polk.edu/people)). The Directory provides a listing of phone numbers, email addresses, and office locations for full-time faculty and staff. The Directory also provides a list of personnel by College department.

### 1.2 Academic Calendar

The Polk State College Academic Calendar for each term may be accessed online at ([www.polk.edu/academics/academic-calendars/](http://www.polk.edu/academics/academic-calendars/)). The Academic Calendar identifies important dates such as course withdrawal deadlines, holidays, College closing dates, and the final grades submission

deadline. Each Academic Year's calendar is divided into three terms (i.e., Fall, Spring, and Summer) and these are published separately for ease of reference. Each term has multiple sessions of varying lengths. Courses in the main session (i.e., those identified in PASSPORT as "Session 1") are traditional 16-week classes. During the fall and spring semesters, the College also offers classes in a 12-week session and in two eight-week sessions (i.e., FastTrack 1 and FastTrack 2). There are two six-week summer terms (i.e., Summer A and Summer B). Students may also select summer courses in a 12-week session or an 8-week session during the summer. The class schedule in PASSPORT provides important deadlines for a professor's specific class(es).

## 2 ACADEMIC RESPONSIBILITIES AND INSTITUTIONAL POLICIES

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. Department coordinators and program directors assist where needed; they also perform observations of adjunct faculty teaching performance for evaluative purposes.

**Note:** *Polk State College assigns teaching appointments according to instructional needs. The College reserves the right to change or withdraw teaching assignments based on enrollment fluctuations and other institutional requirements.*

### 2.1 Professional Relationships with Students

All professors face the challenge of creating a rapport that fosters effective learning, while also maintaining a professional relationship with students. Consequently, professors must exercise judgment in their personal relationships with students by avoiding unprofessional or illegal behavior (e.g., discrimination or harassment), as well as the appearance of impropriety.

### 2.2 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 include teaching courses as assigned, meeting with students as necessary, and following College policies and procedures.

The major responsibilities for the adjunct faculty member inherent to teaching objectives include the following:

1. Maintain proper and timely communication with the department coordinator or program director, as well as the associate dean and dean.
2. Provide each student with a *Basic Course Information* (BCI) document (or link to the BCI) and a *Course Syllabus* on the first day of class and acquaint all students with the course requirements and objectives **during the initial class meeting**. BCIs may be accessed online ([www.polk.edu/BCI](http://www.polk.edu/BCI)).
3. Submit a course syllabus for each class in the semester to the academic dean's office during the first week of the term. Syllabi should include the required elements noted in Section 2.3 of this document in accordance with *Polk State College Procedure 1001: Communicating Course Information to Students*.

4. **Complete Attendance Confirmation during the specified period.** PASSPORT provides specific dates for Attendance Confirmation for each term. This simple process involves verifying student attendance and issuing a W4 in PASSPORT for any non-attending students on the roster.
5. Explain grading procedures and standards and consistently apply them.
6. Present course material in a clear and coherent manner using various methods of presentation according to the content required and students' needs.
7. 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 academic dean. Per the *Faculty Handbook*:

*In case there is an emergency, it is necessary to know the classroom in which each class meets. To prevent confusion, a professor should not move a class to a different location from the scheduled classroom without permission from the Campus Academic Dean. If it is necessary to move a class, a note should be posted on the door indicating the new location for the class meeting. The instructor should also write a notice on the classroom board so latecomers can go to the correct room. The appropriate campus administrative assistant should also be contacted.*

8. Design tests and assignments that align with course objectives and relate to the material covered in the class and in the textbook. Provide each student with periodic evaluations regarding progress.
9. Maintain accurate records of student enrollment, attendance, and grades.
10. Provide supervision of students in classrooms and laboratories.
11. Encourage class discussion when appropriate.
12. Provide students with support and opportunities for independent thinking.
13. Maintain and display enthusiasm for the subject.
14. Demonstrate genuine interest in students, including concern for students' learning and an understanding of students' perspectives.
15. Administer final examinations as appropriate and provide course assessment data as required.
16. Submit final grades through PASSPORT by the established College deadline.
17. Check the faculty mailbox and Polk State College email account weekly (or more frequently if teaching online).
18. Present problems, recommendations, and reports related to courses and instruction to the appropriate dean.

19. Notify the appropriate administrative assistant promptly when an absence is necessary or imminent.
20. Refer students who need special accommodations to Student Services (Section 2.19 of this Handbook provides details regarding students with disabilities).
21. Follow the Teaching Learning/Computing Center (TLCC) guidelines when using these facilities for testing (Section 3.8 of this Handbook provides details on TLCC services).

## 2.3 BCI and Syllabus

At Polk State College, course information is communicated to students through two documents: a *Basic Course Information* (BCI) document and the *Course Syllabus*. The BCI contains basic information about a course that pertains to all sections of the course provided at the College. The BCI for each course is created collaboratively by department faculty and is approved by the Academic Quality Council (AQC). BCIs are available online (<http://www.polk.edu/BCI>). **The BCI must not be edited in any way. Faculty members must provide each student with access to the BCI during the first class meeting.** This may be accomplished by providing a link to the BCI in the syllabus or by providing a link to the BCI website with instructions for how to access the course BCI. For online courses, a link to the BCI should be posted in Canvas.

A *Basic Course Information* document contains the following information:

- The College's Name
- Telephone and Office Numbers of Academic Deans (at both campuses)
- Course Prefix, 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)
- College-Level Communication and Computation Skills Requirements
- Student Help Information
- Information about the Withdrawal Process
- Information on Repeating a Course
- The College's Academic Dishonesty Statement
- The College's Information Technology Access/Use Policy
- Equal Opportunity for Students with Disabilities Statement
- Departmental Policies (if applicable)
- Type of Credit Provided by the Course (lower-division, upper-division, vocational, or institutional)
- AA Elective? Yes/No

In addition to providing the BCI, an adjunct instructor is responsible for creating a *Course Syllabus* for each class and submitting an electronic copy to the appropriate administrative assistant. While the exact contents of a *Course Syllabus* are up to the individual instructor, **there are several elements that must be included per *Polk State College Procedure 1001*:**

**Required Information:**

1. General Course Information
  - a. Course title, number, section number, and the semester
  - b. Class meeting days, times, and 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. Statement on Use of a 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 (as 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, Library Guides on the College's library website)
4. Additional resources (e.g., websites)
5. Tips and strategies for success
6. A 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. (**Note:** *This is strongly recommended.*)
7. Any additional administrative and academic policies that pertain to the class

The *Course Syllabus* is a tool that instructors use to communicate information that is vital to student success in a course. In general, the more detail provided, the better. Some ideas for syllabus content include a detailed course calendar, classroom procedures and rules, 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: Communicating Course Information to Students* ([www.polk.edu/wp-content/uploads/1001.pdf](http://www.polk.edu/wp-content/uploads/1001.pdf)), or through the program director or department coordinator.

## 2.4 Best Practices

The following is a brief checklist of instructional strategies.

- At the start of the term, provide the *Basic Course Information* (or BCI link) and *Course Syllabus* in Canvas. Discuss these documents, including objectives and requirements; the calendar of topics and activities; the grading policy, attendance policy, and academic dishonesty policy; and

other class rules and procedures. Establish unmistakable standards and expectations and adhere to them.

- Plan an ice-breaker activity for the first class to help students get to know each other. Also, use the first class to engage students in the course subject.
- Get to know students, take attendance, and emphasize that assistance is available outside of class to answer questions and to increase success.
- Work to involve and engage students through active learning strategies such as small group work, discussions, and games.
- Ensure that students comprehend and can apply what is taught by actively listening and responding to their concerns and difficulties. When necessary, adjust the approach.
- 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.
- Respect and value student questions, difficulties, and opinions, even during correction of factual errors or logical inconsistencies.

## 2.5 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 any 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* (Appendix 8.1). The department coordinator or program director can assist in identifying an appropriate substitute if necessary.

Additionally, an adjunct faculty member may substitute for others and be paid for this time. An *Hours Worked Form* must be completed when performing substituting responsibilities (Appendix 8.2). The substitute can deliver lectures, show videos, proctor tests, deliver assignments, or attend to other responsibilities as 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 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 the department coordinator or program director, and a voicemail message should be left for the appropriate administrative assistant. This must be done as soon as possible. Although it is preferable to speak with a person, sometimes it may be necessary to leave a voicemail message.

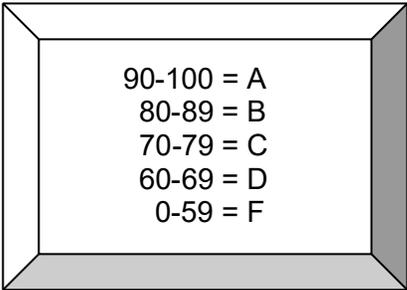
The instructor should adhere to the scheduled beginning and ending times of class meetings unless exceptional circumstances dictate otherwise. In such cases, the faculty member should notify the department coordinator or program director as soon as possible.

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: Educational Field Trips* ([www.polk.edu/wp-content/uploads/1008.pdf](http://www.polk.edu/wp-content/uploads/1008.pdf)). The faculty member must complete the *Field Trip Request Form* via [Faculty Central](#), as well as a *Leave Form*, several weeks in advance of the trip and have it approved by the Campus Academic Dean. Students participating in the field trip must complete the *Polk State College Field Trip Agreement Release*. The instructor must submit the originals of these forms to the campus academic dean 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 5.4 of this Handbook. If the College is closed, all classes are cancelled.

## 2.6 Grading

Each adjunct faculty member is responsible for determining the grading scale to be used for each class taught. The College does not have an official grading scale, but it expects instructors to formulate reasonable grading standards and policies and **clearly communicate these in the Course Syllabus**. Some departments have a department-wide grading scale for their classes, and the program director or department coordinator can clarify this policy. In such a case, the grading scale would be reflected in the course *Basic Course Information* document, and thus, this item should be reviewed carefully. Many faculty members use a 100-point scale:



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

Student grades (including withdrawals) are entered online through PASSPORT, and final grades must be posted by the appropriate deadline. Details on the grade posting process are available on the College website ([www.polk.edu](http://www.polk.edu)), through the Admission and Financial Aid offices, in the *Polk State College Catalog/Student Handbook*, and in the *Faculty Administrative Duties Guide* from the Registrar.

If an instructor wishes to change a student's grade after the grade has been entered, he or she must log in to PASSPORT and use the *Grade Change* function. Once entered, the grade change goes through an automatic approval process to the supervising academic dean. 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), changing a grade requires a paper *Grade Change Form*. This form can be obtained from an administrative assistant in the campus academic dean's office or online at Polk Information Essentials (PIE). Once a student has graduated, grades cannot be changed.

## 2.7 Adding, Dropping, or Withdrawing from a Class

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 within the term's Academic Calendar, ([www.polk.edu/academics/academic-calendars/](http://www.polk.edu/academics/academic-calendars/)). Faculty members are encouraged to include all of these dates in their syllabi for informational purposes, but each course syllabus is required to include the ***last day to withdraw from a class without academic penalty***.

### Attendance Confirmation Reporting

Each instructor is responsible for completing Attendance Confirmation. The instructor must report any student who appears on the roster but does not attend class during the first week. Attendance Confirmation opens the day after the drop-with-refund deadline and runs for three calendar days (i.e., including weekend days and holidays). **Attendance Confirmation must be completed for all classes, even if all students have attended.** This information is used by the College for compliance with Federal Financial Aid law; therefore, accuracy is important. The *Administrative Duties Booklet* provided by the Registrar can provide assistance in completing Attendance Confirmation.

### Student and Faculty Withdrawals

A student may officially withdraw from a course during any given term provided he or she follows the appropriate policy and procedure. There are a few exceptions to this statement: International Students, athletes, students enrolled for a third attempt of a course, and students who are under disciplinary action for plagiarism or academic dishonesty cannot withdraw from a course. Dual-enrolled students also cannot withdraw from a course without seeking assistance from a Polk State student success advisor. Details regarding withdrawal can be found in the *Polk State College Catalog/Student Handbook* ([catalog.polk.edu](http://catalog.polk.edu)).

If a student withdraws from a course before the drop-without-academic-penalty deadline, a grade of *W1* is recorded. A student who stops attending class after the deadline to withdraw without academic penalty must be assigned a grade of *F*. If mitigating circumstances exist, the student may appeal this grade by submitting a petition to the Petitions Committee through Student Services with documentation of the circumstances. The Committee then requests information from the instructor regarding the student's academic situation, behavior, and performance to determine the outcome of the appeal.

A faculty member can withdraw a student for lack of attendance through 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 on absences with regard to course withdrawal.**

A student request for a refund past the drop-with-refund date must provide evidence of mitigating circumstances. These circumstances must be documented in a petition submitted to the Petitions Committee through Student Services ([www.polk.edu/advising/petition-guidelines/](http://www.polk.edu/advising/petition-guidelines/)). The Committee then requests information from the instructor regarding the student's academic situation, behavior, and performance to determine an outcome.

## 2.8 Incomplete Grades

The verbiage below is from the *Polk State College Catalog/ 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-Incomplete, provided the extenuating circumstances occur 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 is recalculated. The 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. The time in which work must be completed is agreed upon by both the student and instructor and it must extend no later than the end of the next term. If the student fails to meet the objectives by the conclusion of the following term, the I grade converts to an F grade.*

*A student who has applied for graduation in a given term must complete all required course work before graduation is posted to the academic record. An I-Incomplete grade in a course needed for graduation prohibits the posting of graduation to the official student record.”*

A faculty member who submits an I grade for a student must also submit an *Incomplete Coursework Plan Form* (Appendix 8.3) to the appropriate academic dean's office. This form can be obtained from an administrative assistant, within this Handbook, or online at Polk Information Essentials (PIE).

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

It is important that all faculty members 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 a parent contacts an instructor seeking information regarding a son's or daughter's attendance record, grades, or other course-related information, the instructor must tell the parent that a professor is not legally permitted to discuss this information with anyone other than the student, even if the parent is paying for the student's tuition, books, and other fees. **If a parent insists on the release of student information, he or she 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 student rights under this law. An individual who legitimately has FERPA permission is

provided with a password that the Admission and Registrar's Office logs into the student record. The instructor can call this office to confirm the password the parent provides.

While a parent may have *FERPA* release documentation, the faculty member is not obligated to meet with or speak with a parent about a student's progress. The instructor is only required to communicate with the student.

Each faculty member is required to complete *FERPA* training. The training is found within Polk Information Essentials (PIE) in the *Go1* training portal. Access if available through the *Human Resources* link, followed by the link for *Online Training Resources*, and then *Go1*. Alternatively, training can be accessed by direct link (<https://polkstate.mygo1.com/>).

## 2.10 Final Examinations

The final exam schedule should be provided in the course calendar within the *Course Syllabus*. Questions related to the timing of the final exam can be addressed by the department coordinator or program director.

## 2.11 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 deadline, 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 *Faculty Help Using PASSPORT* or via direct link on the College website ([www.polk.edu/wpcontent/uploads/Faculty\\_PASSPORT\\_Help.pdf](http://www.polk.edu/wpcontent/uploads/Faculty_PASSPORT_Help.pdf)).

## 2.12 Class-Related Student Records

Student-related 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 for two years from the date of the dispute.**

## 2.13 Student Conduct

*Polk State College District Board of Trustees Rule 4.01: Code of Conduct for Students and Student Organizations* ([www.polk.edu/wpcontent/uploads/4.01.pdf](http://www.polk.edu/wpcontent/uploads/4.01.pdf)) and *Procedure 5028: Student Code of Conduct: sanctions and Assignment of Penalties for Violations* (<https://www.polk.edu/wp-content/uploads/5028.pdf>) 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 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* (Appendix 8.4). This form should be used to report student conduct violations to the Associate 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 Associate Dean of Student Services to investigate whether a violation has occurred and if

disciplinary action should be taken. The Associate Dean of Student Services only contacts the student under the third option.

**Note:** 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.

## 2.14 Cheating and Plagiarism

Polk State College does not tolerate cheating or plagiarism. This behavior results in appropriate disciplinary action as authorized by *Polk State College District Board of Trustees Rule 4.01: Code of Conduct for Student Organizations* and *Polk State College Procedure 5026: Academic Dishonesty* (<https://www.polk.edu/wp-content/uploads/5026.pdf>). It is important for each instructor to read and become familiar with these documents. The procedure must be followed if an instructor encounters cheating or plagiarism. A faculty member must state the penalties for cheating or plagiarism in the syllabus as part of his or her course policies and expectations (e.g., A student who cheats on an assessment or plagiarizes any portion of a paper receives a course grade of *F*). If the faculty member suspects that a student has cheated or plagiarized, the next steps should be discussed with the department coordinator or program director. The College policy on cheating and plagiarism can also be found in the *Polk State College Catalog/Student Handbook*.

## 2.15 Office Hours and Office Space

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

## 2.16 Student Attendance

Class attendance is an integral part of a sound academic program. Although Polk State College does not have an official attendance policy, **each instructor must include a clear course attendance policy in the syllabus.** The department coordinator or program director can help with drafting an appropriate statement if necessary. The attendance policy in the *Course Syllabus* must be enforceable, so the instructor should be sure to provide reasonable allowance for student emergencies.

**Note:** Some courses, programs, or departments have a common attendance policy or makeup policy as state in the *Basic Course Information* document or program handbook. For this reason, the instructor should check these documents and confer with the department coordinator or program director.

It is important for the faculty member to communicate the attendance policy to students and include it in the syllabus. If a student misses class more than twice, the instructor should try to contact that student by phone or email. If the student is a first-time-in-college (FTIC) student, the faculty member is also

encouraged to contact an academic success coach. To roster in PASSPORT lists FTIC students by using a green checkmark in the listed column.

**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.** The student is responsible for properly processing a withdrawal-without-academic-penalty before the published deadline. After that date, the student receives a grade of *F* for the course. A faculty member can also withdraw a student for excessive absences up to the last day to withdraw-without-academic-penalty. A student may petition for a *W* grade (i.e., with or without refund) for a class in which he or she has received a failing grade if mitigating circumstances that can be documented (e.g., an injurious car accident or serious illness). The student may obtain a petition form from an academic advisor in Student Services and submit this form along with supporting documentation to the Petitions Committee. The Committee then seeks information from the instructor regarding the student's academic situation, behavior, and performance to determine the outcome of the appeal.

## 2.17 Instructional Materials

Textbooks (or other instructional materials) are ordinarily selected by the department. The department coordinator or program director provides access to the text. **The instructor must use the text 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 or rent texts through the Bookstore or obtain them independently. If there is a question concerning the availability of the texts at the bookstore, the adjunct faculty member may contact the department coordinator or program director for clarification.

The campus Bookstore is operated by a third-party company. **The bookstore does not provide desk copies to instructors;** instead, publishers provide desk copies directly to the College. The department coordinator or program director can assist with securing desk copies of textbooks from publishers, as well as access to publisher resources (e.g., PowerPoint presentations, TestGen, and MyLab and Mastering).

## 2.18 Posting Grades

Due to the legal and ethical issues surrounding the confidential nature of grades, an instructor may not publicly post grades; additionally, Social Security Numbers and student ID numbers should never be used in communication to the class.

## 2.19 Students with Disabilities

Services are provided to students with disabilities to ensure equal access to 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, the Coordinator of Disability Services or the Director of Disability and Counseling Services notifies all appropriate faculty and service units (in writing) regarding the approved accommodations for the student. The faculty member must provide the accommodations for which the student is eligible. A student who does not wish to take advantage of the accommodations must provide this information in writing to the instructor and to the Office of Disability and Counseling Services with his or her signature.

There are many resources available to assist the instructor in providing accommodations to students. The Coordinator of Disability Services or the Director of Disability and Counseling Services can answer questions regarding accommodation issues or mechanisms to provide accommodations. There is a Testing Center in the TLCC on each campus for any student who needs testing accommodations (e.g., extended time, distraction-free room).

**Note:** *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 Coordinator of Disability Services (863.292.3759) or the Director of Disability and Counseling Services (863.669.2309) can address specific questions regarding a student with disabilities.

## 2.20 Academic Freedom

*Polk State District Board of Trustees Rule 2.28: Academic Freedom* states that the College respects the right of each faculty member to teach, investigate, and publish within the broad scope of his or her professional duties and responsibilities; however, it also recognizes that these rights should not interfere with the overriding obligation of the College to offer its students a sound education. Therefore, in matters of academic freedom, the 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 and the *AAUP 1997 Statement on Academic Freedom and Electronic Communications* as updated in 2004 and 2013.

The College also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty member must fulfill the responsibilities to teach what is in the BCI and in the syllabus, as well as fulfill his or her responsibility to society and the profession by manifesting academic competence, professional discretion, and good citizenship. With regard to academic freedom, institutional censorship or discipline should not be imposed on an adjunct faculty member; however, as a professional educator, an instructor's position in the community imposes special obligations, and the individual must remember that the public may judge the profession and institution by his or her utterances. Hence, a faculty member should be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to disavow any intention or ability to act as an institutional spokesperson.

## 2.21 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 on the College website.

## 2.22 General Policies

The *Polk State College Catalog/Student Handbook* and the *Employee 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. Each faculty member is expected to be aware of these policies and support and enforce them as necessary.

## 3 SUPPORT SERVICES

### 3.1 Mailboxes and Campus Mail

An adjunct faculty member is assigned a mailbox on his or her campus for receiving US Mail, campus mail, and student notes and assignments. 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. Mail should be received on another campus by the next business day. 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
Clear Springs—Corporate College, ATC	300

### 3.2 Email Accounts

Each faculty member is assigned a Polk State College email address. This email account is the primary means of communication with the College, including with the academic dean, department coordinator,

program director, Payroll Department, Human Resources Department, etc. A faculty member is expected to check the college-issued email account regularly via the Polk State College Office 365 environment.

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:** Each student also receives a Polk State College email account. If the faculty member elects to email all students from a PASSPORT roster, the email is received in the Polk State College email account (my.polk.edu account). For this reason, an instructor should encourage students to check the Polk State College email account. If the student wishes, he or she can have Polk State College emails forwarded to a personal email account. Assistance with student email accounts is provided through the College website ([www.polk.edu](http://www.polk.edu)).

An instructor can also “message” and communicate with students in Canvas, the online learning management system.; however, this tool does not function the same as the Polk State email account. If a student withdraws or a course ends, the ability to communicate with the student via Canvas messaging is lost. In such a case, the PASSPORT my.polk.edu student email listed within the roster should be used (or the phone number). Due to *FERPA* law, an instructor should not use any account other than the official Polk State College email to communicate with a student regarding course information (e.g., Yahoo, Gmail, Hotmail).

### 3.3 Parking

An adjunct faculty member is eligible to receive a parking permit through the administrative assistant for the appropriate academic dean. A permit is valid for one term’s use only. The faculty member may park in any space designated for Faculty/Staff use.

For safety during evening hours, an employee should be sure to the lock car before exiting and walk in a group to the parking lot after classes. For additional security, there are emergency call boxes designated by blue lights within the parking lots and at other locations on campus; employees should make note of the locations of these boxes.

### 3.4 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.
- **Airside East and West Center, Lakeland:** ASL 136.
- **Center for Public Safety, Winter Haven:** CPS 155 and CPS 254.

**Note:** *Polk State College copiers are not to be used for copying entire books or large sections of books. Copiers are to be used for college-related purposes only.*

### 3.5 Distance Learning Courses

Distance learning provides access to courses in a way that significantly lessens the traditional barriers of time and distance with regard to education. Online coursework is delivered over the Internet using Canvas (Polk State's learning management system). All distance learning course modalities (i.e., Hybrid, Live Online, and Online with No Live Meetings) use Canvas for instructional delivery. More information about distance learning can be found online ([www.polk.edu/online-polk-state/](http://www.polk.edu/online-polk-state/)).

The *Guidelines for Teaching in the Online Environment* outline the expectations and responsibilities of instructors utilizing distance learning tools. For assistance with implementing these guidelines, an instructor may contact the campus [Learning Technologist](#). There are training requirements for those interested in teaching online and hybrid courses. The department coordinator or program director can provide more information on this training.

### 3.6 Learning Technology

#### Teaching and Learning Innovation Centers

The Teaching and Learning Innovation Centers (TLIC) provide instructors with a space to collaborate and innovate. These facilities are located on the Winter Haven Campus (WHC 143) and the Lakeland Campus (LLC 2269). Learning technologists and lab assistants are available via appointment; on-demand training and assistance are also offered.

The following services are available in the TLIC:

- Video recording and editing
- Training in – Adobe Collection, Camtasia, Canvas, BigBlueButton, Honorlock, PIE, VidGrid, Turnitin, and all other technology tools
- Addition of eLearning games
- Equipment check-out such as – laptops for faculty use and iPads for classroom use
- Scheduling of meetings and collaborative workspaces

More information about these services is available on the TLIC website ([tlclk.wixsite.com/tlicportfolio](http://tlclk.wixsite.com/tlicportfolio)).

#### Learning Technology

- J. Cody Moyer – Director of Learning Technology, ext. 5199
- Maria Vallejo – Administrative Assistant, ext. 5298
- Carleigh Wallpe – Innovation Specialist, ext. 6544

#### Winter Haven TLIC

- Chris Amato – Learning Technologist, ext. 6341
- Brandon Amato – Lab Assistant, ext. 5439

#### Lakeland TLIC

- Tracey Blue – Learning Technologist, ext. 6481

### 3.7 Classroom Technology Support

Multimedia training to support the use of classroom equipment is available upon request.

Hours of Operation: Monday - Thursday: 7:30 a.m. - 5:00 p.m., Friday 7:30 a.m. - 4:00 p.m.

**Winter Haven Campus, Center for Public Safety, and JD Alexander Center  
AV Services: 863.292.3685**

- John Bennett – [jbennett@polk.edu](mailto:jbennett@polk.edu)
- Barry Collins – [bcollins@polk.edu](mailto:bcollins@polk.edu)

**Lakeland Campus, Airside East and West Centers, and Advanced Technology Center Clear  
Springs AV Services: 863.669.2811**

- Andrew Lokken – [alokken@polk.edu](mailto:alokken@polk.edu)

### 3.8 Libraries

Full-service libraries are available on the Lakeland and Winter Haven campuses. Visiting librarians are assigned to the Lake Wales Center. Library services are available part-time at the Airside Center. 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. All faculty members are encouraged to recommend resources for library purchase to enhance their instruction and students' learning experiences.

The library catalog and online databases are accessible from the libraries' webpage. Circulating books and other materials may be requested, checked out, and returned on either campus. To log on to password-protected services, a faculty member can visit the Library/TLCC homepage on the Polk State College website and choose the Articles/Databases link. When the login prompt appears the faculty member can type in his or her PID number in both the "Borrower ID" and the "PIN" boxes.

Interlibrary loan service is available at the Lakeland and Winter Haven campuses. Materials available for interlibrary loan from other Florida College System institutions may be requested directly using the *Online Catalog*. Other materials may be requested by contacting one of the campus libraries.

A faculty member may place materials 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. The library does not typically purchase course textbooks to make available on reserve, but gladly makes instructor-provided copies available.

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 a campus librarian or the Reference Desk at the instructor's home campus. Sessions must be requested in advance by completing the [\*Request for Instruction Form\*](#). Collaboration with a librarian for library instruction regarding assignments and outcomes assessment is encouraged.

**Hours of Operation:** Monday – Thursday 8:00 am – 5:00 pm

Each campus has an e-Learning librarian who can assist a faculty member with information literacy instruction and other library-related projects or assignments for the online environment.

### 3.9 Teaching/Learning Computing Centers

The Teaching/Learning Computing Centers (TLCCs) are located on each campus. The TLCCs provide tutoring in math, English, American Sign Language, Spanish, Computers, Anatomy and Physiology, and several other disciplines. The TLCCs provide Postsecondary Education Readiness Test (PERT) for course placement, accommodations for students with disabilities, and other testing services, as well as computers, software, Internet access, and printers/copiers for a fee.

**Hours of Operation:** Monday – Friday 8:00 a.m. – 5:00 pm  
<http://www.polk.edu/teaching-learning-computing-center/>

## 4 STUDENT INFORMATION AND SERVICES

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

<b><i>If Student Concern Is...</i></b>	<b><i>Contact...</i></b>
Academic Difficulty	Instructor, Student Services, TLCC
Career Services	Student Services, Success Coach, Career Development Services
First Aid	Student Services
Lost and Found	Security Office
Personal Problems or Counseling Needs	Student Services, Bay Care Student Assistance Program
Scheduling Courses or Course Withdrawal	Student Services
Scholarships and Loans	Financial Aid
Testing Services	TLCC
Transcripts	Registrar
Transcript Evaluation	Registrar
Tutoring	TLCC
Veterans Affairs	Student Services

**Note:** Services are available to students at the College’s satellite centers by appointment only.

## 5 SAFETY AND SECURITY

### 5.1 General Information

The adjunct faculty member has the responsibility to be familiar with published safety and security procedures ([www.polk.edu/campus-safety-security/](http://www.polk.edu/campus-safety-security/)). A faculty member must perform his or her job in the classroom or laboratory in a safe manner, follow safety instructions, and report any accidents, injuries, unsafe acts, or unsafe working conditions in a timely manner. All incidents of a safety or security nature must be reported to Security.

It is the 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, the physical layout of assigned areas and evacuation routes, and AED (Automatic External Defibrillator) locations.

### 5.2 Security Office

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.

**Security Office Phone Number:** 863.297.1059 or ext. 5059

The Winter Haven Security Office is located in the Multi-Service Building (WMS 134) on the Winter Haven Campus. There is a Lakeland campus Security Office in the Lakeland Maintenance Building (LME 102). A security officer is reached by calling extension 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.

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 near the door.

College emergency plans, contact information, and related articles of interest are located on the Safety and Security page of the College's website (<http://www.polk.edu/campus-safety-security/>).

### 5.3 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 as notification. The system is updated with student, faculty, and staff information shortly after the start of each semester. Any changes to personal phone numbers and email addresses should be updated in the Human Resources Department or via PASSPORT.

In the event of an emergency, the faculty member must follow the procedures described in the *Emergency Preparedness Plan*. Phone usage during an emergency should be limited to official use only. The faculty member must take precautions to ensure his or her safety, follow all emergency

procedures, and provide direction and assistance to students. The faculty member should participate in emergency drills (conducted periodically). Each classroom and lab contain a posted *Emergency Action Plan* for fire or hazardous evacuation instruction in case of emergency.

Any adjunct faculty member who is teaching evening classes should contact the evening administrator and Security Office in the event of an emergency. A faculty member teaching Saturday classes should contact the Security Office directly in the event of an emergency.

## 5.4 Emergency College Closure

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

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 the College's social media accounts (i.e., Twitter, Facebook, and Instagram). On campus, students can check the College's closed-circuit TV for closing announcements. A recorded announcement about Polk State's operations schedule is available at the College's main phone line (863.297.1000). If the College loses power, the main phone number's connection is transferred to another phone line off campus, and callers receive an announcement about Polk State'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

**Note:** All employees should provide the College with their home and cell phone numbers so that they can receive voicemails regarding emergencies and special conditions.

## 5.5 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 9911 from a campus phone).

If a medical emergency occurs, the adjunct instructor should:

- Notify the Security Office at extension 5059 (or 863.297.1059) and provide the exact location of the accident or the person who requires assistance. (e.g., second floor, LTB 2283, name of person, and type of crisis). The caller should provide a description of the injury or symptoms of the illness.
- Request that the Security Office notify the administrator on duty. If it is necessary to utilize the services of a local Fire Department ambulance, the Fire Department's policy is to deliver the patient to the nearest hospital. If requested, the Security Office can attempt to notify the next of kin.

## 5.6 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 extension 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. An instructor must remain with the class until the all-clear signal has been given.
- Leave the building and move away from the structure until permission is given to reenter the building.
- Call the Security Office for assistance with students with disabilities or individuals with special needs (i.e., ext. 5059 or 863.297.1059).

## 6 EMPLOYMENT PROCEDURES

### 6.1 Required Paperwork

Upon receiving an offer of employment, a new adjunct faculty member must submit the following:

- All official college transcripts and appropriate foreign credentialing forms
- Current licenses and certifications for specialized training (as applicable)
- A federal tax form (*W-4*)
- A copy of a driver's license
- A copy of a social security card
- An *I-9 Form*
- The *Adjunct Addendum Sheet*
- Emergency contact information
- A signed *Public Employee Oath*
- Fingerprints for a background check

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

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

The *I-9 Form* must be completed at the time of employment, with submission of original documentation for verification by 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 Human Resources Department. During completion of this task, each employee is also required to sign the *Florida Department of Law Enforcement Waiver Agreement*.

**Note:** *If an adjunct faculty member has an absence of one or more semesters since teaching at Polk State College, he or she should confer with the appropriate administrative assistant to ensure that updated versions of these documents are on file.*

## 6.2 Letter of Appointment

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

**Note:** *Polk State College assigns teaching appointments according to instructional needs; the College reserves the right to change or withdraw teaching assignments based on enrollment and other institutional requirements.*

## 6.3 Adjunct Pay Periods

An adjunct faculty member who teaches in the 16-week term typically receives payment in the form of four or five relatively equal monthly checks during the regular semester for which he or she is teaching (cf. *Adjunct Pay Schedule* 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 sign up for direct deposit through the Human Resources Department. The last check is paid after completion of all instructional requirements for the course, including submission of the final course grades through PASSPORT.

### Adjunct Pay Schedule

<b>Fall Term (16-week: August Start)</b>	5 payments	September – January
<b>Fall Term (12-week: September Start)</b>	4 payments	October – January
<b>Fall Term (FastTrack 1: August Start)</b>	3 payments	September – November
<b>Fall Term (FastTrack 2: October Start)</b>	3 payments	November – January
<b>Spring Term (16-week: January Start)</b>	4 payments	February – May
<b>Spring Term (12-week: February Start)</b>	3 Payments	March – May
<b>Spring Term (FastTrack 1: January start)</b>	3 payments	February – April
<b>Spring Term (FastTrack 2: March Start)</b>	3 payments	March – May
<b>Summer Term (12-week: May Start)</b>	3 payments	June – August
<b>Summer Term (8-week: May Start)</b>	3 payments	June – August
<b>Summer Term 3A (May Start)</b>	2 payments	June – July
<b>Summer Term 3B (June Start)</b>	2 payments	July – August

## 6.4 Change of Address

A faculty member must inform the administrative assistants in the Academic Affairs Office and the Human Resources Department of any change in address, telephone number, or personal email address. The individual must also update these changes in PASSPORT.

## 6.5 Questions and Contacts

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.

<b>Contact</b>	<b>Concern</b>
Department Coordinator or Program Director	Class roster BCI or Syllabus Future teaching assignments Scheduling Instructional materials Classroom management issues
Administrative Assistant to the Academic Dean	Campus mailbox Parking permits <i>Letter of Appointment (LOA)</i> Room condition
Information Technology (IT)	Computer hardware Email Classroom technology
Learning Technology	Canvas
Human Resources Department / Payroll Office	Paycheck
Library	Reserve books
Director of the Corporate College	Teaching of a non-credit Course

## 7 PERFORMANCE EVALUATION AND PROFESSIONAL DEVELOPMENT

### 7.1 Performance Evaluation

#### Supervision

The department coordinator is the first point of contact for the adjunct faculty member teaching in an academic discipline. For Associate in Science and workforce programs, the program director is the direct supervisor for an adjunct faculty member. The department coordinator or the program director provides the adjunct faculty member with teaching assignments (as available and necessary) and assists the individual on all matters pertaining to employment, professional responsibilities, and working conditions.

## Evaluation Procedure

*Polk State College Procedure 6012* details the adjunct faculty evaluation process. The full procedure and accompanying attachments can be found at [www.polk.edu/wpcontent/uploads/6012.pdf](http://www.polk.edu/wpcontent/uploads/6012.pdf).

From <i>Procedure 6012: Procedure for Evaluation of Adjunct Teaching Faculty</i>
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|--|
| <p>1. The academic deans, department coordinators and program directors act collaboratively to supervise adjunct faculty members, 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 to complete evaluations as deemed necessary.</p>   |
| <p>2. Each adjunct faculty member receives a written evaluation once a year via the <i>Polk State College Formal Evaluation Instrument for Adjunct Faculty (Procedure 6012)</i>. The evaluation is based on <i>Student Perception Instruments (SPIs)</i> 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.</p>  |
| <p>a. For an adjunct faculty member, the evaluation year begins with Term 1 (fall) and ends with Term 3 (summer) of the Academic Year.</p> <p>b. SPIs are administered for all courses taught by adjunct faculty. The period for administering the SPI tool runs from the day after the withdrawal deadline to the last day of classes. Students may access the SPI tool online according to directions distributed before the evaluation period begins.</p> <p>c. An adjunct instructor who has taught fewer than six semesters at Polk State is annually observed in the learning environment by the department coordinator or program director using the <i>Polk State College Adjunct Faculty Classroom Observation Form</i>. An adjunct faculty member who has taught for six semesters or more is observed in the learning environment a minimum of once every three years. Each new adjunct faculty member is observed during the first semester. Additional observations may be conducted when deemed necessary by the appropriate supervisor(s).</p> <p>d. The adjunct faculty member must complete the <i>Adjunct Faculty Self-Evaluation Form</i> annually. The due date for completion of the self-evaluation is provided by the appropriate supervisor.</p> <p>e. The department coordinator or program director gives the completed <i>Faculty Evaluation Instrument (FEI)</i>, <i>Adjunct Faculty Classroom Observation Form</i> (if applicable), and <i>Adjunct Faculty Self-Evaluation Form</i> to the associate academic dean.</p> <p>f. The completed FEI is forwarded to the Human Resources Department by the end of the Academic Year.</p> |

## 7.2 Professional Participation and Development

An adjunct faculty member is encouraged to participate in professional enrichment that maintains and advances knowledge and skills in education.

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 individuals with information about College operations and any changes in procedures since the previous Academic Year. All adjunct faculty members are expected to attend these events.

Adjunct faculty are invited to participate, as their schedules allow, in College activities with fulltime faculty. Such events may include faculty workshops, discipline-based meetings for the revision and improvement of courses and their delivery, discussions for text review and selection, and other curricula-centered events.

## 8 APPENDICES

### 8.1 Time Missed Form

Employee name: \_\_\_\_\_ Time Period: \_\_\_\_\_  
 \_\_\_\_\_

**Employee Timesheet**  
**Full-Time Overload or Adjunct**

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

Rate: \_\_\_\_\_  
 Assignment: \_\_\_\_\_  
 Org. \_\_\_\_\_

Account:  
 code: \_\_\_\_\_

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

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

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



### 8.3 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: \_\_\_\_\_

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

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

## 8.4 Student Disruption/ Discipline Report



999 Avenue H Northeast  
Winter Haven, Florida 33881-4299  
Phone: (863) 297-1000  
Fax: (863) 297-1023

### POLK STATE COLLEGE STUDENT DISRUPTION/DISCIPLINE REPORT

Use this form to report behavior for all cases except cheating/plagiarism.

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_  
Course or Incident Location \_\_\_\_\_ Day/Time \_\_\_\_\_  
Tag # (if vehicle involved) \_\_\_\_\_ Vehicle Description \_\_\_\_\_  
Faculty or Staff Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

The above named student has exhibited the following inappropriate behaviors or actions (Check all that apply):

- |  |  |
|--|--|
| _____ Furnishing false information to any College official; forgery, alteration, or misuse of any college document | _____ Unauthorized entry to or use of college premises, facilities, equipment, or supplies                               |
| _____ Disruption, interference, or obstruction of teaching or services   | _____ Unauthorized use or possession of any weapon on college premises   |
| _____ Physical or verbal threats which threaten or endanger the safety of any person                               | _____ Unauthorized distribution, possession, or use of any illegal drug or alcohol on college premises                   |
| _____ Acts of sexual assault, harassment or indecency  | _____ Intentionally initiating false report, warning or threat of fire, explosion, or other emergency on college premise |
| _____ Theft of or damage to property of other individuals or the College   | _____ Gambling or conduct which is disorderly or indecent  |
| _____ Failure to comply with directions of College officials or security officers performing of their duties       | _____ Unauthorized use or misuse of college email, computers, media  |
| _____ Disrespectful attitude towards professor, classmates or college personnel                                    | _____ Participation in a group or organization conducting activities that violate the Code of Student Conduct            |
|  | _____ Other _____  |

**Describe the behavior or incident. (Use additional sheets if necessary):**

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**Follow-up action requested. (Check as many as are relevant):**

For your information only. No follow-up requested.

Please call with suggested interventions.

Please see student for disciplinary action.

**EMERGENCY: If help is needed immediately, call Security #5059.**

**Return form to:**

**Lakeland, Airside, Clear Springs ATC:** Dean of Student Services, Lakeland campus, station #65 or FAX to x5006

**Winter Haven or JDA:** Dean of Student Services, Winter Haven campus mail station #5 or FAX to x5060

Signature of referring staff's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Staff/Supervisor instructions: Complete form. Submit to supervisor for review. Supervisor submits to S.S. Dean who informssupervisor and Administrator over area the sanctions imposed or outcome. Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services, and activities.

### 8.5 Selected Polk State College Rules and Procedures

The complete list of Polk State College District Board of Trustees rules can be found at <https://www.polk.edu/about/rules/>.

<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	9/26/2016

The complete list of Polk State College procedures can be found at <https://www.polk.edu/about/procedures/>.

<b>Polk State College Procedures</b>		
<b>Procedure</b>	<b>Title</b>	<b>Last update</b>
1001	Communicating Course Information to Students	8/7/2018
1008	Educational Field Trips	2/18/2015
1018	Academic Complaint Procedure	8/7/2018
4004	Copyright Law	7/1/2014
5003	FERPA	4/5/2016
5008	Accommodations for Students with Disabilities	6/21/2017
5025	Student Appeals Hearing Protocol	7/1/2014
5026	Student Code of Conduct Violation - Academic Dishonesty	5/7/2019
5028	Student Code of Conduct	7/1/2014z
5034	Textbook Affordability	3/6/2018
6012	Teaching Faculty Evaluation System	7/1/2014
6022	Emergency Evacuations and Closure Pay	2/6/2018
6038	College Calendar	1/30/2015