



**POLK STATE**  
COLLEGE

# **FACULTY HANDBOOK**

**2019-2020**

Equity and Diversity: 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).

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# INTRODUCTION

## Faculty Handbook

The *Polk State College Faculty Handbook* provides faculty with basic information concerning the operations of the College as well as instructional-specific policies, processes, and expectations. The handbook is divided into nine categories of information as listed below:

1. General College Information
2. Curriculum
3. Academic and Classroom Responsibilities and Policies
4. Campus Communication
5. Student Rights and Responsibilities
6. Faculty Credentialing
7. Faculty Meetings, Professional Development, and Recognition
8. Safety and Security
9. Miscellaneous Policies
10. Rules and Procedures

While the topics addressed in the handbook represent a variety of policies important to instructional personnel, it is not intended to be a complete resource of College policies and procedures. It is to be seen as a supplement to existing College information sources. This handbook can also be accessed on the Faculty and Staff Resources web page of the Polk State College website at [www.polk.edu/human-resources/faculty-and-staff-resources/](http://www.polk.edu/human-resources/faculty-and-staff-resources/).

## Other Information Sources

- Polk State College employees have access to multiple sources of information regarding College operations. Employees are encouraged to use the sources listed below to find information not currently included in the *Faculty Handbook*.
- The Polk State College website provides information of interest to staff, students, and the community at large. Website information is continually being updated. The website is cited throughout this handbook because of its links to College documents. The website address is [www.polk.edu](http://www.polk.edu).
- Polk State District Board of Trustees Rules and Polk State College Procedures direct the operations of the College. Indices of both rules and procedures are included at the end of this handbook in order to provide readers with the full list of topics addressed in each. Faculty should reference the indices when searching for a College policy or procedure related to a specific topic. The full text of each rule and procedure can be found via the College's website under "Community," "District Board of Trustees," "Polk State College Rules," or "Polk State College Procedures." Individual rules and procedures are also referenced in this handbook.
- The *Polk State College Catalog* is updated annually. The Catalog is accessible at [catalog.polk.edu](http://catalog.polk.edu). The Catalog includes information for students, staff, and the general public. It lists the College Calendar; provides general information and a personnel directory; and includes specifics about admission, advising, registration, records, financial aid, loans, student services, activities, regulations, programs of study, and course descriptions. The Catalog also has appendices with additional information, college campus maps, and an index. Faculty members are encouraged to refer students to the Catalog as a source of important information.

Faculty members are asked to use and critique the usefulness of the *Polk State College Employee Handbook* as well as the *Polk State College Faculty Handbook*. Suggestions for modifications and improvements to either should be submitted to the District Office. These suggestions are considered when updating the handbook at the end of the academic year.

The *Polk State College Faculty Handbook* can be found at <https://www.polk.edu/human-resources/faculty-and-staff-resources/>.

# GENERAL COLLEGE INFORMATION

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## 1.1 Polk State College

### 1.1.1 College History

The Florida Legislature established Polk State College in 1964. Since its founding as Polk Junior College, the College has served the higher education needs of Polk County. Over the years, the College has undergone significant growth and change.

The first academic year started with 1,107 students and 33 faculty members in temporary classrooms on the Bartow Air Base. Today, 180 full-time faculty serve the higher education needs of over 20,000 students in locations throughout Polk County, including two full-service campuses in Lakeland and Winter Haven; the Airside West and Airside East centers, south of the Lakeland Airport; the JD Alexander Center in Lake Wales; the Center for Public Safety in Winter Haven; and the Clear Springs Advanced Technology Center in Bartow. Since opening in 1964, Polk State College has awarded over 50,000 degrees.

The College changed its name from Polk Community College to Polk State College in July 2009 to reflect the creation of its first bachelor's degree program. Polk State College's Bachelor of Applied Science in Supervision and Management program began in January 2010. Since that time, Polk State has added baccalaureate degrees in Nursing, Criminal Justice, Elementary Education, Early Childhood Education, and Aerospace Sciences. The name change has provided a new beginning, as Polk State College is fully committed to serving the community's higher educational needs.

Dr. Fred T. Lenfestey served as the College's first president from 1964-1982. Dr. Maryly VanLeer Peck served as president from 1982-1997. From 1998-2006, Dr. Larry Durrence served as College president. Dr. Eileen Holden served as the College's fourth president from 2006-2017. On May 26, 2017, the Polk State College District Board of Trustees named Dr. Angela M. Garcia Falconetti, CFRE, as the College's fifth president.

### 1.1.2 College Mission, Vision, and Values

#### **Mission**

Polk State College, a quality driven institution, transforms students' 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.

#### **Vision**

Promote excellence and student success through innovation, community impact, and engagement.

#### **Core Values**

- Service
- Integrity
- Knowledge
- Diversity
- Leadership

## **1.2 College Recognized Accreditation Agencies**

Polk State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award baccalaureate and associate degrees.

Polk State College is also accredited by the following agencies for specific program areas:

- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; telephone: 727.210.2350
- The Accreditation Commission for Education in Nursing (ACEN) (formerly the National League for Nursing Accrediting Commission (NLNAC)), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone: 404.975.5000
- The Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314-1488; telephone: 703.706.3245
- The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 4101 W. Green Oaks Blvd., Suite 305-599, Arlington, TX 76016; telephone: 817.330.0080
- The Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220; telephone: 301.652.2682
- The Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 2850, Chicago, IL. 60606-3182; telephone: 312.704.5300
- The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®), Public Safety Training Academy Accreditation, 13575 Heathcote Blvd., Ste. 320, Gainesville, VA 20155; telephone: 703.352.4225
- The Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX, 76021-4244; telephone: 817.283.2835
- The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), 22 Railroad Avenue, Suite 3, Beverly, MA 01915-4917; telephone: 978.456.5594

## **1.3 College Organization**

### **1.3.1 District Board of Trustees**

Polk State College is governed by the District Board of Trustees (DBOT), a seven-member board appointed by the Governor. A Board member's term is four years. The Board meets regularly for discussion and decisions on matters pertaining to the overall operation of the College. Rules established by the Board are published on the College website. The administrative staff of the College references these rules to develop more detailed procedures that relate to specific aspects of operation. These procedures are also published on the College website. The full text of each rule or procedure, current members of the Board, and the upcoming scheduled meetings are available at [www.polk.edu/district-board-of-trustees/](http://www.polk.edu/district-board-of-trustees/).

### **1.3.2 Duties of the President and the President's Staff**

The College President is the chief administrative officer of Polk State College. The President's Staff is comprised of administrators who have the titles of Vice President and Associate Vice President, as well as the Director of Equity and Diversity and the Faculty Senate President.

Each of the President's Staff administrators is responsible for a specific functional area of the College. The academic areas of the College are also divided into divisions, each headed by an academic dean who reports directly to the Provost/Vice President for Academic Affairs.

### **1.3.3 Faculty Senate and Its Role in Faculty Representation**

District Board of Trustees Rule 2.24, *Faculty Senate Constitution*, and Polk State College Procedure 6056, *Faculty Senate Bylaws*, provide the basis for faculty-administrative participatory governance within the College. As stated in Procedure 6056:

The Faculty Senate shall constitute the primary channel for faculty-administration participatory governance. As the official voice of the faculty, the Faculty Senate has the duty of service to the College through the active study and debate of issues of mutual concern to the administration and faculty.

Procedure 6056 and Rule 2.24 are available via the College's website under "Community," "District Board of Trustees," "Polk State College Rules" or "Polk State College Procedures." Information regarding the role of the Faculty Senate at Polk State College can be found on the website at [www.polk.edu/faculty-senate/](http://www.polk.edu/faculty-senate/). Information regarding the role of the Faculty Senate can also be obtained by contacting one of the senators or officers listed on the webpage.

### **1.3.4 The Role of College Committees**

Polk State College Procedure 6002, *Committee System*, defines the College's standing committee system and states the objectives of the system as follows:

- To provide for staff input into the planning and operations of the College.
- To provide a means for legitimate concerns, informed judgments, and expressed interests to be heard and considered in decision making, and to enhance the process.
- To provide a vehicle for inter-unit and inter-group communications, increasing the potential for understanding divergent viewpoints as issues are addressed and problems are solved.
- To provide participants the opportunity to gain experience and understanding in addressing a wide range of College-related issues and problems.
- To make recommendations as appropriate. In all cases the role and function of the committee is advisory in nature. Committees are not decision-making bodies.

Procedure 6002 primarily addresses those committees constituted to operate on a standing basis; however, committees, work groups, and task forces may be formed and appointed by the President or the President's designee to address a single topic, area, concern, or challenge. These ad hoc groups are appointed as the need arises.

Standing committees and their functions are listed in the attachment to Procedure 6002. Both Procedure 6002 and its attachment are available via the College's website under "Community," "District Board of Trustees," "Polk State College Rules" or "Polk State College Procedures."



## SAFETY AND SECURITY

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### 2.1 General Information

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 the Security Office, ext. 5059.

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.

### 2.2 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. The Security Office 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.

The Lakeland Security Office is 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. The Security Office 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 (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: [www.polk.edu/campus-safety-security/](http://www.polk.edu/campus-safety-security/).

### 2.3 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 and provide direction and assistance to students. Faculty members 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.

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.

## **2.4 Emergency College Closure**

Each 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, 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, and Channel 13,
- Local news websites, such as [TheLedger.com](http://TheLedger.com)

## **2.5 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 call 911 (or 9-911 from a campus phone). When a medical emergency occurs the faculty member 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.

## **2.6 Fire**

In the event of a fire, the 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).

# CURRICULUM

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## 3.1 Defining Curriculum

Curriculum is the sum total of all the instructional programs at the College. Generally, curriculum is described in terms of specific courses and patterns of course completion (degree programs). For the purpose of this handbook, the curriculum discussed is limited to credit programs and courses.

## 3.2 Role of the Academic Quality Council

The Academic Quality Council (AQC) is one of the College's standing committees addressed through Polk State College Procedure 6002, *Committee System*. The AQC is designed to achieve the following:

- Provide the forum and mechanism for processing and coordinating outcomes and accountability activities as they relate to courses and programs.
- Provide the forum and mechanism for more specific processing and coordinating outcomes and assessment activities as they relate to College Preparatory, General Education, and other advanced and professional courses and programs.
- Review all proposed curricular changes and recommend action on those changes to the Provost/Vice President for Academic Affairs.
- Serve in an advisory manner on curricular matters as needed and appropriate.

The AQC is responsible for assisting the administration, the governing board, and the faculty to provide a quality curriculum that is responsive to student, community, business, and four-year institution needs, and to present this curriculum in an effective manner.

The AQC is designed to provide a forum where appointed members of the College community can meet to discuss matters dealing with curriculum and instruction. Matters discussed include curriculum content; course and program objectives and outcomes; and course, program, and curriculum assessment. Discussions take place within a structured context, and recommendations are developed and forwarded to the appropriate administrators.

The AQC serves as an effective mechanism for involving various stakeholders in the process of reviewing course and program curricula, establishing outcomes, designing and implementing appropriate corresponding assessments, and utilizing findings to improve academic courses and programs.

The responsibilities of the AQC include those generally assigned to a college's curriculum committee, such as:

- Serving as a clearinghouse for studies, experiments, and innovations dealing with curriculum change.
- Advising the chief academic officer on matters of curriculum and instruction.
- Assisting in the continuous review of existing courses and programs.
- Initiating new courses or programs.
- Reviewing the *Polk State College Catalog* to ensure accurate and effective communication of information related to the College's curriculum.
- Providing an organized, formal vehicle and deliberative body for establishing, reviewing, and evaluating the College's curriculum.
- Creating and maintaining a system for proposals for curriculum change to be processed.

Thus, at Polk State College, the AQC functions as the primary, formally-constituted, deliberative body through which recommendations regarding curriculum change are made. All curriculum recommendations of the AQC are made to the Provost/Vice President for Academic Affairs. Final consideration rests with the President and final approval with the District Board of Trustees. In certain cases, additional approval of state agencies or external licensing, accrediting, or coordinating agencies may also be required.

### **3.3 Membership of the Academic Quality Council**

AQC membership information is available in Procedure 6002, *Committee System*, which can be accessed on the Polk State College webpage for District Board of Trustees rules and procedures at <https://www.polk.edu/district-board-of-trustees>.

### **3.4 Curriculum Development or Change**

The development of a new course or program and/or the significant revision of an existing one must be an interactive process involving as much input as possible from all elements of the institution that may be impacted by the change created through this action. Proposal development begins with the consideration of curriculum change. Changes in the curriculum should be information-based, should grow out of the consideration of appropriate data and information, and should be grounded in the College's purpose and mission. At the earliest point in proposal development, consideration should be given to the overall potential impact of the change, and all appropriate institutional units should be involved in the proposal development.

### **3.5 The Basic Course Information Sheet**

A common Basic Course Information Sheet (BCI) has been developed for each course. Details of what must be included in the BCI are provided in Polk State College Procedure 1001, *Communicating Course Information to Students*. Procedure 1001 is available via the College's webpage for District Board of Trustees rules and procedures at <https://www.polk.edu/district-board-of-trustees/>.

The BCI database is available online at [www.polk.edu/BCI](http://www.polk.edu/BCI). The BCI for a particular course is accessed by selecting "Courses" on the bottom left of the screen and clicking on "Prefix." Once the prefix has been selected, a filter can be applied, and the appropriate course selected from the offered results. The BCI can be easily printed by selecting the "Print Course" link at the top right corner of the page. This information can also be copied and pasted into a Word document.

A BCI obtained from the BCI website must be shared with students during the first class meeting. The instructor may elect to review the BCI online with students (if multimedia equipment is available in the classroom) as long as the course syllabus contains the URL to direct students to the online BCI.

The faculty member can create a link to the BCI for a course and include it in the syllabus (or in the Learning Management System for the course) by using the instructions above to find the BCI and then copying and pasting the URL in the browser into the course document for reference.

### **3.6 The Course Syllabus**

A course syllabus provides a supplement to the BCI and personalizes course requirements. A syllabus contains (at a minimum) the following elements:

- General Course Information:

- Course title, course number, section number, and the semester
- Class meeting days, times, and classroom
- Instructor Information:
  - Name, Polk State College telephone number, office location, Polk State College email address,
  - Posted office hours
- Textbook Title, Author, Edition, and Other Required Materials (Note: All required materials must be used in the course.)
- Attendance Policy
- Work Missed Policy
- Evaluative Criteria (i.e., grading policy)
- Withdrawal Deadline
- Academic Dishonesty Policy (including penalties)
- Statement Regarding Use of a Plagiarism Detection Service
- Course Calendar:
  - Tentative schedule of topics
  - Tentative schedule of tests
  - Due dates for major assignments
- Final Exam time and date

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

- Description of major assignments
- Instructional methods
- Supplementary readings (e.g., course reserve readings at the library)
- Additional resources (e.g., websites)
- Tips and strategies for success
- 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
- Any additional administrative and academic policies that pertain to the class
- Student support resources

A copy of the syllabus for each course taught by an instructor must be submitted electronically to the appropriate academic dean's office by the end of the first week of class during each term. Each syllabus is kept on file for one year.

# ACADEMIC AND CLASSROOM RESPONSIBILITIES AND POLICIES

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## 4.1 Classroom Instruction and Instructional Support

### 4.1.1 Academic Freedom

Polk State College Rule 2.28, *Academic Freedom*, states:

The District Board of Trustees respects the right of faculty members to teach, investigate, and publish within the broad scope of their professional duties and responsibilities. However, the Board 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, the District Board of Trustees 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. These statements are both available at the AAUP site: [www.aaup.org](http://www.aaup.org).

- Attachment 1: AAUP 1940 Statement of Principles on Academic Freedom including the 1970 Interpretive Comments as updated in 1989 and 1990
- Attachment 2: Academic Freedom and Electronic Communications

Rule 2.28 and the full text of both attachments are available via the [Polk State website](#).

### 4.1.2 Polk State College – Textbook Adoption and Affordability

Most of the courses at Polk State College require students to purchase textbooks, manuals, or other ancillary materials. In some cases, it may be appropriate for all sections of a course to require the same materials. In other cases, it may be appropriate for each campus to independently require different materials for a particular course. Alternatively, it may be appropriate for each faculty member to require different materials. Any textbook adoption should follow Polk State College Procedure 5034, *Textbook Affordability*, and its accompanying attachment.

The textbook and other materials required for the course must be used. The appropriate academic dean must approve any deviation from this policy.

### 4.1.3 Selling Instructional Materials

Employees of the College are prohibited from selling instructional materials to students, parents, or other employees except as part of regular college bookstore operations.

### 4.1.4 Materials Required of Students

Professors may not require students to purchase materials other than those authorized for the specific course by the appropriate academic dean.

### 4.1.5 Tutoring

A professor may not receive compensation for tutoring students enrolled in his or her classes. Tutoring is available through the Teaching/Learning Computing Centers (TLCC) and some academic departments.

#### **4.1.6 Speakers or Guests**

Prior approval from the appropriate academic dean must be obtained before the professor may extend an invitation to a non-faculty member to serve as a guest speaker for a class.

#### **4.1.7 Independent Study**

By working one-to-one with a professor, a student may take a course for Independent Study. Independent Study course credit must be authorized by the appropriate academic dean. Polk State College Procedure 1002, *Directed Independent Study Request*, provides more information about this course option.

#### **4.1.8 Learning Resources**

The Learning Resources division of the College provides support to instructors and students via the following:

- Polk State College libraries as listed on the College's website at [www.polk.edu](http://www.polk.edu).
- Teaching/Learning Computing Centers as featured on the College's website by accessing "Library/TLCC," "Services" and the "Student" link.

#### **4.1.9 Copyright Law**

Polk State College Procedure 4004, *The Copyright Law PL 94-553 Title 17 U.S. Code*, is available via the College's website under "Community," "District Board of Trustees," and "Polk State College Procedures."

#### **4.1.10 TLIC**

The Teaching and Learning Innovation Centers (TLIC) are a place for instructors to collaborate and innovate. They are located on the Winter Haven campus (WHC 143) and the Lakeland campus (LLC 2269). The instructional technologists and lab assistants are available via appointment and also hold TLIC office hours. The following services are available in the TLIC:

- Video recording and editing
- Training – Adobe Collection, Camtasia, Canvas, Collaborate, Hoonuit, ilos, Turnitin, and more
- Collaborative meetings

More information: [www.polk.edu/technology-services/instructional-technology/teaching-and-learning-innovation-centers/](http://www.polk.edu/technology-services/instructional-technology/teaching-and-learning-innovation-centers/)

### **4.2 Classroom and Student Contact Logistics and Management**

#### **4.2.1 Classroom Meetings**

In case of emergency, it may be necessary to know the classroom in which each class meets. To prevent confusion, professors should not move a class to a different location from the scheduled classroom without permission from the appropriate 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.

#### **4.2.2 Classroom Equipment and Facilities**

Normally, each classroom is equipped with an appropriate number of student desks; a wall chalkboard or white board, chalk or markers, and an eraser; an audiovisual screen; a



wastebasket and pencil sharpener; window shades for darkening the room; a podium or instructor's desk; and adequate lighting. Many of the classrooms have also been equipped with state-of-the-art multimedia equipment. The password for the multimedia station in the classroom is "instructor." Instructors should not change the ID or attempt to log in with their own personal ID and password.

At the end of the class, the projector should be turned off. AV equipment may be booked for a class period or term by contacting the Instructional Technology Department at extension 6291 (Lakeland campus) or 5288 (Winter Haven campus).

If any of the necessary classroom items are absent, the instructor should contact the appropriate academic dean's office for assistance. The following information is important to maintaining the classroom environment:

- Furniture may be moved to accommodate classroom activities. Each professor should leave the room arranged as found. Removal of Polk State College furniture, equipment, or other property from assigned areas is not permitted. The Facilities Department must approve special wiring, building alterations, and attachment of items to floors, walls, or doors. This approval must be obtained before any changes to facilities occur.
- Each employee and student is encouraged to contribute to conservation of water, electricity, and materials by turning off lights and water and using all materials conservatively where and when appropriate. Lights should remain turned on in rooms where continued or immediate use is anticipated; if not, lights should be turned off.
- Windows in all buildings are not designed to open. They are to be opened only as exits in emergencies. Areas around windows should be kept clear at all times.

#### **4.2.3 Canvas**

Canvas is Polk State College's learning management system. Instructors use Canvas to develop and deliver online and hybrid courses. Additionally, Canvas can be utilized to provide supplemental instructional materials to students for traditional face-to-face courses. In order to teach fully online or hybrid courses instructors must complete the Teaching Online certification. Certification courses are offered by the Instructional Technology department.

More information can be found at [www.polk.edu/technology-services/instructional-technology/teaching-online](http://www.polk.edu/technology-services/instructional-technology/teaching-online).

#### **4.2.4 Duty Hours**

Full-time faculty members maintain a minimum of 25 student-contact hours per workweek as their regular load (Monday-Friday); this includes class time and additional time as office hours. Additional time commitments are required for College, division, and departmental activities, such as committee assignments, community service, evaluation and planning processes, or other activities.

Faculty members should post their schedules (including class hours, office hours, and other on-campus duties) on their office doors after receiving approval from the appropriate academic dean. Absence from a location listed on the door schedule (or change in location from what is indicated within the document) should be posted on the office door.

Persons on 12-month contracts, or those who are not full-time classroom professors, are on duty forty hours per workweek. Appropriate supervisory personnel establish duty schedules for other personnel.

#### **4.2.5 Rosters and Directories**

Listings of faculty names, personal phone numbers, addresses, etc., and those of students are not to be handed out, mailed, or distributed without permission. Polk State College staff office phone numbers and email addresses are available on the Polk State College website. The Polk State College directory may be accessed at [www.polk.edu/people](http://www.polk.edu/people).

#### **4.2.6 Attendance Records**

Regular attendance and class participation are significant factors that promote student success. The attendance policy for each class must be explained clearly in the BCI or instructor syllabus. Students are expected to attend all classes for all courses in which they are enrolled. Each professor determines the specific attendance policy for his or her class and should monitor students' adherence to the respective policy.

The beginning and the end of the semester are significant times to mark attendance. After the drop period, faculty members are asked to complete Attendance Confirmation and submit the names of students who have never attended. During final grade submission, faculty are asked to include the last day a non-passing student attended the course.

*Note: Once the drop period has ended, during the three class days thereafter, professors must report students who have never attended class. This information is used to comply with Federal Financial Aid law; accuracy is important. Faculty may request a Never-Attended Guide from the Registrar or use the guide in the Administrative Duties Booklet provided by the Registrar for assistance in proper reporting.*

For many classes, night students should be reminded that one evening class is equivalent to one week's work. Students attending Monday/Wednesday or Tuesday/Thursday day classes miss one and one-half days of work for each class missed.

#### **Student Veterans**

Many students who attend Polk State College receive stipends for attending classes. Veterans are examples of individuals who receive money for going to school. The College is required by the Department of Veterans Affairs to report changes in a veteran's attendance and enrollment status within thirty calendar days of the change (i.e., the point at which he or she is no longer attending class). If the thirty-day requirement is not met, the College may be liable for overpayment to the veteran. The assignment of a grade is also dependent on the last date of attendance in class. PASSPORT, available through the Polk State College homepage, provides a mechanism to withdraw students for non-attendance before the formal withdrawal deadline.

#### **4.2.7 Class Roster**

Professors have the capability to view and print class rosters online through the PASSPORT system. The PASSPORT system provides the official College roster. Professors should ensure rosters are accurate at all times during the term. Discrepancies should be reported to the campus Registrar's Office.

#### **4.2.8 Class 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 [catalog.polk.edu](http://catalog.polk.edu).

#### **4.2.9 Class Schedules on Passport**

Schedules of classes held each term correspond to the official College Calendar and can be found on PASSPORT. Sometimes class schedules do not list professors' names, and in some instances do not indicate times or room numbers for classes. In such cases, the appropriate academic dean should be consulted for more information.

#### **4.2.10 Off-Campus Meeting Times**

A professor scheduling any class or function off campus must receive prior approval from the appropriate academic dean. Students cannot be required to attend a class that meets off campus unless it is listed in the course schedule (per Polk State College Procedure 1008, *Educational Field Trips*). The College is not responsible for students' transportation to off-campus meetings. Field trips must be approved in advance by the appropriate academic dean. Faculty must follow the provisions outlined in Procedure 1008, including asking students to complete a *Field Trip Form*.

Classes or programs normally scheduled at other locations, such as hospital clinical assignments, are exempt from this provision.

#### **4.2.11 Professional Relationships with Students**

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

#### **4.2.12 Collection of Money from Students**

Faculty and staff members are not to collect money from students for any purpose without the approval of the President or a designated representative.

#### **4.2.13 Student Dress Code**

Student dress is left to the tasteful discretion of the individual. Designated programs may establish specific dress code or uniform policies as appropriate.

#### **4.2.14 Cheating and Plagiarism**

Polk State College does not tolerate cheating or plagiarism. This behavior results in appropriate disciplinary action authorized by District Board of Trustees Rule 4.01, *Student Code of Conduct*, and Polk State College Procedure 5026, *Student Code of Conduct Violation—Academic Dishonesty* (see Appendix). It is important that all instructors read and familiarize themselves with the procedure as it must be followed in the event that an instructor encounters cheating or plagiarism. If there is suspicion that a student has cheated or plagiarized, the professor should discuss options with the department coordinator or program director, and also refer to the student policy in the *Polk State College Catalog*.

## **4.3 Student Testing and Grading**

### **4.3.1 Testing**

Polk State recommends that professors assess their students frequently and provide information about their progress early in the course. Some disciplines may have testing programs for placement, or they may use common examinations at the end of the course. Professors should discuss such matters with their department coordinator or program director. Other faculty may be willing to share examples of their tests and examinations. All sections of a given course must result in student achievement of the common course outcomes. Polk State recommends and encourages essay writing as an element of testing within appropriate courses as a means to polish students' writing skills and to promote expression.

### **4.3.2 Testing Center**

Each campus maintains a Testing Center located in the Teaching/Learning Computing Center (TLCC). The Testing Center staff assists professors and provides the following services:

- Assistance in testing of students for programs using self-paced and online modes of instruction.
- Alternative times for testing; this enables the instructor to accommodate a student's personal or professional commitments when these conflict with a class exam. The Testing Center may not be used to test an entire class.
- Monitoring assistance for the administration of tests for students with documented disabilities.

To use these services, the instructor should contact the TLCC at extension 5033 (Winter Haven campus) or extension 5044 (Lakeland campus).

Faculty members have the option to offer a proctored exam for an online course through a remote proctoring service (in addition to the use of proctoring in the TLCC). To use this service, the instructor registers the exam on the remote proctoring site (he or she must also include a note in the syllabus regarding this type of proctoring). The students then securely login and complete the exam at a designated date or during a specified time range. If an instructor is interested in this type of proctoring, he or she may contact an instructional technologist.

### **4.3.3 Final Examinations**

All final exams are given in the last week of classes. For classes that meet once a week, the faculty member provides the exam in the last class period. For classes that meet twice a week or more, the faculty member 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 can be used for instructional activities. Questions regarding testing are addressed through the appropriate academic dean.

### **4.3.4 Machine Scoring of Answer Sheets for Exams**

Machines for scoring multiple-choice exams are available in multiple locations on each campus; Winter Haven Science Building (WSC), Winter Haven Learning Resources Building (WLR), Winter Haven Fine Arts Building (WFA), Lakeland Technology Building (LTB - Science Department area), and the faculty office area in the Lake Wales JD Alexander Building.

### 4.3.5 Grading

There is no college-wide mandated grading scale. If a given department or division sets a scale, each professor within that department or division must adhere to the established scale. The professor must explain the grading system to the class at the beginning of the term. The professor's grading system must be clearly explained in the syllabus. Students should be informed regarding their progress on a regular basis throughout the semester.

All professors should:

- Refrain from posting or announcing grades either by name or social security number. This is a violation of the *Family Education Rights and Protection Act* (FERPA).
- Use sufficient evaluative techniques and devices.
- Grade and return assignments as quickly as possible.
- Ensure that every student on the roster receives a grade.

Grade and grade point values are listed in the current *Polk State College Catalog* and are included below. The Catalog is accessible on the College's website at [catalog.polk.edu](http://catalog.polk.edu).

A	• Superior	4 Grade Points
B	• Above Average	3 Grade Points
C	• Satisfactory	2 Grade Points
D	• Below Average	1 Grade Point
F	• Fail	0 Grade Points
I	• Incomplete	0 Grade Points
S	• Satisfactory	
U	• Unsatisfactory	
W	• Withdrawal	
X	• Audit	
P	• Passed	

Final grades are based upon any or all of the following: exams, quizzes, special reports, research papers, class participation, assignments, laboratory reports, field work, and the final examination.

#### Incomplete Grade

If a student cannot complete the course requirements by the end of the term due to extenuating circumstances (as verified by the professor), the professor may assign a grade of *I* (*Incomplete*), provided this occurs after the withdrawal date. The withdrawal date occurs after approximately 70% of the term has passed. If the extenuating circumstances occur prior to the withdrawal date, students should be withdrawn from the course and not given a grade of *I*. By assigning a grade of *I*, the professor indicates that the student can receive a passing grade by satisfactorily completing the unfinished course work within a reasonable amount of time (i.e., an amount agreed to by both student and instructor, but no later than the end of the next term). Furthermore, the professor assumes the responsibility for grading the additional work and changing the student's grade online through PASSPORT. If the student fails to meet the agreed-upon objectives by the conclusion of the following term, the *I* grade converts to an *F*.

When a faculty member has agreed to assign a grade of *I*, the *Incomplete Course Work Completion Plan Form* must be completed, signed, and filed with the appropriate academic dean.

### Grade Change

If a professor needs to change a grade after grades have been recorded, he or she should check with the campus academic dean's office. Most grades may be changed online through PASSPORT as long as the class was completed in the past year. In some situations, the professor may need to submit a paper *Grade Change Form*. This can be obtained from the campus academic dean's office.

#### **4.3.6 Grade Submission**

Student grades (including withdrawals) are entered online through PASSPORT. Final grades must be posted before the day and time indicated in the PASSPORT schedule. Details on the grade posting process are available on the College website at [www.polk.edu](http://www.polk.edu). Information is also available in the Admission and Financial Aid Office, in the *Polk State College Catalog* and *Student Handbook*, and in the *Faculty Administrative Duties Guide* from the Registrar.

#### **4.3.7 Class-Related Records Retention**

Student class records must be retained in a secure location by the faculty member 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.

#### **4.3.8 CLEP (College-Level Examination Program)**

Students may be eligible to take an exam to exempt them from certain classes, provided they never enrolled in a college-level course equivalent to the exam subject matter. Successful completion of the exam results in credit being posted to the academic record.

The *Polk State College Catalog* addresses credit-by-examination options available for students. The Catalog is accessible on the website at [www.polk.edu](http://www.polk.edu). Information is also available through the Admission and Financial Aid Office, in the *Polk State College Catalog*, and in the *Student Handbook*.

## COLLEGE COMMUNICATION

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### 5.1 College Email

The Polk State College computer network provides for electronic communication via Office 365 Outlook email. Each employee receives an email account that can be used to send and receive messages via the Internet. Email should be checked several times each day because almost all of Polk State College communication (e.g., upcoming events, committee meetings, personnel policies, and Faculty Senate news) occurs via the email system.

For any problems occurring with a Polk State College computer (either in an office or classroom), the faculty member should contact the Information Technology Department directly at extension 5111. A technician then completes a work order and schedules a timeframe for assistance.

### 5.2 Telephones

Each faculty office is equipped with a phone that is connected to the College's voicemail system. Access for incoming off-campus calls is through the switchboard during normal business hours only (863.297.1000, request extension), or through the voicemail system at any time (863.297.1010, enter extension). Polk State expects faculty members to check their voicemail several times each day for messages from students. Polk State College also has the Exchange Unified Messaging System, which converts voicemail from office phones to an email message. This allows faculty to have access to voicemail when not on campus.

The faculty member can access the voicemail system to check messages by pressing the message button and then keying the individual's code.

College extensions can be dialed directly. Dialing 9 provides access to an outside local line.

Business-related long distance phone calls can be made using a six-digit Personal Identification Number (PIN). The employee must have a *Long Distance Calling Employee Access Authorization Form* signed by the appropriate budget head (i.e., the academic dean) to receive PIN access. Once the employee chooses a PIN and the system is activated, calls can be made from any phone on any campus.

Details regarding how to access voicemail, make long-distance calls using a PIN access code, transfer calls, or other related issues are listed in the *Polk State College Phone System Quick Reference Card*. This can be found on the Technology Services website at [www.polk.edu/technology-services/](http://www.polk.edu/technology-services/). Faculty members can call the Information Technology Help Desk (extension 5111) for assistance with voicemail or the phone system.

Administrative and faculty offices are provided with telephones that are not for public use. The SUN-COM Network is available for long distance calls for College business only. Rules governing the use of tax-exempt telephones prohibit personal long distance calls being charged to the College's telephones.

### 5.3 Media Releases

It is the responsibility of the Office of Communications and Public Affairs to prepare and present all media releases. This includes releases for newspapers, radio, and television. All information suitable for media release should be routed to that office.

## 5.4 Mailboxes

All full-time and adjunct faculty members are provided with individual mailboxes. On the Winter Haven Campus, these are located in the WSC building, WLR building, and the WFA building. On the Lakeland Campus, these are located in the faculty office area of the academic dean's office and the LTB building. All formal mail (e.g., timesheets and substitute forms) are distributed through mailboxes. It is important for personnel to check mailboxes on a regular basis. At a professor's request, students may drop off assignments at the academic dean's office to be placed in a professor's mailbox.

The *Polk State College Phone Directory* lists telephone extensions and mail-delivery station numbers for each full-time employee and each department. This is available on the College's website at [www.polk.edu/people/](http://www.polk.edu/people/).

## 5.5 FAX Service

A fax machine is located in WSC 237, WSC 108, and LLC 2255 for faculty use. Each campus academic dean's fax number is listed in the *Polk State College Phone Directory*. To send a fax outside the local service area, the long-distance PIN system, as described in the section on telephones, is used. An administrative assistant in the academic dean's office can assist with sending and receiving faxed documents.

## 5.6 College Website

Polk State College maintains a website containing current College information. The *Polk State College Catalog* and information on programs, distance education, and staff contact is available at this site. The address is [www.polk.edu](http://www.polk.edu).

## 5.7 Information Technology Access/Use Policy

All individuals who employ information technology resources provided by Polk State College (this includes, but is not limited to, telephones, computers, the Polk State College local-area and wide-area networks, and the Internet) must use these resources for academic purposes only. Use of Polk State College computing and network resources is a privilege and not a right. Inappropriate use can result in suspension or revocation of privileges.

Inappropriate use can include, but is not limited to, the following:

- The intentional sending or retrieval of obscene, slanderous, and/or harassing messages and materials.
- The unauthorized access (or attempted access) of any networked computer system.
- The violation of copyright laws, including unauthorized copying or modifying of files.
- The use of networked resources for academic plagiarism.
- Any use for commercial purposes.
- The posting or downloading of non-academic and/or inappropriate material to Usenet.
- Any participation in network activities that place a strain on computer resources.
- The use of IRC (internet-relay chat) resources for non-academic purposes.
- The participation in gaming that is for non-academic purposes.
- The involvement in any other behavior deemed inappropriate.
- The unauthorized installation of software on Polk State College hardware.



## STUDENT RIGHTS AND RESPONSIBILITIES

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### 6.1 Student Rights, Responsibilities, and Conduct

Polk State College students are due certain rights according to College policies and procedures. Students also accept certain responsibilities by enrolling at Polk State College. A complete statement of student rights, responsibilities, and conduct is printed in the *Polk State College Catalog* and *Student Handbook* and is accessible at [catalog.polk.edu](http://catalog.polk.edu).

The *Polk State College Catalog* and *Student Handbook* provide a broad range of information including the following:

- General College Information
- Admission, Advising, Registration, and Records
- Financial Aid
- Student Services and Activities
- Regulations
- Programs of Study
- Course Descriptions
- Personnel Directory

### 6.2 Sexual Harassment

District Board of Trustees Rule 3.27, *Sexual Harassment*, states Polk State College's position on the subject of harassment, sets forth guidelines for handling violations of the policy, and specifies related procedures for handling complaints.

Complaints of sexual harassment are handled through Polk State College Procedure 6076, *Sexual Harassment*. Complaints of harassment are handled through Polk State College Procedure 6086, *Harassment*. These procedures provide several options by which an employee may initiate action on a job-related complaint.

The full text of Rule 3.27, Procedure 6076, and Procedure 6086 are available via the College's website under "Community," "Human Resources," and then "Polk State College Rules" or "Polk State College Procedures."

### 6.3 Unacceptable Student Conduct, Discipline and Due Process

District Board of Trustees Rule 4.01, *Student Conduct, Discipline, and Due Process*, states, in part:

Students at Polk State College are expected to behave in a responsible manner so as to support and enhance the educational process. When acts of unacceptable conduct occur, they must be dealt with in a manner consistent with that overall purpose.

Polk State College Board Rule 4.01 and Procedure 5028, *Student Code of Conduct Procedure*, outline the guidelines for student conduct. If there are issues with student conduct, the faculty member should refer to this rule and then discuss the situation with the appropriate department coordinator or program director.

Polk State College Board 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.

Faculty members are encouraged to submit documentation of any potential violations of the *Student Code of Conduct* as they occur. If a faculty member feels threatened or unsafe at any time, he or she should immediately contact Campus Security at extension 5059.

The full text of District Board of Trustees Rule 4.01 is available on the College's website via the following pathway: "Community," "District Board of Trustees," and "Polk State College Rules." This rule includes a list of behaviors considered to be unacceptable and the disciplinary procedures followed at the College. Information regarding due process is also included.

#### **6.4 Campus Disrupters**

District Board of Trustees Rule 2.12, *Disrupters on Polk State College Locations*, states:

Polk State College's campuses and centers shall be open and reserved for purposes in accordance with the mission of the College.

The administration of Polk State College shall have the power to bar or remove from the premises any person or persons whom it reasonably appears would create a clear and present danger by advocating or attempting:

1. Violent overthrow of the government of the United States, the state of Florida, or any political subdivision thereof;
2. Willful destruction or seizure of the college's buildings or other property;
3. Disruption or impairment of the college's regularly-scheduled classes or other educational functions;
4. Engagement in criminal activity;
5. Physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members or students; or
6. Other campus disorder of a violent or disruptive nature.

Rule 2.12 is available via the College's website under "Community," "District Board of Trustees," and then "Polk State College Rules."

#### **6.5 Religious Observances**

District Board of Trustees Rule 4.24, *Policy Regarding Religious Observations by Students*, implements as Board policy the requirements of *Florida Statute (FS) 1006.53*. These requirements include the following:

- The religious observances, practices, and beliefs of individual students will be accommodated with regard to admissions, class attendance, and scheduling of examinations and work assignments at Polk State College.
- Religious observances, practices, or beliefs of individuals must not be a consideration with regard to admissions policy and procedure.
- Students are expected to attend class regularly and are responsible for all work assignments and examinations in accordance with policies distributed by each professor. Such class policies must allow students to make up work missed because of participation in religious observances, practices, and beliefs, provided that the student gives the instructor reasonable notice at least one week prior to an intended religious observance.
- Students who believe that they have been unreasonably denied an educational benefit by a professor due to their religious observances, beliefs, or practices may appeal to the supervising academic dean. If the matter is not resolved at that level, appeal may be

made to the Petitions Committee, which recommends final action. The action of the Petition Committee is final.

Rule 4.24 is available via the College's website under "Community," "District of Board Trustees," and then "Polk State College Rules."

## **6.6 Privacy Rights of Parents and Students**

Generally, the College, including faculty, may not release information related to the education of students to persons other than College staff who have a legitimate right to know the information without the student's written consent. To obtain consent forms or to get additional information on student privacy rights, the professor should contact the Registrar.

The federal *Family Educational Rights and Privacy Act* (FERPA) states that all student records are confidential and cannot be released except with the written permission of the student or an eligible parent. The law divides information into "directory information" and "non-directory information." Name, address, phone number, and dates of enrollment in the College are examples of "directory information." The College has the right to release this information under certain circumstances. Examples of "non-directory information" include student schedules, specific class attendance, and student grades. This information may not be released without specific written permission from the student. Faculty members should take special care not to post grades using student ID numbers or Social Security numbers. The College requests that faculty treat all student information as "non-directory."

Student records include all information about the student collected by the College, including personally identifiable information such as name and address, academic schedule, academic records, and any other official items regarding the student's academic records. The Registrar is designated as the custodian of student records and is responsible for maintaining accurate and readily available student academic records. The Registrar is also responsible for the use and release of information contained in these records; therefore, if an instructor is contacted by unauthorized persons (e.g., a student's parents or spouse), or if a student states that he or she does not mind discussion of course-related information with another individual, the student must still be referred to the College Registrar to process FERPA release documentation and discuss information about his or her rights under the law.

Polk State College is committed to the protection of student rights and privacy of information. The College complies with the provisions of the federal *Family Educational Rights and Privacy Act* (FERPA), State of Florida law, and State Department of Education rules.

The College's rules and procedures that govern students' information and privacy rights are:

- District Board of Trustees Rule 2.15, *Accessing Public Records*
- District Board of Trustees Rule 4.09, *Student Records*

The full text of Rules 2.15 and 4.09 are available via the College's website under "Community," "District Board of Trustees," and "Polk State College Rules."

Faculty are required to complete FERPA training. The training is found in PASSPORT under the Hoonuit training portal. Select the icon for Hoonuit in the left-hand navigational panel.

## **6.7 Services for 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, the Coordinator of Disability Services or the Director of Disability and Counseling Services notifies, in writing, all appropriate faculty and service units of the approved accommodations. Faculty must provide the accommodations for which the student is eligible. If a student tells a faculty member 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. The Coordinator of Disability Services or the Director of Disability and Counseling Services can answer questions regarding accommodations. They can also assist instructors regarding ways to provide accommodations. There is a Testing Center in the TLCC located on each campus where students needing testing accommodations (e.g., extended time, adaptive equipment) can test in a secure location.

Faculty members may discuss accommodations with students; however, it is illegal to ask the student about his or her disability unless the student self-discloses the information. The Coordinator of Disability Services or the Director of Disability and Counseling Services can address specific questions regarding students with disabilities. The Coordinator may be reached at ext. 5206 or 863.292.3759 and the Director may be reached at ext. 6111 or 863.669.2309.

## **6.8 Drug-Free Work Place**

District Board of Trustees Rule 2.25, *Drug-Free Workplace*, states in full:

The District Board of Trustees has directed the President to establish a program concerning drug prevention and direct the establishment of a drug prevention program for students and employees of the College that, at a minimum, meets the requirements of the *Drug Free Schools and Communities Amendments of 1989* (Public Law 101-226). The Drug Free Work Place Program information will be included in the *Polk State College Employee Handbook* and the *Drug Free Awareness Flyer*.

District Board of Trustees Rule 2.25 is available via the College's website under "Community," "District Board of Trustees," and "Polk State College Rules."

## **INSTRUCTIONAL PERSONNEL AND CREDENTIALING**

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### **7.1 Faculty and Support**

#### **7.1.1 Teaching Faculty**

Teaching faculty are primarily responsible for student instruction, which includes lesson planning and presentation, grading, test preparation and administration, committee assignments, and student consultation. At Polk State College, all teaching faculty are professionally designated as “professors,” a title that has no relationship to rank, department, or merit.

#### **7.1.2 Student Success Advisors**

Student Success Advisors are responsible for advising students regarding admissions, career exploration, transfer requirements, academic programs, and courses.

#### **7.1.3 Librarians**

Librarians are responsible for building and maintaining the information resources of the libraries. Librarians are responsible for teaching students and training faculty and staff in information literacy skills so they may use these resources effectively.

#### **7.1.4 Department Coordinators (DCs)**

Department coordinators are responsible for class scheduling, identifying and recommending adjunct instructors, recommending mentors for adjunct faculty, evaluating adjuncts, ordering textbooks, and assisting with some of the policies of their department or designated group.

#### **7.1.5 Program Directors**

Program directors are responsible for the smooth functioning of their respective academic and career programs. The program director’s duties include scheduling and supervising classes, participating in assigned (in-house) committees, instructing students, keeping in touch with community and business needs in their career areas, recruiting faculty in specialty areas, and other duties as required. Program directors often direct the administration and operation of a Program Advisory Committee (as appropriate).

#### **7.1.6 Academic Deans**

Academic deans are responsible for academic departments and workforce programs. This includes supervision duties, budget preparation, class scheduling, office management, faculty and student consultation, faculty evaluation, and the filling of full-time and adjunct staff positions. The campus academic dean maintains off-campus contacts and participates in several committee assignments and represents the College in the community as needed.

#### **7.1.7 Associate Academic Deans**

Associate academic deans report to an academic dean. An associate academic dean is responsible for supporting and assisting in activities related to the assessment, design, development, and evaluation of the College’s academic programs.

#### **7.1.8 Instructional Technologists**

Instructional technologists are responsible for assisting faculty, staff, and the College as a whole in making appropriate technology decisions in the instructional arena. Duties include designing and delivering technology training sessions and consultations, discovering and recommending technological solutions, and promoting the appropriate use of technology in general.

## **7.2 Adjunct Instructors**

### **7.2.1 Employment**

The President is authorized to employ adjunct instructors as needed; instructors must be approved by the Board of Trustees. Employment as an adjunct instructor does not create the expectation of renewed or continued employment at the College. Adjunct instructors are expected to adhere to all policies, procedures, standards, and requirements as outlined for full-time faculty.

### **7.2.2 Adjunct Credentialing**

Adjunct instructors must meet the same credentialing criteria as full-time professors.

## **7.3 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Credentialing Criteria**

### **7.3.1 Academic Preparation for Various Teaching Areas**

Complete information on credentials and/or work experience required for various teaching in areas of the College is available in the *Polk State College Credentialing Manual*. This manual can be found on the College website by the following pathway: “About,” “Human Resources,” “Faculty and Staff Resources,” and “Faculty Credentialing Manual.”

### **7.3.2 Regional Accreditation**

Institutions of higher learning are expected to employ faculty members who have earned their highest degree from a regionally-accredited (or equivalent) institution, and this degree is presented as the credential qualifying this individual to teach. If an institution employs a faculty member whose highest earned degree is from a non regionally-accredited institution within the United States or an institution outside the United States, the institution must show evidence that the faculty member has obtained the appropriate academic preparation.

### **7.3.3 Language Requirement**

Each faculty member must be proficient in oral and written communication in the language in which assigned courses are taught. Faculty screening committees verify compliance with this requirement. Faculty applicants are required to present an oral mini-lesson and to submit writing samples.

# FACULTY MEETINGS, PROFESSIONAL DEVELOPMENT, AND RECOGNITION

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## 8.1 Faculty Meetings

The College President or a vice president may call campus-based or college-wide faculty meetings. Usually, faculty meetings are at the beginning of the academic year or term, and allow for introductions, announcement of special events or projects, anticipatory actions, general announcements, and special comments about the College and its personnel. Academic deans may call faculty meetings as well. Other special meetings may be conducted periodically. Full-time faculty members are expected to attend department, campus, and other meetings as a part of their contractual obligation.

## 8.2 Faculty Evaluation

Full-time faculty members are evaluated based on the specific criteria of Professional Performance of Duties, Instructional Responsibilities, Student Learning, College Compatibility, Professional Development, and Service to College as codified through the faculty evaluation procedure. Each faculty member must submit goals in each of these areas to the academic dean at the start of each year. In the spring, the faculty member submits a report that summarizes progress on each of the goals and provides supporting documentation. A faculty member on an annual contract is observed in the classroom in both Term 1 and 2 for the first three years, and once per year each subsequent year. Once a faculty member is on a continuing contract, he or she is observed in the classroom once every three years. Additional observations may be conducted where deemed necessary by the academic dean. A faculty member on an annual contract is evaluated completely each year. A faculty member on a continuing contract is evaluated completely every three years. In interim years, the faculty member on a continuing contract only needs to meet with the academic dean to discuss progress on the stated goals. Each faculty member is placed on an annual contract for the first five years at Polk State College. After the fifth year on an annual contract, he or she is eligible for a continuing contract.

Additional details about the evaluation process can be found in Polk State College Procedure 6012, *Teaching Faculty Evaluation System*. Additional information about the awarding of a continuing contract can be found in Polk State College Procedure 1022, *Faculty Continuing Contract*, and District Board of Trustees Rule 3.05, *Contracts for Administrative, Instructional, and Professional/Technical Employees*. Procedure 1022 and 6012 are available via the College's website via the following pathway: "Community," "District Board of Trustees," and "Polk State College Procedures." Rule 3.05 is available via the College's website via: "Community," "District Board of Trustees," and "Polk State College Rules."

## 8.3 Staff and Program Development (SPD)

Polk State College allocates resources to provide for staff and program development activities including coursework, travel to professional conferences, and program development. Staff and program development plans and activities are defined below:

- Staff development is the improvement of staff performance through activities that update or upgrade competence. This includes all regular full-time and regular part-time employees.
- Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish basis for improvements, as well as the design of new programs.

Requests for SPD funds for coursework and for professional travel are submitted to the appropriate academic dean and Provost/Vice President for Academic Affairs. SPD funds for coursework are limited to the lesser of 12 credits or \$5250 in a calendar year. Forms for both coursework and professional travel requests are available on PIE under “Forms” and then “Business Office.” There are three forms: *Coursework SPD 5 and 6* (for coursework), *SPD-5 Activity Request* (for professional travel), and *SPD-6 Evaluation of Activity* (for professional travel).

Requests for SPD funds for program development require approval by the appropriate academic dean and the SPD Committee in accordance with specific guidelines outlined by the committee. Complete information about SPD funding is available in Procedure 6035, *Use of Staff and Program Development Funds* (SPD) on the College’s website ([www.polk.edu](http://www.polk.edu)) by following the pathway: “Community,” “District Board of Trustees,” and “Polk State College Procedures.”

#### **8.4 Professional Growth**

The College encourages and supports faculty’s continual professional growth enrichment. Each faculty member is individually responsible for ensuring continued professional development. The College supports these activities by providing limited funding. The College also offers various faculty professional development opportunities on campus throughout the year. New faculty members participate in the New Faculty Academy Program in their first year at the College. Innov8, an application-based, year-long program, provides full-time faculty members with support for technology integration and innovation in the instructional process.

Additionally, the Association of Florida Colleges is the professional Association for [Florida's 28 public community and state colleges](#), their Boards, employees, retirees, and associates. The mission of the Association is to actively promote, democratically represent, support, and serve the individual [members](#) and institutions in their endeavors to provide their students and the citizens of Florida with the best possible comprehensive community college educational system. Information about the mission and activities of this organization can be found at [www.myafchome.org](http://www.myafchome.org).

#### **8.5 Continuing Education**

Continuing education and non-credit courses are offered through the Corporate College. A schedule of courses, times, and locations is available on the Corporate College website [www.polk.edu/corporate-college/](http://www.polk.edu/corporate-college/).

#### **8.6 Endowed Faculty Chair Program**

District Board of Trustees Rule 1.12, *Endowed Faculty Chair Program*, explains this opportunity:

Polk State College seeks to recognize and to reward faculty who through their individual initiative and efforts have gone beyond that which would typically be expected of an employee and who have demonstrated in their roles as faculty members exceptional performance to both the College and the community.

To this end, and in cooperation with the Polk State College Foundation, the District Board of Trustees establishes the Polk State College Faculty Endowed Chair Program.



Selection for a Faculty Endowed Chair will include a monetary award. The Polk State College Foundation will award Endowed Teaching Chairs upon recommendation of the Endowed Teaching Chair Committee. Endowed Chairs are awarded for one year.

Procedure 1017, *Process for Awarding Endowed Teaching Chairs*, details the guidelines for the award of an Endowed Teaching Chair.

Eligible college faculty members must have been awarded a continuing contract in accordance with Procedure 1022 prior to applying. Eligible charter high school faculty members must have five complete years of satisfactory service. An applicant may be self-nominated or by peers or a supervisor. It is the responsibility of the nominee to complete the entire application process. Applications are available from the Polk State College Foundation office.

The Endowed Teaching Chair Committee, appointed according to College procedure, evaluates and selects the recipients of the Endowed Chair awards according to established guidelines. The award is made directly to the faculty member by the Foundation in accordance with the guidelines established for the use of Academic Improvement Trust Fund proceeds.

Rule 2.25 and Procedure 1017 are available at [www.polk.edu/district-board-of-trustees/](http://www.polk.edu/district-board-of-trustees/).

## MISCELLANEOUS

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### **9.1 Paychecks**

Payment for full-time Polk State College employees occurs monthly via direct deposit. A faculty member can view the electronic paystub via PASSPORT. The Human Resources Office can provide assistance with questions related to payment.

### **9.2 Cashing Checks**

The College does not provide check-cashing facilities for staff or students. Personal checks are accepted upon presentation of proper identification for purchases at the bookstore or payment of tuition and fees.

### **9.3 Children on Campus**

Polk State College generally has no facilities or services to accommodate young children while adults are attending class or conducting business on campus. In fairness to others and in recognition of limited facilities and services, young children should not be brought to class or into other service areas.

### **9.4 Keys**

Keys are issued to faculty for office access. To obtain keys, a professor must complete a *Key Request Form* (signed by the appropriate academic dean) and return it to the Facilities Office for key issuance. Keys must be returned to the Facilities Office upon leaving the College. Keys must not be transferred to other persons or duplicated. Lost keys should be reported immediately. Some faculty may also be issued electronic discs on their Polk State College IDs that can be used to enter buildings and secure areas without need of a key. These discs are also issued by the Facilities Office.

Classrooms are normally open. If a classroom is locked, a professor should call the Security Office (extension 5059) for assistance and be prepared to give the room number that needs to be unlocked.

### **9.5 Lost and Found**

Individuals should return found items and check for lost items at the Security Office on each campus.

### **9.6 Missing, Lost, or Stolen College Property**

The Security Office (extension 5059) must be notified immediately if College property is missing, lost, or stolen.

### **9.7 Petty Cash**

The Business Office maintains a petty cash fund for purchases under \$75. A completed petty cash voucher signed by the Budget Head can be taken to the Winter Haven campus or Lakeland campus Cashier's Office to receive a cash advance or to be reimbursed for an approved purchase. The College does not pay a sales tax for items purchased. Individuals should request a *Statement of Tax Exempt Status Form* from the appropriate academic dean's office to avoid paying sales tax.

### **9.8 Graduation Activities**

College faculty members are expected to attend Polk State graduation activities as part of their professional responsibilities. Graduations are held at the end of the fall and spring terms.

### **9.9 Gifts**

Prior to acceptance of gifts for College use, approval of the President is required. All such gifts become the property of the College.

# Polk State College Rules and Procedures

**Polk State College District Board of Trustees Rules**

<b>Rule</b>	<b>Title</b>	<b>Last Updated</b>
1.01	Board Membership and Organization	6/24/2019
1.02	Board Meetings	6/24/2019
1.03	Duties and Powers of the Board	6/24/2019
1.05	Goals of the Board	4/25/2016
1.06	Code of Ethics	3/8/2013
1.07	Trustee Performance Standards	6/24/2019
1.08	New Members	1/10/2013
1.09	Authority to Sign Contracts	6/24/2019
1.10	Selection and Appointment of a President of the College	6/24/2019
1.12	Endowed Faculty Chair Program	2/21/2017
2.01	College Goals	1/10/2013
2.02	Educational Programs	3/17/2014
2.03	Standards	5/18/2015
2.04	Organization	6/24/2019
2.06	President's Powers and Duties	1/10/2013
2.07	Campus Advertising	10/23/2014
2.09	College Publications	2/4/2013
2.10	Facsimile Signatures	2/26/2018
2.11	Use of College Facilities, Properties and Services by Non-College Users	8/24/2015
2.12	Disrupters on Polk State College Locations	11/24/2014
2.13	Cultural Events	10/26/2009
2.15	Accessing Public Records	8/24/2015
2.16	Admission to College Activities and Events	5/22/2017
2.18	Campus Parking Policy	1/25/2016

2.21	Construction Change Orders, Payments to Contractors During Construction, and Authorization for Final Payment to Contract	6/22/2015
2.22	Polk State College Foundation, Inc.	8/27/2018
2.23	HIV/AIDS Policy	1/27/2014
2.24	Faculty Senate Constitution	8/25/2014
2.25	Drug-Free Workplace	2/25/2019
2.26	Annual Curriculum Review	5/18/2015
2.27	Animals on District Property	2/25/2019
2.28	Academic Freedom	5/18/2015
3.01	Personnel Program	2/22/2010
3.04	Faculty Titles	5/18/2015
3.05	Contracts for Administrative, Instructional, Professional/Technical	11/25/2013
3.08	Suspension or Termination of Employees	2/22/2010
3.09	Leaves of Absence	2/22/2010
3.12	Equal Employment Opportunity	10/23/2017
3.13	Travel and Subsistence for Authorized Persons	7/23/2014
3.16	Pay Plan for College Faculty and Staff	2/22/2010
3.24	Terminal Leave Payout	2/22/2010
3.27	Harassment/Sexual Harassment	2/25/2019
3.32	Employee Code of Ethics	6/22/2015
4.01	Student Code of Conduct	9/26/2016
4.02	Admissions Policy	10/26/2015
4.06	Student Fees and Refunds	9/26/2016
4.09	Student Records	9/24/2012
4.12	Standards of Progress for Veteran Certification at Polk State College	1/27/2014
4.14	Student Fee Deferments	4/28/2014
4.15	International Students	3/29/2012
4.19	Scholarships	2/1/2012
4.23	Educational Opportunities for Students with Disabilities	3/29/2012
4.24	Policy Regarding Religious Observances by Students	2/25/2019

4.25	Recognition of Student Participation in College Decision-Making	10/2/2012
4.26	Student Appeal/Complaint Policy	2/25/2019
4.27	Academic Standards of Progress	5/20/2013
4.29	College Preparatory Instruction	3/29/2012
4.30	Credit Course Repeat Policy	11/28/2106
4.31	College Preparatory Alternatives for Career Certificate Applicants	1/28/2013
4.32	Substantive Change	5/21/2018
5.01	Business Affairs	8/24/2015
5.03	Funding of Student Activities and Organizations	3/29/2012
5.04	Fundraising for Student Clubs and Polk State College Related and Community Non-profit Organizations	10/2/2012
5.05	Budget Amendments	8/24/2015
5.06	Investment of Funds	6/22/2015
5.07	Auxiliary Enterprises	6/22/2015
5.10	Receipt, Deposit and Expenditure of Funds	8/25/2014
5.13	Delinquent Student Accounts	3/18/2019
5.14	College Expenditures, Bids, and Waivers	6/22/2015
5.16	Compliance with the Consultants' Competitive Negotiation Act	11/26/2018
5.20	Maintenance, Sanitation, and Housekeeping of College Facilities	8/24/2015
5.22	Tangible Personal Property	11/24/2014
5.23	Building Code Guidelines for Administration	8/24/2015
5.24	Identity Theft Prevention Program	2/25/2019

**Polk State College District Board of Trustees Procedures**

<b>Procedure</b>	<b>Title</b>	<b>Last Updated</b>
1001	Communicating Course Information to Students	8/7/2018
1002	Directed Independent Study Request	2/18/2015
1003	Determining Class Size	11/3/2015
1006	Faculty Workload - Academic Accounting System and Department Coordination	6/6/2017
1007	Substitutes for Teaching Faculty	2/18/2015
1008	Educational Field Trips	2/18/2015
1017	Process for Awarding Endowed Faculty Chairs	9/10/2018
1018	Academic Complaint Procedure	8/7/2018
1020	Program Advisory Committees	11/1/2016
1022	Faculty Continuing Contract	11/3/2015
1023	Lab-Fee Establishing and Reviewing	2/8/2015
1024	Faculty Schedule Assignment	2/7/2017
1025	Admissions Procedure	3/6/2018
1028	Faculty Campus Transfers	2/7/2017
1029	Limited Admission Programs	12/6/2016
1030	College Student Email System	5/1/2012
1031	Intercollegiate Athletics Drug and Alcohol Testing	2/21/2017
1032	Intellectual Property	3/17/2015
1033	Student Records Retention	8/1/2014
1034	Alternative, Accelerated, and Articulated Credit	9/15/2015
1035	HIV/AIDS Procedure	10/25/2013
4004	Copyright Law	7/1/2014
5001	Code of Conduct for Student Participants	4/27/2012
5002	Graduation	1/8/2019
5003	FERPA	4/5/2016



5007	Delinquent Accounts	2/6/2018
5008	Accommodations for Students with Disabilities	6/21/2017
5013	Financial Aid Procedures Access	8/28/2007
5014	International Students	6/4/2019
5016	Scholarships	2/7/2018
5017	Standards of Academic Progress and Course Repeat Policy	10/4/2016
5018	Student Housing for Athletes	6/4/2019
5021	Student Media	5/1/2012
5022	Course Audits	7/1/2014
5023	Interpretation of College Regulations	1/12/2015
5024	Presidential Fee Waivers	7/1/2014
5025	Student Appeals Hearing Protocol	7/1/2014
5026	Academic Dishonesty Procedure	5/7/2019
5027	Student Code of Conduct Sexual Misconduct Procedure	3/20/2012
5028	Student Code of Conduct: Sanctions and Assignment of Penalties for Violations	7/1/2014
5029	Student Code of Conduct Violation Procedure - Student Groups and Organizations	7/1/2014
5030	Policy on Sexual Offenders and Sexual Predators	3/20/2012
5031	Validating High School Transcripts for Admission Purposes	5/30/2013
5032	Institutional Review Board (IRB)	3/12/2013
5033	Funding of Student Activities and Organizations	12/1/2015
5034	Textbook Affordability	3/6/2018
5035	Determining Credit Hours	4/3/2018
5036	Course Substitution	5/17/2016
5037	Substantive Change	5/1/2018
6001	Authority to Sign Various College Documents	8/23/2011
6002	Committee System	12/4/2018
6003	Budget Development (Operating Fund)	2/5/2019
6004	Budget Amendments	10/2/2018

6005	Overtime	11/7/2017
6006	Scheduling and Use of College Facilities and/or Properties	3/19/2014
6008	Career Employee Personnel Performance Evaluation System	8/12/2010
6009	Administrator's Performance Evaluation	5/26/2015
6011	Request for Personnel Action (RPA)	8/10/2010
6012	Teaching Faculty Evaluation System	7/1/2014
6013	Employee Grievance Procedure	12/4/2018
6014	Recruiting Employment Process	12/4/2018
6015	Student Worker Employment	8/9/2010
6017	Sick Leave and Vacation Accumulation and Use Reporting Method	8/10/2010
6019	Position Classification	11/2/2011
6021	Accidents and First Aid	11/7/2017
6022	Emergency Evacuations and Closure Pay	2/6/2018
6024	Tangible Personal Property	12/4/2018
6030	External Public Relations	3/15/2016
6031	College Catalog Procedure	7/1/2014
6035	Use of Staff and Program Development Funds (SPD)	9/6/2016
6037	Mail Containing Funds	4/18/2017
6038	College Calendar	1/30/2015
6042	Petty Cash	11/7/2017
6043	Ticket Sales	1/29/2001
6047	Traffic Regulations	8/10/2010
6049	Travel and Subsistence for Authorized Persons	9/19/2006
6050	Art Selection	3/7/2011
6051	Accounting Process, Polk State College Foundation	2/21/2017
6052	Equal Opportunity/Equity and Access	12/4/2018
6054	Applicant Equity Complaint Procedure	12/4/2018
6056	Faculty Senate Bylaws	10/14/2014
6057	Distribution of Literature and Solicitation on Campus	10/4/2016

6059	Employee Education Fund	8/11/2014
6061	Promotional Materials on College Sites	2/4/2013
6062	Process to Apply for Foundation Funds	2/21/2017
6063	Procedure to Implement Article VI Senate Constitution (DBOT Rule 2.24)	11/1/2016
6064	Volunteer Services	8/17/2010
6065	Access to Polk State College Employee Records	1/5/2016
6066	Substitution and Waivers Committee	7/1/2014
6067	Family and Medical Leave (FMLA)	2/6/2018
6068	Screening Committee	3/6/2018
6069	Summer Flexible Work Schedules	6/9/2015
6070	Fund Raising Activities	2/21/2017
6072	Grant Development and Administration	1/24/2017
6073	Procedure on Rules and Procedures	6/9/2015
6074	Completing Faculty Related Experience Form (REX)	4/4/2017
6075	College-Owned Wireless Devices	12/4/2018
6076	Sexual Harassment	12/4/2018
6077	Accommodation of Religious Beliefs	10/2/2018
6078	Accommodation of Disabilities-Employment	12/4/2018
6080	Sick Leave Pool	9/29/2010
6084	Purchasing Manual	10/2/2018
6085	Investigations	1/26/2015
6086	Harassment	12/4/2018
6087	Investment of College Funds	11/7/2017
6088	Fraud Reporting	11/7/2017
6089	Technology Services Manual for Polk State College	1/15/2016
6090	Assurance of Data and Communications Integrity and Accuracy	3/15/2016
7006	Ban on Smoking in College Buildings/Florida Clean Indoor Air Act	7/1/2014
7007	Safety Reports	8/10/2010
7008	Safety Manual for Polk State College	8/10/2010

7009	Florida Building Code Compliance Program	8/10/2010
7010	Florida State Employee Tuition and Fee Waiver	2/21/2017
7011	Renovation and Remodeling Procedure	8/10/2010