



POLK STATE
COLLEGE

FACULTY HANDBOOK

2021-2022

Equal Opportunity Statement: Polk State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit polk.edu/equity.

GREETINGS TO FACULTY MEMBERS

Message from the President

Dear Faculty,

Welcome to the 2021-2022 Academic Year. On behalf of the Polk State College District Board of Trustees, thank you for your dedication to providing quality curriculum and instruction for our students.

Your knowledge, expertise, and commitment provide life-transforming opportunities to Polk State students, their families, and our community. Polk County and the surrounding area benefit from our highly skilled graduates who go on to become healthcare and public safety professionals, business leaders, educators, and more.

Your role as a member of our talented, dedicated faculty is critical to Polk State's mission of transforming students' lives through the power of education by providing access to affordable associate degree, baccalaureate degree, career certificate, and workforce employment programs.

I look forward to serving our students alongside you and to propelling our institution forward toward a brighter future.

Sincerely,



Angela M. Garcia Falconetti, Ed.D, CFRE
President



Polk State College Vision:

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

Polk State College Mission:

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

Polk State College Core Values:

Service, Integrity, Knowledge, Diversity, Leadership

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INTRODUCTION

Faculty Handbook

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

1. General College Information
2. Safety and Security
3. Curriculum
4. Academic and Classroom Responsibilities and Policies
5. College Communication
6. Student Rights and Responsibilities
7. Instructional Personnel and Credentialing
8. Faculty Meetings, Professional Development, and Recognition
9. Miscellaneous
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 webpage of the Polk State College website (<https://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 (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 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 District Board of Trustees Rule (<https://www.polk.edu/about/rules/>) and each Polk State College Procedure (<https://www.polk.edu/about/procedures/>) can be found on the College's website. Individual rules and procedures are also referenced throughout this Handbook.
- The *Polk State College Catalog/Student Handbook* is updated annually. The Catalog is accessible on the Polk State College website (www.polk.edu). The Catalog includes information for students, staff, and the general public. It lists the *College Academic Calendar*; provides general information and a personnel directory; and includes specifics about admission, advising, registration, records, financial aid, loans, student services, activities, and regulations; and contains programs of study and course descriptions. The Catalog also has appendices with additional information, campus maps, and an index. Faculty members are encouraged to refer students to the Catalog as a source of important information.

Individuals 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 document should be submitted to the **District Office**. These suggestions are considered when updating the Handbook at the end of each Academic Year.

The *Polk State College Faculty Handbook* is available online (<https://www.polk.edu/human-resources/faculty-and-staff-resources/>).

2 General College Information

2.1 Polk State College

2.1.1 College History

The Florida Legislature established Polk State College in 1964. Since its founding as Polk Junior College, the institution 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 quarters on the Bartow Air Base. Today, 140 full-time faculty serve the higher education needs of over 20,000 students in locations throughout Polk County, including a full-service campus in both Lakeland and Winter Haven, the Airside Center (East and West), 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 **32,000 degrees**.

The College changed its name from Polk Community College to Polk State College in July 2009 to reflect the creation of its first baccalaureate program. Polk State College's Bachelor of Applied Science in Supervision and Management degree program began in January 2010. Since that time, Polk State has added several distinct concentrations within its original baccalaureate program, as well as Bachelor of Science 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-education needs.

Polk State College continues to offer the Associate in Arts degree for students intending to transfer to four-year institutions, as well as and several Associate in Science degrees for entry into the workforce.

Dr. Fred T. Lenfestey served as the College's first president from 1964-1982. Dr. Maryly Van Leer Peck served as president from 1982-1997. From 1998-2006, Dr. Larry Durrence served as the third 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 as the College's fifth president.

2.1.2 College Mission, Vision, and Values

Mission

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

Vision

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

Core Values

- Service
- Integrity
- Knowledge
- Diversity
- Leadership

2.2 College-Recognized Accreditation Agencies

Polk State College is accredited by the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) 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), 25400 US Highway 19 North Ste. 158, Clearwater, FL 33763; 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: 703.684.2781
- The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088; telephone: 214.703.8445
- The Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane Ste. 200, PO Box 31220, Bethesda, MD 20824-1220; telephone: 301.652.6611, ext. 2042
- 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 Health Informatics and Information Management Education (CAHIIM), 200 E. Randolph Ste. Ste. 5100, Chicago, IL 6060; telephone: 312.235.3255
- 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), 777 Cannon Dr. Hurst, TX, 76054; telephone: 817.283.2835
- The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), 1449 Hill St. Whitinsville, MD 01588; telephone: 978.456.5594
- National Institute for Metalworking Skills (NIMS) Machining Programs, 20565 Fairfax Blvd Ste. 10, Fairfax, VA 22030; telephone: 703.352.4971

2.3 College Organization

2.3.1 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, as well as current members of the Board and the upcoming scheduled meetings are available online (<https://www.polk.edu/district-board-of-trustees/>).

2.3.2 Duties of the President and Members of 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 individuals such as the Director of Equity, Diversity, and Inclusion and the Chief Information Officer. The Faculty Senate President, an elected representative of the faculty, serves as a member of the President's Staff to promote shared governance and faculty involvement in decision making.

Each of the President's Staff members is responsible for a specific functional area of the College. The academic areas of the College are also divided into divisions, each headed by a Campus Academic Dean or Program Director who reports to the Vice President of Academic Affairs or the Vice President of Workforce Education and Economic Development.

2.3.3 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 (<https://www.polk.edu/about/procedures/>) and Rule 2.24 (<https://www.polk.edu/about/procedures/>) are available on the College's website.

Information regarding the role of the Faculty Senate at Polk State College can be found on the webpage for the Senate (<https://www.polk.edu/faculty-senate/>). Information regarding the role of the Faculty Senate can also be obtained through these documents or by contacting one of the senators or officers listed on the webpage.

2.3.4 The Role of College Committees

Polk State College Procedure 6002: *Committee System* defines the College's Standing Committee System and states its objectives as follows:

- To provide for faculty and 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 this 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 each 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) or the Faculty Senate to address a single topic, area, concern, or challenge. These ad hoc groups are created 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 Polk State website (<https://www.polk.edu/about/procedures/>).

3 Safety and Security

3.1 General Information

Each faculty member has a responsibility to become familiar with the *Polk State College Safety Manual*. A faculty member is to perform his or her job 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).

Each employee must be familiar with the *Polk State College's Emergency Preparedness Plan* available on all Polk State desktop and classroom computers. The employee should be aware of emergency action plans, fire alarms, exits, fire extinguishers, the physical layout of assigned areas, evacuation routes, and AED (Automatic External Defibrillator) locations.

3.2 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 Campus Security Office is located in the Multi-Service Building (WMS 134), and the Lakeland Campus Security Office is located in the Lakeland Maintenance Building. A security officer is reached by calling extension 5059 from any Polk State College on-campus phone or 863.297.1059 from an off-campus phone. 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 class for each semester or term, 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 (**Note:** *Lakeland Campus courtyards are NOT to be used as rally points*). Exit-route maps are located in every classroom, usually near the door.

College emergency plans, contact information, and related articles of interest are located on the Polk State website (<https://www.polk.edu/campus-safety-security/>).

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

In the event of an emergency, the faculty member must follow the procedures described in the *Emergency Preparedness Plan*. Phone usage during an emergency should be limited to official use only. Each faculty member is responsible for taking precautions to ensure his or her safety, including participating in periodic emergency drills as these are conducted. The instructor should provide direction and assistance to students during an evacuation. Each classroom and lab contains a posted *Emergency Action Plan* for fire or hazardous evacuation instructions in case of emergency.

A faculty member teaching an evening class should contact the evening administrator and Security Office in the event of an emergency. A faculty member teaching a Saturday class should contact the Security Office in the event of an emergency.

3.4 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 (<https://www.polk.edu/>) and Twitter feed (twitter.com/PolkState). Each employee should provide the College with a home number and cell phone number to 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 operating 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 broadcasted 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

3.5 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 extension 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, illness, or emergency.

- Request that the Security Office notify the administrator on duty. If it is necessary to utilize the services of a local Fire Department ambulance, the Fire Department's policy is to deliver the patient to the nearest hospital. If requested, the Security Office can attempt to notify the next of kin.

3.6 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 extension 5059 (or 863.297.1059).
- Make use of the fire extinguishers located in the halls, laboratories, auditoriums, and cafeterias.
- Accompany students out of the building when classes are in session. (**Note:** *The instructor must remain with the class until the all-clear signal has been given.*)
- Leave the building and move away from the structure until permission is given to re-enter the building.
- Call the Security Office for assistance with students who have disabilities or individuals with special needs.

4 Curriculum

4.1 Defining Curriculum

Curriculum is defined as the sum of all the instructional programs at the College. Generally, the College 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-based programs and courses.

4.2 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 of curriculum, and coordinate outcomes and assessment activities as they relate to College Preparatory, General Education, and workforce-related courses and programs.
- Review all proposed curricular changes and recommend action on those changes to the Vice President for Academic Affairs (or Vice President for Workforce Education and Economic Development).
- 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 in providing 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 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:

- Serving as a clearinghouse for studies, experiments, and innovations dealing with curricular change.
- Advising the chief academic officer(s) 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/Student Handbook* 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 proposed curricular changes to be processed.

The AQC functions as the primary, formally constituted, deliberative body through which recommendations regarding curricular change are made. All curricular recommendations of the AQC are made to the Vice President for Academic Affairs (or Vice President of Workforce Education and Economic Development). Final consideration of proposed changes rests with the College 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.

4.3 Membership of the Academic Quality Council

AQC membership information is available within the attachment for Procedure 6002: *Committee System*, accessible on the Polk State College webpage (<https://www.polk.edu/district-board-of-trustees>). An AQC meeting invitation and agenda is circulated via email to all full-time College faculty members prior to each monthly meeting during the spring and fall semesters.

4.4 Curriculum Development or Change

The development of a new course or program (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. Proposal development begins with the consideration of curricular change. Changes in the curriculum should be information-based, should grow from review 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.

4.5 The Basic Course Information Document

A common *Basic Course Information* (BCI) document is developed for each course; this item is both amended and curated by the AQC. Details of what must be included in the BCI are provided in Polk State College Procedure 1001: *Communicating Course Information to Students*, which is available on the College's website (<https://www.polk.edu/about/procedures/>).

The BCI database is accessible online (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. The BCI document should never be altered or amended except via the actions of the Academic Quality Council (AQC).

The course BCI must be shared with students during the first class meeting or it must be placed into the Canvas shell for the course. The instructor may elect to review the BCI online with students (if multimedia equipment is available in the classroom) provided the *Course Syllabus* contains the URL to direct students to the online BCI. A link to the BCI can be added to the *Course Syllabus* (or Canvas shell) by copying and pasting the BCI’s URL from the website into the course document for reference.

4.6 The Course Syllabus

A *Course Syllabus* provides a supplement to the BCI and personalizes course requirements. The *Course 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 the classroom(s)
- Instructor Information:
 - Name, Polk State College telephone number, office location, and Polk State College email address
 - Posted office hours
- Textbook Title, Author, Edition, and Other Required Materials (**Note: All items listed as required materials must be used in the course.**)
- Attendance Policy
- Missed-Work Policy (as applicable)
- Evaluative Criteria (i.e., grading policy)
- College Withdrawal Deadline
- Academic Dishonesty Policy (i.e., including penalties)
- Statement Regarding Use of a Plagiarism Detection Service
- Information on HB 233 and Classroom Recording
- 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., library guides)
- 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 a course
- Any additional administrative and academic policies that pertain to the class
- Student support resources

A copy of the *Course Syllabus* for each course taught by an instructor must be submitted electronically to the Campus 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.

5 Academic and Classroom Responsibilities and Policies

5.1 Classroom Instruction and Instructional Support

5.1.1 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.

- **Attachment 1:** *AAUP 1940 Statement of Principles on Academic Freedom* including the *1970 Interpretive Comments* as updated in 1989 and 1990
- **Attachment 2:** *AAUP 1997 Academic Freedom and Electronic Communications* as updated in 2004

Rule 2.28 and the full text of both attachments are available on the Polk State website (<https://www.polk.edu/about/rules/>).

5.1.2 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 the processes described Polk State College Procedure 5034: *Textbook Affordability* and its accompanying attachment.

Note: *A textbook (and any other materials required for a course) must be used by the instructor and students. The Campus Academic Dean must approve any deviation from this policy.*

5.1.3 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.

5.1.4 Materials Required of Students

A professor may not require students to purchase materials other than those authorized for the specific course by the Campus Academic Dean.

5.1.5 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.

5.1.6 Speakers or Guests

Prior approval from the appropriate Campus 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.

5.1.7 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 Campus Academic Dean. Polk State College Procedure 1002: *Directed Independent Study Request* provides more information about this course option.

5.1.8 Learning Resources

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

- Polk State College libraries (<https://www.polk.edu/>)
- Teaching/Learning Computing Centers (<https://www.polk.edu/teaching-learning-computing-center-tlcc/>)

5.1.9 Copyright Law

Polk State College Procedure 4004: *The Copyright Law PL 94-553 Title 17 U.S. Code*, is available via the College's (<https://www.polk.edu/about/procedures/>).

5.1.10 The Teaching Learning Innovation Centers (TLICs)

The Teaching and Learning Innovation Centers (TLIC) are places for instructors to collaborate and innovate. They are located on the Winter Haven Campus (WHC 143) and the Lakeland Campus (LLC 2269). Instructional technologists and lab assistants are available via appointment, and they hold designated TLIC office hours. The following services are available in the TLIC:

- Video recording and editing
- Training for Adobe Collection, Camtasia, Canvas, VidGrid, Turnitin, and other instructional tools
- Collaborative meetings

5.2 Classroom and Student Contact Logistics and Management

5.2.1 Classroom Meetings

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

5.2.2 Classroom Equipment and Facilities

Normally, each classroom is equipped with an appropriate number of student desks; a white board, 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 classrooms have also been equipped with state-of-the-art multimedia equipment. The password for the multimedia station in the classroom is "instructor." It is recommended that an instructor not change the ID or attempt to log in with his or her 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 AV Technology Department (Lakeland Campus--extension 6291 or Winter Haven Campus--extension 5288). If any of the necessary classroom items are absent, the instructor should contact the Academic Affairs Office for assistance.

The following information is important to maintaining the classroom environment:

- Furniture may be moved to accommodate classroom activities; **however, the 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 facility changes occur.
- Each employee and student is encouraged to contribute to the 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.

5.2.3 Canvas

Canvas is Polk State College's online Learning Management System (LMS). Through Canvas, instructors develop and deliver online courses and hybrid courses. Additionally, Canvas can be used to provide supplemental instructional materials to students attending in-person courses. To teach online or hybrid courses, the instructor must be Canvas certified. Certification classes are offered on a regular basis by the Learning Technology Department. Information regarding the LMS is available through a Learning Technologist or the College website (<https://www.polk.edu/teaching-online>).

5.2.4 Duty Hours

Each full-time faculty member must maintain a minimum of 25 student-contact hours per workweek as a regular load; 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.

The faculty member should post his or her schedule (including class hours, office hours, and other on-campus duties) on the office door (or designated area) after receiving approval from the campus 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.

Any person on a 12-month contract, or any individual who is not a full-time classroom professor within the College's Faculty employee category, is on duty forty hours per workweek. Appropriate supervisory personnel establish duty schedules for these individuals.

5.2.5 Rosters and Directories

Listings of faculty names, personal phone numbers, addresses, and other personal information (and those of students) are not to be handed out, mailed, or distributed without permission. Polk State College staff member's office phone numbers and email addresses are available via the Polk State College Directory (<https://www.polk.edu/people>).

5.2.6 Attendance Records

Regular attendance and class participation are significant factors that promote student success. 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 must monitor students' adherence to this respective policy. The attendance policy for each class must be explained clearly in the *Course Syllabus*.

The beginning and the end of the semester are significant times to mark attendance. After the Drop Period, each faculty member is asked to submit information regarding attendance (i.e., report non-attendance using a W4 designation in PASSPORT). During final grade submission, the faculty member is asked to include the last day that a non-passing student attended the course.

Once the Drop Period has ended, during the three class days thereafter, the professor must report students who never attended class using a W4 designation in PASSPORT. This information is used to comply with Federal Financial Aid law, so accuracy is important. A faculty member 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 (<https://canvas.polk.edu/courses/7209/files/4922959>).

Generally, per best practices, the maximum allowable absence for a student from a course for any reason is one week's worth of time in a traditional 16-week course schedule (i.e., or the equivalent time missed as calculated for a 12-, eight- or six- week course); however, many courses and programs have specific or stricter policies. For many 16-week night classes, 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-half of a week's work for each class day missed.

5.2.7 Student Veterans

Many students who attend Polk State College receive stipends for attending classes. Veteran Students are examples of individuals who receive such stipends. The College is required by the Department of Veteran Affairs to report changes in a Veteran Student'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 (i.e., W2 grade assignment) before the formal withdrawal deadline.

5.2.8 Class Roster

A professor may view and print class rosters online through the PASSPORT system. The PASSPORT system provides the official College roster. A faculty member should ensure all rosters are accurate at all times during the term. Discrepancies should be reported to the Registrar's Office.

5.2.9 Class Withdrawal Process

A student may officially withdraw from a course during any given term provided he or she follows the appropriate policy and procedure. There are a few exceptions: International Students, Student Athletes, students on a third attempt at a course, and students who are under disciplinary action for plagiarism or academic dishonesty 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/Student Handbook* on the College's website (<http://catalog.polk.edu/>).

5.2.10 Class Schedules on Passport

Schedules of classes held each term correspond to the official *College Academic 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 Campus Academic Dean should be consulted for more information.

5.2.11 Off-Campus Meeting Times

A professor scheduling any class or function off campus must receive prior approval from the Campus Academic Dean. A student cannot be required to attend a class meeting that occurs off campus unless this requirement 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 also be approved in advance by the Campus Academic Dean. The faculty member must follow the provisions outlined in Procedure 1008, including requiring students to complete a *Field Trip Form*.

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

5.2.12 Professional Relationships with Students

Each professor faces the challenge of creating a rapport with students that fosters effective learning while also maintaining a professional relationship. Consequently, the professor must exercise judgment in his or her personal relationships with students by avoiding unprofessional or illegal behavior (e.g., discrimination or harassment), as well as its appearance.

5.2.13 Collection of Money from Students

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

5.2.14 Student Dress Code

Student attire is generally left to the tasteful discretion of the individual. Designated programs and laboratory courses may establish specific dress codes or uniform policies as appropriate.

5.2.15 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 and its attachments*. It is important for each instructor to read and become fluent with these documents, as specific processes must be followed in the event an instructor encounters cheating or plagiarism. If there is suspicion that a student has cheated or plagiarized, the professor should contact the Campus Academic Dean and follow the policy for consequences listed in his or her syllabus. This procedure is provided through the *Polk State College Catalog/Student Handbook* for student reference.

5.3 Student Testing and Grading

5.3.1 Testing and Assessment

Polk State recommends that each professor assess students frequently and provide information about their progress early in the course. Some disciplines have testing programs for placement, or they may

use common course examinations. These matters should be discussed with the Department Coordinator or Program Director. Other faculty members may be willing to share examples of tests and examinations. All students who successfully complete a given course must demonstrate achievement of the common course outcomes as indicated in the *Basic Course Information* (BCI) document. Polk State recommends and encourages essay production as a testing element within appropriate courses, as this method provides means to polish students' writing skills, promote expression, and demonstrate synthesis of information and ideas (a higher level of learning within *Bloom's Taxonomy*).

5.3.2 Testing Center

Each campus maintains a Testing Center located in the Teaching/Learning Computing Center (TLCC).

The Testing Center staff members provide the following services:

- Assistance in testing of students for programs using self-paced and online modes of instruction.
- Alternative testing times for special conflicts. This enables the instructor to accommodate a student's personal or professional commitments when these conflict with a class exam. (**Note:** *The Testing Center may not be used to test an entire in-person class.*)
- Administration of tests for students with documented disabilities.

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

A faculty member also has the option to offer a proctored exam for an online course through a remote proctoring service (in addition to proctoring in the TLCC). To use this service, the instructor registers the exam on the remote proctoring site (e.g., Honorlock). He or she must also include a note in the syllabus regarding this type of proctoring. The students then securely log in 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 a learning technologist.

5.3.3 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 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 Campus Academic Dean or Program Director.

5.3.4 Machine Scoring of Answer Sheets for Exams

Machines for scoring multiple-choice exams are available in several locations on each campus: the Winter Haven Science Building (WSC), Winter Haven Learning Resources Building (WLR), Winter Haven Fine Arts Building (WFA), Lakeland Technology Building (LTB 2268 - Science Department area), and the faculty office area in the JD Alexander Building.

5.3.5 Grading

There is no college-wide mandated grading scale. While most instructors and programs use a standard 10-point scale, some areas and programs use a different 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 a part of the *Basic Course Information* document or *Course Syllabus*. Students should be informed regarding their progress on a regular basis throughout the semester.

The professor should:

- Refrain from posting or announcing grades either by name or social security number. This is a violation of the *Family Education Rights and Privacy 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/Student Handbook* and are included below. The Catalog is accessible on the College's website (<http://catalog.polk.edu>).

A Superior	4 Grade Points
B Above Average	3 Grade Points
C Satisfactory/Average	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 may be based upon any or all of the following: exams, quizzes, special reports, research papers and essays, 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 (i.e., as verified by the professor), the professor may assign a grade of *Incomplete-I*, provided this occurs after the withdrawal date. The withdrawal date occurs after approximately 70 percent of the term has passed. If the extenuating circumstances occur prior to the withdrawal date, the student should withdraw (or be withdrawn) from the course and not be 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 academic term). Furthermore, the professor assumes the responsibility for grading the additional work and completing and submitting a *Grade Change Form* via 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 Campus Academic Dean.

Grade Change

If a professor needs to change a grade after grades have been recorded, he or she should consult 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 form can be obtained from the Campus Academic Dean's office or Program Director.

5.3.6 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 (www.polk.edu). Information is also available in the Admission and Financial Aid Office, in the *Polk State College Catalog/Student Handbook*, and in the *Faculty Administrative Duties Guide* from the Registrar.

5.3.7 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.

5.3.8 College-Level Examination Program (CLEP)

A student may be eligible to take an exam to exempt him or her from a given class, provided the individual has 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 student's academic record.

The *Polk State College Catalog/Student Handbook* addresses available credit-by-examination options. The Catalog is accessible on the website (www.polk.edu), and information is also available through the Admission and Financial Aid Office.

6 College Communication

6.1 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 at least twice daily, as 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.

6.2 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 each faculty member to check voicemail daily for messages from students. The College also has the Exchange Unified Messaging System, which converts voicemail from the Polk State College office phones to an email message. This allows the employee to have access to voicemail

when not on campus. The voicemail system can be accessed to check messages by pressing the message button and then keying the individual's code.

From a Polk State phone, 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 Campus 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 is located on the P Drive, under "Desktop Documents." The Information Technology Help Desk (extension 5111) can also provide 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.

6.3 Media Releases

The Office of Communications and Public Affairs is responsible for preparing and presenting all media releases. This includes releases for newspapers, radio, and television. All information suitable for media release should be routed to that office. Additionally, any publications made as advertisements for classes or for College clubs and activities must be sent through the College Editor and OCPA for review prior to posting.

6.4 Mailboxes

Each full-time or adjunct faculty member is provided with an individual mailbox. On the Winter Haven Campus, mailboxes are located in the WSC building, WLR building, and the WFA building. On the Lakeland Campus, mailboxes are located in the faculty office area of the Campus Academic Dean's Office and within the LTB building (LTB 2268). 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 Campus Academic Dean's Office to be placed in the professor's mailbox.

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

6.5 FAX Service

A fax machine is located in WSC 108 (Winter Haven Campus) and LLC 2255 (Lakeland Campus) 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 (described in the section on telephones) is used. An administrative assistant in the Campus Academic Dean's Office can assist with sending and receiving faxed documents.

6.6 College Website

Polk State College maintains a website containing current College information. The *Polk State College Catalog/Student Handbook* contains information on programs, distance education, and staff contact listings (catalog.polk.edu).

6.7 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:

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

7 Student Rights and Responsibilities

7.1 Student Rights, Responsibilities, and Conduct

Each Polk State College student is afforded certain rights according to the College's policies and procedures. The student also accepts certain responsibilities by enrolling at Polk State College. A complete statement of student rights, responsibilities, and expected conduct is printed in the *Polk State College Catalog/Student Handbook*. This information is accessible on the College website (<http://catalog.polk.edu>).

The *Polk State College Catalog/Student Handbook* provides a broad range of information regarding:

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

7.2 Sexual Harassment

District Board of Trustees Rule 3.27: *Discrimination, Harassment, and Sexual Harassment*, Polk State College Procedure 6091: *Discrimination, Harassment, and Sexual Misconduct*, and Procedure 6076: *Sexual Harassment* set forth the College's guidelines for handling violations of policy and specifies related procedures for handling complaints. Complaints of harassment are handled through Polk State College Procedure 6013: *Employee Grievance Procedure*, Procedure 6085: *Investigations*, and Procedure 6086: *Harassment*, which provide several options by which an individual may initiate action on a job-related complaint and the elements of due process. The full text of these documents can be found online (<https://www.polk.edu/about/rules/> and <https://www.polk.edu/about/procedures/>).

7.3 Unacceptable Student Conduct, Discipline and Due Process

Polk State College District Board of Trustees Rule 4.01: *Code of Conduct for Students and Student Organizations* 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 are dealt with in a manner consistent with that overall purpose.

District Board of Trustees Rule 4.01 and Procedure 5028: *Student Code of Conduct Procedure* outline the guidelines for expected conduct. If there are issues with student conduct, the faculty member should refer to this rule and then discuss the situation with the appropriate Campus Academic Dean, a Student Services Dean, or the Program Director.

District Board of Trustees Rule 4.01 includes, as an attachment, the *Student Disruption/Discipline Report Form*. This form is 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 College or faculty member to take, or for request for the Dean of Student Services to consider any appropriate disciplinary action.

A faculty member is encouraged to submit documentation of any potential violation of the *Student Code of Conduct* immediately. If a faculty member feels threatened or unsafe at any time, he or she should immediately contact Campus Security at extension 5059.

District Board of Trustees Rule 4.01 is available on the College's website (<https://www.polk.edu/about/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.

7.4 Campus Disrupters

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

Polk State College's campuses and centers are open and reserved for purposes in accordance with the mission of the College. The administration of Polk State College has the power to bar or remove from the premises any person or persons for whom it reasonably appears would create a clear and present danger by advocating or attempting:

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

District Board of Trustees Rule 2.12 is available via the College's website (<https://www.polk.edu/about/rules/>).

7.5 Religious Observances

District Board of Trustees Rule 4.24: *Policy Regarding Religious Observances by Students* implements, as Board policy, the requirements of *Florida Statutes Section 240.134*:

- The religious observances, practices, and beliefs of individual students must 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.
- Each student is expected to attend class regularly, and he or she responsible for all work assignments and examinations in accordance with policies distributed by the professor. Such class policies must allow a student to make up work missed because of participation in religious observances, practices, and beliefs, provided that the student gives the instructor reasonable notice (e.g., at least one week prior to an intended religious observance).
- A student who believes that he or she has been unreasonably denied an educational benefit by a professor due to religious observances, beliefs, or practices may appeal to the instructor's division head. If the matter is not resolved at that level, an appeal may be made to the Admissions/Petitions Committee, which recommends final action to the College President. The action of the President is final.

District Board of Trustees Rule 4.24 is available on the College's website (<https://www.polk.edu/about/rules/>).

7.6 FERPA: Privacy Rights of Students

Generally, the College, including faculty members, may not release information related to the education of a student to persons other than College staff members 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. A faculty member 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.

Polk State 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*

District Board of Trustees Rules 2.15 and 4.09 are available on the College’s website (<https://www.polk.edu/about/rules/>).

The College encourages all faculty members to attend annual training for compliance with FERPA regulations.

7.7 Services for Students with Disabilities

Students with Disabilities are provided various accommodations to ensure equal access to all of Polk State College’s programs and services. To be eligible for disability-related services, a student must have a documented disability as defined by the *Americans with Disabilities Act of 1990* (ADA) or 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 Director of Disability and Counseling Services or Campus Associate Dean of Student Services notifies, in writing, all appropriate faculty members and service units of the approved accommodations. A faculty member must provide all reasonable and practicable accommodations for which the student is eligible (any issues should be discussed with the Director of Disability and Counseling Services). If a student tells a faculty member that he or she does not wish to take advantage of his or her accommodations, the student must provide this information in writing with his or her signature.

There are many resources available to assist an instructor in providing accommodations to students. The Director of Disability and Counseling Services and Campus Associate Dean of Student Services are located on each campus to answer questions regarding accommodations. They can also assist regarding ways to provide accommodations. The TLCC on each campus provides testing for students needing accommodations (e.g., extended time, adaptive equipment) within a secure location.

A faculty member may discuss accommodations with the student; however, it is illegal to ask the student about his or her disability unless the student self-discloses the information. The faculty member should address specific questions to the Director of Disability and Counseling Services or the Campus Associate Dean of Student Services (Winter Haven Campus: 863.297.1010, ext. 5227; Lakeland Campus: 863.297.1010, ext. 6110).

7.8 Drug-Free Workplace

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 to direct the establishment of a drug prevention program for students and employees of the College that, as a minimum, meets the requirements of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226). Drug-Free Workplace Program information is included in the Polk State College Employee Handbook and the Drug-Free Campus Awareness Flyer.

District Board of Trustees Rule 2.25 is available on the College's website (<https://www.polk.edu/about/rules/>).

8 Instructional Personnel and Credentialing

8.1 Faculty and Support

8.1.1 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 carries no relationship to rank, department, or merit.

8.1.2 Student Success Advisors

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

8.1.3 Librarians

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

8.1.4 Department Coordinators

Department Coordinators (DCs) schedule classes, identify and recommend adjunct instructors, recommend mentors for adjunct faculty, evaluate adjuncts, coordinate textbook orders, and assist with some of the policies specific to their department or designated group.

8.1.5 Program Directors

Program Directors (PDs) are responsible for the smooth functioning of their respective academic and career programs. A 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 related career areas, recruiting faculty in specialty areas, and other duties as required. A Program Director may also direct the administration and operation of a Program Advisory Committee (as appropriate).

8.1.6 Academic Deans

The Campus Dean of Academic Affairs is responsible for coordinating the academic disciplines on his or her respective campus. 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 Dean of Academic Affairs maintains off-campus contacts, participates in several committee assignments, and represents the College in the community as needed.

8.1.7 Associate Academic Deans

A Campus Associate Dean of Academic Affairs reports to the respective Campus Dean of Academic Affairs. A Campus Associate Dean of Academic Affairs is responsible for supporting and assisting in activities related to the assessment, design, development, and evaluation of the College's academic programs.

8.1.8 Learning Technologists

Learning Technologists assist faculty, staff, and the College as a whole in making appropriate technology decisions in the instructional arena such as designing and delivering technology training sessions and consultations, discovering and recommending technological solutions, and promoting the appropriate use of technology in general.

8.2 Adjunct Instructors

8.2.1 Employment

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

8.2.2 Adjunct Credentialing

Each adjunct instructor must meet the same credentialing criteria as a full-time professor teaching in a particular field or subject.

8.3 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Credentialing Criteria

8.3.1 Academic Preparation for Various Teaching Areas

Complete information on credentials and work experience required for various teaching areas of the College is available in the *Polk State College Credentialing Manual* on the College's website (<https://www.polk.edu/wp-content/uploads/Credential-Manual-Jan-2015-fac-cred-final.pdf>).

8.3.2 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; this degree is presented as the credential qualifying this individual to teach. If an institution employs a faculty member whose highest earned degree is not from a regionally accredited institution within the United States or from an institution outside the United States, the institution must show evidence that the faculty member has obtained the appropriate academic preparation.

8.3.3 Language Requirement

Each faculty member must be proficient in oral and written communication in the language that assigned courses are taught. Faculty screening committees verify compliance with this requirement via a writing sample provided during the interview process. Faculty applicants are required to present an oral mini-lesson.

9 Faculty Meetings, Professional Development, and Recognition

9.1 Faculty Meetings

The College President, or a Vice President, may call campus-based or college-wide faculty meetings. Usually, faculty meetings are held at the beginning of the Academic Year or term, and these allow for introductions; announcement of special events, projects, or anticipated actions; dissemination of general information; and discussions or special commentary about the College and its personnel. A Campus Academic Dean may call campus-based faculty meetings. 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 obligations.

9.2 Faculty Evaluation

Each full-time faculty member is evaluated based on specific criteria in the following areas: *Professional Performance of Duties, Instructional Responsibilities, Student Learning, College Compatibility, Professional Development, and Service to College* as codified in Polk State Procedure 6012: *Teaching Faculty Evaluation System* and its attachments. The faculty member must submit goals in each of these areas to the Campus Academic Dean at the start of the year (fall semester). In the spring semester, the faculty member submits a report that summarizes progress on each of the goals and provides supporting documentation.

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. 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 Campus 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. During interim years, the faculty member on a Continuing Contract only needs to meet with the Campus Academic Dean to discuss progress on the stated goals.

Additional details about the evaluation process can be found in Polk State College Procedure 6012: *Teaching Faculty Evaluation System* and its attachments. 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*. Procedures 1022 and 6012 are available on the College's website (<https://www.polk.edu/about/procedures/>) as is District Board of Trustees Rule 3.05 (<https://www.polk.edu/about/rules/>).

9.3 Staff and Program Development (SPD)

Polk State College allocates resources to provide for Staff and Program Development (SPD) activities such as coursework, travel to professional conferences, and program development.

Activities that are supported by these resources are defined below:

- *Staff development* involves activities that improve staff performance through training or learning opportunities that update competencies for those serving as regular full-time and regular part-time employees.
- *Program development* involves the evaluation and improvement of existing programs, including the design of evaluation instruments to establish the 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 Campus Academic Dean and appropriate Vice President. SPD funds for coursework are limited to the lesser of 12 credits or \$5250 per calendar year. Forms for both coursework and professional travel requests are available on the Polk Information Essentials (PIE) site under "Business Services," then "Forms." 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 Campus Academic Dean, appropriate Vice President, and the SPD Committee in accordance with specific guidelines outlined by the committee.

Complete information about SPD funding is available in Polk State College Procedure 6035: *Use of Staff and Program Development Funds* on the website (<https://www.polk.edu/about/procedures/>).

9.4 Professional Growth

The College encourages and supports faculty's continual professional growth and 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 Orientation Program during their first year at the College. There are also regular technology training and community-of-practice sessions that are offered for instructors.

9.5 The Association of Florida Colleges

Additionally, the Association of Florida Colleges is the professional group representing Florida's 28 public community and state colleges, as well as 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 on the Association of Florida Colleges website (www.myafchome.org).

9.6 Continuing Education

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

9.7 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 members 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 has established the Polk State College Faculty Endowed Chair Program.

Selection for a Faculty Endowed Chair includes a monetary award. Endowed Chairs are awarded by the Polk State College Foundation upon the recommendation of the Endowed Chairs Committee.

- Endowed Chairs are awarded for one year.
- An Endowed Chairs Committee (appointed according to College procedure) evaluates and selects the recipients of the Endowed Chair awards according to established guidelines.
- To be eligible for an Endowed Chair award, a faculty member must meet the following conditions:
 - Completion of three years of continuous full-time faculty status at Polk State College.
 - Documented evidence of excellent performance as a faculty member for three years preceding application for the award.
- An eligible faculty member may be self-nominated, or the individual can be nominated by his or her peers or by academic administrators.
- A performance portfolio must be submitted by each candidate.
- Supplemental details for implementation of this policy are in Polk State College Procedure 1017: *Process for Awarding Endowed Faculty Chairs*.
- An Endowed Faculty Chair 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.

Both District Board of Trustees Rule 2.25 and College Procedure 1017 are available on the College's website (<https://www.polk.edu/district-board-of-trustees/>).

9.8 Faculty and Staff Emeritus

Eligible faculty and staff may be awarded the Emeritus title. Emeritus status recognizes a faculty or staff member's service and encourages a continued connection with the College after his or her retirement. An individual who is granted Emeritus status enjoys privileges and benefits associated with this honor.

Emeritus status is not automatically granted upon retirement, and a faculty or staff member who is granted this status is expected to support Polk State College in appropriate and reasonable ways. A faculty member who earns the Emeritus title is referred to as *Professor Emeritus*. Information on how to apply for Emeritus status can be found in Polk State College Procedure 5038: *Faculty and Staff Emeritus* and District Board of Trustees Rule 3.04: *Faculty Titles*, which are available on the College's website.

10 Miscellaneous

10.1 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 Department is available to assist with questions related to payment.

10.2 Cashing Checks

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

10.3 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.

10.4 Keys

Keys are issued to faculty for office access. To obtain keys, a professor must complete a *Key Request Form* (signed by the Campus 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.

A faculty member may also be issued an electronic disc on his or her Polk State College ID badge 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, the professor should call the Security Office (extension 5059) for assistance and be prepared to give the room number that needs to be unlocked.

10.5 Lost and Found

Individuals should return found items and check for lost items at the Campus Security Office.

10.6 Missing, Lost, or Stolen College Property

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

10.7 Petty Cash

The Business Office maintains a petty cash fund for purchases under \$75. A completed *Petty Cash Voucher* must be signed by the Budget Head and taken to the Winter Haven or Lakeland Campus Cashier's Office to receive a cash advance or to be reimbursed for an approved purchase. The College does not pay sales tax for items purchased. An individual should request a *Statement of Tax-Exempt Status Form* from the Campus Academic Dean's Office to avoid paying sales tax.

10.8 Graduation Activities

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

10.9 Gifts

An individual must obtain prior approval of the College President for acceptance of gifts for College use. All such gifts become the property of the College.

10.10 Polk State College Care Team

The Care Team is intended to promote safety, wellness, and success. It provides a single point of contact for members of the College community to report concerning student behavior. The team responds to all reports by conducting a threat assessment to determine the level of risk posed by the student and his or her behavior. Based on this assessment, the team coordinates a response by making a recommendation to the appropriate College official(s). More information about the Care Team is available through College Procedure 5038: *Polk State College Care Team* (<https://www.polk.edu/about/procedures/>).

11 Polk State College Rules and Procedures

Polk State College District Board of Trustees Rules		
Rule	Title	Last Updated
1.01	Board Membership and Organization	1/27/2020
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	6/22/2020
1.07	Trustee Performance Standards	12/02/2019
1.08	New Members	6/22/2020
1.09	Authority to Sign Contracts	6/24/2019
1.10	Selection and Appointment of a President	6/24/2019
1.12	Endowed Faculty Chair Program	2/21/2017
2.01	College Mission and Goals	6/22/2020
2.02	Educational Programs	3/17/2014
2.03	Standards	5/18/2020
2.04	Organization	6/24/2019
2.06	President's Powers and Duties	6/22/2020
2.07	Campus Advertising	4/27/2020
2.09	College Publications	4/27/2020
2.10	Facsimile Signatures	2/26/2018
2.11	Use of College Facilities, Properties, and Services by Non-College Users	6/22/2020
2.12	Disrupters on Polk State College Locations	11/30/2014
2.13	Cultural Events	10/26/2009
2.15	Accessing Public Records	6/22/2020
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 Contractor	6/22/2015
2.22	Polk State College Foundation, Inc.	8/27/2018
2.23	HIV/AIDS Policy	12/02/2019
2.24	Faculty Senate Constitution	1/27/2020
2.25	Drug-Free Workplace	2/25/2019
2.26	Annual Curriculum Review	5/18/2020
2.27	Animals on College Property	2/25/2019
2.28	Academic Freedom	5/18/2020
3.01	Personnel Program	2/22/2010
3.04	Faculty Titles	5/18/2015
3.05	Contracts for Administrative, Instructional, Professional/Technical	1/27/2020
3.08	Suspension or Termination of Employees	2/22/2010
3.09	Leaves of Absence	1/25/2021
3.12	Equal Employment Opportunity	10/23/2017
3.13	Travel and Subsistence for Authorized Persons	12/02/2019
3.16	Pay Plan for College Faculty and Staff	11/30/2020
3.24	Terminal Leave Payout	2/22/2010
3.27	Discrimination, Harassment, and Sexual Harassment	11/30/2020

3.32	Conflict of Interest, Employee Code of Ethics, and Fraud Reporting	2/22/2021
4.01	Code of Conduct for Students and Student Organizations	11/30/2020
4.02	Admissions Policy	10/26/2015
4.06	Student Fees and Refunds	9/26/2016
4.09	Student Records	12/02/2019
4.12	Standards of Progress for Veteran Certification at Polk State College	12/02/2019
4.14	Student Fee Deferments	4/28/2014
4.15	International Students	12/02/2019
4.19	Scholarships	2/01/2012
4.23	Educational Opportunities for Students with Disabilities	12/02/2019
4.24	Policy Regarding Religious Observances By Students	2/25/2019
4.25	Recognition of Student Participation in College Decision-Making	12/02/2019
4.26	Student Appeal/Complaint Policy	2/25/2019
4.27	Academic Standards of Progress	12/02/2019
4.29	College Preparatory Instruction	1/27/2020
4.30	Credit Course Repeat Policy	11/28/2106
4.31	College Preparatory Alternatives for Career Certificate Applicants	1/27/2020
4.32	Substantive Change	5/21/2018
5.01	Business Affairs	6/22/2020
5.03	Funding of Student Activities and Organizations	12/02/2019
5.04	Fundraising for Student Clubs and Polk State College Related and Community Non-profit Organizations	1/27/2020
5.05	Budget Amendments	6/22/2020
5.06	Investment of Funds	2/22/2021
5.07	Auxiliary Enterprises	2/22/2021
5.10	Receipt, Deposit, and Expenditure of Funds	12/02/2019
5.13	Delinquent Student Accounts	3/18/2019
5.14	College Expenditures, Bids, and Waivers	6/22/2015
5.16	Compliance with the <i>Consultants' Competitive Negotiation Act</i>	11/26/2018
5.20	Maintenance, Sanitation, and Housekeeping of College Facilities	6/22/2020
5.22	Tangible Personal Property	12/02/2019
5.23	Building Code Guidelines for Administration	6/22/2020
5.24	Identity Theft Prevention Program	2/25/2019

Polk State College Procedures		
Procedure	Title	Last Updated
1001	Communicating Course Information to Students	5/05/2020
1002	Directed Independent Study Request	2/18/2015
1003	Determining Class Size	11/03/2015
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 Appeal Procedure	8/07/2018
1020	Program Advisory Committees	11/01/2016
1022	Faculty Continuing Contract	11/03/2015

1023	Lab Fees--Establishing and Reviewing	2/18/2015
1024	Faculty Schedule Assignment	2/07/2017
1025	Admissions Procedure	3/06/2018
1028	Faculty Campus Transfers	2/07/2017
1029	Limited-Admission Programs	12/06/2016
1030	College Student E-mail System	6/04/2019
1031	Intercollegiate Athletics Drug and Alcohol Testing	2/21/2017
1032	Intellectual Property	3/17/2015
1033	Student Records Retention	12/04/2018
1034	Alternative, Accelerated, and Articulated Credit	9/15/2015
1035	HIV/AIDS Procedure	10/25/2013
4004	Copyright Law	7/01/2014
5001	Code of Conduct for Student Participants	4/27/2012
5002	Graduation	1/18/2019
5003	FERPA	4/05/2016
5007	Delinquent Accounts	2/06/2018
5008	Accommodations for Students with Disabilities	6/21/2017
5013	Financial Aid Procedures Access	8/28/2007
5014	International Students	6/04/2019
5016	Scholarships	2/07/2018
5017	Standards of Academic Progress and Course Repeat Policy	10/04/2016
5018	Student Housing for Athletes	6/04/2019
5021	Student Media	10/01/2019
5022	Course Audits	11/05/2019
5023	Interpretation of College Regulations	1/12/2015
5024	Presidential Fee Waivers	7/01/2014
5025	Student Appeals Hearing Protocol	11/05/2019
5026	Academic Dishonesty Procedure	5/07/2019
5027	Student Code of Conduct Sexual Misconduct Procedure	9/01/2020
5028	Student Code of Conduct: Sanctions and Assignment of Penalties for Violations	11/05/2019
5029	Student Code of Conduct Violation Procedure: Student Groups and Organizations	11/05/2019
5030	Policy on Sexual Offenders and Sexual Predators	3/20/2012
5031	Validating High School Transcripts for Admission Purposes	6/04/2019
5032	Institutional Review Board (IRB)	3/12/2013
5033	Funding of Student Activities and Organizations	2/04/2019
5034	Textbook Affordability	3/06/2018
5035	Determining Credit Hours	4/03/2018
5036	Course Substitution	5/17/2016
5037	Substantive Change	5/01/2018
5038	Polk State College Care Team	5/07/2019
5039	Faculty and Staff Emeritus	11/05/2019
6001	Authority to Sign Various College Documents	8/23/2011
6002	Committee System	11/05/2019
6003	Budget Development (Operating Fund)	2/05/2019
6004	Budget Amendments	10/02/2018

6005	Overtime	11/07/2017
6006	Scheduling and Use of College Facilities and/or Properties	3/19/2014
6008	Career Employee Performance Evaluation System	8/12/2010
6009	Administrator's Performance Evaluation System	5/26/2015
6011	Request For Personnel Action (RPA)	8/10/2010
6012	Teaching Faculty Evaluation System	7/01/2014
6013	Employee Grievance Procedure	3/03/2020
6014	Recruiting/Employment Process	12/04/2018
6015	Student Worker Employment	8/09/2010
6017	Sick Leave and Vacation Accumulation and Use Reporting Method	8/02/2010
6019	Position Classification	9/01/2020
6021	Accidents and First Aid	11/07/2017
6022	Emergency Evacuation and Closure Pay	2/06/2018
6024	Tangible Personal Property	12/04/2018
6030	External Public Relations	3/15/2016
6031	College Catalog/Handbook Procedure	11/05/2019
6035	Use of Staff and Program Development Funds (SPD)	9/06/2016
6037	Mail Containing Funds	4/18/2017
6038	College Calendar	1/30/2015
6042	Petty Cash	11/07/2017
6043	Ticket Sales	2/04/2020
6047	Traffic Regulations	10/01/2019
6049	Travel and Subsistence for Authorized Persons	11/03/2020
6050	Art Selection	3/07/2011
6051	Accounting Process, Polk State College Foundation	2/21/2017
6052	Equal Access, Equal Opportunity, and Equity	9/01/2020
6054	Applicant Equity Complaint Procedure	12/04/2018
6056	Faculty Senate Bylaws	12/03/2019
6057	Distribution of Literature and Solicitation on Campus	10/04/2016
6059	Employee Education Fund	10/01/2019
6061	Promotional Materials on College Sites	2/04/2013
6062	Process to Apply Foundation Funds	2/21/2017
6063	Procedure to Implement Article VI Senate Constitution (DBOT Rule 2.24)	11/01/2016
6064	Volunteer Service	8/09/2010
6065	Access to Polk State College Employee Records	1/05/2016
6066	Substitutions and Waivers Committee	11/05/2019
6067	Family and Medical Leave (FMLA)	2/06/2018
6068	Screening Committee	3/06/2018
6069	Summer Flexible Work Schedules	6/09/2015
6070	Fund Raising Activities	2/21/2017
6072	Grant Development and Administration	1/24/2017
6073	Procedure on Rules and Procedures	6/09/2015
6074	Completing Faculty Related Experience Form (REX)	4/04/2017
6075	College-Owned Wireless Devices	12/04/2018
6076	Sexual Harassment	12/04/2018
6077	Accommodation of Religious Beliefs	10/02/2018
6078	Accommodation of Disabilities-Employment	12/04/2018

6080	Sick Leave Pool	12/03/2019
6084	Procurement Manual	10/02/2018
6085	Investigations	9/01/2020
6086	Harassment	12/04/2018
6087	Investment of College Funds	11/07/2017
6088	Fraud Reporting	11/07/2017
6089	Technology Services Manual for Polk State College	1/15/2016
6090	Assurance of Data and Communications Integrity and Accuracy	3/15/2016
6091	Discrimination, Harassment, and Sexual Misconduct	9/01/2020
7006	Ban on Smoking and Vaping in College Buildings (<i>Florida Clean Indoor Air Act</i>)	2/04/2020
7007	Safety Reports	12/03/2019
7008	Safety Manual for Polk State College	10/01/2019
7009	Florida Building Code Compliance Program	2/04/2020
7010	Florida State Employee Tuition and Fee Waiver	2/21/2017
7011	Renovation and Remodeling Procedure	8/10/2010