



EDISON STATE COLLEGE

ADJUNCT FACULTY HANDBOOK

Edison State College is an Equal Access, Equal Opportunity institution. Programs, activities, and facilities of the College are available to all on a non-discriminatory basis, without regard to race, color, ethnicity, religion, sex, age, disability, genetic information, veteran's status, marital status, sexual orientation, or national origin. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the District Director, Human Resources.

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ADJUNCT FACULTY HANDBOOK

Welcome! You have been selected to join Edison State College as a member of our Adjunct Faculty. To support your effectiveness as a professor, your Program Coordinator, Adjunct Coordinator, and/or Department Chair are available to assist you as needed.

We have created this guide as a resource and suggestions for topics to be included in this guide are welcome. Send topic recommendations to your supervisor for consideration. For more information not included in this guide, be sure to review the Edison State College website and portal.

Thank you for teaching at Edison this term. Qualified, interested instructors are important to the success of Edison State College and our students.

Academic Calendars

Academic Calendars can be accessed from the Edison State College Homepage. You can access it by clicking on “Academic Programs” on the left side of the page and then clicking on “Academic Calendar.” You can also access the calendar from “Quicklinks.”

Academic Freedom

The faculty and District Board of Trustees at Edison State College recognize that the attainment of the objectives of the college is dependent upon a prevailing atmosphere of academic freedom. Members of the faculty are entitled to academic freedom as defined by the following principles:

1. A faculty member is entitled to full freedom of inquiry and of communications, subject to the adequate performance of other academic duties. In the classroom he/she is free to discuss the subject, but he/she should be careful that any controversial matter is relevant to the subject. While he/she has the right and responsibility to recommend teaching materials, the faculty member has the duty of suggesting materials that are among the best available, germane, and in good taste.
2. A faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge his/her profession and the institution by his/her utterances. The faculty member should make every effort to indicate that he/she is not an institutional spokesperson.
3. A faculty member also has an obligation to uphold the search for truth and the dissemination of knowledge, which are important for the maintenance of a free society.

Academic Honesty/Cheating/Plagiarism

In meeting one of the major objectives of higher education, which is to develop self-reliance, it is expected that students generally will be responsible for the completion of their own academic work. Exceptions are formal group work or teamwork. The use of literature, notes, aids, or

assistance from other sources should be clearly identified with respect to all course assignments and exams. Students are expected to use all resources, including books, journals, and computers only in legal and authorized ways. They should refrain from falsification of information and participate in the educational process without disrupting the orderly processes and functions of the college.

For additional guidance on your duties in cases of academic dishonesty, please refer to the Edison State College catalog, or contact your supervisor.

Adjunct Services Coordinator, Program Coordinator/Director, Department Chair

Your Adjunct Services Coordinator, Program Coordinator/Program Director, and/or Department Chair is your contact person and is always ready to give you assistance, provide information or advice, and learn about the progress of your class. Your contact person can be reached by telephone or email, and is available in his/her office; however, an appointment is appreciated. Your contact person is responsible for processing class assignments on a semester-by-semester basis. Every attempt will be made to give as much advance notice on class assignments as possible. Any problems relating to instruction in the evening should be referred to your contact person.

Alternative Plan to Social Security

The college provides an Alternative Plan to Social Security for all adjunct instructors. These employees are enrolled in a 401(a) tax sheltered annuity plan in lieu of participation in Social Security. This is considered participation in an employee-sponsored retirement plan. This means the college will deduct 7.5% of gross earnings to an account in the employee's name with BENCOR National Plan, which administers this program. Enrollment in the Alternative Plan will be automatic and must remain in force while employed by the college. Participation in this plan is mandatory as a condition of employment. Social Security contributions are not deducted, and the college makes no matching contributions. Employees are required by law, however, to pay the Medicare portion of Social Security. Complete information is available in Human Resources, Building N, room N-120.

Americans with Disabilities (ADA) Request for Accommodation and Complaint Resolution Procedures

Edison State College prohibits discrimination against qualified individuals with disabilities. The college provides equal employment and educational opportunities and reasonable accommodations for qualified individuals with disabilities. The college has designated the District Human Resources Director as the ADA Coordinator. The Coordinator oversees and coordinates the college's efforts to comply with and carry out its responsibilities pertaining to the Act and serves as the contact person for all ADA information, resource policies, procedures, and concerns. The complete policy guidelines regarding Americans with Disabilities (ADA) Request for Accommodation and Complaint Resolution Procedures are available online. From the Edison Home Page, click on "district administration," then "College Operating Procedures."

Attendance Verification

Federal financial aid regulations require that Edison State College verify that students receiving Title IV funds have attended at least one class before disbursing funds to the student. Federal financial aid regulations also require that Title IV funds be disbursed within 14 calendar days of the start of classes. **Faculty is required** to verify attendance on-line and need to take roll in every

class. It is critical that this be done before the established deadline. Directions for attendance verification through the Edison Portal will be supplied to Adjunct Faculty via Edison email.

Instructions for attendance verification:

- Login to the “MyEdisonState” portal
- Click on “Faculty Academics”
- Click on “Attendance Verification”
- Select the appropriate term
- Choose the CRN for which you are completing attendance
- **For each student who is attending, enter the last attendance date.**
- **For those students who are not attending, leave the date field blank**
- Click on “submit.”
- Be sure to review the page after submission to verify that your changes were saved successfully.

Campus Violence Prevention

Edison State College is committed to preserving the safety and security of students, staff, faculty, and visitors to the college. Any violent, threatening, harassing, intimidating or other disruptive behavior or other violations or potentially hazardous situations witnessed or received should be reported immediately to Public Safety and/or to a supervisor or manager. NOTE: Threats or assaults that require immediate attention by police should be reported first to the police at 911. The complete Campus Violence Prevention Policy can be found on the Portal. Click on the Document Manager Tab > Board of Trustees > Board of Trustees Policies > District Board of Trustees Policy > 2.07 Campus violence Prevention.

Children in the Classroom

Only enrolled students are authorized to be in the classroom except for situations involving a disability. Children, spouses, or other relatives are not permitted except with permission of the appropriate Dean. Complaints regarding classroom disruption should be reported to Student Services.

Class Cancellation

Sometimes a class that has been scheduled does not generate sufficient enrollment to be taught. Your supervisor will notify you if a course must be canceled. It is sometimes necessary to ask a full-time professor to teach a class originally scheduled for a part-time professor if enrollments do not meet projections.

Class Meetings and Absence from Class

All scheduled class time should be fully utilized. This includes the first class meeting. The first class meeting and all succeeding class meetings should begin and conclude on time, not early. For evening classes, a class meeting per week represents a full week of instruction. .

In an emergency or illness when a class meeting has to be cancelled., it is essential that you contact your supervisor as soon as possible so you can work together to take care of your class.

Class Rosters

The add/drop period ends on the Last Day to Drop Classes with a Refund. Class rosters are

finalized that evening and are available through the Web for Faculty. The class roster requires careful verification of registered students by the professor.

Any student who attends class but whose name does not appear on your class roster at **any** time during the semester, must be sent to the Registration Office to clarify their registration status before they are allowed to continue attending class. It is imperative that all students attending your class be officially registered. Any student whose name does not appear on the class roster cannot be assigned a final grade.

Classroom Assignment

Room assignments are made when a class is scheduled. Classes may not be relocated to another location **without approval from the appropriate dean**. Do not assume that nothing is scheduled for a room which appears to be vacant. Any special needs related to the classroom space should be brought to the attention of your supervisor. Rescheduling time, date, or location of class is strictly prohibited except with the prior approval of the supervisor. Eating or the drinking of any beverage is not permitted in the classrooms. It is the responsibility of the faculty member to set the proper example and to enforce this regulation.

When classroom white boards are used, the faculty member is responsible erase the board before leaving the room. In classrooms that have white boards, the professor can obtain markers and erasers from the supervisor's office. You may wish to do this prior to the start of your class, as the general offices are often locked after 5:00 PM. If desks have been rearranged, they should be returned to their original arrangement, and the room left in good order. In classrooms with computers, please make sure all systems are shut down properly, and all materials are collected or returned.

Classroom Management

All adjunct professors are urged to avail themselves of every opportunity to learn how to promote positive learning environments in their classrooms. This may come from attending orientation sessions each semester or by taking advantage of the workshops provided on campus through The TLC (Teaching and Learning Center.) The Internet offers a wealth of information on creating a successful classroom as well as tips for excellence in teaching. You can also stop by the TLC to find many publications for your use. Your Adjunct Services Coordinator, Program Coordinator, or Department Chair is always willing to discuss any issues you might be having in the classroom.

The key to classroom management is planning. In planning your instruction, please carefully consider the following:

- Conduct a full instructional period on the first day. This sets a positive tone for the learning environment that you want.
- At the first class meeting, go over your course syllabus in detail. Make certain that each student in the course knows how to access the syllabus on the portal and asks any questions necessary to understand its content. It might be helpful to e-mail students and suggest they print a copy of the syllabus to bring to the first class. Let students know what they should expect from you in terms of instructional style and requirements and discuss how you will contribute to and aid their learning.

- Inform students about the learning resources available to them outside the classroom, and explain how they can use them. Remember that students in evening courses are often unaware of other services that are available to assist them in the learning process. Make them aware of the print and non-print materials that are available in the Library, and of the Learning Assistance Services. You can learn about all of these services on line via the Edison home page.
- Always return graded exams and papers as soon as possible. Write comments, when appropriate and make suggestions for improvement.
- Vary instructional techniques, including lecture, discussion, small-group activity, use of audio-visual materials, and problem solving skills.
- Use familiar examples in presenting material. If you are teaching rules, principles, definitions, and theorems, explain with concrete examples to help students understand.
- Provide opportunities for students to ask questions.
- If you miss a class, discuss your planned absence with your supervisor. Explain the class assignment, or indicate who will be covering your class. Your supervisor may elect to hire a substitute or a proctor.
- **Course Syllabus**: Each course syllabus template can be accessed on the Portal. After logging on to the portal, click on the Document Manager tab. Then click on VP Academic Affairs, then the Syllabi link. Then find your course. Changes to the syllabi templates are made periodically and the templates should be downloaded each semester from the document manager. Your supervisor will let you know when your syllabus is due and he/she will review and ask for corrections or additions if necessary.

Each professor who teaches the course is required to cover the basic outline that is projected for that course as a minimum, and to meet the goals/outcomes as described. Each professor is required to develop a detailed course syllabus following the prescribed format as outlined in the District Academic Policies and Procedures Manual, based on the official syllabus for your course. Throughout the course, but especially during the first class session:

- Stress a positive “you can handle it” attitude.
- Emphasize your willingness to answer questions and explain problems.
- Point out the relevance of your subject matter.
- Recognize contributions of students. Well-timed encouragement can make a difference between persevering and dropping out.
- Use appropriate visual aids as much as possible, including presentations, handouts, and other media.
- Urge students to talk to you about problems or work schedule conflicts before dropping the class. Most often, some arrangements can be made so that the student can complete the course.

Classroom Technology

Most Edison State College classrooms are equipped with a Smart Podium. This includes:

1. Instructor's podium
2. PC with an interactive touch screen
3. Electronic writing tablet
4. Windows XP (with Internet connection)
5. Document Camera
6. DVD/VCR player
7. LCD Projector with speakers that are ceiling mounted
8. Retractable screen
9. Sympodium

If you would like training on the use of the Smart Podium, please contact your supervisor for assistance. NOTE: training.edison.edu is the technology training website. Faculty who would like to connect their own equipment to any of the podiums must contact the Help Desk to request technical support and training at least one week prior to the scheduled class.

Portable Learning Technology

If the classroom is not equipped, portable equipment can be requested by submitting a ticket to the help desk via the portal (see "Help Desk"). It is suggested that you submit your request at least one week in advance.

Smart Podium Instructions for Classrooms

- **Step 1. Powering Up:** Turn on the projector using the "power button on the black Proxima remote. You will hear an audio chime when activated.
- Turn on the computer located in the cabinet by pressing the round power button located in the middle front plate of the P.C.
- The document camera can be turned on by pressing the power button located on the left hand side of the front plate.
- If using the DVD/VCR player, the power button is located on the left side of the unit. **Note:** the player has a button to allow switching between a VCR tape and DVD disc, you must make sure it is switched to the media you wish to play. The button is labeled "DVD/VCR" and a green light will denote which media type the player is currently on.
- The Smart Podium (Sympodium) power button is located at the right top side corner of the unit. **Note:** This unit functions almost identically to a smartboard and will be optional in most cases.
- **Step 2. The Proxima Remote:** This can be considered the heart of the system as it will allow you to switch the projector's display between different types of equipment you will be using.
- **Step 3. Understanding the Remote:** After using the remote's **power** button to turn on

the projector, you are ready to switch between the various components of the podium using the **video** and **computer** buttons.

- **Video:** The video button allows you to switch the display to the DVD/VCR unit. **Note:** you may have to press this twice; the first time will display video (1) in the lower corner of the projectors display and is an unused input. Pressing twice will display video (2) which is correct.
- **Computer:** The computer button allows you to switch the display to the computer or document camera. Like the video button, there are three inputs you cycle through, and go by the name Computer (1), Computer (3). Computer (2) is the computer's display input, and Computer (3) is the document camera.
- **Step 4. Knowing the equipment:** The podium's integrated technology encompasses a wide range of tools that can enhance instruction including:
 - The Document Camera allows anything placed under its' high powered optical lens to be projected onto a screen in much the same way as an overhead projector, but at 10-20 times the resolution and clarity.
 - The Sympodium, although resembling a flat screen monitor, is actually much more. Using the stylus, you can annotate anything on the display by "drawing" on the screen itself. This allows emphasis to be placed on any program you are using. **Example:** Underlining or circling a particularly important part of a Power Point presentation.
 - The DVD/VCR player allows the playback of VHS and digital video discs, two of the most popular media types. **Note:** This unit will display through the LCD projector in the ceiling.
- **Step 5. You are not alone!** If for any reason the equipment is giving you trouble, or something happens that causes your class session to come to a standstill, please don not hesitate to contact extension 1202, our helpdesk. When explaining the problem, please indicate that it is an "**interruption of a class**". This lets the helpdesk know that the problem is a priority one. The helpdesk radio on of our staff members and help will be in the classroom shortly to resolve the issue. For more information, please contact the Edison Online: (239) 489-6782, extension 6782

Help Desk

The college provides 24/7 help desk service for all Edison State College students, faculty, and staff. The Help Desk can be reached by phone at extension 1202 (off campus, dial 866-818-4243). You can also reach the helpdesk via the Portal home page. Click on "Contact the IT Helpdesk" that is right below the log in section. Click on "submit a ticket" and follow through with the request. The Help Desk will attempt to resolve desktop PC and other limited technology problems immediately. Any problem that the Help Desk cannot immediately resolve will be elevated to a technical support representative.

If you experience difficulty while you are in the classroom, please notify the appropriate extension as listed below that you have a "classroom down" situation. They will call a technician on your campus immediately. Many of the classrooms are equipped with telephones.

Lee: ext.1074
Charlotte: ext. 5620

Collier: ext. 3119
Hendry: ext. 6005

College Catalog and the District Academic Policies and Procedures

The current college Catalog includes most of the vital information you need, including academic regulations relating to students, course descriptions, and a listing of important dates. You may access the catalog online at www.edison.edu under the “Quicklinks” tab. The Adjunct Faculty Guide and the District Academic Policies and Procedures are also found on the portal under the Document Manager tab. Click on “VP Academic Affairs.” You can download these documents from the website.

Continuing Education

The college offers a wide array of Continuing Education courses. Adjuncts who are interested in developing and/or teaching courses should contact the Continuing Education Coordinator on their campus.

Course Withdrawal Policy

A student can withdraw without academic penalty from any course in a term by the mid-point of that term. Withdrawals after that date may be granted only through established institutional procedures. The College Calendar provides information on important dates for each semester, such as the last day to withdraw from courses without a penalty.

Students may request a withdrawal for extenuating circumstances after the published deadline by submitting a “Late Withdrawal Form”. This request can be secured in Academic Advising, Registration, or online and be turned in at the Registrar’s Office. The late withdrawal form does not alter or waive a student’s responsibility from paying tuition and other fees. Students who stop attending courses without officially withdrawing and without an approved late withdrawal form will receive an “F” grade in the computation of the Edison State College GPA.

Students who officially withdraw from a class or classes any time prior to the date listed in the College Calendar will receive a grade of “W.” Course(s) receiving a grade of “W” are included in attempted courses when determining a standard of academic progress. A student will be limited to two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw, and will receive a grade for that course.

Curriculum Committee

Principles of Accreditation, Section 3.4 Educational Program: 3.4.12, “The institution places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty.”

The Vice President, Academic Affairs, and the District Curriculum Committee share a strong commitment to quality academic programming that meets student and community needs and is consistent with the College mission published in the Catalog. The Curriculum Committee is responsible to the District Vice President for Academic Affairs for continuous review of courses, programs, and articulation agreements.

The Committee's recommendations concerning curricular proposals are forwarded to the Vice President for Academic Affairs for further action.

The Vice President, Academic Affairs will subsequently approve, disapprove, modify, or refer back to the Committee for further study Curriculum Committee recommendations. The Vice President will also inform the President's Cabinet of major curricular changes and developments and will recommend those issues requiring further approval to the District Board of Trustees.

Categories of courses include several Associate and Bachelor degrees. Edison State College also has several certificate programs available.

Note: Adjunct professors are encouraged to participate in the design, modification, implementation, and evaluation of academic programs and curriculum. Please let your supervisor know if you are interested or have proposals, changes, or evaluations to share.

District Board Meetings

The District Board of Trustees of Edison State College meets the fourth Tuesday of each month (except the months of March, July, and December) at 2:00 p.m. All Board meetings are open to the public. Since locations vary among the campuses, check the Edison State College website regarding location of the meeting for a given month.

Drug-Free/Alcohol Free Campus and Workplace

It is the policy of Edison State College to promote and maintain a tobacco-free and drug-free campus and workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on college premises. The complete Drug and Alcohol Policy is available on the Portal. Click on Document Manager > Board of Trustees > Board of Trustees Policies > 2.04 Drug and Alcohol Policy.

Edison Online

How are courses taught using technology?

There are two main delivery systems: The Learning Management System, and the MyEdisonState Portal.

The Learning Management System

A learning management system (LMS) is a Web-based technology platform used to deliver a course online. An LMS provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance. An LMS may also provide students with the ability to use interactive features such as threaded discussions, video conferencing, and discussion forums. At Edison, we currently use Canvas as our eLearning platform.

MyEdisonState Web Portal

The MY Edison web portal will enrich students' online experiences by providing a single point of access to our campus technology systems, supporting bookstores, eLearning courses, campus announcements, and other applications. Portals are the gateways that allow students, faculty and staff to access information and services by signing into one

centralized location to perform their tasks via the Web. Some instructors use the email and file collection system available in the portal in place of using Canvas.

What types of technology-enhanced classes are offered at Edison State College?

1. **Online Courses:** An online course is defined as a formal educational process in which 100 percent of the instruction, including assignments, tests and quizzes, interaction between students and instructors and among students as well as associated learning activities occur completely online. There are some professors who require proctored examinations and/or an orientation. Proctored exams can be taken at any of our four campuses. Remote proctoring and orientations can also be arranged for students who are not local to the area.
2. **Blended Learning Courses:** Blended learning courses are taught partially face to face and partially online. Edison State College requires that all blended courses contain at least 25% (and up to 75%) face to face instruction. This requires students to attend a course on campus at least part of the semester. These courses may also require access to the Internet and include a textbook and other materials purchased from the bookstore.
3. **Web-Enhanced Course:** A web-enhanced course uses 100 percent face to face instruction using a learning management system, such as Canvas, to aid instruction. The internet and Portal Course tools may also be utilized in this classroom format.

E-mail

All Adjunct Faculty are required to use their Edison e-mail account for all college-related correspondence. In addition, faculty are expected to read college announcements and read and respond to e-mails from their supervisor and students in a timely manner. The use of a non-Edison State College email address for college-related correspondence is not permitted.

Emergency Procedures

Information regarding Public Safety can be found via the Edison State College Homepage. Begin by clicking on “District Administration” on the left side of the page. Then click on “Campus Safety and Security.”

Edison State College has an “emergency alert notification” system. Faculty, staff, and students who sign up for this system will be notified when an emergency situation exists and/or if a campus closing is necessary. To sign up for this system, visit <https://www.edison.edu/alert/index.php> and follow the prompts.

Employment Contracts

All Adjunct Faculty members work under a semester long contract in accordance with the Florida State College System. Successive contracts may be offered, but should not be expected. Any suspension and/or termination of employees with instructional contracts are done in accordance with State Board Rules and other applicable laws.

Equal Access/Equal Opportunity

Edison State College is dedicated to the principle of equal opportunity for all persons without regard to race, , color, religion, ethnicity, national origin, sex, age, marital status, veteran's status, genetic information, sexual orientation, or disability. The District Director, Human Resources, has been appointed as the Equity Coordinator. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the District Director, Human Resources. The complete Equal Access/Equal Employment Opportunity policy is available on the Portal. Click on Document Manager > Board of Trustees > Board of Trustees Policies > 2.05 Equal Access Equal Opportunity.

Examinations

Dates for final examinations can be accessed online from the Edison State College homepage. On the left side of the page, click on "Academic Programs." Then click on "Final Exam Schedule." Final exams follow a specific time schedule, and faculty members are expected to follow the published schedule. Any exceptions are to be brought first to the attention of your supervisor and then approved by your supervisor.

All faculty members are encouraged to ask students to write essay examinations, in addition to marking correct answers on objective examinations. With increased emphasis on writing, the college intends that professors provide students many opportunities to practice their writing skills. Part of our obligation is to reinforce the skills that are taught formally in English composition courses. The grading of written work is every faculty member's responsibility in every course.

Faculty Meetings

Faculty meetings are scheduled at the discretion of the Deans. Adjunct faculty members are welcome to attend monthly department meetings. Check with your Department Chair or Program Coordinator/Dean for times and locations of meetings. All adjunct faculty members are also invited to attend the annual Fall Convocation and Graduation Ceremonies.

Final Grades

Grades can only be entered during the grade entry period, which is generally during final exams. A "worksheet not available" message will appear when attempting to enter grades outside of the grade entry period. The deadline to enter grades is listed on the academic calendar. To enter grades after the deadline, a Change of Grade form from your Dean's office with the Dean's signature is required.

If a student is actively enrolled in your class (shows on the roll with no "W") and never attended you must submit a grade of "F". In the date field please list the first day of your class.

It is very important to remember that if a student appears on your roll with a "W" or an "X", do not attempt to enter a grade over the "W" or the "X".

If entering a F or an I (incomplete) for a student you must enter his or her last date of attendance in the proper format (**01/01/2011 - two digit month/two digit date/4 digit year**) listed on the sheet.

If a student is granted an "I" for incomplete it will be changed to the grade of "F" if a grade is not assigned via a Change of Grade form prior to a specific date, generally around 6 weeks after the Grade Entry deadline.

The Registrar reopens Grade Entry after the College finals for dual enrollment classes.

Directions for entering grades:

1. Log in to the "MyEdisonEdison" portal
2. Click on Faculty Academics tab
3. Click on "Final Grades"
4. Select correct term
5. Select correct CRN
6. Enter grade for each student
7. Click submit before going to the 2nd page of a class. There are approximately 25 names listed per page so be certain to look for a 2nd page for larger classes
8. If the grade of "F" or the designation of "I" is given, be sure to enter the last date of class attendance in the requested format
9. "Save" or "Submit" at the completion of assigning grades. After submitting the grade, be sure to check to make sure that your changes were saved successfully.

*Note the system will log you out if you are idle for 10 or more minutes.

A video detailing this process is available at:

<http://training.edison.edu/banner/finalgrades/finalgrades.htm>

Fire Alarms

Notify Public Safety if you notice damage to any alarm system. If an alarm sounds, escort your students to a safe distance from the building. Do not turn off the light switches as you exit the classroom. Know the emergency exits for your teaching area, and be prepared to inform your students of their exit procedures. Each classroom has emergency exit evacuation routes mapped and located near each classroom entrance. Please take a moment to familiarize yourself with this route.

Harassment Policy

Edison State College is committed to providing an educational and working environment free from sexual harassment as well as harassment based on such factors as race, color, sex, age, religion, ethnicity, national origin, disability, sexual orientation, genetic information, marital status, or veteran's status. Edison State College will not tolerate any type of harassment. The complete Discrimination and Harassment Policy is available on the Portal. Click on the Document Manager Tab > Board of Trustees > Board of Trustees Policies > 2.03 Discrimination and Harassment Policy.

Human Resources

The Office of Human Resources is available to assist you in all matters relating to employment, educational equity, discrimination, harassment, ADA, and workplace violence prevention. The Office of Human Resources is located on the first floor of Building N, Lee Campus.

Identification Card

A photo identification card indicating your position as a faculty member is available on a semester by semester basis. If you wish you obtain a photo ID, you will first need to get an “ID Card Request Form” from the Human Resources office, Lee County Campus. You will then need to go to Building S (Taeni Hall) Lee Campus, Room 101 to have your picture taken. You may be asked for this identification by Public Safety personnel and should have it available when you are on campus. At Learning Resources, a bar code may be applied to the back of the identification card for the purpose of checking out library materials. If you don’t have an ID, the Library will issue you a separate library card.

Libraries

Borrowing Privileges

Adjunct faculty members have borrowing privileges at all Edison State College Libraries. To activate ESC Library privileges, adjunct faculty must obtain a Connect Card, Edison’s identification card. Use the Connect Card to access the libraries’ subscription databases, eBooks, and streaming video collections; borrow resources from an ESC Library; and borrow resources from other libraries. If access to library resources is needed prior to the first day of classes, please contact ESC Library staff. Faculty borrowers are financially responsible for all resources charged to their library accounts. The ESC Libraries reserve the right to recall any resource during the lending period if requested by another patron. Refer to the Libraries’ website for further information.

Course Reserves

Course Reserves are resources, such as books, journal articles, and DVDs, which professors can set aside for use by students in their classes. Faculty may place resources on Reserve for in house, Library use only, or for a brief check out period. To place resources on Reserve, simply ask a Library Circulation Desk staff member for assistance. Allow forty-eight hours for resources to be processed and placed on Reserve.

Research Instruction

Faculty may request formal research instruction sessions for any class. During these sessions, faculty librarians teach students how to determine the nature and extent of information needed; initiate search strategies in the Libraries’ online catalog and subscription databases, as well as the free Internet; efficiently access and retrieve information from a variety of formats, from print and electronic to audiovisual; critically evaluate and interpret information; effectively use and communicate information to accomplish a specific purpose; understand the economic, legal, and social uses of information and information technology; and observe the laws, regulations, and institutional policies related to the access and use of information. Contact a faculty librarian to schedule a research instruction session. When scheduling a session, give the librarian your name, course you are teaching, and requests for any particular resources, search tools, or search

methods. Schedule research instruction sessions **at least one week in advance** of the desired session day and time. Refer to the Libraries' website for further information.

Reference

Faculty librarians provide one-on-one research instruction to both students and faculty from the Library's Reference Desk. Faculty also may schedule an appointment with a librarian for one-on-one assistance. Refer to the Libraries' website for further information.

Lost and Found

Items that are left in classrooms after evening classes should be turned in to the Campus Lost and Found, located in Public Safety. Students may claim the items at Lost and Found.

Mailbox

Each program area has specific places where notices and other mail are placed for your attention. You are expected to check your mail each time that you are on campus. Important communications are placed there, and you should make checking your mail part of your routine. Mailbox keys must be turned in to the division or campus office at the end of the semester unless you are assigned to teach the following semester. An Edison email address is assigned at the start of employment. These are valuable communication links to students, your Supervisor, and your colleagues.

Office Hours

Professors must be available to students outside of class to comply with both the Florida State College System and Southern Association of Colleges and Schools' (SACS) requirements.

Adjunct Faculty members are required to make themselves available for student consultation before or after class. They may make themselves available by appointment, telephone, or e-mail messaging. Availability to students should be appropriately noted in the class syllabus. Supervisors of adjunct faculty will attempt to identify suitable student consultation space or provide an available classroom or a common office, if requested.

Privacy Rights

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law that requires colleges and universities to maintain the confidentiality of student education records. The law requires that no one outside the institution may have access to a student's education records, nor will the institution disclose any information from those records without the written consent of the student. There are exceptions so that certain personnel within the institution may see the records, including persons in an emergency in order to protect the health and safety of students or other persons.

What is Considered Directory Information?

Under the terms of FERPA, Edison State College has established the following as directory information:

1. Student name
2. Student local address and telephone number

3. Student home address and telephone number
4. Current term hours enrolled
5. Classification (freshman, sophomore, etc.)
6. Major
7. Date(s) of attendance
8. Degree(s) and honors earned and dates
9. Participation in officially recognized activity or sport
10. Date of birth
11. Previous colleges attended

The above directory information may be available for release to the general public. All requests for directory information are to be directed to the Office of the Registrar. Release of information contained on a student's education record without the written consent of the person(s) identified on the document(s) is a violation of Sec. 438 Public Law 90-247 (FERPA).

Definitions of terms contained in this section such as education records, legitimate education interest, designated school official, and the need to know may be obtained from the Office of the Registrar.

What about parental access to student's educational records?

At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena, or (3) by producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent. * An institution is not required to disclose information from a student's education records to the parents of a dependent student. It may, however, exercise its discretion to do so.

***Contact the Office of the Registrar for approval before discussing a student with a parent or guardian and or releasing any information about a student.**

What about posting of grades by faculty?

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation of FERPA. Even with names obscured, student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA. PLEASE DO NOT POST GRADES. Also, the returning of papers via an "open" distribution system; for example, placing them on an open table, is a violation of a student's right to privacy unless the student submits a signed waiver to the instructor for such purposes. The instructor must keep the waiver on file in order to avoid institutional or personal liability.

What about your responsibilities as an adjunct faculty member?

As an employee of Edison State College, you may have access to student education records. Their confidentiality, use, and release are governed by FERPA. Your utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position.

Your job places you in a position of trust, and you are an integral part in ensuring that student information is handled properly. Students have the right to expect that their education records are being treated with the care and respect that you would want for your own records. In general, all student information must be treated as confidential. Even public or directory information is subject to restriction on an individual basis. Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially outside the college, must be referred to the Office of the Registrar. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. As a college employee, you will have access to the administrative computer system with your own email account and password. You are responsible for your personal account and will be held accountable for any improper use. Protection of your sign-on password and procedure is critical for security. Your password is the only protection for your account, and the only way the computer system can verify that you are actually who you say you are. Please select a good password and protect it.

In summary, remember . . .

It is required that you check an individual's picture identification before releasing education records. Always check and see if the student permitted disclosure of information to any individual **before** you release any information about the student. Discussing a student's record with any person who does not have a legitimate education interest is a violation of FERPA. This pertains to conversations on and off the job.

Removing any document from the office for non-business purposes is a violation of FERPA. Releasing confidential student information (non-directory) to another student, college organization, or any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization is in violation of FERPA.

Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of FERPA. Making personal use of student information is in violation of FERPA.

Allowing another person to use your computer access code is in violation of FERPA. Putting paperwork in the trash with a student's information (i.e., social security number or grades) is also in violation of FERPA. In addition to the possibility of personal litigation, proven FERPA violations may result in loss of federal funds to Edison State College. Violation of confidentiality and security may lead to appropriate personnel action. Please contact the Office of the Registrar if you have any questions concerning FERPA or what you can or cannot release. We will consult the Department of Education if we cannot answer your question.

Public Safety

The college administration attempts to provide adequate measures of safety and security for faculty and students. Public Safety personnel are available on duty to help and protect at all times that the college is open. The parking areas and buildings are regularly patrolled. During the evening hours, several student aides assist public safety as special patrols. If you encounter any difficulty in the parking lots, please seek assistance from one of the student aides or regular Public Safety personnel. In an emergency, do not hesitate to call 911 should you find yourself or one of your students in severe distress. Lock your vehicle and look after your possessions and valuables. Public Safety personnel will make every attempt to assist you in a personal emergency related to your automobile, including dead batteries, lost key, etc. Parking regulations are enforced. You are encouraged to park in the appropriate lot. Questions concerning parking

should be referred to the Public Safety Office. Rules for parking vary by campus. Please see your supervisor for information regarding parking and campus maps. After your supervisor's office has closed, contact the Public Safety office if you have a personal emergency that will prevent you from meeting your class. An officer will go to your classroom and notify your class of your absence and relay the assignment you have made for them. In the event of an evening or weekend emergency, the proper office to contact is the Department of Public Safety.

Lee Campus: (239) 489-9203 or extension 1203
Collier Campus: (239) 732-3712 or extension 3712
Charlotte Campus: (941-637-5608 or extension 5608
Hendry/Glades: (863) 675-1815 or (863) 414-8062

Student Review of Instruction and Course Evaluation

Your Supervisor's office personnel will assist in the distribution and collection of the SIR 2 (Student Instructional Report II) materials after midterm each semester. Detailed directions for the faculty member and student will be included with the packet of these materials. These evaluations must be distributed and returned within the timeframe designated.

Teaching Portfolio

Adjunct Professors are required to submit a Teaching Portfolio each spring. Adjunct faculty who do not submit a portfolio by the due date will not be permitted to teach at Edison State College. Look for an email notification from your supervisor for portfolio training announcements. If you have any questions or concerns, contact your adjunct coordinator, program coordinator, or department chair.

Textbooks

Your supervisor will provide you with your textbooks and any supplementary instructor's resources. Each faculty member must use the adopted text for the class. In addition, all students are expected to purchase the text for class. Once you have finished using a text or the text has changed, selling your text to anyone is not permitted. Return unwanted texts to your supervisor.