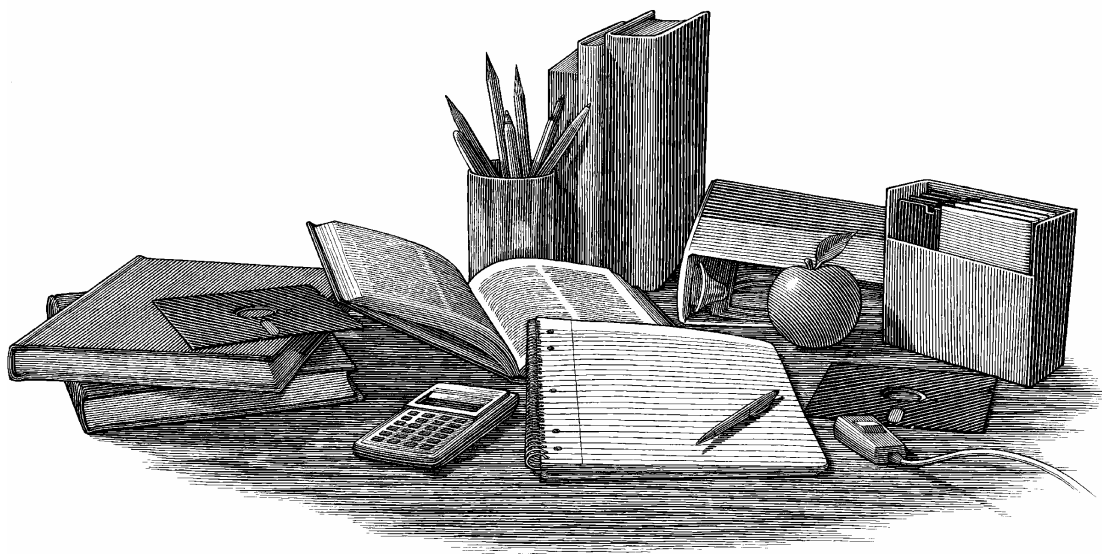


HILLSBOROUGH

Community College 

2004/2005 ADJUNCT FACULTY HANDBOOK



Office of Education and Student Development

HILLSBOROUGH
Community College

2004/2005 ADJUNCT
FACULTY HANDBOOK



Office of Education and Student Development

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INTRODUCTION

Handbook Purpose

Thank you for agreeing to serve as an adjunct faculty member for Hillsborough Community College (HCC). You are a valuable member of the HCC team. This handbook is intended to answer many of the questions that you may have as an HCC adjunct instructor. Please note that the Adjunct Faculty Handbook does not bestow any additional rights to employment or employment benefits to college employees. No representative of Hillsborough Community College, other than the Board of Trustees or the President with the Board's authorization, has the authority to enter into an ongoing agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing.

As an employee of Hillsborough Community College, you have the right to terminate your employment at any time. Hillsborough Community College retains the same right, regardless of any other college document or oral or written statements issued by a college representative with the exception of written employment contracts signed by the Chair of the Board of Trustees and the President or designee.

Full-time faculty at HCC work under a contract (the District Board of Trustees\Faculty United Services Association contract; also referred to as the FUSA contract) that is collectively bargained between the faculty union and the District Board of Trustees. Part-time faculty members do not come under the terms and conditions of this collective bargaining agreement.

While every effort has been made to make this handbook current at the time of publication, you should only use the handbook as a preliminary reference tool. When you have a situation that may involve the application of state or federal law, the administrative rules of the State Board of Education, or the College's administrative rules and procedures, you should consult those sources, as well as your academic dean. Complete copies of all HCC policies and procedures are maintained in each campus library and in each Campus President's office.

Legal Basis

The District Board of Trustees of HCC operates the College in accordance with the Administrative Rules of the State Board of Education, the laws of the State of Florida and the College's Administrative Rules and Procedures. A copy of the College's Administrative Rules and Administrative Procedures is available in each Campus President's Office, each library, and at the District Administrative Offices. If a situation arises that involves the application of the above laws, rules, or procedures, you should consult those sources, your supervisor, or the Human Resources Office.

Accreditation

The Commission on Colleges of the Southern Association of Colleges and Schools accredits HCC to award certificates, diplomas, and associate degrees. Other accrediting or approving institutions are listed in the HCC Catalog.

History

HCC opened its doors in September 1968 to a charter class of 1,625 students. Classes were held in junior high schools, senior high schools, and other community facilities until the first permanent campus, now called the Dale Mabry campus, was opened in 1970. Steady increases in student enrollment lead to the opening of permanent campuses in Plant City (1977), Ybor City (1978), the MacDill Education Center on the MacDill Air Force Base (March 1986), and the Brandon campus (1992). Although HCC was the twenty-seventh community college to be established in Florida, student enrollment has grown at such a rapid pace that the College has become among the largest of Florida's twenty-eight public community colleges.

Governing Board

HCC's District Board of Trustees (BOT) members are appointed by the Governor and confirmed by the Senate for staggered four-year terms. The BOT has all powers necessary and proper for the governance and operation of the College. The BOT and its employees are governed by the provisions of the Florida Statutes and State Board of Education Rules.

The responsibilities of the BOT can be divided into two categories: those that are specific (e.g., hold all property, authorize the budget and budget changes, fix policy, appoint the president, and serve as a court of final appeal) and those that pertain to policy (e.g., general admission requirements; the campuses and the buildings; the policies affecting the faculty, the library, scholarships, student activities, etc.).

Organizational Structure

HCC is a complex, multicampus organization, consisting of entities of interacting parts and dedicated to specific goals. Formal policies and rules govern much of the institution's work. The administration of HCC implements the policies within the broad framework established by the BOT. Procedures hold the college together, control its work, and make the operation of the institution possible.

Campus Locations

District Administrative Offices

Street address: 39 Columbia Dr. (Davis Island), Tampa, FL 33606
Mailing address: PO Box 31127, Tampa, FL 33631-3127
Telephone: (813) 253-7000
TDD: 253-7174

HCC's District Administrative Office Building is situated in a picturesque setting on the west bank of the Hillsborough River on Davis Island. Just moments from downtown Tampa, this eight-story building houses the President's office and the Board of Trustees meeting room.

Departments such as Human Resources and Purchasing, which provide services to all HCC campuses, are also housed in this building.

Adjacent to the District Administrative Office Building is the Gordon Keller Conference Center where HCC's Corporate Training Center is headquartered.

Brandon Campus

Street address: 10414 E. Columbus Dr., Tampa, FL 33619-7856

Mailing address: 10414 E. Columbus Dr., Tampa, FL 33619-7856

Telephone:

Dean of Academic Affairs (813) 253-7814

Dean of Associate in Science Programs (813) 253-7960

Advising and Counseling (813) 253-7802

Campus President (813) 253-7860

Evening Manager (813) 253-7816

TDD: 253-7858

The Brandon Campus offers an array of credit classes, including those needed to earn an Associate in Arts degree. Home to the College's Honor institute; the main campus is located on an 82-acre site off Falkenburg Road between SR 60 and SR 574.

Primarily serving the central portion of Hillsborough County and the developing corporate-industrial corridor along Interstates 75 and 4, the contemporary campus was designed to meet the needs of the community far into the future.

Dale Mabry Campus

Street address: 4001 Tampa Bay Blvd., Tampa, FL 33614

Mailing address: PO Box 30030, Tampa, FL 33630-3030

Telephone:

Advising and Counseling (813) 253-7202

Campus President (813) 253-7260

Dean of Associate in Arts, Humanities and
Communication (813) 253-7210

Dean of Associate in Arts, Math
and Science (813) 253-7236

Dean of Associate in Science Programs (813) 253-7449

Dean of Health, Wellness & Sports (813) 253-7370

Evening Manager (813) 253-7432

TDD: 253-7035

HCC's largest campus is located at Dale Mabry Highway and Tampa Bay Blvd., across the street from the Raymond James Stadium. The campus specializes in health and technology and offers the required courses for both the Associate in Arts and the Associate in Science degrees. A wide variety of continuing education and distance learning courses are also available.

The Campus' four-story, state-of-the-art Technology Building houses the health science and technical programs. Other facilities include the Science, Gymnasium, Humanities, Library, the Student Services Building and the new lab building. The campus is also home to a tennis and racquetball facility.

Plant City Campus

Street address: 1206 North Park Road, Plant City, FL 33566-2799

Mailing address: 1206 North Park Road, Plant City, FL 33566-2799

Telephone:

Dean of Arts and Sciences (813) 757-2111

Dean of Environment and Technical

Programs (813) 757-2104

Advising and Counseling (813) 757-2102

Campus President (813) 757-2110

TDD: 757-2166

The Plant City campus is situated on a 93.5-acre site on Park Road, one-half mile south of Interstate 4 off Exit 14, in Plant City. A full range of university transfer and technical courses is offered. In addition, a large variety of continuing education courses are available on campus and at numerous locations throughout this eastern Hillsborough County community.

This campus also houses the College's Environmental Science Technology program and the Environmental Horticulture Technology program with its horticultural greenhouse. The Campus' unique Institute of Florida Studies program features community based environmental programming at the College's three Environmental Studies Centers and continuing education courses for environmental professionals. In addition, the Plant City Campus offers a full complement of general education offerings as well as apprenticeship programs in plumbing, pipefitting and heating/ventilation/air conditioning/refrigeration (HVACR). The apprenticeship programs, which are cooperatively offered with the United Association Local Union 123, offer students a well-paying career in the trades.

Ybor City Campus

Street address: 2112 N. 15th Street, Tampa, FL 33605-3648

Mailing address: PO Box 5096, Tampa, FL 33675-5096

Telephone:

Dean of Academic Affairs (813) 253-7685

Dean of Associate in Science & Technical

Programs (813) 253-7604

Advising and Counseling (813) 253-7602

Campus President (813) 253-7755

Evening Campus Manager (813) 253-7718

TDD: 253-7785

The Ybor City campus is situated in the heart of Tampa's Historic Latin Quarter. Interspersed with the existing historic structures in Ybor City, the campus buildings were architecturally designed to blend with the surroundings.

The campus is minutes away from downtown Tampa and easily accessible to all sections of the county via Interstate 4, State Highway 60, and the Lee Roy Selmon Expressway.

The Ybor City campus specializes in the program areas of childcare, business management, computer programming, office education, fire science, art, drama, music and criminal justice training. Also available is a full complement of general education offerings.

HCC's fine arts complex, which features studios, classrooms, a gallery, a theater and an auditorium, is located here. The campus also boasts an administration building, a faculty building and a learning resource center.

HCC-MacDill Center

Street address: 8102 Condor Street, MacDill AFB, FL 33621
Telephone: (813) 828-4226 or (813) 840-0660 or (813) 840-0015

HCC's Education Center at MacDill AFB is open to both civilians and military personnel; however, active duty military are always given priority in registering for classes.

The program at MacDill is based on five 8-week terms per academic year. Classes are held at noon, in the evenings, and on weekends in Base-provided classrooms.

Students may register for classes at any HCC campus or by phone, if eligible. Military personnel and dependents may register at the Base. Students may take classes at MacDill while enrolled in regular-term classes at other HCC campuses.

Fees must be paid by check, credit card or money order. Cash payments are not accepted at MacDill. Books may be purchased at MacDill prior to the first class of each term.

To gain entrance to the Base, civilian students must secure a Base pass form when registering at an HCC campus. This form will enable the civilian student to obtain a photo ID at the Visitor's Center.

HCC's Vision, Mission, Values, and Purposes

Vision

Hillsborough Community College will deliver education of the highest standards enabling a diverse community of life-long learners to achieve their maximum potential in a global society.

Mission

Hillsborough Community College, a public, comprehensive institution of higher education, empowers students to excel through dedication to superior teaching and service in an innovative learning environment.

Values

Hillsborough Community College values the following:

- **Visionary, Ethical Leadership** that upholds participatory decision-making; that acknowledges the contributions of others; and that creates a culture of openness, inclusion, trust, fairness, respect, loyalty, and appreciation.
- **Academic Quality and Integrity** that maintain the highest standards for providing the educational experiences that will ensure student achievement in current and future endeavors.

- **Accountability** that responds to the College's internal and external community. The College will provide a work environment that fulfills its mission, and it will continually monitor results and review its strategic plans.
- **Community Relations** that include collaborative partnerships, shared resources, and continuous communication. The College commits itself to community forums, advisory committees, and other means of participation.
- **Educational Support Services** that provide broad access for students through excellent staffing, modern materials, and technological resources. The College will promote student completion of desired programs. Support services aim to enhance student diversity, development, and growth.
- **A Learning Environment** that offers creative delivery of programs and advances opportunities and successes through the use of traditional and nontraditional student-centered instruction.
- **Fiscal Responsibility** that demonstrates sound management, long-range planning, and comprehensive participation in the budget process.
- **Development Opportunities** that focus employees' work toward students and that motivates employees to maintain high standards.
- **Cultural Diversity** that celebrates individual talents and experiences that enrich one another's lives as well as improve the College's curricular and extracurricular offerings.
- **Strategic Planning** that not only responds to internal and external needs, but also assesses and anticipates strengths, weaknesses, and opportunities. This planning will be practical, comprehensive, and visionary in its approaches.

College Purposes

Hillsborough Community College provides the following:

- **A University Parallel Program** that offers the courses of study leading to a bachelor's degree.
- **Technical Programs** that prepare students to be competitive in the global marketplace.
- **General Education** that offers students the experiences to ensure success in future educational and occupational endeavors, as well as the skills, knowledge, and understanding for a high quality of life.
- **Continuing Education** that provides for lifelong learning through workshops, seminars, and other activities directed toward the specific needs of the College's constituents.
- **Developmental Education** that reinforces basic skills and prepares students to enter college-level courses.
- **Learning Resources** that continuously develop excellent library services and other activities that support learning.
- **Student Services** that provide a student-focused learning environment to assist students in achieving their educational goals through a diversity of services.

- **Economic Development and Partnerships** that demonstrate efficient and effective responses to community needs, providing an international education program that will enable students to compete globally.

COLLEGE POLICY RELATED TO THE CLASSROOM

Listed below are some of the rules and procedures of Hillsborough Community College as they relate to the classroom. This list should not be viewed as being inclusive. For additional information regarding the College's rules and procedures, refer to the HCC Administrative Rules and Procedures or contact your supervisor.

Class Breaks

There is no formal provision for class breaks other than that no class breaks are allowed for classes that meet for 75 minutes or less. For classes that meet for longer periods of time, the faculty member may decide whether a break is warranted. Classes may not be dismissed early if there is no class break; they are required to meet for the time scheduled.

Class Cancellation

There are two types of class cancellation: canceling the class entirely and canceling a class session. The policy on canceling the class entirely reads: "HCC reserves the right to cancel any class due to low enrollment or other unforeseen circumstances. An effort will be made to notify students of the cancellation as soon as possible. When possible, students will be notified before Drop/Add ends. Students do not have to apply for refunds for canceled classes as refunds are processed automatically."

For the second type, every effort should be made to avoid canceling class sessions. When we develop the academic calendar, we follow guidelines established by the State Department of Education as well as the Southern Association of Colleges and Schools to insure that each class meets for the proper number of minutes. It is essential, therefore, that you hold class during each scheduled class period and that you keep the class in session for the entire class period. If an extenuating circumstance arises, bring it to the attention of the appropriate supervisor; (s)he will determine whether to cancel class.

Classroom Courtesy

At the end of your class, erase chalkboards. Retract or move projection screens out of the way. Move projectors and other equipment out of the way. Return chairs to their normal position, and leave the classroom in order for the next class.

Class Disruption

An instructor may temporarily dismiss a student from class for good cause, not to exceed one class period. A faculty member may ask the administrator to remove from a class any student who consistently and willfully acts in such a manner as to disrupt the class and to interfere with other students.

Discipline of Students

Students at HCC are required to adhere to the Code of Student Conduct and Disciplinary Procedure, which is published in the Student Handbook. The Campus President through the Dean of Student Services will be responsible for maintaining the discipline of students. You may obtain a copy of the Student Handbook from your supervisor.

Emergencies

It is the responsibility of all faculty members to be thoroughly acquainted with the use of fire alarms, exit facilities and fire extinguishers. Faculty members should also be familiar with the evacuation routes. Instructors should brief students on emergency procedures, routes of evacuation, location of assembly points, and location of “emergency rescue” areas at the beginning of the term. An evacuation drill should be conducted at the beginning of each term.

Emergency Procedures (Fire, Bomb Threats, Etc.)

Upon notification of an emergency situation, a faculty member should:

- Lead a prompt and orderly evacuation of the class. Have students take all personal possessions with them during the evacuation.
- Supervise and assist in the evacuation of any physically handicapped students.
- Direct all persons under his/her supervision to stay at least 100 feet away from the scene of the emergency (200 feet for bomb threats) and remain there until given an indication that all is clear.
- When departing, make sure that all windows and doors are closed.
- Remain at the designated assembly point at least 100 feet away from the scene of the emergency (200 feet for bomb threats) until given an indication that all is clear or other instructions are received from college security, administrators, or other HCC officials at the scene.

Emergency Rescue Areas

“Emergency Rescue” areas have been designated and marked on floors above ground level to be used for rescue in the event routes are blocked or evacuation of a disabled person(s) cannot be accomplished safely. Emergency response personnel will be notified to check “emergency rescue” areas when they arrive on the scene. Buildings constructed since 1995 have “Areas of Rescue Assistance” equipped with dual communication devices connected to the security office. In older buildings not so equipped, trapped persons should maintain communication by periodically signaling to people at ground level.

NOTE: An “Emergency Rescue” area should only be used when evacuation by any other means is not possible. Persons using this area should keep communicating to others by voice or signal.

Food and Drink

Neither food nor drinks are allowed in classrooms.

Room Changes

Temporary - In the event that the heating or cooling system malfunctions or other adverse conditions exist that seriously impair the learning climate, a faculty member may temporarily relocate the class. If relocating the class is not feasible, dismissal of a class requires prior authorization by the immediate administrator.

Permanent - Any room change request must be approved by your Program Manager, Academic Dean, or other authorized person charged with room assignments, and proper notification given to students. Unauthorized room changes can pose problems for those trying to locate faculty or students in emergency situations.

Substitute Instructor

A faculty member is encouraged to make substitute recommendations but shall not make the final substitute assignments. The supervising dean must approve all substitution arrangements.

COLLEGE POLICY RELATED TO COMPENSATION

Listed below are some of the rules and procedures of Hillsborough Community College as they relate to compensation. Adjunct faculty members are not eligible to receive compensation until their supervisors have determined that their classes will “make”; i.e., that their classes will not be canceled. Therefore, adjunct faculty members are not compensated for any class sessions held with the students prior to the time the class were canceled.

The list below should not be viewed as being inclusive. For additional information regarding the College’s rules and procedures, refer to the HCC Administrative Rules and Procedures or contact your supervisor.

Salary Calculation

Part-time credit-course instructional faculty who have taught satisfactorily at HCC for one to eight semesters will be compensated at the rate of \$55.00 per instructional point, based on the number of assigned load points. Those who have taught satisfactorily at HCC for more than eight semesters will be compensated at the rate of \$57.00 per instructional point, based on the number of assigned load points. There will be no distinction made for advanced degrees. If a part-time instructor is absent from his/her class, the number of sessions missed will be deducted from his/her pay on a prorated basis. (If a class is scheduled to meet 15 times per term and one session is missed by the instructor, 1/15 of his her salary for the class will be deducted.)

POINT CONVERSION CHART PART-TIME FACULTY PAY DETERMINATION		
Points	Compensation	
	Level 1	Level 2
1	55.00	57.00
2	110.00	114.00
3	165.00	171.00
4	220.00	228.00
5	275.00	285.00
6	330.00	342.00
7	385.00	399.00
8	440.00	456.00
9	495.00	513.00
10	550.00	570.00

One (1) lecture credit hour will generate ten (10) points;
One (1) laboratory contact hour will generate eight (8) points;
One (1) clinical contact hour will generate eight (8) points;
One (1) distance learning credit hour will generate ten (10) points.

Instructional load points are negotiated in the HCC District Board of Trustees/FUSA Contract and are subject to change with new contract negotiations.

Method of Payment

At Hillsborough Community College, employees are paid on a biweekly basis. Due to the time required to process employment paperwork, adjunct faculty will not receive their first paycheck until after the term has begun. Payment is made by check and is normally sent to the Bursar's office on the campus where you are teaching. If you choose, however, you may have the check mailed to your home. At the time you are hired for the term, specify to your dean where you wish to have your check mailed and (s)he can make the proper arrangements.

Teaching Load

During the fall, spring, and summer terms, adjunct instructors may be assigned to a teaching load of up to 60 points per term by the academic dean. While this normal teaching load may vary somewhat depending upon individual circumstances, a part-time teaching assignment between 60 and 90 points must be approved by the respective campus president.

COLLEGE POLICY RELATED TO CONDUCT

Listed below are some of the rules and procedures of Hillsborough Community College as they relate to employee conduct. This list should not be viewed as being inclusive. For additional information regarding the College's rules and procedures, refer to the HCC Administrative Rules and Procedures or contact your supervisor.

Absence from Class

Occasionally, personal situations, illness or other circumstances may arise which necessitate an adjunct instructor having to miss a class. Should such a situation develop during the term, please remember that it is your responsibility to contact your academic dean, program manager, or the evening or weekend campus manager so that (s)he can make the proper arrangements for the class. In order to allow your academic dean sufficient time to find a substitute, such notification should be made as soon as you become aware of your having to miss a class. Under no circumstances should you cancel a class. Likewise, do not send another individual to "cover" your class. Such an individual would be considered a guest speaker and thus would come under the guidelines listed for guest speakers. Please see the Introduction for telephone numbers that will assist you in notifying your supervisor.

Alcohol and Drugs

HCC's alcohol and drug policy states the following:

Hillsborough Community College recognizes the serious nature and potentially harmful effects of using controlled substances in the work place and educational setting. It is the College's policy to provide both personnel and students with a drug-free work place and learning environment. Nothing less will be acceptable if the College is to be successful with its mission and goals. Consistent with this commitment, College members working together can achieve a "Drug-Free HCC."

To assist College members in meeting our drug-free goal, the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at any time. Additionally, it will be a violation of College policy for an employee or student to use or be under the influence of alcohol or illegal drugs on College property or at a College site. However, for special events, the President may authorize alcoholic beverages to be served on College property or at a College site. Recognizing that there may be employees and students who have an alcohol or drug problem, the College stands willing to assist in the resolution of that problem and encourages employees and students to seek help through their medical provider or, if desired, by the Human Resources Office or by College counselors.

Persons who suspect that they may have an alcoholism or drug dependency problem, even in its early stages, are encouraged to seek diagnosis and follow through with the treatment that may be prescribed by qualified professionals in order to address the problem as early as possible.

It will be the responsibility of all College personnel to implement this policy and to assure that no employee with an alcoholism or drug dependency problem will have

his or her job security or employment opportunities jeopardized solely by a self-referral request for diagnosis or treatment.

Nothing in this policy is to be interpreted as constituting a waiver of the College's responsibility to maintain discipline or the right to hold an employee who is an alcoholic to the same standards for employment qualification, job performance, and behavior as other employees. If an employee is using illegal drugs or finds that the use of illegal drugs or alcohol has become a problem, the employee is strongly urged to speak with the supervisor or to contact the Human Resources Office for assistance.

Also, qualified individuals with a disability should refer to existing administrative procedures concerning requests for reasonable accommodations.

To support the College's commitment to a drug-free work place and learning environment, the College will comply with the Florida Drug-Free Workplace Program, Florida Statutes Section 440.101, et. seq., and will provide general alcohol and drug education to personnel, including supervisor training in prevention, identification, documentation and referral. In addition, registered students will annually receive alcohol and drug information.

The President will develop and maintain an administrative procedure to implement this policy, to better ensure a drug-free work place and learning environment for the personnel and students at Hillsborough Community College.

Children on Campus

To ensure their safety, children are not permitted on College property, unless the child is supervised by a parent or guardian or participating in a College sponsored event (i.e. Kollege for Kids, etc.). Children are not permitted in the classrooms. The College will not be responsible for any type of injury, accident or incident that may occur if a child is brought on College property. This policy applies to children of students as well as children of employees.

Disciplinary and Corrective Action

The College maintains a progressive disciplinary and corrective action administrative procedure. Correcting an employee performance or behavior problem is the goal of this procedure and the College has a progressive disciplinary system that is intended to provide information and motivation for personnel to improve. Supervisors will objectively evaluate the circumstances before administering any disciplinary action or corrective action. The degree of discipline to be administered will depend of the severity of the infraction and the circumstances of the case involved. However, certain rule violations are sufficiently severe so as to warrant suspension or termination on the first offense.

The implementation of the College's disciplinary and corrective action administrative rules and procedures should not be construed as preventing, limiting, or delaying Hillsborough Community College from taking disciplinary action, including immediate discharge, in circumstances where the College deems such action to be appropriate.

For additional information regarding the steps, infractions and the recommended disciplinary and corrective action for each, refer to the appropriate administrative procedure. Nothing contained in the administrative procedure will create an expectancy of continued employment at the College.

Employee Grievance

Occasionally, situations arise in which a part-time faculty member feels (s)he has a legitimate dispute regarding the procedural applications of policy as related to wages or other terms or conditions of employment. In these situations, the part-time faculty member is encouraged to bring such matters to the immediate attention of his/her academic dean. If the dispute is not resolved through these informal discussions, the issue will be referred to the campus president, whose decision regarding the disposition of issue will be final.

Guidelines for Appropriate Conduct

As an integral member of Hillsborough Community College, you are expected to accept certain responsibilities, adhere to certain acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also, demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your coworkers, and/or Hillsborough Community College, or that might be viewed unfavorably by current or potential students or by the public at large. Should your performance, work habits, overall attitude, conduct or demeanor become unsatisfactory in the judgment of Hillsborough Community College, based on violation of the College's Administrative Rules and Procedures, you will be subject to disciplinary action.

Interviews and Expressing an Opinion

Employees who are interviewed or who express their opinion with the news media, magazines, or who participate in another job, may not express their opinions as representatives of the College, unless specifically authorized by the appropriate College personnel.

Keys

As needed for a position, you may receive specific keys to College facilities to provide proper access and to maintain a secure environment. These keys are considered the property of Hillsborough Community College. You may not loan or copy the keys. If you lose a key(s), you must notify the Office of Safety and Security immediately. If you terminate employment with the College, you must turn in the HCC keys in to the Office of Safety and Security prior to receiving your final paycheck.

Maintenance of Equipment

You are encouraged to protect and maintain College equipment. You should promptly contact your immediate supervisor whenever your equipment needs maintenance service.

Maintenance of Work Area

You are expected to set an example of cleanliness and tidiness in appearance and in the work areas. It is expected that you will exercise reasonable care with respect to your personal property. Purses and other valuables should not be left unattended in plain view. If you discover an unsafe or unsightly problem or unclean condition, you should contact your campus president.

Non-Discrimination

HCC is dedicated to providing equal opportunity in all of its programs and facilities and does not discriminate on the basis of race, color, religion, gender, age, national origin, marital status, or disability in its employment practices or in the admission and treatment of students. The College also does not discriminate on the basis of sexual orientation. The Assistant to the President for Equity and Special Programs will ensure compliance with federal and state laws prohibiting discrimination at Hillsborough Community College.

An employee who believes that he/she has been unfairly discriminated against on the basis of race, color, religion, gender, age, disability status, marital status, sexual orientation, or national origin, or as a war-time or special disabled veteran, may initiate a formal complaint with the Assistant to the President for Equity and Special Programs, who will coordinate the appropriate administrative procedure.

Personal Appearance and Demeanor

Discretion in style of dress and behavior is essential to the efficient operation of Hillsborough Community College. You are, therefore, required to dress in appropriate business attire and to behave in a professional, business-like manner, which includes refraining from the use of vulgar language. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the College.

Harassment

Any employee, student or applicant for employment or admission who believes he/she is the victim of harassment based on sex, pregnancy, sexual orientation, race, national origin, color, age, religion including unwelcome religious persuasion, disability, marital or other protected status may initiate a complaint against the individual allegedly charged with harassment. Harassment will include but is not limited to any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender, religion, sexual orientation or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.

For procedural steps on harassment allegations, including sexual harassment, please see the Administrative Procedure 2.03 "Methods for Processing Harassment Allegations, Including Sexual Harassment".

Smoking

Hillsborough Community College complies with the Florida Clean Indoor Air Act. Smoking is prohibited in all enclosed indoor areas of all buildings including entryways. Smoking is permitted only in **unenclosed** outdoor areas.

Solicitations

It is the intent of the College to provide for the exchange of written thoughts and ideas in an orderly fashion and without disruption to the normal operation of the College. The College makes a distinction between commercial and non-commercial literature, posters, handbills, and banners.

To solicit or to distribute literature or other materials at a campus of Hillsborough Community College, a College-related or non-College related individual, group or organization will submit a completed Request to Solicit and Distribute Materials form to the appropriate campus dean of student services with the following information:

1. the name, address and telephone number of the individual submitting the request;
2. the purpose; and
3. a copy of the literature or material to be distributed.

The College reserves the right to designate a specific area for these activities.

The *Request to Solicit and Distribute Materials* form should be submitted at least five (5) working days prior to the activity. (For the District Administrative Offices, the request to solicit or distribute literature or other materials must be submitted to the Vice President of Education and Student Development.)

Literature or materials that are offensive to good taste may not be distributed, posted or made available to persons at the campus or the District Administrative Offices. College personnel or students who violate this administrative procedure will be handled in accordance with the appropriate administrative procedure on discipline. Non-College personnel who violate this administrative procedure will be asked to leave the College premises.

To post information, literature, posters, bulletins, etc. on bulletin boards assigned to a particular organization, the information must be authorized by the appropriate organization assigned to the particular bulletin board (i.e., FUSA, Student Government Association).

Use of College Facilities

The College administrative rules and procedures require that personnel use College equipment, supplies and services for College-related activities and not for personal benefits and/or the benefit of another person or organization. College telephones should be used only for College-related business.

COLLEGE POLICY RELATED TO CURRICULUM

Listed below are some of the rules and procedures of Hillsborough Community College as they relate to curriculum. This list should not be viewed as being inclusive. For additional information regarding the College's rules and procedures, refer to the HCC Administrative Rules and Procedures or contact your supervisor.

Academic Freedom

With regard to academic freedom, HCC supports the following statement (reprinted from the 2001-04 District Board of Trustees\Faculty United Services Association contract):

- A faculty member, whether tenured or not, is entitled to academic freedom:
- A. A faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties.
 - B. A faculty member is entitled to freedom in the classroom in discussing his subject, in devising and selecting teaching strategies and educational materials and in using them to present his subject. However, he should be careful not to introduce a controversial matter that has no relation to his subject. If the faculty member is the only full-time instructor in a particular course on a given campus, he shall have the right to select the textbook for the course he is scheduled to teach. If the course is one where two or more sections are offered on a campus and are taught by two or more full-time instructors or is part of a sequence of courses that would normally use the same text, he shall have the right to serve on a campus faculty committee appointed to select such texts for courses on that campus, except as noted in Article 8.23, Textbook Selection.
 - C. The faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As an individual of learning and an educational employee, he should remember that the public may judge his profession and the institution by his utterances. Hence, he should endeavor at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to indicate that he is not an institutional spokesperson.

Advisory Committees

HCC's main purpose is to provide local residents with an opportunity for an up-to-date, post-secondary education which will also meet the demands of today's society, including the employment needs of business and industry. In keeping with this, HCC relies heavily on citizen advisory committees, composed of area leaders, employers and employees in various fields, to keep staff abreast of trends and developments in the world of work. Advisory committees are listed in the HCC Catalog.

Attendance Policy

Instructors must publish a statement in the course syllabus regarding their attendance policy. Those faculty who differentiate between excused and unexcused behavior must include this information on their course syllabus. It is the student's responsibility to read the syllabus and to arrange to make up work missed because of absence. A student who registered late should not be penalized for late registration during the drop/add period. **Instructors must keep student attendance records in official HCC grade books and will be requested to submit these. This information will be used to verify the student's last date of attendance for financial aid and veterans' benefits purposes.**

Class Roster

Class rosters are available electronically via HawkNet, the College's on-line information system, at www.hccfl.edu.

Class Size

At HCC, a minimum number of students must register in a class in order for that class to be taught. The College reserves the right to cancel the class if the number of students enrolled is too small to justify offering the course or because of other extenuating circumstances.

Classroom Supplies

Classroom supplies may be obtained from your Administrative Supervisor.

College Level Academic Skills Test (CLAST)

The College Level Academic Skills Test (CLAST) measures the communication and computation skills generally associated with successful collegiate performance. In order to be awarded an Associate in Arts degree and/or be eligible for admission to the upper division at a state university, students must have passed the CLAST or been granted a special waiver or exemption.

At Hillsborough Community College, the following courses have been designated as CLAST competency courses:

ENC 1101, Freshman English I

ENC 1102, Freshman English II

MAC 1105, College Algebra; MGF 1106, Mathematics for Liberal Arts I; MGF 1107, Mathematics for Liberal Arts II; or any higher level math courses.

As the CLAST is a state-mandated test, any students who miss a class because they must sit for the CLAST exam must be excused by the instructor. They must be allowed to make up any missed assignments or tests.

The college supports several programs designed to help our students perform well on the CLAST. Students seeking information concerning the type of assistance available to them should be referred

to the campus office of advising and counseling. If you need additional information concerning the CLAST exam as it relates to the course(s) you are teaching, please see your academic dean.

College Preparatory Program

The College Preparatory Program is designed to improve student performance in the college-entry skills of reading, English and mathematics. See the section entitled “College Policy Related to Students” in this Handbook or the HCC Catalog for more detailed information.

Courses Offered in Non-Traditional Formats

Courses offered in non-traditional formats include distance learning, online, learning communities, telecourses, computer-based instruction, weekend college, dual enrollment, and acceleration programs. For more information on telecourses and other distance learning opportunities, contact the Director of Academic Technology at 253-7017. For information on dual enrollment and weekend college, contact the Director of Associate in Arts Degree Programs at 253-7002.

Copyright Compliance

HCC adheres to the provisions of the United States Copyright Law and to the Fair Use Guidelines. The college has established a procedure, *Copyright Compliance*, to assist employees and students in adhering to those provisions. Copies of the procedure are available from your supervisor.

The use of audiovisual software is limited to those materials that have been lawfully purchased or made for the purpose of instructional use in a classroom. The AV software must be part of the regular instructional process and the use must be by the teacher and students, face-to-face. AV software may not be used for extracurricular purposes unless written permission has been secured. Refer to the copyright compliance procedure.

Take care when requesting or making photocopies. The copyright law and related guidelines protect the holder of the copyright and offer only a limited number of privileges even to the education community. Any request for duplication of published materials must be approved by your academic dean to insure that no copyright violations are taking place. HCC does not approve of any unauthorized duplication of materials and will not accept responsibility for any individual violating this policy.

Course Syllabi

All full-time and part-time faculty are required to provide students with course syllabi no later than the end of the second week of class. Syllabi MUST contain the following information.

Course: number, title, meeting day and time

Course Objectives: to be supplied by your dean.

Textbook: title, author, edition

Instructor's Name

Instructor's Office Hours

Location of Office

Office Phone Number

Grading System to be used in course

Number and Types of Tests (i.e. essay, objective, etc.) to be given

Gordon Rule Requirements if applicable

Attendance Policy (See information under "Attendance Policy" above.)

Cheating Policy

Instructional Methods to be used (i.e., lecture, movie, field trips, etc.)

Lecture Schedule and/or Course Calendar

Course Objectives as approved through the cluster/academic affairs process

Instructors must publish a makeup policy, testing policy and attendance policy with the course syllabus (outline). As soon as you have been assigned a course to teach, you should prepare your course outline. If needed, give it to campus services as quickly as possible.

You must use approved course objectives on your syllabus. Approved copies of standard course objectives can be obtained from your academic dean. A copy of your course outline and calendar must be sent to the office of your dean for filing and future references.

Discipline-Specific Guidelines

See your program manager or academic dean for discipline-specific guidelines.

Educational Support Services

Duplication Facilities: Each campus has staff assistants who are available to type course outlines, exams, and other materials for instructors. In addition, each campus maintains duplication equipment located in the faculty services area for reproduction of these typed materials (copy machines located within other departments are for the use of those departments). Please note that only materials to be used in your classroom will be typed or duplicated by HCC staff. Likewise, only materials to be used in the classroom should be duplicated on HCC equipment. In your typing or duplicating request, please remember that each staff assistant is a member of a pool that is working for several faculty members. Therefore, staff assistants will need sufficient lead time to get your work done. Be sure to check with the faculty staff assistant or typing pool on your campus as to the amount of lead time required.

Libraries/Learning Resources Centers: Each campus library/LRC provides materials supporting the curriculum and objectives of HCC. The following campus services are available to all faculty:

Brandon LRC:	Library Services - ext. 7803 AV Services - ext. 7803
Dale Mabry LRC:	Library Services - ext. 7381 AV Services - ext. 7384
Plant City LRC:	Library Services - ext. 2109 AV Services - ext. 2120
Ybor City LRC:	Library Services - ext. 7645 AV Services - ext. 7615

MacDill AFB LRC: Library Services - 830-3607

- **Audiovisual Materials and Services** - Audiovisual equipment and programs may be requested by contacting the campus library/LRC or campus AV office. Programs may also be assigned for student use in the learning labs of each campus. You are invited to visit your campus library/LRC for more information on services, resources and procedures.
- **Bibliographic Instruction** - Please schedule with a librarian. The instruction can be for general library research or tailored to fit a specific class assignment.
- **Determine Holdings for Class Assignments** - A librarian will identify resources which support your course syllabi and prepare reading lists. If students are required to use specific library resources, a librarian should verify the availability of the resources and also suggest additional resources which might be appropriate.
- **Internet Access** - Access is provided through the electronic catalog known as LINCC (Library Information Network for Community Colleges).
- **Interlibrary Loan** - Librarians or library staff will borrow materials or obtain photocopies from other libraries.
- **Materials Selection** - The librarians work closely with faculty and involve them in materials selection as outlined in the HCC Collections Development Policy. You are invited to visit your campus library for more information on services, resources, and procedures and to apply for a library card.
- **Research Assistance** - A librarian will conduct literature searches, prepare bibliographies, and provide general reference information.
- **Reserves** - Personal copies or library materials may be placed on reserve.

Test Centers: Test Centers, located on all campuses, administer faculty make-up, placement, and counseling- related tests. To take tests, students must show two forms of ID, one of which must bear a current photo. Students and faculty members should contact the Test Center for hours of operation.

Students with disabilities needing alternative testing arrangements must contact an HCC Coordinator of Services for Students with Disabilities. Listed below are the telephone numbers for each:

Brandon Campus: 253-7914 or 253-7858 (TDD)

Dale Mabry Campus: 253-7031 or 253-7035 (TDD)

Plant City Campus or MacDill Education Center: 757-2208 or 757-2166 (TDD)

Ybor City Campus: 253-7757 or 253-7785 (TDD)

End of Term

Final Grades - The information regarding processing of final grades is found in the "College Policy Regarding Grades" section of this Handbook.

Maintaining Student Records - Faculty members should keep proof of student grades for one full year. HCC maintains student records on paper, microfilm, and computer files. Students have

one year to correct any discrepancies in these records. After that, source documents for microfilm and computer files may no longer be available. Therefore, the burden of proof for changes made after one year lies with the student.

Exam Schedule

During the last three days of the fall and spring terms of each academic year, the class schedule is modified in order to allow for two-hour examination periods. This schedule modification applies only to Monday through Friday daytime classes. No modifications are made for evening or weekend classes since those class periods are already of sufficient length to allow for final examinations. While you are not required to give a comprehensive final exam, you are required to meet your classes on these exam days. If you do not wish to give a final exam, the time may be used for such activities as a final lecture period, a course review period, or a final grade review with students. The final exam schedule for the fall and spring terms is contained in the Student Handbook, or you may obtain a copy of the schedule from your supervisor.

Field Trips

If you intend to take your class on a field trip, you must have each student complete and sign a Release and Hold Harmless form. The form must be signed by your academic dean prior to taking the field trip. A copy of this form can be obtained from your dean's office.

First Class Meeting

During the first class meeting, an instructor should discuss with the students all requirements and grading procedures for the course; including makeup policy, testing policy, and attendance policy. These requirements must be printed in the course syllabus/calendar which is to be distributed the first day of class if possible. Faculty should not deviate from these policies during the term unless the change applies to the entire class in a positive manner. It is difficult or impossible for the dean to defend a faculty member in a controversy with a student when exceptions to the above procedures are made.

Instructors should also discuss prerequisites with students during the first class meeting. If a student does not meet the course prerequisites, he or she should be informed and directed to admissions, registration, and records for a schedule adjustment.

General Education

General Education provides a foundation upon which a student's learning experience is built. It offers students the opportunity to acquire the skills and knowledge necessary to have a broad understanding of a changing world.

The HCC general education program is designed to provide students with the knowledge, skills, and vision necessary to allow them to become valued participants in a complex and culturally diverse world. The program encourages intellectual inquiry, helping students to develop an understanding of the human mind and spirit, as well as a sense of history and the dynamics of the society around them.

As students plan for the world that lays ahead of them, the general education program gives them an appreciation of the world that preceded them, as well as a frame of reference for the world in which they live.

Students who complete the HCC General Education core curriculum should be able to:

- Demonstrate their ability to think critically
- Demonstrate their ability to express themselves clearly in written and oral communication
- Demonstrate their ability to express themselves effectively in quantitative terms
- Demonstrate their understanding of and appreciation for the value and significance of culture
- Demonstrate their appreciation of the scientific method of inquiry and the historical and contemporary impact of science on daily life
- Demonstrate their understanding of global political, social, economic, and historical perspectives
- Demonstrate their ability to use technology to access, retrieve, process, and communicate information

Gordon Rule

The State Board of Education Rule 6A-10.030 (the Gordon Rule) stipulates requirements of student performance in both the communications and mathematics areas. Satisfactory completion of this rule requires that a student earn a grade of "C" or better in each applicable course. Within the communications area, the student is required to write a total of 24,000 words in English, Humanities, History, Natural Science, Physical Science, Behavioral Science and History/Political Science. Within the mathematics area, completion of specific courses is required. The intent of the Gordon Rule will be fulfilled at HCC in the area of communications by the distribution of writing requirements listed here. Prerequisite courses must be completed, or appropriate test scores attained, before enrolling in Gordon Rule courses.

Gordon Rule Writing Requirements

- **Communications** 13,500 words
6,000 words per course
 - ENC 1101 Freshman English I
 - ENC 1102 Freshman English II1500 words per course
 - SPC 1600 Public Speaking
- **Humanities** (1,500 words per course) 3,000 words
 - AML 2010 American Literature I
 - AML 2020 American Literature II
 - ARH 1000 Art Appreciation
 - DAN 2100 Introduction to Dance
 - ENL 2012 British Literature I
 - ENL 2022 British Literature II
 - HUM 2210 World Humanities: Prehistory to Early Modern Era
 - HUM 2230 World Humanities: Early Modern Era to Contemporary
 - HUM 2410 Asian Humanities
 - HUM 2420 African Humanities
 - LIT 2110 World Literature I
 - LIT 2120 World Literature II
 - MUL 1010 Introduction to Music

PHI	1010	Introduction to Philosophy	
PHI	1100	Elementary Logic	
PHI	1600	Ethics	
REL	2300	Introduction to Religion	
THE	1000	Introduction to Theater Arts	
•	Natural Science	(1,500 words per course)	3,000 words
AST	1002C	Astronomy	
BSC	1005C	Biological Foundations I	
BSC	1010	Biological Science I	
BSC	1025	Nutrition and Drugs	
BSC	1085	Human Anatomy and Physiology I	
BSC	1092C	Human Biology	
CHM	1020C	Chemistry and Society	
CHM	1032	Chemistry for Health Science	
CHM	1045L	General College Chemistry I Laboratory	
GLY	1001	Earth Science	
GLY	1010	Physical Geology	
IDS	1152C	Environmental Science	
ISC	1004C	Integrated Science I	
ISC	1005C	Integrated Science II	
MET	2010C	Meteorology	
OCB	2013	Marine Biology	
PCB	1026	Human Reproduction and Inheritance	
PHY	1053	General College Physics I	
PSC	1512	Energy and the Environment	
•	Social Science	(1,500 words per course)	4,500 words
	Behavioral Science	(3 credits required)	
ANT	2000	Introduction to Anthropology	
PSY	2012	General Psychology	
SYG	2000	Introduction to Sociology	
	History	(3 credits required)	
AMH	1010	Early American History	
AMH	1020	Modern American History	
EUH	1000	The Western World: Origins to Early Modern Europe	
EUH	1001	The Western World: Modern Europe	
	Behavioral Science, History, Political Science	(3 credits required)	
AMH	1010	Early American History	
AMH	1020	Modern American History	
ANT	2000	Introduction to Anthropology	
EUH	1000	The Western World: Origins to Early Modern Europe	
EUH	1001	The Western World: Modern Europe	
POS	1001	Introduction to Political Science	
POS	2041	American Government	
PSY	2012	General Psychology	
SYG	2000	Introduction to Sociology	
Total			24,000 words

Note that seminars are being offered that are intended to teach or enhance skills toward grading Gordon Rule papers. Contact your academic dean or program manager for more information.

Compliance with the Gordon Rule is a separate process from compliance with the CLAST requirements.

Guest Speakers

A written request to invite an outside speaker must be submitted by a full-time or part-time faculty member through the appropriate academic dean for review and approval by the campus president at least two (2) weeks prior to the event. See your academic dean for a copy of the form required.

Records Management

Hillsborough Community College follows Florida Statute directives and operates a records management program. Complete details are in the Records Management manuals located in the deans' and campus presidents' offices. You must adhere to the retention schedule prepared by the State Bureau of Library and Information Services. For example, any tests or examinations you give to students and receive back must be retained for one year. Gordon Rule papers have the same retention. Of course, you may return these tests and papers to the students, in which case you do not have to handle this retention.

Religious Observances

HCC will reasonably accommodate the religious observances, practices, and beliefs of students in regard to the admission, class attendance, and the scheduling of examinations and work assignments. Students will notify each instructor at least one week prior to an intended religious observance. Students may implement the administrative procedure for a student grievance if they believe they have been unreasonably denied an educational benefit due to their beliefs or practices.

Textbooks

Textbook adoptions are based upon the request of full-time faculty committees on each campus. **You must use the textbook assigned to the course.** Your academic dean will provide you with a copy of the required text and any other support materials for your course. You will be required to sign for these books and return them to the dean's office at the end of the term in which you are teaching. When there is a required text for a course, this text is to be identified in the course outline and used as one of the instructional tools for that course. While adjunct instructors do not have the prerogative of making the textbook optional for their students, they should discuss their textbook suggestions or concerns with full-time faculty and with their academic dean. As instructors, your textbook suggestions are extremely valuable.

COLLEGE POLICY RELATED TO EMPLOYMENT

Listed below are some of the rules and procedures of Hillsborough Community College as they relate to employment. This list should not be viewed as being inclusive. For additional information regarding the College's rules and procedures, refer to the HCC Administrative Rules and Procedures or contact your supervisor.

Access to Computers

Each campus is equipped with facilities that allow faculty members access to computers. The respective campus president or dean will determine policy with regard to availability of computers and access to them.

AIDS

Hillsborough Community College recognizes that employees with a life-threatening illness such as AIDS may wish to continue their employment and, in fact, that continued employment may be therapeutically important to their recovery process. The College also recognizes that it must satisfy its legal obligation to provide a safe work and educational environment for all employees, students and visitors to our premises. As long as employees who have AIDS are able to maintain acceptable performance standards in accordance with established College policies and procedures, and the weight of medical evidence continues to indicate that AIDS cannot be transmitted by casual workplace contact, employees with AIDS will be permitted to continue to work. In determining such an employee's ability to continue in employment, the College will consider making reasonable accommodations to the employee's condition, consistent with applicable federal, state and local laws. As part of its overall AIDS program, Hillsborough Community College conducts periodic training sessions with employees to provide information about the nature of this disease and to help prevent the fear often experienced by employees due to lack of understanding of AIDS and especially how it can be transmitted.

Blood Bank

Hillsborough Community College is a group member of the Southwest Florida Blood Bank. As members, part-time employees, full-time employees, and students currently enrolled at HCC are eligible for unlimited blood transfusions. The Southwest Florida Blood Bank will periodically have facilities available at designated campus locations for students and employees to donate blood.

Check Cashing

If funds are available, the campus bookstores at the Dale Mabry, Plant City, Brandon, and Ybor City campuses will provide check cashing services to all full-time and part-time employees in accordance with the following limitations:

- a personal check limited to \$25.00; and
- an HCC issued check limited to \$50.00.

College Property

No College materials, equipment, or property can be removed from the College premises unless such action is necessary for College-related business or College-sponsored activities. Requests to remove property must be approved by the appropriate administrator. Unauthorized use or misuse of property may result in disciplinary action or termination.

Discrimination and Sexual Harassment

Please see college policy regarding these topics in the section entitled “College Policy Related to Conduct.”

Employment of Aliens

Federal laws prohibit the employment of unauthorized aliens. Proof of eligibility for employment must be provided by the prospective employee before commencing employment.

Employment Papers

Before adjunct instructors can be hired and placed on the HCC payroll, they must undergo a credentials certification process. Certification to teach credit courses at the college level generally requires that the instructor have a master’s degree. As a part of or in addition to the master’s program, instructors must have successfully completed eighteen (18) graduate semester hours in the academic area in which they are being certified to teach.

Human Resources must conduct a background investigation through the Florida Department of Law Enforcement (FDLE) before hiring applicants selected for adjunct faculty positions (excluding public safety, fire protection, and dual enrollment). Adjunct faculty will need a background investigation unless (1) an investigation was completed after January 3, 2001 and (2) the gap in employment with the College did not exceed one year.

The Employment Eligibility Verification (Form I-9) is required of all employees hired after November 6, 1986. The purpose of this form is to verify eligibility of employees as outlined in the Immigration Reform and Control Act of 1986 and to assure compliance with Immigration and Naturalization Services (INS) requirements. The administrator or supervisor making an offer of employment will advise candidates of the INS requirement to show proof of employment eligibility and will instruct the candidates to appear in person with supporting documents before a College-designated certifying official **before** they begin work. The candidate may choose to produce any documents listed on the reverse of the I-9 form to prove employment eligibility. Particular documents will not be prescribed nor suggested.

Other documents that you must provide prior to employment are as follows:

- Transcripts (if the transcript is a student copy, then an official copy must be requested by the employee and forwarded for inclusion in the records within 30 days of employment. Your dean will let you know if transcripts are not required based on the classes you are teaching).

- Evidence of degree or certification if it is required by the teaching position and is claimed on the application.
- Evidence of a high school diploma or GED if high school is the highest educational level required by the teaching position.
- Documents to prove employment eligibility as outlined by the Immigration Reform and Control Act of 1986.

All forms must be completed before employment begins. The originals will be maintained in the HCC Human Resources Office and copies will be filed in the office of your academic dean.

Shortly after the academic term begins, if you have been properly certified and given a teaching assignment, you will be issued an employment contract to cover your teaching load for the term. This contract will specify the salary you are to be paid during the term. The contract must be signed and returned to your academic dean **no later than the date indicated on the contract**. The academic dean will then forward the contract to the District Administrative Offices for processing.

Evaluation of Teaching

Administrative Evaluation of Teaching: Adjunct instructors are administratively evaluated once a year. If you are teaching a daytime course, the evaluation will be performed either by your academic dean or program manager. If you are teaching an evening course, the evaluation will be conducted by your academic dean, evening manager, or program manager. The evaluation will consist of a classroom visit which may or may not be arranged beforehand. If the administrator enters your classroom while you are giving an exam, showing a movie, or otherwise not lecturing, (s)he will probably leave and come back at a later date.

The administrator will evaluate your classroom performance for a minimum of a 50-minute period. Following the formal classroom visit, the administrator will complete an *Adjunct Faculty Evaluation Performance Review* form which will then be given to you for your review and signature. If you wish to make written comments regarding your evaluation, you may do so. These written comments will then be attached to the complete evaluation form. A copy of this signed form will be placed in your personnel file. A copy of the form is located in the handbook appendices.

Student Evaluation of Teaching: Student evaluations are done once per term to give instructors an idea of how they are being perceived by their students. Your academic dean or evening manager will give the student evaluation forms to you. He or she will also explain the process for administering the evaluation and where to return the completed forms. A sample copy of a currently used student evaluation form is located in the handbook appendices. The student evaluation criteria serves as a basis for evaluation along with the evaluator's assessment of the presentation to the student during classroom visitation.

Human Resources Office

The Human Resources Office is located on the second floor of the District Administrative Offices on Davis Islands. This office is directly responsible for all personnel-related matters. Any questions regarding personnel-related matters, including employment practices and employee benefits, should be directed to the Human Resources Office.

Mail

On each campus, adjunct faculty are provided with campus mailboxes. Formal communication between the administration and part-time faculty will be through the mail. Also, class rolls and messages from students will be placed in your campus mailboxes. It is imperative that you check your mailbox on a regular basis in order to receive your mail in a timely manner.

Office Hours

All instructional staff (including part-time instructors) are required to maintain office hours. On each campus, an area has been designated as the adjunct faculty office area. Be sure you locate this area, inform your students of the location, and remind students of your office hours as listed on your course outline. Please note that the office area is available for your use only during the term in which you are teaching.

Adjunct faculty are expected to maintain at least 20 minutes of posted and maintained office hours per credit hour per week, and 10 minutes of availability per credit hour per week. Therefore, you are expected to post and maintain one hour of office hours per three credit hours per week and be available to meet with students for an additional 30 minutes per week outside of office or class hours.

Copies of your office hours should be turned in to your academic dean on the appropriate form by the end of the first week of class. The administrative procedure which outlines the college's policy on part-time faculty office hours is located in any academic dean's office.

Orientation Session

As of Fall 2002, formal orientation sessions will be scheduled once every major term. In order to be eligible for future employment at the college, you are **required** to attend at least one of these sessions during an academic year (that is, either a fall session or a spring session, or both). In addition, your supervisor will provide you with campus-specific and/or discipline specific information about the course(s) you will teach.

Parking

Adjunct faculty should contact their deans for specific instructions related to parking.

Personnel Files

The Human Resources Office maintains official personnel files on each employee. These files contain documentation regarding all aspects of the individual's employment with the College, such as salary, evaluations, beneficiary designation forms, disciplinary documentation, and letters of commendation. You may review your personnel file by contacting the Human Resources Office.

Priority Staffing Policy

Full-time faculty members at HCC work under a contract that is collectively bargained between the faculty union and the District Board of Trustees. That contract gives full-time faculty priority over part-time faculty for course assignments on all campuses. It is possible that you may be offered a class to teach and subsequently be bumped from that class by a full-time instructor. This normally happens when a class scheduled to be taught by a full-time instructor is cancelled, and the instructor needs another class to meet his/her contractual teaching load.

Reasonable Accommodation

For procedural guidelines on reasonable accommodations for employees with disabilities, please see Administrative Procedure 2.044, "Reasonable Accommodations for Employees with Disabilities".

COLLEGE POLICY RELATED TO GRADES

Grading Policies

Students will be awarded letter grades for courses taken at HCC. The following list shows the grades recognized by the College.

Grades used in computing GPA:

Grade	Interpretation	Point Value
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
FX	Failure – Stopped Attending	0

Grades not used in computing GPA:

Grade	Interpretation
AU	Audit
AW	Administrative Withdrawal
I	Incomplete
N	No Credit
NR	Grade not reported by instructor
S	Satisfactory
W	Withdrawal
WN	Withdrawal, non attendance

The following letter grades have special requirements:

Audit: awarded to a students who enroll in credit classes for enrichment but not for credit. A change in enrollment from credit to audit or audit to credit can be made only during the designated schedule adjustment (drop/add) period.

Administrative Withdrawal: awarded by the College for reasons such as non-payment of fees, non-compliance with rules, or extenuating circumstances.

Incomplete: awarded only when requested by the students, approved by the instructors, and confirmed by the appropriate academic deans. “I” grades are given only when unforeseen circumstances prevent students from completing course requirements during the regular term. An “I” contract is agreed upon and signed by both students and instructors. Contracts include a list of the course requirements students must complete and the deadline by which the work must be completed. To be eligible for an “I”, students must have satisfactorily completed at least two-thirds of the course requirements. “I” grades must be removed before

the end of the eighth week of the following term (excluding summer term), or they will be changed to “F” grades on the students’ permanent records. Students should refer to the student services Important Calendar for Students.

No Credit (N): “N” grades are awarded only in college preparatory courses. The “N” grade is awarded to students who attend class through the end of the term but who do not reach the level of skill or knowledge required to move on to the next course. Students who receive an “N” grade do not earn credits, and “N” grades are not included in calculating students’ cumulative GPAs. Students who receive “N” grades must repeat the courses during the following term.

Grade Not Reported —when instructors omit a grade, the notation “NR” is placed on transcripts.

Withdrawal — awarded to students who officially withdraw by the deadline.

WN — initiated by instructors and awarded to students who have not attended during the first 10 class days of a regular term. The student is financially responsible for the cost fo the courses.

Academic Appeals

Students must adhere to the standards of academic performance as established in the course syllabus. However, students are protected against prejudicial or capricious evaluation and may dispute an assigned grade by asking the instructor for reconsideration. If the grade remains in dispute, students should contact the campus dean of student services, who will then address the issue via the academic grievance procedure. No grade will be changed without the approval of the instructor and the campus president.

Grade Point Average

Each letter grade has a point value. To determine a grade point average (GPA), multiply the number of points for each grade earned times the number of the course’s credits. A “B” (3 points) in a 3-credit course is worth 9 points. An “A” (4 points) in the same 3-credit course is worth 12 points. Add the total grade-point values for all courses and divide by the total number of credit hours to find GPA.

Example:

ENC	1101;	3 credits;	Grade A (4 points)	=	12
CGS	1000;	3 credits;	Grade C (2 points)	=	6
HUM	2210;	3 credits;	Grade F (0 points)	=	0
PEM	1954;	1 credit;	Grade B (3 points)	=	3
Total		10 credits			21 Points

Divide 21 points by 10 credits = 2.10 GPA.

A GPA of 2.0 or higher is required for an associate degree from HCC.

COLLEGE POLICY RELATED TO SAFETY AND SECURITY

In addition to the information that appears below, see related safety issues in the section on college policy related to the classroom. Specifically, see the sections on emergencies, emergency procedures, and emergency rescue areas.

Assault or Threat

Any work-connected case of assault or threat of bodily harm to a faculty member shall be reported to the faculty member's dean or program manager, and simultaneously to security, who shall ascertain the facts surrounding the issue and take appropriate action. The dean will notify the faculty member of a decision concerning the matter. If the assault or threat involves a student, a consultation with the faculty member and student will be held. If the continued presence of the student is considered detrimental to the educational process in that class, the student will be transferred or withdrawn from that class.

Campus Disturbances

No one is permitted to knowingly disrupt or interfere with the administration, function, or activities of any educational institution according to state law (FS 877.13). In addition, no one is to encourage a student to disrupt the educational process or to interfere with the attendance of any student or employee. Any person who violates this law may be charged with a second degree misdemeanor and, upon conviction, be fined up to \$500, subjected to 60 days imprisonment, or both.

Security

HCC's security force, which is available to assist all students and employees, patrols college property to detect and deter criminal activity; provides protection to individuals on campus; provides security of college property; and detects and documents hazardous, unusual, and suspicious conditions. The security office provides information and assistance on a 24-hour basis. The security office utilizes uniformed patrol officers with marked vehicles and officers on foot patrol to observe, to detect criminals and suspicious activities, to enforce traffic and parking regulations, and to assist students and employees in related matters.

Students, employees, and members of the community are required to adhere to all local, state, and federal laws, statutes, and ordinances in addition to HCC administrative rules and procedures. The security office is responsible for monitoring compliance of these laws and many of the rules and procedures at HCC. Responsible students or employees should take the following actions:

- notify the security office of suspicious conduct, criminal activities, and hazardous situations.
- refrain from leaving doors and windows open.
- walk to cars and classes in groups or with a companion. (Call an officer at 253-7911 if students or faculty need someone to walk them to their cars.)
- walk in well-lighted areas at night, even when in a group.
- use intuition - if you feel you are being followed, change direction and walk toward a group of people or a secure area.
- watch your belongings.
- avoid strangers that appear suspicious or out of place.
- contact security to ask for assistance.

The Defense Personnel Security Research Center (PERSEREC) recommends the following personal conduct guidelines, reproduced from *Combating Workplace Violence/Guidelines for Employers and Law Enforcement*.

Personal Conduct to Minimize Violence

Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.

Do

- Project calmness: move and speak slowly, quietly and confidently.
- Be an empathetic listener: encourage the person to talk and listen patiently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.
- Ask for small, specific favors such as asking the person to move to a quieter area.
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).
- Be reassuring and point out choices. Break big problems into smaller, more manageable problems.
- Accept criticism in a positive way. When a complaint might be true, use statements like "You're probably right" or "It was my fault". If the criticism seems unwarranted, ask clarifying questions.
- Ask for his recommendations. Repeat back to him what you feel he is requesting of you.
- Arrange yourself so that a visitor cannot block your access to an exit.

Do Not

- Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around.
- Reject all of a client's demands from the start.
- Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger-pointing or long periods of fixed eye contact.
- Make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.
- Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.
- Criticize or act impatiently toward the agitated individual.
- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.
- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.
- Invade the individual's personal space. Make sure that there is a space of three to six feet between you and the person.

If you notice situations which may lead to a potential or real safety or security problem, notify the local campus office or call 253-7911. After hours call 220-7032 (cellular phone). Upon request, the College will make available its policies, procedures, statistics, and information relative to safety and security.

Threats of Violence

Threats to do bodily harm or property damage by College personnel, students, visitors, or any other individual against another while at Hillsborough Community College is totally inappropriate. A threat of violence, either verbal or written, expressed or implied, will not, under any circumstances, be tolerated at Hillsborough Community College. Any other threat of a material and substantial disruption to the operation of the College is also prohibited. An employee making any threat prohibited by this rule will be disciplined in accordance with the appropriate administrative procedure, up to and including termination. A student making any threat prohibited by this rule will be disciplined in accordance with the appropriate administrative procedure, up to and including expulsion. Any other individual making any threat prohibited by this rule will be required to leave College property immediately. Notification will be made to the appropriate law enforcement agency when appropriate. The failure of any employee or student to report any threat prohibited by this rule that is made by students, employees, or any other person against any person or the operation of the College will also result in disciplinary action.

PERSEREC provides the following warning signs of violence and inappropriate behavior. The focus is on the employer/employee relationship, but the warning signs are also applicable to the faculty member/student relationship.

Warning Signs of Potentially Violent Individuals

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they are usually exhibited by people experiencing problems.

- Irrational beliefs and ideas
- Verbal, nonverbal, or written threats or intimidation
- Fascination with weaponry and/or acts of violence
- Expressions of a plan to hurt themselves or others
- Externalization of blame
- Unreciprocated romantic obsession
- Taking up much of a supervisor's time with behavior or performance problems
- Fear reaction among coworkers/clients
- Drastic change in belief systems
- Displays of unwarranted anger
- New or increased source of stress at home or work
- Inability to take criticism
- Feelings of being victimized
- Intoxication from alcohol or other substances
- Expressions of hopelessness or heightened anxiety
- Productivity and/or attendance problems
- Violence towards inanimate objects
- Steals equipment or sabotages projects
- Lack of concern for the safety of others.

Recognizing Inappropriate Behavior

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees who exhibit the following behaviors should be reported:

- Unwelcome name-calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing
- Physically intimidating others including such acts as obscene gestures, “getting in your face,” and fist-shaking

Use of Force

Subject to Florida law, a faculty member may use such force as is necessary to protect him/herself from attack or to prevent injury to another student. Any student disturbance of this or any matter should be reported to the campus security at once.

COLLEGE POLICY RELATED TO STUDENTS

The following student-related information is condensed from the HCC Catalog and other documents for a brief overview. Please see the Catalog for further explanation or contact your academic dean.

Acceleration Programs

Advanced Placement (AP): college credit awarded based on scores from the College Board Advanced Placement Program examinations.

Certified Professional Secretary (CPS): college credit awarded when Certified Professional Secretary Exam passed with “CPS” designation.

College Level Examination Program (CLEP): demonstrated achievement through both general and subject exams results in college credit.

Credit by Examination: Credit earned in approved courses by scoring at least a “C” on the appropriate HCC examination.

DANTES: credit earned in State approved courses for successful completion of Defense Activity for Non-Traditional Education Support (DANTES) exams.

Dual Enrollment: credit awarded simultaneously for high school and college for in-state courses designated as Dual Enrollment.

Experiential Credit: credit awarded for experience in a limited number of technical programs.

International Baccalaureate (IB): awarded when student meets curricular, service, and thesis requirements and scores at a prescribed level on the internationally standardized subject examinations.

Alumni Association

HCC has an Alumni Association under the auspices of HCC’s Institutional Advancement Department. Alumni Association members are committed to being advocates for the College. The organization actively supports the academic programs and strives to raise the visibility of the College by implementing its primary goals. These goals focus on attracting new students and providing resources in support of student academic success, communicating College needs to alumni, and increasing alumni participation with College programs. For more information, call 253-7018.

Articulation Agreements

HCC has many articulation and other agreements with technical centers, other colleges, and universities. A description and list of these agreements is in the HCC Catalog.

Grade Confidentiality

At HCC, grade confidentiality is considered to be an important part of a student’s right to privacy. Accordingly, student grades are to be treated as confidential information shared only between the individual student and his/her instructor. A student’s grades are not to be discussed with anyone other than the student and are not to be posted by social security number or name. Grades are mailed to the student by the office of admissions, records, and registration. See the HCC Catalog for more information regarding confidentiality of student records.

Information about Students

Please note that access to student records is regulated by the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment.” A complete overview of the Buckley Amendment is located in the handbook appendices.

Special Programs

College Preparatory Program: utilizes individualized, competency-based instruction through a combined lecture/lab approach for students who test below the state-adopted minimum scores on the college placement test. Those students who test into two or more college preparatory classes in English, reading, and/or mathematics must register for the College Preparatory Program. Students who test into only one college preparatory area may choose to participate in the Program.

Students who have not completed all of their college preparatory courses by the time they have earned 12 hours of college-level credit must register simultaneously for their required preparatory courses and any college-level credit courses they are eligible to take. These students may enroll in no more than two college preparatory courses per semester and in no more than 13 credit hours per term.

Students taking a college preparatory course for the third time will be charged the full cost of instruction (withdrawal from a course counts as an attempt). Students who have serious extenuating circumstances may petition the appropriate campus Dean of Student Services for an exemption from paying the full cost of instruction. Students who in three attempts fail to satisfactorily complete a preparatory course will not be allowed to register again for that course. However, the College encourages such students to enroll in continuing education courses or private vendor programs that are designed to improve students’ college-entry skills. Students who can document that they have completed such course/programs may retake the placement test (F.S. 1008.30).

Concurrent Admissions Program (ConAP): HCC admits eligible U.S. Army soldiers upon enlistment and guarantees full admission during enlistment and for two years after they complete active military service. Enlisting Army Reserve soldiers are also eligible, and admission is deferred until completion of initial active-duty training (about six months).

Criminal Justice Training Institute: Operating under the auspices of the Criminal Justice Standards and Training Commission, enrollment is open to law enforcement and corrections officers. Course offerings include Advanced Training, Career Development, and Specialized Training for Law Enforcement & Correctional Officer entry-level training.

English for Academic Purposes (EAP): courses designed for students interested in learning to read, speak, and understand the English language in order to continue in other college credit classes. In the past five years, these courses have served nearly 1,200 students from all over the world.

HCC at MacDill Air Force Base: selected classes required for the Associate in Arts and the Associate in Science degrees and College Credit Certificates are offered on the base at the MacDill Education Center. The program at MacDill is based on five 8-week terms per academic year. Classes are held at noon, in the evenings and on weekends in Base-provided classrooms. They are open to both civilians and military personnel; however, active duty military are always given priority in registering for classes.

Honors Program: designed to promote a rigorous academic program for exceptionally talented and motivated students. With the evolving goal of gaining a comprehensive view of the nature of thought, knowledge, and human understanding in an environment of creative interaction, the students will explore the fundamental ideas of human civilization from a variety of academic disciplines. The honors students will be challenged to accept their moral responsibilities, which include leadership, thoughtful self-governance, and service to others. The Honors Program reflects the mutual commitment by both students and faculty to achieve the following goals:

1. Create an atmosphere of scholarly inquiry with an emphasis on critical research resulting in a major documented paper or project.
2. Cultivate the higher levels of the cognitive domain including application, analysis, synthesis, and evaluation.
3. Experiment with alternative learning strategies to foster an environment of creative interaction and intellectual flexibility.
4. Explore personal attitudes and values to form an ethical canon with which to meet the challenge of a world of extreme transitions.

Honors Work includes a minimum of six Honors courses selected from four of the following five disciplines: Communications, Humanities, Mathematics, Natural Science, Social Science; one credit orientation seminar; and twelve hours community service per honors semester. See the HCC Catalog for admission criteria, privileges, and advantages.

Reserve Officers Training Corps: HCC students may participate in the Reserve Officers' Training Corps (ROTC) programs conducted through the University of South Florida and Florida Southern College.

Servicemembers Opportunity College (SOC): a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military. As an SOC member, HCC recognizes the unique nature of the military lifestyle and is committed to easing transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

Single Parents, Displaced Homemakers, and Single Pregnant Women Program: provides education, counseling, training, and job placement assistance to promote financial self-sufficiency through high-wage training opportunities for the unemployed, underemployed, or low income earners.

Student Support Services: a federally funded TRIO program designed to facilitate the retention, graduation, and transfer of disadvantaged students by assisting with academic, career, cultural, and personal development. Students with disabilities, students from low-income families, or students whose parents have not graduated from a four-year college are eligible.

Telecourses and Distance Learning: a variety of Distance Learning options is available each term for students as an alternative to courses offered in the traditional manner. The flexibility and convenience of computer or television courses make them the perfect learning alternative for students with demanding work and family responsibilities. Students must meet the same course objectives as in traditional, on-campus courses, including Gordon Rule assignments as appropriate. An orientation and four review/exam sessions are held on-campus during the term.

Weekend College: Credit courses, which meet the associate degree requirements, are held on Saturday. Under one option, three 16-week terms are offered per academic year. Students

taking 6 hours per term can complete degree requirements in 10 terms. Terms vary in length; weekend classes are published in the credit course schedule.

Student Government Constitution – Bill of Student Rights

The Student Government Constitution, including the Bill of Student Rights, are reproduced in the Student Handbook. A copy of the Handbook may be obtained from your supervisor.

Students with Disabilities

Hillsborough Community College encourages all qualified students to attend our institution. As a result, we enjoy a very diverse student population. This diversity includes students with disabilities. HCC makes every effort to help students with disabilities get the most out of attending college by providing services, and reasonable accommodations to ensure access to all academic programs, services and activities, in compliance with the Americans with Disabilities Act of 1990 (ADA).

The ADA defines a person with a disability as any person who has a physical or mental impairment that substantially limits one or more of such person's life activities; has a record of such impairment; or is regarded as having such an impairment. Examples of disabilities include, but are not limited to, the following: physical impairment, visual impairment, hearing impairment, learning disability, speech/language impairment, alcohol/drug abuse, AIDS, psychiatric disability, and ADD/ADHD.

Depending upon documentation provided to the campus Coordinator of Services for Students with Disabilities, available services/accommodations include, but are not limited to, the following: learning disability specialist, sign language interpreters, note takers, readers, tutors, alternative testing arrangements, recorders, visual magnifiers, and specialized computer hardware and software on campus. All services are free.

Students needing academic accommodations must self-identify and provide appropriate documentation of disability to the campus Office of Services for Students with Disabilities. Students may contact the Coordinator of Services for Student with Disabilities to discuss documentation guidelines.

Campus Contacts:

Brandon---Administration Building, Room 217 (253-7914)

Dale Mabry---Student Services Building, Room 208 (259-6035)

Plant City---Student Services Building, Room 101C (757-2209)

Ybor City---Public Service Technology Building, Room 230 (253-7757)

Students With Learning Disabilities

If you think a student has a learning disability, refer him or her to the Office of Services for Students with Disabilities (see the last paragraph above for campus-specific contacts). In addition, some of the campuses have Learning Disability Specialists.

Students with a learning disability have average or above average intelligence and a deficit in ONE OR MORE of the following areas: oral expression, listening comprehension, written expression, reading decoding, reading comprehension, mathematic calculation, or mathematic reasoning.

Note: Terms often used to refer to students with learning disabilities are dyslexia, dyscalculia, Specific Learning Disability, SLD, and LD.

Characteristics of students with learning disabilities may include but are not limited to the following:

1. Reads slowly, often rereads material several times for comprehension;
2. Performs frequent or/and simple spelling errors;
3. Omits words or word endings;
4. Has difficulty copying from text or board;
5. Reverses/confuses numbers and symbols;
6. Has poor mastery of basic math facts;
7. Has difficulty following directions/instructions;
8. Has difficulty with organizational skills;
9. Exhibits inconsistent performance;
10. Has difficulty proofreading work.

Note: Characteristics and degree of severity will vary from student to student. These characteristics alone do not indicate a learning disability.



SYLLABUS

**Course Number/Prefix
Course Title**

Term -

Instructor's Name:

Telephone Number:

Email Address(es)/Other Contact Information:

Office Hours (Day, Time, Location):

Class Schedule:

Course Description:

Course Objectives:

Text Book and Materials:

Required :

Supplemental:

Grading System:

Academic Dishonesty Policy:

Attendance Policy:

Instructional Methods (INCLUDING EXAMINATION POLICIES):

Request for Accommodations:

If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. The office is located in the . You may also reach the office by telephone at (813) {voice line}; (813) {TTD}; or (813) .

Assignments:

HILLSBOROUGH ADJUNCT FACULTY EVALUATION

Community College PERFORMANCE REVIEW

<i>Name</i>	<i>ID or SSN</i>	<u>POSITION NUMBER</u>	<u>HR PROCESSED</u>	
			<u>DATE</u>	<u>BY</u>
<i>Discipline/Area</i>	<u>LOCATION</u>	<i>Evaluator</i>		
<i>Pre-Evaluation Conference Date</i>	<i>Formal Observation Date</i>	<i>Duration</i>		

Specific Evaluation Criteria: Instructional Skills

	Yes	To Some Degree	No	N/A
1. The instructor laid the ground work for class by reviewing material from the previous class and indicating objectives for this class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The class presentation was well planned and organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Important ideas were clearly explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The instructor was enthusiastic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The class proceeded in a logical fashion toward the objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There was an analysis, summarization, or conclusion at the end of class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The instructor listened to the students' views.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor's delivery was effective in terms of voice, diction, and modulation for emphasis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The majority of the students were interested and attentive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If audiovisual aids were used, they were used effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The class appeared orderly and disciplined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The instructor involved as many students as possible in class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The instructor probed for sources or misunderstandings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The instructor made use of the textbook for the session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The instructor started and stopped the class on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The instructor made good use of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples of Strength in Narrative Form:

Areas Needing Improvement, if any:

Based upon this evaluation, I consider the faculty member's overall performance to be:

Satisfactory

Satisfactory, Needs Improvement

Unsatisfactory

Evaluator Signature

Date

Administrator Signature

Date

I have read the above evaluation. I understand that my signature does not constitute a concurrence or approval but signifies that I have been shown this evaluation and that I may add a rebuttal.

Adjunct Faculty Member Signature

Date

STUDENT EVALUATION FOR FULL-TIME FACULTY - is located in the Public Folders, under Human Resources, Forms. You may also contact your Dean for a copy.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
20 U.S.C. ' 1232g

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, regulates access to records by generally providing that students, parents or the students themselves, if they have reached the age of 18 or are attending a postsecondary institution,¹ have access to their records but access by others is limited. FERPA applies to any public or private educational agency or institution which receives funds from any federal program administered by the Department of Education.² While FERPA does not expressly prohibit certain conduct regarding student records, it provides that federal education funds will be cut off from institutions which do not comply with the law.

FERPA applies to all education records, defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the school or person acting for the school. The definition includes admissions files, identification information, scholastic records, standardized test scores, disciplinary records, medical health records, and information pertaining to special services provided to the student. The act excludes the following records from this definition: (1) records of instructional, supervisory, administrative, and educational personnel in the sole possession of the maker and not accessible to or revealed to any other person except a substitute;³ (2) records of the institutional law enforcement unit if those records are used only for law enforcement purposes, if they are not shared with anyone other than law enforcement officials of the same jurisdiction, and if the personnel of the law enforcement unit do not have access to the institution's education records; (3) employment records of a student employed by the institution, provided the student is not employed as a condition of his/her status; (4) records of an eligible student which are made or maintained by a physician or other recognized medical professional and are used only in connection with the student's treatment and are not available to anyone else;⁴ (5) records of persons after they are no longer students at the institution, such as a report of jobs held by graduates.

FERPA gives parents of students under the age of eighteen the right of access to all education records kept about their child. Once the child becomes eighteen or attends an institution of postsecondary education (even if under the age of eighteen), the student becomes eligible to see all of his/her education records *except* (1) financial records of the parents or (2) confidential letters of recommendation placed in the file before January 1, 1975. The student has a right to see any letters of recommendation placed in her/his file after January 1, 1975, unless the right to see them has been waived. An institution may ask a student to waive the right to see letters of recommendation but must clearly explain that the failure to waive such a right will not result in any negative action by the institution.

¹Such an individual is called an "eligible student" under the law.

²The law applies to an institution whose students receive Department of Education funds and, in turn, use those funds at the institution.

³Under this exception, privately maintained teacher notes about students are not covered under the law if the notes are not shared with anyone but a short-term substitute teacher.

⁴An exception provides that these records may be reviewed by a physician or other appropriate professional of the student's choice.

The parents of a student under the age of eighteen and an eligible student are the only two classes of persons with the right to examine education records. The act permits institutions to grant the right of access to other persons without the parents' or the student's consent. Such individuals include (1) institutional officials who have a legitimate educational interest in seeing the information, (2) institutions at which the student seeks or intends to enroll, (3) parents of a student who has reached the age of eighteen or attends a postsecondary school if they claim the student as their tax dependent, (4) certain federal and state authorities if the records are needed to audit or evaluate a federally funded education program, (5) persons connected with an application for or receipt of financial aid, (6) persons who are conducting studies for the institution to develop or validate predictive tests or to improve instruction, and (7) accrediting organizations in order to carry out their accrediting functions.

An institution may designate certain kinds of information as directory information and make it available to the public without the parents' or the eligible student's consent. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous institution attended, and other similar information. The institution must, however, inform the student's parents or the eligible student what information will be included as directory information and provide them with the opportunity to object to the release of specific information about that student without their permission.

No records except directory information may be released to persons other than those specifically listed in FERPA without (1) the written consent of the parents or the eligible student, (2) a court order, or (3) a lawfully issued subpoena. For example, the institution may not release education records to prospective employers, local police, the Federal Bureau of Investigation, or persons running credit checks without the parents' or the student's consent.

FERPA provides the eligible student or parents with the right to a hearing to challenge the accuracy of records and the right to place with the records a written statement of disagreement with material contained in the records. Institutions must inform eligible students and their parents on an annual basis of their rights under FERPA and what information is to be treated as directory information. They must also inform these individuals that they have the right to complain about violations by the institution to the Department of Education.⁵

Institutions are also required to adopt a written policy implementing FERPA. The policy must include (1) how the institution provides the annual notice of the rights of students and parents, (2) the procedure a parent or eligible student must follow to gain access to the student's records, (3) whether the institution will make copies of the records for the parent or student and, if so, for what fee, (4) a list of the types and locations of education records kept and the official responsible for them, (5) a definition of who is an institutional official and what is a legitimate educational interest if the institution releases education records to institutional officials, (6) a list of the information classified as directory information, and (7) the procedure a parent or student must follow in order to challenge a record or to place an explanation in the file.

⁵The courts have refused to recognize a private cause of action under FERPA which would permit eligible students to sue an institution for violations of the act. *Girardier v. Webster College*, 563 F.2d 1267 (8th Cir. 1977).