Adjunct Instructor Orientation
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Preparation for Instructional Assignment
Adjunct Faculty Contribution

At Eastern Florida, we recognize the vital role that adjunct faculty members play in serving the students’ needs.

Because of this very important role, you are required to participate in this online orientation. You will review relevant College procedures and you will be introduced to the many resources available to you.

After viewing this PowerPoint orientation:
• complete the Adjunct Orientation Information Acknowledgement Form (included in the Forms & Documents section of this site—Human Resources>Adjunct Resources)
• send to Human Resources
• begin the training listed on the Mandatory Training Checklist (included in the Training section later in this presentation); the location of the EFSC training site will be covered later in this presentation.
Assignment Variables

While the College values the dedication and commitment of adjunct faculty, there is no guarantee, when an adjunct is hired and assigned to teach a specific class, that the class will actually be held. Low enrollment, program eliminations, etc. may affect whether the class will be cancelled.

The decision to cancel is usually made within 24 hours of the closing of general registration. At that time, adjunct faculty affected by cancellations will be notified by a phone call from the respective division office.

When a class does have sufficient enrollment, assignments may provide employment by the day, week, month, or semester for either credit or clock hours. The employment terms between the adjunct faculty member and the College for one assignment do not imply an automatic renewal for future assignments.
Introduction to Eastern Florida State College
Administration

Dr. James H. Richey
President

Dr. Linda Miedema
Vice President
Academic/Student Affairs
Chief Learning Officer

Mr. Richard Laird
Vice President
Operations

Mr. John (Jack) Parker
Vice President
External Affairs

Eastern Florida State College
Board of Directors

Mr. A. Landman
Chair

Mr. R. Howse
Vice Chair

Mr. M. Harvin Sr.

Mr. B. Deardoff

Dr. E. Figueroa

Eastern Florida
State College
Provosts

Dr. Dedra Sibley, Cocoa Campus
Dr. Phil Simpson, Titusville Campus & eLearning
Dr. Sandy Handfield, Melbourne Campus / AVP for Academic & Student Affairs
Dr. Wayne Stein, Palm Bay Campus
Our Vision

Eastern Florida State College is committed to being our community’s center for quality teaching and lifelong learning.
Our Mission

Eastern Florida State College is committed to engaging our diverse population in quality, accessible learning opportunities that successfully meet individual and community needs. To fulfill that mission, EFSC offers:

• Specified baccalaureate degree programs through formal written agreements between the College and other regionally-accredited postsecondary educational institutions or with the College for the purpose of meeting district, regional or statewide workforce needs.
• Undergraduate studies and Associate Degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, partially online classes and online classes.
• Technical and vocational training for Associate Degrees and Certificates to enter the workforce, improve professional skills and develop new competencies.
• Instructional support services such as advising and career guidance.
• Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
• Workshops and classes for personal growth, developmental instruction and lifelong learning.
Our Philosophy

• Respect for the individual (courtesy/civility)
• Continuous improvement/professional competence
• Passion for learning
• Leadership, empowerment, integrity
• Teamwork, sense of belonging
• Service
• Accountability
• Sense of achievement
Preparation for the Classroom
Transcripts

If you have not already done so, please request that your official transcripts be mailed to:

Eastern Florida State College
Human Resources
1519 Clearlake Rd.
Cocoa, FL 32922

Note: Official transcripts cannot be sent electronically or hand-delivered. They must be mailed directly from the issuing institution to Eastern Florida State College.
Fingerprinting

• Prior to classroom assignment, all EFSC faculty must successfully complete fingerprinting for background screening. Please bring photo identification.

• The non-refundable fee of $36.00 is the responsibility of the individual and must be paid at the time the fingerprints are taken.

• A check or a money order made payable to Eastern Florida State College are the only acceptable forms of payment. Cash or credit cards will not be accepted.

• The individual cannot begin teaching until the fingerprints are reviewed by the AVP of Human Resources. After the results have been reviewed, your supervisor will notify you regarding the status of your assignment(s).

• Results may take up to 3 days or longer, so individuals are encouraged to report to the EFSC Cocoa or Melbourne Security Office as soon as possible.

• The Cocoa Security Office (Bldg 1) and the Melbourne Security Office (Bldg 1, Room 123) are open 7 days a week and they can fingerprint from 7:00 am to 10:00 pm Monday-Thursday and from 7:00 am to 3:00 pm Friday-Sunday. No appointment is necessary.
Substance Screening

• Prior to classroom assignment, all EFSC nursing faculty must successfully complete a substance screening.

• HR will notify nursing faculty of the screening requirement and where to call to obtain their screening donor pass and donor appointment at the designated lab, with a reminder of the non-refundable fee of $55.00 that is the responsibility of the individual and must be paid when picking up the donor pass at the HR Office.

• A check or a money order made payable to Eastern Florida State College are the only acceptable forms of payment. Cash or credit cards will not be accepted.

• The individual cannot begin teaching until successful results have been received by the College; at that time your supervisor will notify you regarding the status of your assignment(s).

• Results may take up to 3 days or longer, so individuals are encouraged to call the HR Office to receive an appointment time and a donor pass as soon as possible. Please bring photo identification.
ID Badge

- ID badges are issued through your home-campus Security Office after all credentialing is complete and a B# has been entered into the payroll system by Human Resources.
- Obtain the ID Authorization Form from the Department Chair (DC) Office.
- Take the ID Authorization Form to your Campus Security Office and have your photo taken.
- The Security Office will have the completed badge placed in your mailbox. (Check with your DC Office staff for the location of your mailbox)

Badges are to be worn at all times while on campus in order to be easily identified by other employees as a person authorized to be in employee work areas.
Obtaining a Parking Permit

All faculty, staff, and students are required to have an EFSC parking permit. There is no charge to employees. To obtain your parking permit, please follow these steps:

Note: You will need your vehicle information, including your tag number, in order to complete this process.

1. Log on to myEFSC > Titan Web, using your B# and password.
2. Go to the “Employee” tab.
3. Click on “Parking Permit” and follow instructions.
4. Once your form is complete, print out the temporary permit form.
5. Present your temporary permit form to your campus Security Office staff in order to obtain the permanent parking permit.

Attach parking permit to driver side bumper or rear window.
Parking Information & Rules

Park in designated areas only:
  Handicapped Only-Blue
  Faculty & Staff-Yellow
  Students-White
  Fire Lanes Only-Red

- All vehicles must display a valid parking permit.
- The traffic rules that apply off campus also apply on campus.
- Parking on the EFSC Campuses is a privilege, not a right.
- Security Officers are here to help students, faculty and staff.
- Learn the phone number of your Campus Security Department—the number is listed on the back of your badge.
Safety / Security
EFSC Desktop Alert System

- An Emergency Test Alert is sent to computers and telephones once each semester. Since some areas are not occupied all day, alerts are sent twice to make sure the rooms are occupied during the alerts.

- When the emergency test message appears on your monitor, simply click the green ‘acknowledge’ button to exit the alert screen.

- The message will also appear on the screen on your phone and a phone alert will sound (if you have the volume turned up on your phone). Simply click the ‘exit’ button on the phone and the alert will disappear.

- Please report any phone or computer that does not announce the alert message by emailing ITSUPPORT@EASTERNFLORIDA.EDU or by calling the IT department at ext. 7600.

- Of course, if the alert is an actual emergency, you are to follow the directions as provided in the Emergency Alert.

- The next slide is a sample of the Alert Screen that is sent.
Sample Alert Screen

**EFSC Desktop Alert System**

**ALERT!**

This is a test of the EFSC emergency notification system. This is only a test. EFSC will conduct a test each semester of the emergency notification system. If this had been an actual emergency situation alert, appropriate directions would have followed. Thank you and have a great day.
Classroom Keys and Phones

All of our doors are lockable from the **inside** of the classroom and will still allow students to leave the classroom. As such, they can provide protection for our faculty and students and still meet the life safety requirements for leaving a classroom in an emergency.

In order for classrooms to be used as a refuge during an active shooter event, the doors will remain unlocked when the rooms are unoccupied during business hours. Report locked classroom doors to the Security staff on your campus.

- You should be issued a key for your classroom. (If you do not receive one, please request one.)
- Carry your key with you.
- If you feel safer locking the door of your classroom, please feel free to do so.
- If your door does not lock, notify the Provost’s office and/or the Associate Provost’s office.
- Periodically check the classroom telephone; **make sure that the ringer is turned on** so you can receive REVERSE 911 calls from Security or other emergency personnel in an emergency situation.

(phones should have a sticker indicating the building and room number; if not, notify the Provost’s Office and Associate Provost's Office by email)
Classroom Lockdown

In the event of a lockdown, it is recommended that you:

• Lock the door.
• Turn off the lights.
• Shut down multimedia projectors and monitors.
• Cease classroom activities.
• Move students away from windows and doors
  (if students insist on leaving, do not physically stop them;
   do try to convince them that it is safer to remain in the classroom).
• Remind students to turn off phone ringers.
• Avoid texting (due to light from phones).
Calling 911 From a Campus Phone

Calls to 911, 9-911, and 8-911 from a College phone go directly to the 911 Communications Officer in the jurisdictional law enforcement agency responsible for that specific campus. The College’s call center will simultaneously receive an email stating that the call has been placed and the available location information of the call. The Security Department cell phones will also receive a text message and an email with that same information.

Also call the Security Department as, although Security Officers will be aware of a 911 call being made, they will have no information about the important details of the call. The more information they have about a situation, the better they are able to assist with a positive outcome.

If you use a CELL phone to call 911, it is very important to make a second call to the campus Security Office with the same details. When the call is made from a cell phone, neither the Call Center nor the Security Office will receive information about the call. Even when you call from a Campus phone, it is best to call (or delegate someone to call) the Security Office, giving them the same information that was given to the 911 Operator. To ensure quick campus response from first-responders: CALL 911 + SECURITY OFFICE.
Accessing myEFSC

myEFSC is the College’s information system for current faculty, staff and students. After you log in, you will have access to tools and information available in your personalized myEFSC portal. You may log in anywhere that you have internet access.

- Click on EFSC Logins on the College’s homepage, then select the myEFSC link.
Logging into myEFSC

**B number:** use your employee ID

**Pin:** First time log in, use your birthdate—MMDDYY
(2-digit month, 2-digit day, 2-digit year).

Remember to change your **Pin** after logging in.

Once HR has received your paperwork after date of hire, allow three days for I.T. to set up access to software.
The Faculty Resource page gives you access to faculty specific tools and information such as your faculty schedule, Canvas updates, important dates and deadlines, and faculty applications.
Outlook is the official way the College communicates with you. It is important to check your email often.

Logging in to Outlook Web Email:

1. Click on the **Staff Webmail** icon

2. Enter your EFSC email address: *(doej@easternflorida.edu* for John Doe).*

3. The initial password is **Defaultpwd06**. You will then be prompted to change your password.
On the next dialog screen, click on the link to open the log in page for Office 365:

1. And again,
2. Enter your EFSC email address:
   (sample: doej@easternflorida.edu for John Doe).
3. The initial password is Defaultpwd06.

You will receive a message to change your password after you log in the first time. For assistance, call 321-433-7600 or email I.T. Support.
Titan Web Services

Click on the EFSC Titan Web icon to access the following information.
- Personal
- Faculty Services
- Employee

**Important:** Under *Personal Information*, you can change your PIN number and review your current personal information. Please review this information periodically and keep your emergency information up to date.
Titan Web/Faculty Services

Click on the Faculty Services tab to check your class enrollment, submit attendance and early alert reporting, withdraw a student, or enter final grades.
To View Enrollment for a Class

1. Click on *Term Selection*
2. Select the term you will be teaching [credit hour classes will be listed by semester (ex: Fall 2018), vocational programs will be listed by the year and PSAV (2018-19 PSAV)]. Click *Submit*.
3. Click on *CRN Selection*, choose the course you want to view. Click *Submit*.
4. Select either *Summary Class List* or *Detail Class List*.
Titan Web/Employee Services

Under *Employee*, you may review tax forms, choose to receive your W-2 electronically, view your direct deposit information and your check stubs.

<table>
<thead>
<tr>
<th>Time Sheet</th>
<th>Request Time Off</th>
<th>Parking Permits</th>
<th>Benefits and Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

- **Pay Information**: View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- **Tax Forms**: View W-4 information; View your W-2 Form or T4 Form.
- **Current and Past Jobs**: 
- **Time Off Current Balances and History**: 

[Image of Titan Web/Employee Services interface]
Employee Responsibilities
Policies and Procedures

You are responsible for reading and becoming familiar with the College Procedures Manual. In order to find the Manual on the College website, click on Discover EFSC and select Administration & Departments.
Policies and Procedures

Under Administration & Departments, you will find a list of departments and general College information. Select Policies and Procedures.
Policies and Procedures

Here you will find a list of key documents with which employees should become familiar, to include the College’s Procedures Manual.

Key EFSC Documents

Important information about Eastern Florida State College’s governance, procedures, policies and emergency management plan is found on this page. To ensure you view the most recent version of each EFSC document, we recommend you refresh your browser window after opening the item or clear your browser’s cache. Click the topic of your choice for more information. Visit our document archive page for older documents and records retention information.

- 2016-2019 EFSC Strategic Plan
- Administration Organizational Chart
- Annual Security Report - Most Recent
- Board Policy Governance Manual
- College Catalog and Catalog Archives
- Drug-Free & Alcohol-Free Campus and Workplace Annual Notification
- Eastern Florida State College Procedures Manual
  [Download file and view with Acrobat to utilize your PDF-reader software's keyword search functions]
- Eastern Florida State College Data Integrity Manual
- Eastern Florida State College Fees
- Emergency Management Response Plan
- Faculty Handbook
- Notification of SSN Collection
- Operations Manual/Health Sciences Institute & Institute of Nursing
- Social Media Guidelines
- Technology and Internet Ethics & Acceptable Use Policy
Policies and Procedures

Under the key document listing, it is important to review:

• **Procedures Manual** (mandatory reading material)

• **Emergency Management Response Plan** (know what to do in the event of an emergency while you are on campus)

• **Technology & Internet and Acceptable Use Policy** (the use of College computers is a privilege and for business use only; prohibited activities on College computers may result in termination; also review Procedure 107)

Of special interest to faculty:

• **Faculty Handbook** (specific to faculty/student/classroom: No-Food-or-Drink Policy, Emergencies, Grading/Withdrawal Policies, Support Services, Grade Appeals, FERPA, etc.)

• **Operations Manual for HSI & Nursing** (for those teaching in the medical field)
Reporting Requirements

Census Reporting for Credit-Hour Classes:
A tutorial is available at: http://www.easternflorida.edu/faculty-staff/tutorials.cfm

Notes:
You will receive a message during the second week of class notifying you regarding:
- The time to verify and report attendance in the class;
- The web address for census reporting.
- Coordinate the census list and the Canvas list for each class.
Information is available on the myEFSC portal where you will find the semester’s “Important Dates” matrix. The census reporting dates are listed toward the bottom of the matrix.

<table>
<thead>
<tr>
<th>Reporting Requirements</th>
<th>FALL TERM 2018 Important Information for Faculty &amp; Staff</th>
<th>16 WEEK Session</th>
<th>12 WEEK Session 1</th>
<th>12 WEEK Session 2</th>
<th>8 WEEK Ministerial A</th>
<th>8 WEEK Ministerial B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Priority Application for Admission/Readmit Deadline</td>
<td>July 23</td>
<td>July 23</td>
<td>August 27</td>
<td>Sep 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bachelor of Science in Nursing Application</td>
<td>Fall 2018: Jan 1 - May 10, 2018</td>
<td>Spring 2019: July 1 - Sept 30, 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>Web Registration Begins Monday, April 23, 2018</td>
<td></td>
<td>Walk-in Registration Begins Monday, May 7, 2018</td>
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<tr>
<td></td>
<td>Registration Periods</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>* A $50 late registration fee will assess to all students who register for classes during Late Registration. Late registration fee begins to assess August 3.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>* Students are financially responsible for all courses that appear on their schedule as of the end of add/drop for each session. Students must drop unwanted courses by the end of add/drop.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Financial Activities</td>
<td>Fee Due Date*</td>
<td>August 2</td>
<td>August 2</td>
<td>Sept 6</td>
<td>August 2</td>
<td>October 4</td>
</tr>
<tr>
<td></td>
<td>*All fees must be received by 5 pm on the fee due date noted. After that date, fees are due immediately after registration. If financial assistance is less than tuition and fees, students are responsible for paying the difference.</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Last day to drop and have fees adjusted</td>
<td>August 16</td>
<td>August 16</td>
<td>August 13</td>
<td>September 16</td>
<td>October 11</td>
</tr>
<tr>
<td>Financial Aid &amp; Scholarships</td>
<td>Titan Scholarships Application Deadline</td>
<td>June 12</td>
<td>June 12</td>
<td>June 12</td>
<td>June 12</td>
<td>June 12</td>
</tr>
<tr>
<td></td>
<td>Pell Recalculation Date</td>
<td>August 16</td>
<td>August 16</td>
<td>August 16</td>
<td>August 16</td>
<td>August 16</td>
</tr>
<tr>
<td>Class Dates</td>
<td>First day of classes</td>
<td>August 13</td>
<td>August 13</td>
<td>September 10</td>
<td>August 13</td>
<td>October 8</td>
</tr>
<tr>
<td></td>
<td>Last day of classes</td>
<td>December 7</td>
<td>November 2</td>
<td>December 7</td>
<td>October 5</td>
<td>December 7</td>
</tr>
<tr>
<td>Final Exams/Grades/Withdrawals/Incompletes/Audit</td>
<td>Last day to register as Audit status with a grade of &quot;AU&quot;</td>
<td>August 16</td>
<td>August 16</td>
<td>August 13</td>
<td>September 16</td>
<td>October 11</td>
</tr>
<tr>
<td></td>
<td>Last day for Student to Withdraw from classes with a grade of &quot;W&quot;</td>
<td>October 25</td>
<td>October 4</td>
<td>November 1</td>
<td>September 20</td>
<td>October 11</td>
</tr>
<tr>
<td></td>
<td>Last day to receive &quot;I&quot; (Incomplete) grade (from spring 2018 or summer 2018 terms):</td>
<td>December 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final exams / Exam schedule on the web</td>
<td>Dec 1 - 7</td>
<td>Last wk class</td>
<td>Dec 1 - 7</td>
<td>Last wk class</td>
<td>Dec 1 - 7</td>
</tr>
<tr>
<td></td>
<td>Web Open Enrollment / Final Grade Entry</td>
<td>Dec 4 - 11</td>
<td>Oct 29 - Nov 3</td>
<td>Dec 4 - 11</td>
<td>Oct 1 - 8</td>
<td>Dec 4 - 11</td>
</tr>
<tr>
<td></td>
<td>* Due by Noon</td>
<td>November 5</td>
<td>Due by Noon</td>
<td>November 5</td>
<td>October 8</td>
<td>December 15</td>
</tr>
<tr>
<td></td>
<td>Classes last day meeting &quot;Special Sessions.&quot; Grades are due by noon the next business day after the class ends.</td>
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</tbody>
</table>
Census Reporting for Clock-Hour Classes:
Review tutorial for census reporting, slide #18.

Notes:
• Instructors with clock-hour classes DO need to report daily attendance.

• Timesheets must be submitted on a weekly basis.

• Number of absences and make-up hours are discussed in the tutorial.
Final Grades

- You must enter a grade for every student on your list on the secure Titan Web by the deadline on the “Important Dates” matrix.

- Grades recorded in Canvas do not migrate to Titan Web (Banner).

- A tutorial is available at: http://www.easternflorida.edu/faculty-staff/tutorials.cfm.
# Terminology & Processes

<table>
<thead>
<tr>
<th>Drop</th>
<th>Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student must drop by the end of add/drop week to receive a refund or be released from financial responsibility. Course will not appear on the student’s record.</td>
<td>After add/drop week, students must withdraw from the class if they no longer wish to attend. They must do this by the published fee due date. Students are financially responsible for tuition and fees. The course, with a grade of “W,” is reflected on the student’s record.</td>
</tr>
<tr>
<td>Drop for Non-Payment: Instructor will receive an email from Accounting when accounting drops students.</td>
<td>Withdrawn for non-attendance: Students who are reported as never attended will receive a grade of “W7.” Those who stop attending will receive a grade of “W8.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Late Adds During Add/Drop Week</th>
<th>Early Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you approve a student to enter your class once it has already met, or to override a full class, sign the Registration Add/Drop form or send an email to the Advising Campus Coordinator indicating your permission. Once the week of add/drop has finished, all requests for late adds or drops must be approved by the Associate Provost.</td>
<td>This is a way for faculty to “officially” identify, through Titan Web, those students in their classes who may be in jeopardy of not successfully completing a course. This is in addition to your individual communication with the student. Note: A task force is looking at a way to improve this process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CANVAS</th>
<th>BANNER/TITAN WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas is the college-wide Learning Management System. All online, hybrid and companion face-to-face courses are located in Canvas. The class list may not reflect all students registered.</td>
<td>Banner is the student data base that has all official student record information, including registration. Titan Web reflects real time information from Banner. Grades, attendance and early alert are entered through Titan Web.</td>
</tr>
</tbody>
</table>
Teacher Notification from
Student Accessibility/Disability Services (SAIL)

At any point during the semester, you may receive an email indicating that you have a SAIL Teacher Notification (signaling that a student will require specific accommodations in your course).

Instructors are required to confirm receipt of the Teacher Notification within 2 working days.

In order to confirm, log into myEFSC, click the EFSC Employee Applications dropdown box, select “SAIL Teacher Notification", then click "Launch."

You must select the “confirm” button for each student’s notification. You will find a message with the student’s specific accommodations such as the following example:

[student name], B#, is enrolled in [course identification]. This student is registered with the Student Accessibility for Improved Learning (SAIL) and their teacher notification is below:
• Extra time on in-class and online quizzes and tests – time and a half;
• Reduced Distraction Testing Location – a testing location that...
• Use of approved formula cards for math tests and quizzes.

Please note:
While encouraged to do so early, students may request notifications be sent out at any time during the semester. While you are required by law to ensure that the accommodations listed on the Teacher Notification are implemented, you are not required to provide accommodations unless you have received a Teacher Notification.

If you have questions concerning a specific accommodation, or any accessibility issue, please contact the SAIL office for further clarification and/or support.
Accessibility of Course Materials

Accessible course materials are designed in a way that any student can access the same information, in the same number of steps as any other student, regardless of a potential disability.

Federal regulations mandate that all digital content be fully accessible. This includes all course content, hardware, software, websites, and multimedia.

Section 508 of the Rehabilitation Act requires that any agency receiving federal funds be compliant with the worldwide Web Content Accessibility Guidelines (WCAG 2.0) and that all electronic and information technology developed, procured, used, or maintained is fully accessible to people with disabilities. Any information endorsed or presented in conjunction with EFSC must adhere to these guidelines.

While instructors must ensure the accessibility of individual courses and course materials, whether provided in-class, online, in hard copy, or electronically, they are not alone! Accessibility is everyone’s responsibility. SAIL, Academic Technology, and a wide array of other resources are available for support.
Accessibility of Course Materials

• All word documents, PDFs, and PowerPoints must be accessible by a screen reader.
  – Use the stylings (title, heading, body, etc.) and built in templates when creating these files.
  – A quick way to tell if text is recognizable is to copy and paste it to a new document. If it copies, it is recognizable. If you can’t highlight it or it doesn’t copy, it is not.
  – Upload the digital file to your course, not scanned copies.
• All videos must be closed captioned with the captions turned on.
  – YouTube and Kaltura have built in captioning tools.
  – Double check any “automatic” captioning for accuracy. You may need to manually edit the captions.
• Keep color contrast in mind. Use only white/light backgrounds with dark text or vice versa.
• All images, charts, graphs, and pictures (anything not “plain text”) must have “alt text” descriptions.
• Be sure all software used in your class has been evaluated for accessibility and approved through ETAC. You can find the ETAC form on the AAC website.
Accessibility of Course Materials

Training and more detailed information is available for all instructors. Please contact:

Dr. Philip Simpson, Provost, Titusville Campus and eLearning,
Jessica Dillow, SAIL
Liz Craft, Academic Technology
Marilyn Cook, HR Training & Development
Work Schedule /Advisement

Work Schedule:
- To access your Faculty Schedule, log in to myEFSC and go to EFSC Employee Applications on the middle left side of the screen. Click the down arrow to locate and select Faculty Schedule and then click the Launch button. You will see that the site is already preloaded with the classes that you are teaching for the semester. Faculty must input the office/advisement hours.

Advisement:
- You are required to provide one half hour per week per class of advisement time.
- You may divide your advisement time into 15-minute segments in order to be available both before and after class.
- Please note your advisement hours on your faculty schedule.
- The best place to conduct advisement is in the classroom, if it is available. Alternate locations may be the learning lab, the library, the Adjunct Office if your department has one, or online if teaching an online course.

Missed classes:
- In the event of an emergency absence, call the Department Chair’s office.
- For a planned absence, advise the Department Chair either that you have arranged for a sub or that there is a need to arrange for a sub (the sub must be an EFSC employee). For planning, a Substitute List Form is available at myEFSC > Employee Applications> Faculty-Submit Substitute List in the drop-down box.
- DO NOT AVOID NOTIFYING THE DEPARTMENT CHAIR BY ASSIGNING A SUB AND PAYING THE SUB PERSONALLY. THIS WILL RESULT IN DISCIPLINARY ACTION UP TO, AND INCLUDING, TERMINATION.
Syllabus / Textbooks / Tutorials

Syllabus:
• You are required to provide a syllabus for each class that you teach.
• The syllabus is to be ready for the first day of a class.
• Please check with the appropriate Department Chair for information regarding the class syllabus.
• See the Registrar’s Electronic Course Plan Repository

Textbooks:
• Textbook information for your class(es) is available through the Department Chair’s office.

Tutorials:
• Home > Faculty and Staff > Tutorials
Miscellaneous Responsibilities

Electronic Communication:
• Use your EFSC Outlook account. PLEASE READ YOUR EMAIL AND CLEAN OUT YOUR INBOX WEEKLY; it is used both College-wide and departmentally for many reminders throughout the semester.
• You may communicate with your students through:
  - the course companion site in CANVAS, or
  - through a student’s Titan mail account.

DO NOT USE PERSONAL EMAIL ADDRESSES TO CONDUCT COLLEGE BUSINESS.

Important Dates: You will receive an email reminder from the Registrar’s Office.

Developmental Education Class Instructors:
• Must make students aware of the requirements for passing the class;
• Request additional instructions that are provided by the Department Chair or Program Coord.

Performance Evaluation:
Expect an annual classroom observation; your Department Chair or a designee will contact you prior to the visit.

Room Changes:
DO NOT move your class without checking with the Department Chair’s office. All room changes and/or assignments must be handled through that office.

Eastern Florida State College
Miscellaneous Responsibilities

FERPA

• Official communication should **only** occur through EFSC faculty and student email (or within Canvas).
  - Do not put student’s social security number anywhere in the email.
  - Do not put student’s ID number or name in the subject line.
• Whenever possible, direct student to view information online, such as grades (if in Canvas) or, at the end of the term, through myEFSC.
• Do not post grades or leave papers with identifying information (e.g. graded papers) in public places.
• Without authorization, you are not to provide information to parents or to a third party. If you choose, you may verify FERPA release information by contacting your campus admissions office prior to meeting with the parent or student.
• If you cannot verify the identity of the person with whom you are communicating as an authorized individual, do not give out student information.
CONFIDENTIALITY/HIPAA/FERPA

• Do not collect student health information in order to help student (w/diabetes, etc.) in an emergency (FERPA/HIPAA violation).
• Do not ask a student who feels faint whether they are taking drugs, pregnant, etc. (HIPAA).
• Do not touch student in distress; call 911 and Security or designate someone to do so; clear area around student so emergency staff and equipment will have access when they arrive. Epilepsy patients may become violent if touched.
• Do not mention, inquire, or comment on a student’s private life, condition, or person in the classroom or in public; discuss it in private and only if the student asks to discuss the topic with you (Confidentiality).
• If a student begins arguing or becomes angry, call Security and ask student to step outside; discussion in classroom may result in grievance for breach of confidential information about the student (Confidentiality).
Laws for Employee Protection
Drug-Free Campus & Community  
Procedure 302.5

The law requires the College, as a recipient of federal grants and contracts, to implement a drug-free workplace program. The College’s plan to establish and maintain a drug-free environment was developed from sincere concern for the well-being of students and employees. There is overwhelming evidence that drug abuse causes a dramatic reduction in the ability to succeed in education and in job performance.

The Employee’s Responsibility
Read, understand, and obey the College Drug-Free Procedure 302.5 which may be found in the Procedures Manual on the College website under Discover EFSC > Administration & Departments.

The College requires that any employee who is convicted of any offense relating to the sale, purchase, delivery, use, manufacture, or distribution of illegal drugs or controlled substances must report such conviction to the Human Resources Office, 433-7084, no later than the subsequent work day after the conviction.

Conviction Penalties
An employee or student who is convicted of a drug-related offense committed on campus or while attending a College-sponsored event or while conducting College business will be sanctioned up to and including termination for employees or suspension/expulsion for students.

Available Help
Eastern Florida State College recognizes illegal drug use and/or dependency to be a health, safety, and security problem. Employees who need assistance with problems related to drug abuse are encouraged to use any available resources, to include: EFSCares Hotline at 1-800-878-5470 (information on the back of your badge) or Human Resources at 433-7070.
Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity, and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetic information, religion, sex, gender, sexual orientation, pregnancy, disability, marital status, veteran status, ancestry, or political affiliation in its programs, activities, or employment.
Inquiries regarding the College’s Equal Opportunity Policies, including Title IX (gender discrimination) and Section 504 of the Americans with Disabilities Act (disabled discrimination) and equity issues in general, may be directed to:

**Ms. Darla Ferguson, Chief Equity and Diversity Officer,**
*Cocoa Campus, Building 2, Room 103, 1519 Clearlake Road, Cocoa, FL 32922,*
*telephone 321-433-7080, or email [Ms. D. Ferguson](mailto:Ms.D.Ferguson@easternfloridastate.edu)*
*or*
**Dr. Michael Richey, Staff Attorney/Title IX Compliance Coordinator**
*Melbourne Campus, Building 10, Room 205, 3865 N. Wickham Road, Melbourne, FL 32935,*
*telephone 321-433-5559, or email [Dr. M. Richey](mailto:Dr.M.Richey@easternfloridastate.edu)*

Inquiries regarding veterans’ programs may be directed to:
*Military & Veterans Service Center, Student Services Center, Admin. Building 1,*
*Room 140, 3865 North Wickham Road, Melbourne, FL 32935,*
*telephone 321-433-7880*
*or*
*Military & Veterans Service Center, Ralph M. Williams Student Center,*
*Building 11, Room 113, 1519 Clearlake Road, Cocoa, FL 32922, telephone 321-433-7880.*
Equal Access / Equal Opportunity

Procedures 200, 201, 302.1, 800.10

Official representatives of the College, to include supervisors, staff and faculty, are **required** to report **all** complaints or concerns regarding unwelcome sexual conduct and/or non-consensual sexual contact, including sexual harassment, sexual violence, dating violence, domestic violence, sexual assault/sexual battery, and stalking to the Chief Equity and Diversity Officer, the Staff Attorney/Title IX Compliance Coordinator, or to their supervisor in a timely manner (preferably immediately, but within 24 hours).

The complainant’s desire to keep the matter confidential does not exempt employees from this directive. Failing to report these matters in a timely manner is a serious offense and will most likely result in disciplinary action.
Protection from Harassment/Discrimination

Procedure 200 and 800.10

Workplace Harassment

Harassment is unwelcome conduct that is based on age (40 or older), race, national origin, color, religion, gender, gender preference, pregnancy, national origin, disability, or genetic information when enduring the offensive conduct becomes a condition of continued class attendance or employment, or when the conduct is severe or pervasive enough to create a learning or work environment that a reasonable person would consider intimidating, hostile, or abusive.

Summary of Employee/Supervisor Responsibilities

All EFSC employees and students have the responsibility to:

- Report and prevent discrimination and/or harassment whenever they experience OR witness a violation.
- Inform the harasser directly that the conduct is unwelcome and must stop.
- Report harassment immediately in order to prevent its escalation.

The College has a responsibility to:

- Prevent harassment and to take appropriate action.
Protection from Harassment/Discrimination

Procedure 200 and 800.10

The harasser can be the victim’s instructor, a supervisor, a supervisor in another area, an agent of the employer, a co-worker/colleague, or a non-employee. The victim does NOT have to be the person harassed, but can be anyone affected by the offensive conduct.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Forms of harassment may include the following:

- Racial Harassment
- Religious Harassment
- National Origin Harassment
- Disability Harassment
- Sexual Orientation Harassment
- Sexual Harassment
Protection from Harassment/Discrimination

Procedure 200 and 800.10

In order to comply with sexual harassment avoidance guidelines while interacting with students and other employees, **AVOID:**

- Use of vulgar, profane, or sexually explicit language (i.e. the “f” word);
- Making jokes, sharing anecdotes, or discussing topics of a sexual nature;
- Asking questions about another individual’s sex life, preference, orientation;
- Making sexually explicit or implicit comments about an individual’s clothing, body;
- Repetitively asking for dates;
- Using profane slang to refer to men or women;
- Whistling, making kissing sounds or smacking sounds;
- Touching a person when it is unwelcome; touching or hugging a student;
- Stalking, which includes sending unwelcome and offensive gifts, emails, photos, etc.
When receiving a student complaint, please:

• Meet the student in a safe environment.
• Take the report seriously.
• Listen, sympathize, but don’t judge.
• Avoid using dangerous responses, such as:
  – It’s just teasing
  – It’s no big deal
• Report incident to Chief Equity & Diversity Officer or to the Staff Attorney/Title IX Compliance Coordinator within 24 hours.
• Document conversation(s), meeting(s).
Protection from Harassment/Discrimination

Procedure 200 and 800.10

ALL reports involving unwelcome sexual conduct and/or non-consensual sexual contact, including sexual harassment, sexual violence, dating violence, domestic violence, sexual assault/sexual battery, and stalking should be directed to:

Ms. Darla Ferguson, Chief Equity and Diversity Officer,
Cocoa Campus, Building 2, Room 103, 1519 Clearlake Road, Cocoa, FL 32922,
telephone 321-433-7080, or email Ms. D. Ferguson

or

Dr. Michael Richey, Staff Attorney/Title IX Compliance Coordinator
Melbourne Campus, Building 10, Room 205, 3865 N. Wickham Road, Melb, FL 32935,
telephone 321-433-5559, or email Dr. M. Richey
Clery Act/SaVE/Title IX/Violence Against Women

Procedure 800

General Information:
Report to Campus Security or to Local Law Enforcement **ALL** incidents of:
- Domestic or dating violence, stalking, rape, sexual assault;
- Hate crimes/offenses motivated by victim’s actual or perceived gender identity or national origin.

After an offense has occurred:
- Preserve evidence as proof of criminal act;
- Inquire about possibility of obtaining a protection order, restraining order, no-contact order;
- Contact EFSCares—for students at 321-631-8569; for employees at 1-800-878-5470;
- Call 211 Crisis Line for additional help.

Protection for the victim:
- Be aware of circumstances/area activity at all times (stay on “yellow alert”);
- Park and walk in well-lighted areas;
- Try to walk with or near other people rather than alone;
- Contact the Security Department for an escort to vehicle after dark;
- Request a change in class schedule;
- Request a change in work schedule/situation.
Eastern Florida State College is committed to maintaining a safe and healthy learning and working environment that promotes responsibility and respect, and where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of sex or gender.

To that end, the College has zero tolerance for sexual or gender-based harassment, sexual violence, dating violence, domestic violence, stalking, and other sexually-related offenses, collectively referred to as Sexual Misconduct.

“Responsible Employee” is a special designation under Title IX. These employees are often the first to witness or hear from a student about an act that may constitute sexual or gender-based harassment or violence.

Consistent with our fundamental mission, and as required by federal law, the College provides Responsible Employee Training to all College employees. The training offers information about the role of the Responsible Employee; that of reporting any information they encounter regarding possible sexual misconduct or sexual harassment.
Green Dot Initiative

The Green Dot Initiative is a national program with the message that individuals can assist in violence prevention by getting involved in very small, simple ways or in very big, complex ways. This initiative is linked to our commitment to Title IX and the Clery Act. Green Dot at EFSC is funded by the Florida Department of Health in partnership with the Women’s Center in Brevard.

Learn to recognize concerning behaviors that could lead to violence. A green dot represents any moment, big or small, that either directly or indirectly helps reduce violence on campus.

Green Dot representatives available for help/guidance/suggestions are the Associate Provosts or the Security Office staff members on any of our campuses. See the web page on the Green Dot Initiative under the Student Life Section on our web site.
Sexual Predators/Offenders

FS 1006.695, Procedures 302.4, 402.2, 434

In accordance with Florida Statutes, individuals designated as Sexual Predators or Sexual Offenders must register with the Florida Department of Law Enforcement (FDLE). Convicted sex offenders from out of state must register in Florida within 48 hours of establishing residence. The sexual offender registry website is open to the public.

FDLE has established a toll-free number — 1-888-fl-predator or 1-888-357-7332 — that allows the public to request information about sexual predators and sexual offenders living in their communities and around the state.

Requests may be made between the hours of 8 AM and 7 PM, Monday through Friday.

Note: Per Procedures 302.4, 402.2, and 434, anyone designated officially as a sexual predator or offender may not work at the College and may be denied admission as a student.
Annual Security Report to Employees and Students

EFSC is committed to ensuring that our students, employees, and guests are always safe when on our campuses. To promote safety and awareness, the Security Department produces an Annual Security Report (ASR) which is published in October of each year. In the ASR, you will find comprehensive crime statistics and institutional policies and procedures relating to safety and security as well as information on crime prevention and reporting, emergency announcements, sexual misconduct, alcohol and drugs, safety awareness, and resources available to the College community.

Please review this information by visiting the Security Department web page (EFSC> Our Campuses> Campus Security); in addition, hard copies of the report may be obtained free of charge from any Campus Security Office.
Available Help
When employees or students feel harassed or simply want help with an uncomfortable situation, that situation should be reported to the immediate supervisor, the Campus Provost, to Human Resources Office, or to the Title IX Compliance Coordinator. Anyone who feels that they have been injured in some fashion by unfair treatment or by discrimination has the right to initiate informal and/or formal grievance procedures. The informal process is not a mandatory step to accessing the formal process.

Definition of Complaint
Complaints consist of disagreements between employees and/or students concerning workplace harassment or discrimination.

Procedures for Filing a Complaint
Any employee or student having a complaint concerning workplace harassment may discuss it with:

Ms. Darla Ferguson, Chief Equity and Diversity Officer,
Cocoa Campus, Building 2, Room 103, 1519 Clearlake Road, Cocoa, FL 32922,
telephone 321-433-7080, or email Ms. D. Ferguson

or

Dr. Michael Richey, Staff Attorney/Title IX Compliance Coordinator
Melbourne Campus, Building 10, Room 205, 3865 N. Wickham Road, Melbourne, FL 32935,
telephone 321-433-5559, or email Dr. M. Richey

Due to the nature of the allegation and information received, confidentiality will be preserved wherever possible.
Grievance Procedure II

Procedure 201 and 800.10

Disciplinary Actions
Any employee or student of this institution, who is found to have harassed another employee or student, or to have filed a false claim, will be subject to disciplinary action up to and including termination, suspension, and/or expulsion within the provisions of applicable current College procedures.

Retaliation
Retaliation against an individual for reporting any type of harassment or for participating in an investigation is prohibited by the College policy and State and Federal laws. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

For additional details regarding the filing process, please refer to Procedure 201 or to 800.10K&L.
Workers’ Compensation

Procedure 307.4

Reporting Requirements
When an employee is injured on the job, the College has a responsibility to see that any needed medical treatment is provided; the employee has a responsibility to report the injury in order to receive medical treatment. **Reporting an injury is not optional.** Even if the employee is involved in an accident but decides that there is no injury, the employee is still required to report the accident to the supervisor. Failure to provide timely information subjects the College to fines and penalties under the Workers’ Compensation Law. It can also affect the employee’s eligibility for workers’ compensation benefits.

Occupational Accident or Illness
On-the-job accidents, injuries, or occupationally-incurred illnesses must be reported to the Human Resources Office **immediately** by the employee’s supervisor. The supervisor is responsible for submitting an *Accident/Incident Report* to the Human Resources Office **within two business days** for all accidents. The Security Office is not responsible for completing the *Report*, but informing the Security Department is advised in order to obtain assistance with the event, with notifying Human Resources, and with calling 911 when necessary. The *Accident/Incident Report* forms may be found on the College website or by contacting either the Human Resources Office or the Security Office.
Workers’ Compensation II
Procedure 307.4

Vehicle Accidents
When a vehicle accident occurs on campus, the driver will notify Campus Security Office; the staff will offer assistance and call 911 when necessary. Whenever a College-owned or College-rental vehicle is involved in an accident, irrespective of the cause, severity, or fault, the traveler must contact the appropriate law enforcement agency as soon as possible. Personal injuries are the priority and must be addressed before contacting the College.

During College business hours, the traveler will notify the immediate supervisor, the Human Resources Office, and the EFSC Campus Security Office as soon as practicable to report the details of the accident. The traveler or the supervisor will complete an Accident/Incident Report.

Injuries Requiring Medical Attention
The Accident/Incident Report (including a physician’s statement describing the ailment and verifying the disability) is submitted to the Human Resources Office within two business days from the accident/injury or from the beginning of the work-related illness.

College employees will not transport victims of accidents with injuries to or from any medical facility for any reason.
Protecting Children is Everyone’s Job
This law was enacted following the child sexual abuse scandal that rocked Pennsylvania State University in 2011 due to the failure of Administrators to report the suspected child abuse to authorities, thus allowing it to continue against many victims.

As a result, Florida leaders were determined that, should such terrible acts occur in one of Florida’s institutions of higher education - public or private, there would be mandatory reporting of the abuse or suspected abuse. There would also be significant penalties for the institution if a failure to report were proven. The law now mandates a $1,000,000 fine for each failure to report, applying to both institutional administrators and the institution's law enforcement agency, if applicable.

As citizens of the communities we serve, we need to be looking out for children and reporting any suspected abuse or neglect. At Eastern Florida State College we have daily contact with children who are:

• dually enrolled as students in college courses,
• participating in college activities, and
• otherwise present on our campuses at college activities.

This new law requires that we all have a heightened awareness for the welfare of these children.
Payroll
Payroll Information / Pay Rates

Payroll is issued biweekly. Pay checks for adjunct faculty begin in the pay cycle in which the Instructional Assignment Form is forwarded to Human Resources by the Department Chair and the Campus Provost with all of the correct information and all of the correct signatures.

Check myEFSC > Titan Web > Employee > Pay Information > Direct Deposit Breakdown a day or two prior to payday to see whether a paycheck has been issued and for which Instructional Assignments.

If you have not been paid, you have been teaching for four weeks, and there is not a check stub for the next payday on Pay Information, contact your Department Chair or the DC office staff.

Adjunct faculty compensation rates are:

- Doctorate degree $649.23/credit hr or $27.03/contact hr
- Specialist/Master’s degree $579.10/credit hr or $23.46/contact hr
- Bachelor’s degree or less $519.43/credit hr or $20.91/contact hr
Payroll Schedule

Adjunct and overload payments shall be made in equal increments for the fall and spring terms, beginning with the last payroll of September or the last payroll of January and ending on the last payroll date of the respective semester. If *Instructional Assignment Forms* are not submitted by the September/January payroll deadlines, the first pay date will vary with the payroll period in which the forms are received and will be divided equally for the remaining semester pay periods.

The first pay for summer terms will vary according to contract length and *Instructional Assignment Form* receipt date and will end on the last payroll of the summer term.

Whenever the *Instructional Assignment Forms* are received after a payroll processing deadline, the total assignment amount will be paid semi-monthly in equal increments over the remaining regular payroll schedule for the specific semester.
College Closure Dates

Closures and Holidays (unpaid) observed by EFSC  (Procedure 304.5)

• **Martin Luther King Day** (third Monday in January)
• **Spring Break** (as designated by the College Academic Calendar)
• **Memorial Day** (last Monday in May)
• **Independence Day** (July 4)
• **Labor Day** (first Monday in September)
• **Veterans Day** (November 11)
• **Thanksgiving** (fourth Thursday & Friday in November and any other days that may be designated by the College Academic Calendar)
• **Winter Break** (December 24 through January 1 and any other days that may be designated by the College Academic Calendar)
Substitute or Temporary Faculty Assignment:  

• It is the responsibility of each faculty member who will be on an approved leave to provide timely notification to the appropriate Department Chair in order to avoid inconvenience to the students.

• Arrangements for a qualified, credentialed substitute are generally made early in the semester with the assistance of your Department Chair so you will have a couple of credentialed, eligible subs available for you.

• The Provost will be responsible for the final choice of a credentialed substitute faculty member and for notifying the assigned substitute.

• The Department Chair will notify the Office of Human Resources, through the Provost (or the appropriate designee), regarding the credentialed substitute faculty choice and will submit a Substitute Pay Authorization Form.

• Submitting this form certifies the attendance of the substitute faculty and serves as the request for payment.
Substitute or Temporary Faculty Pay:

• The total credit-hour pay for the term for each class is divided by the number of classes.

• An instructor who is absent for one class or more is docked for the per-class pay, times the number of classes missed.

• The substitute is paid by degree level on a contact-hour basis; the responsibility level required of the instructor of record is not required of the substitute.

• Substitute assignments must be approved by the College and tracked by proper payroll procedure; it is EFSC’s responsibility to hire qualified substitutes and to track monies paid to them. Substitute assignments that are recorded in the instructor’s file may be used as documentation for teaching experience.
80% Rule for Adjunct Faculty
Procedure 303.3

Part-time faculty shall not be assigned more than 80% of a full teaching load.

Exceptions requested by Provosts may be authorized by the Office of Human Resources for emergencies on a term-by-term or case-by-case basis.

If an adjunct faculty is teaching for both the credit and noncredit divisions, the teaching limit is based on hours per week (not simply credits).

Adjunct faculty who teach both credit and noncredit, as well as adjunct faculty who teach credit only, will be expected to follow this policy and Department Chairs will monitor compliance.
Benefits
Benefits for Adjunct Faculty

**Direct Deposit (Procedure 304.1)**
Employees are required to set up Direct Deposit or a Cash Pay account in order for the College to securely deposit payroll checks into each employee’s account.

**Mandatory FICA Alternative Plan (Procedure 304.4)**
For all part-time instructors, EFSC withholds from bi-weekly paychecks approximately the same dollar amount as the previous Social Security deduction by using pre-tax dollars. This amount, as required by IRS, is paid into individual investment accounts and will continue to be owned by the employees even when no longer employed by EFSC.

**Workers’ Compensation (Procedure 307.4)**
Employees are entitled to compensation for occupationally-incurred illnesses or injuries for a maximum of 12 calendar days annually.

**Tuition Programs (Procedure 307.6)**
Tuition waivers for EFSC courses are available to all full-time and regular part-time employees and to adjunct (part-time) faculty who meet eligibility requirements. Tuition reimbursement for 50% of tuition paid is available for courses taken at other regionally-accredited or CHEA-recognized institutions.

**(Procedure 307.7)** A tuition discount is available for employee dependents who meet eligibility requirements.
Conveniences

Identification Badge
Your College photo ID badge is to be worn at all times while on campus in order to be easily identified by other employees as a person authorized to be in employee work areas.

Your badge may also be used as a library card and as a College pass or discount card for: on-campus sports, drama, or music events and at the College bookstore (discounts on most items).

King Center for the Performing Arts
Full-time and part-time employees of EFSC are offered 50% discounts to selected hall-sponsored performances at the King Center. Discount tickets, subject to availability, must be purchased at the King Center Ticket Office on the day of show. To determine discount availability, call the KCPA Ticket Office at 242-2219.

Entertainment Discounts
Eastern Florida State College employees can take advantage of discounts and special offers to popular theme parks and entertainment attractions nationwide by becoming a member of Ticketsatwork!

Discounts are available for the Walt Disney World® Resort, Universal Studios®, SeaWorld, Six Flags, Las Vegas and New York City performances, movie tickets and much more!

Log into the myEFSC Portal. Check the list under Spotlight in the column on the right and look for information under TicketsatWork and Disney College Days. Check the park sites for current prices; sometimes Florida resident prices are less expensive than the tickets on either of the sites listed above.
Athletic Areas
EFSC personnel may schedule and use athletic and wellness facilities (subject to instructional schedule) such as basketball courts, tennis courts, physical conditioning rooms, golf range (nominal fee may apply), and the swimming pool at the YMCA (family and individual rates are available). Some activities may not be available on all campuses.

Cocoa Child Care Center
The center is open Monday-Thursday from 7:30 am – 5:30 pm and is available to EFSC employees and students.

Cosmetology Salon / Dental Clinic
All EFSC employees may take advantage of a wide range of services available in the Cocoa Campus Cosmetology Salon and Dental Clinic. Services are performed by advanced students, under the supervision of professional instructors, at modest prices.
Training
Accessing Employee Training

The employee training page may be found on the EFSC website. Select the Faculty & Staff Tab.
Accessing Employee Training

Select the Training & Development option.
Mandatory Online Training for Adjuncts

All new employees (faculty and staff), student workers and volunteers are required to complete mandatory training within 30 days of their hire date. If additional training is requested by your supervisor or your department you will receive an email from Training and Development on how to complete the training. If you have questions about the training you have been assigned please contact Krista Colquhoun, ext. 433-7704 or Marilyn Cook ext. 433.7155.

Complete before your classes begin:
Canvas LMS Training - You will automatically be enrolled in this training. (You will receive an email from the Academic Technology Department with instructions on how to access the course.)

Complete the 7 mandatory trainings listed below within the first 30 days of employment.

Training hosted by United Educators (UE)- You will need to create a new account with UE.

1. Prevent Discrimination and Harassment Together
2. Protecting Children (there are two parts to this training):
   • View the Shine a Light Video
   • Complete the Identifying and Reporting Child Abuse course
Mandatory Online Training for Adjuncts

3. Title IX Responsible Employee Training for New Hires
4. Bloodborne Pathogens
5. Confidentiality
6. Disability Awareness
7. Hazard Communication / Right-to-Know

Additional Training may be requested:
By the Supervisor: Required Training for Access to Banner
By the Department: Health Sciences Hospital / Community-Based Training
Science Lab Training for New Employees
Ethics & Guidelines for E-Mail and Computer Usage
(This is a face-to-face training;
You will receive an email from the Training & Development Department when the next training is scheduled.)
Resources
Most forms needed in your work area may be found in the EFSC Document Center.
Incomplete Grade Form:
• Criteria for incomplete grades are in the Faculty Handbook.
• The *Incomplete Grade Form* is located on myEFSC > Titan Web > Faculty Services. Submit this form electronically in Titan Web when final grades are due.

Grade Change Form:
• This form is located in myEFSC. On the top, left side, select *Document Center, click on View Documents*, and open the Student Services section.

Student Accessibility Services (SAIL) Form for Audio Recording Accommodation:
• This form is located in myEFSC. On the top, left side, select *Document Center, click on View Documents*, and open the Student Services section.
Information Technologies

The EFSC IT Technical Support Desk serves as the single point of contact between students, faculty and staff, and the Information Technology Department. The IT Technical Support Desk staff will assist you with your computer problems—software, email, telephone, pin number, etc.

Support Desk hours are:
7 AM to Midnight, 7 Days a Week
Call: 321-433-7600
Email: I.T. Technical Support

This address is NOT on the global address list in your email—as a protection from spammers. You may find this email address listed on the IT Support Desk webpage on the EFSC website.

The I.T. web page may be found by selecting Discover EFSC > Administration & Departments.
Collegewide Printing & Graphic Services (CWP&GS) serves the printing needs of EFSC faculty and staff. The account code for your printing will be provided to you by your Department Chair.

Service is fast: submit your project by 7 AM via our online Work Order (or print it and send it campus mail, or drop it by our Cocoa office) and your completed job will be sent to you through Campus Mail by 8:30 AM that same day! It's a level of service you can't beat and it's much more cost effective than using a department copy machine that's not designed for such a heavy print load.

The work order system for the Printing Office is available on its web page. You may scan or attach files to send with a work order. You will be notified when your request has been completed; the finished product may be emailed to you, personally picked up, or forwarded by inter-campus mail.

Access thru EFSC website > Faculty and Staff > Printing and Graphics Services or by selecting Discover EFSC > Administration & Departments.

Fast, free service for all faculty & staff
All standard black-and-white and color copies have been free for EFSC faculty and staff: free syllabi, free handouts, free tests — with no charge for stapling, spiral binding or perfect binding.

Cocoa Campus, Building 14, Room 147
433-7485
Center for Teaching Excellence

College strives to strengthen teaching across all campuses by connecting faculty with the latest resources, technology tips and teaching ideas. The CTE also facilitates faculty collaboration and the discussion of new developments in higher education – helping our faculty in their role as innovators.

Select Faculty & Staff (above)> Center for Teaching Excellence (see list on left sidebar).
Academic Technology offers faculty a number of face-to-face, hybrid, and online workshops as well as webinars, all of which provide the opportunity to actively explore various types of multimedia software, course management tools, and best practices for the online environment.

Select Faculty & Staff > Academic Technology (on the left sidebar) in order to review the available resources.
The Eastern Florida State College Libraries are designed to provide resources and instructional support for the academic and educational requirements of the College. Access to educational resources and assistance in their use directly supports the College's community educational and cultural commitment.

The Library offers information access and instructional support. Inherent in its mission, the College:

• Creates and provides an environment that supports effective teaching, intellectual growth, and lifelong learning.
• Provides a variety of services as an integral part of the instructional process, and provides assistance to both students and faculty in the use of all learning resources.
• Provides organized and readily accessible information resources and equipment to meet instructional, institutional, and individual needs.
• Provides a staff qualified, concerned, and involved in serving the needs of the College and the community.
Human Resources Web Page

Click on Contact HR on the left sidebar for extension numbers or other HR staff information; review information under Resources on the right sidebar.

Eastern Florida State College
Human Resources

Welcome to the Office of Human Resources, your one-stop-shop for everything having to do with employment at Eastern Florida State College. We are located in the George Washington Carver Administration Building (Bldg. 2, Room 103) on the Cocoa Campus.

Eastern Florida has world-class faculty and staff and now employs approximately 275 full-time faculty members, 508 full-time staff members, 222 part-time staff members and 500 adjunct faculty members.

Eastern Florida State College offers competitive salaries in all categories of employment and a generous benefits package for full-time faculty and staff members.

All applicants must apply online in order to be considered for employment. If you need assistance in completing the online application, contact Human Resources at 321-433-7070.
Associate Provosts

Contact the Campus Associate Provost:

- **Mr. Frank Margiotta**, Cocoa, 321-433-7661
- **Ms. Barbara Kennedy**, Melbourne, 321-433-5591
- **Mr. Michael Cadore**, Palm Bay, 321-433-5205
- **Ms. Sharon Cronk-Raby**, Titusville / e-Learning, 321-433-5014
Questions

Contact the Campus Director of Admissions:
• Palm Bay Admissions, Palm Bay, 321-433-7300
• Ms. Jacinta Dawson, Melbourne, 321-433-5553
• Ms. Kim Watzek, Cocoa, 321-433-7313
• Ms. Chris Stankiewicz, Titusville, 321-433-5019

Questions for:
• Office of the Registrar
• Grades
• Graduation
• Attendance
WELCOME
to
EASTERN FLORIDA STATE COLLEGE!!!