ADJUNCT INSTRUCTOR ORIENTATION

April 2023
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INTRODUCTION TO
EASTERN FLORIDA STATE COLLEGE
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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 EMPLOYMENT
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 the PowerPoint orientation:
• Complete the Orientation Information Acknowledgement Form (https://www.easternflorida.edu/administration-departments/human-resources/adjuncts/forms.cfm)
• Send signed form to Human Resources
• You will be contacted by Human Resources regarding the Mandatory Training for all employees and by Academic Technology regarding Instructor-Specific Training.
Assignment Variables

While the College values the dedication and commitment of adjunct faculty, there is no guarantee that, when an adjunct is hired and assigned to teach a specific class, 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 discipline 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.
If your position at EFSC requires a degree, please request that an official transcript be sent directly to the Eastern Florida State College Human Resources Office:
- from the accredited institution by postal mail to 1519 Clearlake Road, Cocoa, FL 32922, or electronically to resources@easternflorida.edu, or electronically through a secure delivery method (National Student Clearinghouse, etc.) to resources@easternflorida.edu.

If you have a degree from EFSC, we will request your transcript; you must request transcripts from all other institutions.

Official transcripts cannot be hand-delivered. They MUST be mailed or electronically sent directly from the institution to Eastern Florida State College.

All foreign degrees must have a course-by-course official evaluation and translation sent to the Human Resources Office directly from an evaluation company affiliated with the National Association of Credential Evaluation Services, Inc.
Fingerprinting

• Prior to classroom assignment, all EFSC faculty must successfully complete fingerprinting for background screening. Please bring photo identification.
• The non-refundable fee of $37.25 is the responsibility of the individual and must be paid at the time the fingerprints are taken.
• A check or money order made payable to Eastern Florida State College are the only acceptable forms of payment. Cash or credit cards are not accepted.
• The individual cannot begin teaching until successful fingerprint results have been received and reviewed by the College. 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.
• Call the **Cocoa** Security Office (Bldg 1; **321-433-5945 or 321-403-5907**) and the **Melbourne** Security Office (Bldg 1, Room 123; **321-433-5511 or 321-403-5909**). Appointments are encouraged to ensure that a Security Officer is available when you arrive at the office.
Substance Screening

• Prior to classroom assignment, all EFSC nursing and other hospital-based faculty must successfully complete a substance screening.

• HR will notify the faculty of the screening requirement and where to call to obtain their screening donor pass and donor appointment at a designated lab. There is a non-refundable fee of $59.20 that is the responsibility of the individual and must be paid when picking up the donor pass at the HR Office.

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

• The individual cannot begin teaching until successful results have been received and reviewed by the College. 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 Collegewide Chair’s 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 the C/W Chair of your discipline 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. You will learn to set up your password later in this presentation (see myEFSC section). Once you set up your login and password, please follow these steps to obtain your parking permit:

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

1. Log on to myEFSC using your EFSC email address and password on the Titan Single Sign-On page.
2. Select Titan Web
3. Select the “Employee” tab.
4. Click on “Parking Permit” and follow instructions.
5. Once your form is complete, print out the temporary permit form.
6. 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
The College has an Emergency Management Response Plan (EMRP) to provide a standard administrative guideline for specific emergency and disaster events in order to create a response to minimize the impact that an event has on quality of life, operations of College activities and continuation of instructional and business functions.

The EMRP lists threat response plans for a bomb, criminal behavior, an active shooter, fire, severe weather, hurricanes, and utility failures. It has instructions for building evacuations or for the lockdown of a building or campus.
EFSC Desktop Alert System

- An Emergency Test Alert is sent to computers and telephones once each semester. You will receive an email announcing the date of the test. Since some areas are not occupied all day, alerts are sent twice to make sure the rooms are occupied during the alerts (morning and evening).

- 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.

- **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.
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.
Please report any phone or computer that does not announce the alert message by calling or contacting the IT Department:

For computer or access assistance, call or contact the **EFSC IT Technical Support Desk**.

To submit a ticket: Log into **myEFSC** and select the “**IT Request (Submit an IT Ticket)**” and click the Launch button. This will open the IT Service Catalog where you simply select the type of problem you are experiencing, enter a few basic details about the issue and your request will be quickly routed to the appropriate IT employee.
Classroom Entry and Phones

All 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. (Exceptions are computer classrooms and science labs; they are to remain locked when unoccupied.)

• You should be issued a key, slider card, or cipher code for your classroom. 
  (If you do not receive a key, card, or code, you may request one from the C/W Chair.)
• If you feel safer keeping the door locked during class, please feel free to do so.
• If your door does not lock, notify the C/W Chair or the Security 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 College personnel in an emergency.

(Phones should have a sticker indicating the building and room number; if not, notify the Campus Administrator's Office by email.)
In the event of a lockdown, it is recommended that you:

- Cease classroom activities.
- Lock the door.
- Turn off the lights.
- Shut down multimedia projectors and monitors.
- 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 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 since, 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 call 911 from a CELL phone, 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.
Once HR has received your paperwork after date of hire, allow two days for I.T. to set up your access to software. Then click on “Log in to myEFSC”.
The Single Sign-On page will appear.

**User Name:** last name first initial  
(example: **doej** for John Doe)

**Password:** The initial password is **Defaultpwd06**  
(number 0, not letter O)

You will receive a message to change your password after you “sign in” or log in” for the first time.

For assistance, contact **IT Support**.
The system provides enhanced security and self-service features, including:
1-The ability to reset your password without having to contact the Support Desk, even if your password has expired.
2-The ability to setup “challenge questions” which will be used during the password reset/account unlock process.
AND
3-(Optional) You may choose to provide an external email address (Gmail, Yahoo, etc.) and a cell phone number which can be used during the password reset/account unlock process.
4-(Optional) You may choose to setup Two Factor Authentication to further enhance security on your EFSC account.
5- You will be asked to provide Challenge Answers to 4 enrollment questions;
6-You may skip setup for mobile, etc. and click on the box to skip the future prompts/reminders.

Visit https://plogin1.easternflorida.edu to manage all your account settings.
(Link may also be found on the myEFSC Portal).
To improve the EFSC Microsoft Office 365 Login Security, EFSC has also added Microsoft’s MFA (Multi-Factor Authentication) to our Office 365 infrastructure. You may register your phone(s) by going to https://aka.ms/MFASetup; use your EFSC Username and the Password you just created following directions in the two previous slides.

By using MFA, spammers and hackers won’t have access to your email account if your credentials get compromised, since they will not have your mobile device to approve the sign in. Once protected by MFA, Outlook will prompt you to login to download and use the Microsoft Authenticator app OR to register your cell phone(s) or other device where you may be working off campus.

Outlook on the Desktop and the Outlook mobile app (phone/tablet) will require you to acknowledge and verify your login (one-time). If you use the web browser version of Outlook, you will be prompted for MFA verification each time that you log in.

If you have questions, please contact the EFSC IT Support Desk at 321.433.7600 or open an IT Support Ticket using the link on the myEFSC portal.
All EFSC employees will be assigned a B# and a College email address. You will also have a Pin.

Pin: efsc####

Use lower case “efsc” and the last four digits of your Social Security number. The pin will not expire.

A pin number is used:
• To open your Direct Deposit advice email;
• To access employee tax forms in TitanWeb;
• To access some employee training software;
• If using a TitanWeb timesheet for work certification.

Personal and work information located behind the **EFSC TitanWeb** icon include:
• Personal information
• Faculty services
• Employee information

Finance /Payroll Information is behind the **Employee Dashboard** icon.
If you select the EFSC TitanWeb icon, you will see a Personal Information screen:
From the *Personal Information* screen (see the previous slide), you may select the *Employee* button, then select the *Parking Permits* button (see below) to request a sticker once you have your B-number. You may also select the *Employee Dashboard* button which will transfer you to the *Employee Dashboard* to view current or previous payroll information. If you choose the *Employee Dashboard* icon initially, the dashboard will appear immediately (see next slide).
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.
Under the **EFSC TitanWeb** icon, click on the **Faculty Services** tab to check your class enrollment, submit attendance and early alert reporting, withdraw a student, or enter final grades.
Important: Under Personal Information, you can review your current personal information. Please review this information periodically and keep your emergency information up to date.
1. Click on *Term Selection*
2. Select the term you will be teaching [credit hour classes will be listed by semester (ex: Fall 2021), vocational programs will be listed by the year and PSAV (2021-22 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*.
Outlook is the official way the College communicates with you. It is important to check your email often.

If you log in to Outlook email for the first time from off campus:

1. Click on the Staff Webmail icon.
2. Enter your EFSC email address: (last name first initial @ easternflorida.edu; ex: doej@easternflorida.edu for John Doe).
3. The initial password is Defaultpwd06. (it is number 0, not letter O)

You will be prompted to change your password the first time you access the Single Sign-In Screen.
You should have already set up your personal password and entered the phone numbers that you will be using at various work locations when you were prompted by the MFA software. (see section myEFSC)

A list of numbers (office, mobile, home) that you have entered will appear. Choose the number you wish to use to verify your identity.
Office 365 will open.

You will have access to your College email and other software.

Once the phone number is selected, you will receive a call with instructions to press the pound key for verification.
PAYROLL INFORMATION
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 bi-weekly in equal increments over the remaining regular payroll schedule for the specific semester.
Payroll notification is distributed by email every other Thursday afternoon; you will see a Direct Deposit pdf attachment and in accordance with your instructions. To open your direct deposit pdf file, simply use the following instructions:

“The attached PDF file is your payroll Direct Deposit advice from Eastern Florida State College. Your net pay has been transmitted to your financial institution e the lowercase efsc + the last four digits of your social security number (not your B number).

You may save the payroll email/attachment on your computer for future reference or print a copy for your records. A paper statement will not be sent. Your pay stub and other payroll information are available by selecting the Employee Dashboard icon once you have logged in to myEFSC.
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 Collegewide Chair **with** all of the **correct information** and all of the **correct signatures**.

Check *myEFSC* > *Employee Dashboard* > *Pay Information* for your current 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 Collegewide Chair**.

**Adjunct** faculty compensation rates are:
- **Doctorate degree**: $688.77/credit hr or $28.68/contact hr
- **Specialist/Master’s degree**: $614.37/credit hr or $24.88/contact hr
- **Bachelor’s degree or less**: $551.07/credit hr or $22.19/contact hr
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 Collegewide 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 the Collegewide Chair so you will have a couple of credentialed, eligible subs available for you.
- The Collegewide Chair will be responsible for the final choice of a credentialed substitute faculty member and for notifying the assigned substitute.
- The Collegewide Chair (or the appropriate designee) will notify the Office of Human Resources regarding the credentialed substitute faculty choice and will submit a Substitute Pay Authorization Form.
- Submitting this form certifies the attendance of the substitute instructor and serves as the request for payment.
Substitute or Temporary Faculty Pay
Procedure 303.3

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

Exceptions requested by the discipline’s Collegewide Chair may be authorized by the Office of Human Resources for emergencies on a term-by-term or case-by-case basis.

If an adjunct instructor 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 Collegewide 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 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, for drama or music events**, and at the College **bookstore** (discounts on most items).

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 at modest prices, by advanced students, under the supervision of professional instructors.

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). Some activities may not be available on all campuses.
EMPLOYEE RESPONSIBILITIES
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.
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<th>Administration &amp; Departments</th>
<th>Under Administration &amp; Departments, you will find a list of departments and general College information.</th>
<th>Policies and Procedures</th>
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<td>Institutional Effectiveness, Research &amp; Accreditation</td>
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Pay special attention to four key documents:

1. Board Policy Governance Manual
2. EFSC Procedures Manual
3. Emergency Management Response Plan (action guidelines for emergency events on campus)
4. Technology and Internet Ethics and Acceptable Use Policy (the use of College computers is a privilege and for business only; other use is prohibited and may result in termination)
Under the *Key EFSC 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:

- **Adjunct Faculty Handbook** and **Faculty Handbook**
  (faculty-authored assistance for teaching activities and general duties that is specific to faculty/student/classroom: Emergencies, Grading/Withdrawal Policies, Support Services, Grade Appeals, FERPA, faculty support services on campus, etc.)
Reporting Requirements

Choose view from myEFSC after login:
View for faculty & staff, not for students

Information is available on the my EFSC portal where you will find the semester’s “Important Dates” matrix.

EFSC Announcements

Spring 2023 Important Dates and Deadlines for Faculty and Staff

- Click [here](#) for Spring 2023 Important Dates and Deadlines for Faculty and Staff.

The census reporting dates are listed toward the bottom of the matrix.
There are reporting requirements for Census and for Final Grades.

**Credit-Hour Classes:**
- Information will be distributed during the second week of class.

**Clock-Hour Classes:**
- Instructors with clock-hour classes DO need to report daily attendance.
- Timesheets must be submitted on a weekly basis.

A tutorial is available at:  
http://www.easternflorida.edu/faculty-staff/tutorials.cfm
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:
Although encouraged to do so early, students may request that 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.
Accessible web 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 Web 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.
Training and more detailed information is available for all instructors. Please contact:

Liz Craft, Academic Technology
Accessibility/Disability Services (SAIL)
Copyright, Patent, Royalty Laws

Copying, distributing, adapting, or performing a work generally requires the permission of the copyright owner. The receipt of, possession of, or distribution of copyright material without the permission of the copyright holder is prohibited and is in violation of the laws of the United States (Title 17, U.S. Code). Violators of copyright law could be subject to felony charges in state or federal court and may also be sued by the copyright holder in civil court and the violation may also amount to actionable plagiarism.

All software loaded on campus computers must be licensed by the College. Downloading of software to individual computers is prohibited; if found, it may result in loss of access to campus computing resources.

Please review Procedure 106.7 and 507 for information on rights, responsibilities, and exemptions regarding copyright, patent, or royalty laws in the EFSC Procedures Manual.
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 Collegewide Chair for your discipline.
• For a planned absence, advise the Collegewide 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 > EFSC Employee Applications > Faculty-Submit Substitute List in the drop-down box.
• DO NOT AVOID NOTIFYING THE COLLEGEWIDE CHAIR BY ASSIGNING A SUB AND PAYING THE SUB PERSONALLY. THIS WILL RESULT IN DISCIPLINARY ACTION UP TO, AND INCLUDING, TERMINATION.
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 Collegewide 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 Collegewide Chair’s office.

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

DO NOT USE PERSONAL EMAIL ADDRESSES TO CONDUCT COLLEGE BUSINESS.

For 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 Collegewide Chair or a designee.

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

Room Changes:
DO NOT move your class without checking with the Collegewide Chair. All room changes and/or assignments must be handled through that office.
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 an 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 any students who may feel 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 the classroom; discussion in the classroom may result in a grievance for breach of confidential information about the student (Confidentiality).
LAWS FOR EMPLOYEE PROTECTION
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.
Equal Access / Equal Opportunity

Procedures 200, 201, 302.1, 800.10

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

or

Mr. Stephen Salvo, Title IX Compliance Coordinator
Melbourne Campus, Building 8, Room 201G, 3865 N. Wickham Road, Melbourne, FL 32935,
telephone 321-433-5775, or email Mr. S. Salvo

Inquiries regarding veterans’ programs may be directed to:

Military & Veterans Service Center, Student Services Center/Administration
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.
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 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 II

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 the Chief Equity and Diversity Officer and/or the Title IX Compliance Coordinator.

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; the victim 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
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 (e.g., 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.
Protection from Harassment/Discrimination IV
Procedure 200 and 800.10

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 Title IX Compliance Coordinator within 24 hours.
• Document conversation(s), meeting(s).
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 Administrator, the 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.

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.
Filing a Grievance Complaint
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, and any employee or student with a complaint concerning workplace harassment 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

Mr. Stephen Salvo, Title IX Compliance Coordinator
Melbourne Campus, Building 8, Room 201G, 3865 N. Wickham Road, Melbourne, FL 32935,
telephone 321-433-5775, or email Mr. S. Salvo

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

**There is 24-Hour Security on our Campuses.**

Please review the Annual Security Report (ASR) by visiting the Security Department’s web page.

**NOTE: Anyone designated officially as a sexual predator or offender may not work at the College and may be denied admission as a student.**
Title IX at Eastern Florida State College

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;
• Contact BayCare—for employees, at 1-800-878-5470;
• Call 211 Crisis Line for additional help.

Protection for the victim Title IX and Victim Resource Guide
• 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.
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 sports events, and
- on our campuses for numerous other reasons and special events.

This new law requires that we all have a heightened awareness for the welfare of these children.
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.
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 Student Dean, Student Life Associate Dean, 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.

The person reporting does not have to fill out any forms or give their name. They are just indicating to the Dean or to a Security Officer that they might want to investigate the matter.
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 > Policies & Procedures.

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 workday 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.
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 HR web page, or by contacting either the Human Resources Office or the Security Office.
Vehicle Accidents
When a vehicle accident occurs on campus, the driver will notify Campus Security Office; the Security staff will assist by calling 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.
You have the right to know and understand!

Hazard Communication Standards (HCS), or “worker right-to-know” laws, regulate how information about workplace chemical hazards is communicated to employees. As with most workplace health and safety standards, worker right-to-know laws have developed in large part according to standards adopted under the federal Occupational Safety and Health Act (OSHA). The Hazard Communication Standards include provisions adopted from the UN’s Globally Harmonized System (GHS) of Classification.

This is one of the mandatory trainings and is especially important for those working in a science lab or clinical facility, Maintenance, Security, Criminal Justice, Nursing, or Health Science. If you have been hired for any of the mentioned departments, make it your responsibility to ask about chemicals stored in your area and about the location of the Material Safety Data Sheets (MSDS) for each chemical.
TRAINING
As a new EFSC Employee you are required to complete the following training within 30 days of hire.

**Mandatory Online Training** - You will receive an email from HR/Training and Staff Development with instructions on how to access and complete your mandatory training courses. All courses are online. **Google Chrome or Firefox are the recommended internet browsers.**

**Additional Mandatory Training** - You will receive a second email if additional training is requested by your supervisor or your department.

**FACULTY** must complete Canvas LMS Training before classes begin; you will use this software to post a syllabus and for student grades. You will automatically be enrolled in this training by the Academic Technology Department; you will receive an email with access instructions for the course.

(If you have not logged into the myEFSC portal, you will need to do so in order to access the training. See the myEFSC section of this PowerPoint for the log in instructions.)

If you have questions about the training that you have been assigned, please contact the HR Training Department at ext. 433-7155.
Mandatory Online Training for Adjuncts

You will receive an email with directions and relevant training links:

Welcome to the College

Resources to get you started
Adjunct Orientation PowerPoint Presentation

Located on the HR website: Eastern Florida State College | Adjunct Quick Start Guide

Mandatory Online Training is a requirement for all EFSC Employees.
Important! If you have not logged into myEFSC, please do so before attempting to access this training. Use the Quick Reference Guide for New Hires to guide you through the process.

1. **Human Resources – Orientation First Steps.** This is a Canvas course and must be completed within the first week of your hire date.

2. **New Employee Mandatory Training.** This training is accessed in Canvas and the United Educators site, course information is listed below. Completed within 30 days of your hire date.

3. **Canvas Instructor Training** – This is a Canvas course automatically enrolled in, and you will receive instructions from Academic Technology.

Use the following self-enrollment links to access the required new employee courses.
Once you enroll in a course, the course will be available in Canvas 24/7.
Accessing Employee Training Records

1. From the EFSC website, log in to the portal:

2. Under EFSC Employee Applications, in approximately the middle of the screen on the left side, click on the arrow to see the list of applications.

3. From the dropdown list, choose Employee Training Records. Click on the Launch button.

4. The Employee Training Records page will appear. Click on My Training Reports to see a list of your completed trainings.

5. The Employee Training Records dropdown includes options such as AcademicWorks - Titan Scholarships, Advising Reports, Course Videos, Curriculum Approval Tracking System (CATS), Education Records Check Report, Educational Materials Tracking System (EMTS), Electronic Course Plan Repository, Employee Training Management, Employment Application Reports (HR Use Only), Faculty - Census Report, Faculty - Create Mailing Labels for Your Class, Faculty - Credentialed View, Faculty - Edit Your Faculty Web Pages, and Faculty - Mentoring System.

6. The Employee Training Records & Tests page includes options for My Training Reports and Log Out.
RESOURCES
EFSC Document Center

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 or on the web at https://www.easternflorida.edu/faculty-staff/tutorials.cfm. The Incomplete Grade Form is located on myEFSC > TitanWeb > Faculty Services. Submit this form electronically in TitanWeb when final grades are due.

Grade Change Form:
• Instructions for this form are included in the Final Grades tutorial at the link mentioned above. The form is located in myEFSC > Document Center > Student Services section.

Student Accessibility Services (SAIL) Form for Audio Recording Accommodation:
• This form is located in myEFSC > Document Center > Student Services section.
The Assessment Centers on each campus will proctor academic tests for students with disabilities that require testing accommodations. If you and your student would like to use this option, you can use the following steps to communicate all the information necessary for proctoring your test.

- Create a professor account with RegisterBlast, using your EFSC email address.
- Sign into your account.
- Create a new test request by navigating to the Submissions section and clicking “New.”
- Complete the form according to directions and submit your test request.
- Wait up to three EFSC workdays for your submission to be approved.
- Inform your student that your test is available in RegisterBlast, so the student can make an appointment.
- Please keep in mind, that due to the test request approval process and need for students to schedule their test appointments in advance, instructors should begin this process at least five days before the student is expected to test.

For more information, please contact Kathryn Morgan, Assessment Coordinator.
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.

For assistance with your computer problems—software, email, telephone, pin number, etc., call or contact the Support Desk 7 days a week, 7 AM to midnight:

Submit IT Ticket Request
Live chat on the IT web page

WiFi information is updated periodically.
Center for Excellence in Teaching and Learning

The CETL strengthens teaching across the College by connecting faculty with information, resources, and best practice ideas that enhance learning. The CETL 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 Excellence in T&L. (see list on left sidebar)
Academic Technology offers:

- New Faculty Online Canvas training. This training is mandatory for all new faculty. You will receive an email from Academic Technology with instructions on how to access this training.
- Training through a variety of workshops and webinars.
- Curriculum Design and Support through email, phone, walk-in, or appointment.
- Educational Technology teaching support for various teaching and learning applications.

Browse the Canvas 411 tab on the Academic Technology web page for review and new ideas.
Collegewide Printing & Graphic Services (CWP&GS) serves the B&W and color printing or copying needs of EFSC faculty and staff. P&GS also provides services for scanning, graphic and web design, bulk mailing, folding, laminating, binding, digital imaging, booklets, banners & posters.

To link your department’s account code to Print Shop Pro, please call ext. 7048. You can get your account code from your supervisor.

The Printing Office work order submission system can be accessed by clicking on the Printing & Graphics Services link on the Faculty and Staff web page. Submit your project using the online Work Order System, Print Shop Pro, (or send it by campus mail, or drop it by our Cocoa office).

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.
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.

Your ID card has a library bar code which gives you access to the libraries at all four campuses. 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 assists 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.
On the EFSC website/HR pages, you will find additional information, such as links to tuition program forms, or to the training site, or to contact information for the Human Resources staff, etc.

Also, access to this orientation PowerPoint will always be available to you for review on the Human Resources Adjunct Resources page.
Questions

Contact the Campus Director of Admissions:
Palm Bay Admissions Office, 321-433-7300
Melbourne Admissions Office, 321-433-7300
Cocoa Admissions Office, 321-433-7300
Titusville Admissions Office, 321-433-7300

Questions for:
Office of the Registrar
Grades
Graduation
Attendance

See College Organization Chart for current list of Administrators.
WELCOME to EASTERN FLORIDA STATE COLLEGE!!!