Adjunct Faculty Handbook

Revision: Spring / Fall 2022

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Introduction

The purpose of this handbook is to assist you in your teaching activities and general duties by providing important information and best practice ideas not readily available through other EFSC resources. It is not intended to duplicate or replace other EFSC documents, but rather to provide guidance and explanations where it will be helpful for you. There is a wealth of information that you need to review on the College website, in the EFSC Catalog (e.g. Academic Calendar, Academic Policies, Grading Policies, etc.), and in the EFSC Student Handbook (e.g. Student Code of Conduct, Student Disciplinary Procedure, Student Appeal Procedure, etc.) that are not duplicated here, but are linked instead.

Your Program Manager (PM), Collegewide Chair (CwC), and area’s Administrative Assistant(s) are also great resources to utilize. Do not hesitate to contact them during the semester for any questions or issues that arise. Our utmost desire is for you to have an enjoyable and rewarding teaching experience at EFSC.

New Hire Adjunct Faculty Tasks and Resources

Employment Packet

New adjunct faculty will fill out an employment packet from the CwC’s administrative assistant, or directly from the Human Resources office, that includes necessary documents required for employment at EFSC. Please contact your PM and/or Human Resources for information.

Parking Decals and Employee ID Badges

New adjunct faculty will obtain a parking decal and an employee ID badge from Campus Security. Parking decals must be displayed in the left rear window, or on left rear bumper of the vehicle. Faculty parking is identified by signage or yellow striping. Badges must be worn at all times when on campus. The College also requires new employees to be fingerprinted (at the employee’s expense); details on this process will be provided to you at the time of hire.

Mailboxes and Classroom Supplies

Adjunct faculty will be provided a mailbox or mail folder for all campus mail. See your PM or CwC’s administrative assistant for the location. Check your mailbox/mail folder every time you are on campus; once a week is a minimum. Likewise, please check with your CwC or PM regarding when and where classroom supplies are available. If your area’s administrative assistant is on another campus, supplies may need to be mailed to you via campus mail.
**Copy Services**

Typically, printing costs are the largest expenditure for an academic department. Small jobs may be made on the local copy machine, if applicable (see below), *yet it is far easier* to send larger jobs to Collegewide Printing. The turnaround time is usually two days or less, and the copies are shipped directly to your mail slot or folder via campus mail.

Adjunct faculty may need to obtain a login code to operate the local copy machines in their respective areas. The administrative assistant will provide this code and copy machine location information. Large print jobs should be sent to Collegewide Printing to reduce unwarranted wear and tear on the local machine. To submit a copy request to Collegewide Printing, log in to myEFSC. In the Employee Applications section on the left, select *Print Shop Pro* from the drop-down menu, then click Launch. Follow the prompts to upload the file(s) to be copied, along with instructions on formatting (double-sided, stapled, etc.). If you need your area’s specific *Print Shop Pro* code, contact your PM or administrative assistant.

**Faculty Workrooms and Adjunct Faculty Offices**

Most departments have faculty workrooms that are often equipped with Scantron grading machines, copiers, computers, printers, and general office supplies. These workrooms are not to be used for student testing, conferences, or (in some locations) office hours. Some departments have one or more individual offices for adjunct faculty use. Check with the administrative assistant or your PM for more information.

**Textbooks**

Adjunct faculty will obtain the textbooks needed for class from the PM’s administrative assistant. Do not give instructor copies of currently used books to students.

**Office Supplies**

Adjunct faculty can obtain any needed supplies, i.e., dry-erase markers, pens, pencils, paper, etc. from the administrative assistant. Office supplies vary by department. Please check with your CwC or PM regarding when and where classroom supplies are available. If your area’s administrative assistant is on another campus, supplies may need to be mailed to you via campus mail.

**Multimedia Classrooms**

If teaching in a multimedia room, instructors must complete multimedia training. Contact the Help-Desk (321-433-7600) to schedule a training session. Training must be completed before keys to the multimedia room and the multimedia cabinet within the room are given to the instructor. Most classrooms must remain *unlocked* at all times when empty unless signage indicates otherwise. (The exceptions are computer classrooms that house computers for student use and all science laboratories. They must be locked when not in use). To log on to computers in the classrooms, faculty will need a student domain account. The PM or designee will email the Helpdesk a list of new adjunct faculty to be added to the student domain. This will allow access to the computers in classrooms and computer labs.

When logging on for the first time, use the following information:
Username: Your EFSC “B” number with the “B” included
Password: The default is your birthdate in the MM/DD/YYYY format. You will be asked to change the password upon entering the system.
Domain: Student

**Lecture Capture Rooms (EFSC Lecture Capture)**

For instructors who would like to record their lectures and place them in their Canvas classrooms, the College has a site license for software called **Kaltura** that allows you to easily record lectures in your office, at home, or in any classroom on campus with a computer and microphone (and camera if that is needed). The software “captures” what is showing on your screen while you narrate the process or describe what is being shown; there is an option to record video via a camera as well if you would like to include a headshot of yourself during the capture. For more information, visit the Academic Technology webpage by going to the EFSC homepage at [www.easternflorida.edu](http://www.easternflorida.edu). Select **Faculty & Staff**, and then **Academic Technology**.

**Pay Schedule**

Faculty are paid every other Friday via direct deposit. The timing of the first paycheck of the semester will vary depending on faculty start dates, term start dates, etc. Once the first payday is established, a faculty member’s pay will be divided over a pre-determined number of pay periods. The administrative assistant can tell you how many pay periods there will be in a given semester.

**College Status Information**

For status and emergency information for EFSC campuses, the UCF Brevard locations, and the Florida Solar Energy Center, dial 321-433-7676. If it is not working, call 1-888-609-3313. You can also view college status information on the EFSC homepage at [www.easternflorida.edu](http://www.easternflorida.edu). In addition, you should sign up to receive emergency alerts via text from the College by opting into this service via the TitanAlerts section in myEFSC.

**Campus Security Information**

In the Event of an Emergency or Classroom Disruption

There are phones in most classrooms on campus. If you have a disruptive student that needs to be escorted out of your classroom or if you need any other assistance from a campus security officer, please call the campus security phone number listed on the back of your ID badge. If dialing from a campus phone, dial the prefix “81” before the area code.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocoa Campus:</td>
<td>321-403-5907</td>
</tr>
<tr>
<td>Melbourne Campus:</td>
<td>321-403-5909</td>
</tr>
<tr>
<td>Palm Bay Campus:</td>
<td>321-403-5911</td>
</tr>
<tr>
<td>Titusville Campus:</td>
<td>321-403-4200</td>
</tr>
</tbody>
</table>

For the location of your campus security office and more, visit [https://www.easternflorida.edu/our-campuses/campus-security/](https://www.easternflorida.edu/our-campuses/campus-security/)
If you encounter an emergency requiring an immediate medical or police response, please call 911 immediately. Please follow up all 911 calls with an immediate call to Campus Security, if possible, and explain the situation and the location of the incident so that Security may respond to the scene to assist faculty and students and provide support for arriving first responders.

There may be an occasion where it is difficult to call Campus Security and ask for assistance when a disruptive student is in close proximity and is listening. In these cases, you have the option of calling Campus Security and using a special alert phrase which alerts campus security officers that you are having a problem, yet without arousing suspicion from the student. Your PM or any security officer will provide the alert phrase to you, upon request. When Security Officers hear this phrase, they know you need urgent assistance and will quickly respond to your location. Please be descriptive about your location to include your campus, building and room number so officers know where to go. Please also understand that the phrase is for the college security officers only and has no impact with police agencies off campus. In a true emergency situation where your life or the life of someone else is in imminent danger, please always call 911 first. In classrooms, note additional instructions posted above or near the classroom phone.

If you are in a situation where you are unable to contact Campus Security or police, please ask another student or employee to make the call for you. Do not allow yourself to be in an empty classroom with a student who appears angry or emotional or in cases where the situation is escalating. If you start to feel uncomfortable with situation, move your conversation into the hallway or other public area where others are likely to be present.

Accidents / Injuries

Call Security to file an Incident Report in any case where a student is injured in any way. This includes slips, falls, cuts, burns, laboratory accidents, etc. It is vital that Security has documentation of the incident even if the student claims that he or she is okay and no help is needed.

The Jeanne Clery Act

Originally known as the Campus Security Act, the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education, both public and private. The Clery Act is enforced by the United States Department of Education. The Clery Act requires colleges and universities to publish an Annual Security Report (ASR) by October 1st of each year, to have a public crime log and to disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities.

The Annual Security Report (ASR)

Please familiarize yourself with the “Annual Security Report” (ASR). The ASR is a comprehensive resource for faculty, staff, students, and guests which provides detailed crime statistics and crime prevention information. The ASR will be continuously posted on the
College’s website at www.easternflorida.edu/documents/asr.pdf for your review. Printed copies are also available at the Campus Security office on each campus and at the Human Resources office in Building 2 on the Cocoa Campus.

Campus Security Authority (CSA)
Students, employees, and guests are encouraged to contact EFSC Security Officers or local law enforcement officers if they are aware of any criminal acts or suspicious incidents occurring on or near campus. In some cases, people are reluctant to make an official report to a uniformed officer and may be more likely to contact persons who are personally known. As a result, many employees of the college have been designated as a Campus Security Authority or CSA. Campus Security Authorities include College Vice Presidents, Associate Vice Presidents, Deans, Collegewide Chairs, Coaches, Assistant Coaches and other persons as designated by the College President. A complete listing of all current CSA’s are available on the Annual Security Report and can be accessed by the College’s website at www.easternflorida.edu/documents/asr.pdf

Important EFSC Security Contacts
While all EFSC Campuses enjoy the protection offered by the Titusville, Cocoa, Melbourne and Palm Bay Police Departments and the Brevard County Sheriff’s Office, all EFSC campuses have EFSC Security Officers on site 24 hours per day every day of the year. Each campus has a Campus Security Sergeant who leads and supervises all campus security personnel. Campus Sergeants are personally available to you to answer your questions about safety and security. While persons are always welcome to contact the numbers listed on your I.D. Badge, the Campus Sergeants stand ready to personally assist you when needed.

If you have any questions about safety or security, please contact or visit your campus security office—or call the phone number on the back of your ID badge

Teaching Load
You may not teach more than 80% of a fulltime teaching load, so you are limited to a total of 12 credit hours per term (Fall, Spring, Summer), all campuses (including Eastern Florida Online) combined. Anything above that limit is only allowed for special case situations and must be approved by your PM, Collegewide Chair and Human Resources. Moreover, adjunct instructors may not simultaneously hold part-time staff positions at the College (but they may, and often do, hold positions elsewhere).

MyEFSC
MyEFSC is The College’s web-based system that provides you with access to numerous information and data entry webpages, e.g. class rosters, attendance reporting (“census reporting”), final grade entry, etc. Titan Web is also available via MyEFSC; it is useful for official class rolls, final grade reporting, employee records, parking decals, employee emergency contact information, and more. Outlook Web is the primary email system for faculty, staff, and students. Please note that not all web browsers or computer operating systems (e.g. some Windows versions) are compatible with the EFSC websites and systems used by faculty and staff. If you have problems, check with your PM who will assist you or refer you to someone who can.
When an instructor logs in to Outlook Web for the first time, the system is set up to prompt the user to change the password.

All EFSC business, including communications with students, must be conducted via your official EFSC account or via Canvas mail. Likewise, students must use their official account or Canvas mail to communicate with you. Make clear to students that you will not correspond with them if they write from their personal email accounts. Replying to a non-EFSC student account is a potential FERPA (“Family Educational Rights and Privacy Act”) violation.

The administrative assistant and/or PM will discuss all the different Information Technology (IT) systems with you and how to log in. The IT Helpdesk can also assist, but it is preferable to work with your area’s staff as the Helpdesk can get overloaded at the start of a term and may not be able to assist you in a timely manner. IT can be reached at 321-433-7600 via email by typing itsupport@easternflorida.edu, or by visiting https://www.easternflorida.edu/administration-departments/it/it-tech-support.cfm

MyEFSC is the portal through which you can access…

- Census reporting (attendance reporting)
- Student Success Check (designed to help struggling students)
- *Print Shop Pro* (for print jobs via Collegewide Printing)
- Parking decals (free to faculty)
- Training opportunities

…and much more.

**Adjunct Faculty Responsibilities**

**For the Entire Term**

As an EFSC instructor, you are responsible for the coordination, planning, presentation, and evaluation of classroom instruction and related activities. In particular, you are expected to:

1. Teach all classes according to the competencies and objectives in the course plans, which can be downloaded from the electronic course plan repository (eCPR) at http://www.easternflorida.edu/admissions/registrar-office/e-course-plan-repository.cfm.
2. Provide each student with a syllabus (paper or online) at the first class meeting that includes all required information (check with your PM for the current guidelines).
3. Answer students’ emails in a timely manner – within 24 hours on workdays.
4. Submit to your PM a copy of a course syllabus for each course taught.
5. Teach assigned classes at the designated time and place and satisfy required contact hours by remaining in class for the entire scheduled time. This includes final exam week.
6. Teach all classes according to the course syllabus and ensure all course materials are accessible. If you have questions, check with your CwC, PM, or the SAIL office.
7. Maintain a minimum of 30 minutes office hours per week for each course you teach. Office hours should be held on campus unless the course is fully online. (In the latter case, the same office time should be held online and listed on the syllabus).
8. Return graded assignments in a timely fashion, usually within one week of submission.
9. Maintain student attendance records and grades on Canvas, the college’s Learning Management System (LMS), if required by your PM.
10. Complete attendance reporting (Census reporting) on time through Titan Web. Reporting period reminders and instructions are sent to you via the EFSC email system.
11. Submit grades via MyEFSC by published deadlines. Note: Grades in Canvas do NOT migrate to Banner. Final grades must be submitted in MyEFSC.
12. By the end of each semester turn in any materials specified by your PM including all final exams and a copy of your Canvas grade book (including attendance records and assignment and test grades).
13. Enforce FERPA guidelines for student privacy as mandated by federal law.
14. Maintain necessary educational credentials, industry certificates, or licenses required by all external governing bodies appropriate to the teaching assignment and consistent with EFSC policy.
15. Maintain professional and collegial behavior.
16. Maintain professional demeanor, in actions and attire, at all times as defined by the discipline you teach in.

By End of First Week of Class

Syllabus
Adjunct faculty will turn in a syllabus to the PM for each class being taught. Please send this electronically to the PM or the administrative assistant (or for some areas, it will be submitted via a drop box in Canvas). Course Objectives/Competencies that must be included on the syllabus are available in the course plan which can be downloaded from the eCPR at http://www.easternflorida.edu/admissions/registrars-office/e-course-plan-repository.cfm.

The syllabus is an extremely important document and is viewed as a contract between you and your students. If you make any changes to the syllabus during the term, to include the course calendar of instruction and due dates, make sure you post the revised syllabus on Canvas and include an alert to the changes in Canvas Announcements. To allow yourself freedom to make changes to the syllabus once it is submitted, type “Subject to change with written addendum” at the top of the document.
Faculty Schedule
Adjunct faculty must complete their official Faculty Schedule within myEFSC. The schedule will be automatically populated with the classes being taught, but faculty members must input their office hours. For every course being taught, the faculty member must hold 30 minutes of office hours each week. Office hours may be scheduled in the classroom, the library, or adjunct office or faculty workroom if your area has one. A copy of this schedule must be sent to the PM (check to see which is preferred, a paper copy or an electronic copy—or in some areas, the schedule should be posted to your discipline’s Canvas shell). 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 all your class information is already populated so you only need to add your office hours. You can also select if you would like your faculty schedule to be viewable online by others.

Substitute Instructors
Adjunct faculty must identify possible substitute instructors that can cover class if absent. It is EFSC’s policy not to cancel classes unless absolutely necessary. If a class must be canceled for any reason, the PM and the administrative assistant must be notified as early as possible. If you cannot contact them, and as a last resort, call Security so they can post a notice on the classroom door. Notify your students via Canvas email and a Canvas announcement.

The faculty member needs to make every effort to find a substitute for the missed class. Adjunct faculty’s pay will be docked for missing a class. Note: Substitute instructors must be credentialed by EFSC Human Resources to be eligible to cover your class. Persons who are not employees of EFSC are not allowed to substitute for or supervise a class in the absence of the instructor.

Additional Guidance
An Adjunct Self-Assessment Performance Checklist is posted in Appendix I and is an excellent way for you to ensure you have completed all necessary actions for the start of the term and the conduct of your class(es) throughout the semester.

Letters of Recommendation
Your students may request a letter of recommendation from you in support of other opportunities they are pursuing. The College requires completion of a Request for Letter of Recommendation Form for each letter you write. The student needs to download the form from the EFSC website (http://www.easternflorida.edu/admissions/documents/req-letter-recommendation.pdf), complete and sign it, and provide to you BEFORE you can provide them with the letter. Once the letter has been completed, you must sign and date the bottom of the form. Keep a copy for your records, along with a copy of the letter you wrote. Forward the original Request for Letter of Recommendation Form to the Admissions office on your campus (you do not need to send a copy of the actual letter to Admissions – just the form). Please ensure that the content of any recommendation letter you write is professional and brief and does not include unnecessary or inappropriate comments. Reveal a course grade only if cleared to do so by the student; this will be specified on the form referenced above.
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Adjunct Faculty Requirements

Proper Attire
Instructors should dress in a professional manner when teaching their classes. Given the nature of Florida’s weather, we do not expect suits and ties, but “Business Casual” will be the minimum standard for clothing worn (e.g. for men; dress pants and polo or short sleeved shirts; for women skirts, dresses, or dress pants and appropriate blouses or shirts). Shorts, Flip-Flops, and beach attire are not acceptable in the classroom.

LMS (Canvas)
Adjunct instructors are required to use EFSC’s Classroom Learning Management System (LMS), Canvas, for posting the syllabus, recording grades, and other uses as the instructor desires. Therefore, each instructor must complete Canvas Instructor Training as soon as possible after hire. Instructors should go to the EFSC homepage at www.easternflorida.edu, select Faculty and Staff, Academic Technology, Employee & Faculty Training, and then Faculty/Canvas Learning Management to find available training sessions for Canvas. You can register for a training session from there or by checking your EFSC email account for training advertisements.

Depending on the type of course you are teaching, you may be using it as a Course Companion, Hybrid Course “classroom,” or for delivery of Online classes with Eastern Florida Online. Please note that you cannot access Canvas until the training has been completed. You will be notified by email from the Academic Technology department when you are granted access. Work with your PM if you encounter any problems.

Faculty members must maintain their Canvas website throughout the semester, and the syllabus must be posted by the first day of class – either on Canvas or via a hard copy handed to students, or both. Attendance should be recorded for each class, and grades should be posted in a timely manner. Announcements in Canvas should be made on a regular basis to keep students up-to-date. If you are teaching fully online for Eastern Florida Online, student “attendance” means completion of weekly assignments – not simply logging in to Canvas.

Please note that the Canvas LMS can be an exceptional asset for teaching your course. It has built in features for Discussion Boards, Quizzes and Tests, posting assignments and course resources, student submission of assignments with attachments, student exchanges by creating a cyber café, etc. Additional training in these and other features is available through Academic Technology.

Attendance Reporting (“Census Reports”)
Near the beginning of the term, students’ attendance must be verified by a Census report via “Faculty—Census Report” in the Employee Applications drop box in MyEFSC. Any student not appearing on your roster should not be allowed to sit in your classroom. Send them to Advising or Admissions to learn why they are not on the roster. We are required by law to track attendance for the purpose of financial aid. Students receiving financial aid must be attending class. If a student returns to class after you have reported him/her as not attending AND the reporting period is over, you must determine whether or not the student can successfully
complete the coursework and if you want to allow them to be reinstated in the class. You can reinstate a student via the Student Success Check system.

**Student Success Check**
EFSC uses a notification system called Student Success Check to inform students who are in academic jeopardy of specific steps they can take to improve. If a student is in academic jeopardy, you are encouraged to use the Student Success Check to indicate areas of need. The College will then generate a letter to the student suggesting that he/she consult with the instructor on the best course of action to take to be successful. We often find that students are not aware that they are in danger of failing and the letter provides a needed wake-up call.

The Student Success Check system can also be used to withdraw students (before the withdrawal deadline), but its primary purpose is remediation, not student removal.

**Student Access for Improved Learning (SAIL) Program**
The Student Access for Improved Learning (SAIL) team has set a course to ensure that students with disabilities at Eastern Florida State College have equal access to programs and services in a manner consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Formerly the Office for Students with Disabilities, the SAIL team collaborates with faculty, staff, and administration to promote an accessible and inclusive environment for all and ensures that reasonable accommodations are in place for qualified students with disabilities. Students who may need accommodations or services due to a documented disability should contact a SAIL office to discuss their needs. Instructors will be notified when students registered in the SAIL program are in their courses through email. Within 24 hours of notification, instructors must go to the “SAIL Teacher Notification” located on the myEFSC page (must log in). Under EFSC Employee Applications, use the dropdown menu to select SAIL Teacher Notification then hit launch. Enter the required information and submit.

In addition to ensuring reasonable accommodations, the SAIL team also provides support such as academic advisement, assistance with registration, use of adaptive furniture and software, services of a sign language interpreter, assistance with course substitution and test waivers, and other services as needed. All services are free, and information is kept confidential and cannot be released without permission from the student. Another major focus for SAIL is to serve as a resource for the members of the faculty and staff. Members of the SAIL team are available to do presentations in classes and will also collaborate with faculty and staff during department meetings. If faculty members have concerns about a particular student and they believe that the student might have a disability, they should not hesitate to contact a SAIL team member for suggestions. Additionally, if a faculty member would like information on how to better serve a student with a specific disability, that professor should contact the SAIL director or a SAIL access specialist. Never ask a student, in private or otherwise, if he or she is registered with the SAIL office. Rather, the SAIL office will notify you via email and ask you to confirm receipt via the “SAIL Teacher Notification” as described above.
Refer to the SAIL web page for specific descriptions of disabilities, rights and responsibilities for students and instructors, and the location of offices for each campus: http://www.easternflorida.edu/academics/academic-support/sail/

FERPA (Family Educational Rights and Privacy Act)
The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the privacy of student educational records, access to those records, and disclosure of information from them. FERPA applies to all college students, regardless of age. This means FERPA applies equally to students who are and are not minors. FERPA applies equally to dual-enrolled and non-dual-enrolled students.

As a student, the following primary rights are protected by FERPA:
• The right to review and inspect educational records
• The right to seek to have educational records amended or corrected
• The right to control disclosure of certain portions of educational records, except in situations where a records release is required under law
• The right to file a complaint with the U.S. Department of Education’s Family Compliance Office

FERPA rights belong to the student at a postsecondary institution regardless of age.
• Includes dual-enrolled students.
• “Student” applies to all students – including continuing education students, students auditing a class, distance education students, and former students

All educational agencies or institutions receiving funds under any program administered by the Secretary of Education must comply.
• Educational institutions are required to develop policies for implementing appropriate provisions of FERPA. At Eastern Florida State College, the Office of the Registrar has been delegated the responsibility to ensure that information from educational records is released only to those individuals and agencies that:
  – have a legitimate educational interest or
  – have been granted legally authorized access.
• However, other College officials also play an important role in the privacy and security of records.
• Note that if a parent wishes to have access to a student’s academic record, or to discuss a student’s academic information with an instructor, the parent must first obtain permission from the student. If the student wishes to grant this permission, the STUDENT must first complete a FERPA Waiver. Before you speak with a student with a parent present, ensure that this form has been completed, and ask to see identification to be sure the individual with whom you are speaking is the person listed on the form. This policy applies to any student at the College, including dual-enrolled students regardless of their age. If questions arise, consult with your PM or the Registrar’s office prior to releasing any educational record or part thereof.
• Always avoid putting student-specific information in the subject line of an email (e.g., the student’s name and/or B number) even if the correspondence is taking place via official EFSC accounts.
Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed to the public. The College’s directory information is listed in the College Catalog and other student documents.

- The College has determined that it will not release any information, including directory information, without the written consent of the student or if it is permitted by FERPA.
- If students do not want information released, they must submit a written request to the campus Admissions and Records Office.

FERPA permits college officials to access and use student records for legitimate educational purposes. Other than those identified below, no other person or organization has a right to review a student's education record without the expressed consent of the student.

- A “College Official” is defined as:
  - A person employed by the College in any faculty or staff position
  - A temporary substitute for a faculty or staff member
  - Federal and state agencies listed in the Act
  - Organizations or entities whom the College designates by contract as conducting business or performing services on its behalf

- Legitimate Educational Purpose/Interest is defined as a College Official’s “need to know” to perform:
  - An administrative task specified in the official's position description
  - A supervisory or instructional task directly related to a student's education
  - A service or benefit for the student such as advising, student financial aid, student job placement, etc.

What this means is that access is issued on a "Need to Know" basis to those with a legitimate educational interest. Therefore, you will have access to information necessary to perform your role, but you may not necessarily have access to information that is outside your role or responsibilities.

- And finally, accessing or using student information for other than legitimate educational purposes is strictly prohibited.

E-Mail Guidelines

- Communicate with students only through Titan e-mail or Canvas email
- Communicate with instructors and staff only through their College Outlook account
- Do not include a student’s name or ID number in the subject line of an e-mail
- Do not include a student’s social security number anywhere in an e-mail (or anywhere else)
- Do not include both the student’s name and ID in the body of an e-mail; put the person’s last name (and first initial if it is a common name) and the B number.
  - Example: SMITHJ_B00123456

Outlook Web Email

Instructors should check their college email account regularly—at least several times per week. Most official College business will be conducted over email. Please remember to empty your mailbox frequently to ensure you do not miss important messages. Your EFSC email may be forwarded to your personal email address through Outlook Web. If you have problems with your
Outlook Web account, contact the Helpdesk at 433-7600. **Because of FERPA student privacy concerns, do not correspond with students via non-EFSC email systems (faculty or student) and please follow the additional e-mail guidelines listed in the FERPA section above.**

**Student Opinion Surveys**

Around the 12th week of the semester (for 16-week courses), students will evaluate instructor performance by completing an online Student Opinion Survey. All classes taught during the term will be open to students for evaluation. The survey is anonymous, so encouraging students to complete the survey is important. You will be able to review the results of the student surveys after final grades have been posted and the semester is over.

**Faculty Observation/Assessment**

During the academic year your class will be observed by your PM or designated representative and an assessment will be done. This assessment will include your teaching and your other faculty responsibilities; a classroom observation is part of the assessment. Once completed, you will have the opportunity to discuss the results with your PM. You will then sign the completed assessment form and a copy will be placed in your personnel file at Human Resources. If you continue to teach for EFSC, you will be observed at least once every year. A copy of the adjunct faculty observation/evaluation form is included in Appendix III of this handbook for reference.

**Final Exams and Final Grades**

Final exams or some type of final activity must be scheduled during the final exam period assigned for your class. Final exams shall not be scheduled during instructional days, e.g. the last week of regular classes. Final exams are given per the semester’s final exam schedule during a two-hour time block within the last week of the semester. A copy of your final exam must be filed with the PM’s office along with a copy of your final grades and your attendance records for the semester. Some courses, disciplines and/or campuses have additional requirements, so review the official course plans (available http://www.easternflorida.edu/admissions/registrars-office/e-course-plan-repository.cfm) and discuss this with your PM. If you are teaching a hybrid class, there might be a scheduling conflict with another course so check with your PM to develop a testing plan should this occur.

You must input your final grades into Titan Web by the published deadline. Note that Titan Web is **not** Canvas. Titan Web is the official Registrar’s web application. The final grades that were calculated for the students in Canvas are entered into Titan Web as letter grades only. **This requirement is extremely important as students may not be able to graduate if their grades have not been posted.** Please refer to the College catalog for grading information as well as other College policies and procedures.

If you assign a grade of Incomplete, you must complete and submit the Incomplete Grade Form. The student has one full term (Fall/Spring) after the grade of I is assigned to complete the required work. If a grade change is not submitted by the instructor after that time, the grade will automatically be changed to an F. You must attach the Incomplete Grade Form to the Grade Change Form, and state that the required work has been completed.
Additional Adjunct Faculty Resources
From the EFSC homepage, select “Faculty and Staff” at the top. This is the one-stop shop for important EFSC Faculty information. Click on the categories for links to documents, forms and resources. You can also click on links for details about Faculty Mentoring, Core Abilities and other Adjunct Faculty Resources.

Academic Technology
The Internet and multimedia technologies allow us to engage students in innovative ways. Academic Technology (AcTec) assists and consults with instructors in the design and production of computer-based instructional materials to enhance the student learning experience. AcTec facilitates a variety of training workshops for applications such as Canvas, SoftChalk, Turnitin, Kaltura, and more. In addition to the training, the AcTec website is also a great resource for the many EFSC applications that they support. Training is advertised via “Titan Today” news listings and can also be found on the AcTec homepage where there is an up-to-date training calendar complete with dates, times, locations, and registration links.

As an EFSC faculty member, you have access to free downloads of EFSC Licensed Educational Technology Software including SoftChalk (lesson builder), Kaltura (lecture capture), and Respondus (exam generator) -- all available via the Academic Technology Website. Access the AcTec webpage by going to http://www.easternflorida.edu/faculty-staff/academic-technology/.

Computer Labs
Students have access to computers that include the software used in the courses taught on campus, including specialized software, e.g. “C++.” If you would like to schedule a class in a computer lab, please contact your PM. The open labs cannot be scheduled for classes. Click the link above for campus labs, including open computer labs, and their locations/hours of operation.

Academic Success Centers
Each campus has an Academic Success Center that offers student tutorial services, skills review, required lab components, tailored individual supplemental instruction, and diagnostic tests. Visit their website at https://www.easternflorida.edu/academics/academic-support/asc/ for more information.

Libraries
EFSC has libraries at each of its four campus locations – Cocoa, Melbourne, Palm Bay, and Titusville. Each location has its own unique print and DVD collection; however, you may borrow from any campus.

The libraries also offer access to a collection of eBooks, currently 70,000 titles and growing. Other electronic offerings of the libraries include more than 100 databases with thousands of full-text magazine, journal (including peer-reviewed) and newspaper articles and digitally streamed video and music content.
Library electronic resources are available 24/7 when you log on to the library web page (http://www.easternflorida.edu/library) or from myEFSC using your B# and pin.

**Campus Assessment Centers**
Assessment Centers are available on each campus to allow for proctoring of regular exams for Eastern Florida Online courses, makeup exams for face-to-face classes, and all exams that need to be administered utilizing SAIL accommodations. For additional information, please see http://www.easternflorida.edu/academics/elearning/testing-proctored-exams.cfm.

**Center for Excellence in Teaching and Learning (CTE)**
The Center for Excellence in Teaching and Learning (CETL) is your one-stop shop for important Eastern Florida State College faculty information designed to enhance learning at the classroom level for our students. Access their webpage at http://www.easternflorida.edu/faculty-staff/cte/. Click on the categories listed for links to documents, forms, and resources. For details about other topics such as mentoring, Core Abilities and adjunct faculty resources, check the links listed in the left and right columns.

**Course and Program Assessment Requirements**
Learning outcomes indicate what the learner will be able to do as a result of an activity, course, program or degree. Assessment is how we know whether students meet those objectives. Why do we do it?

- To help our students succeed. The process allows instructors to determine to what extent their instruction is effective.
- To provide evidence of quality and improvement to all internal and external stakeholders.
- To comply with SACS standards regarding educational programs whereby the institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results.

There are several different types of assessment ongoing at the College. Assessment tools are in one of two categories – direct and indirect measures. A direct measure is based on examination or observation of student behaviors, performances, or work products in which student mastery is evaluated using measurable criteria linked directly to a learning outcome. Faculty participation is critical to these direct measures of assessment that typically take place in a classroom or lab.

On the other hand, an indirect measure is based on perceptions, opinions, or reflections of learning, rather than direct demonstration of mastery. There is room for both methods, with indirect measures being useful in supporting direct measures.

All educational programs are engaged in the continuous assessment process, which includes defining assessment measurements and tools, collecting and analyzing results, making improvements where necessary, and determining if the improvement was effective.
Assessment data are collected fall and spring terms for the AA/General Education program and every term, including summer, for the Career and Technical Programs.

EFSC requires that all instructors conduct a learning outcome assessment for specific courses as defined in the General Education Assessment Plan. Check with your PM if you are teaching any of these courses. Your PM will provide guidance on this process. The College’s five Core Abilities (see http://www.easternflorida.edu/faculty-staff/cte/enhance-learning/core-abilities.cfm) are the institutional learning outcomes, while the Career and Technical programs have program-specific learning outcomes that support the Core Abilities. Assessment tools and processes change from time to time, so check with your PM about the latest requirements for Program-level assessments.

Each of the Career and Technical programs has distinct Student Learning Outcomes (SLOs) which are, in essence, employability skills for Career and Technical students, i.e., skills that employers are seeking in a program graduate. Each Career and Technical Program (BAS/AS/ATC/ATD/PAV) has three or more SLOs linked to specific courses in the program where that skill is taught.

Your PM can assist you in determining if assessment data will be collected in the course(s) you are teaching. Please visit www.easternflorida.edu/go/assessment for the full range of assessment resources.

Center for Service-Learning and Civic Engagement
Service-Learning is the blending of both service and learning goals and experiences that are enriched by each other and greater together than separate. Service-Learning is a teaching method and educational experience that helps students learn and develop through active participation in thoughtfully organized service experiences that provide structured time for reflections and fosters academic learning, a sense of caring and civic responsibility. For more information visit The Center for Service Learning and Civic Engagement webpage at http://www.easternflorida.edu/student-life/center-for-service-learning/.

Student Handbook/Discipline Policies
The link to the EFSC Student Handbook can be found via the hyperlink above. The Handbook provides a wealth of valuable information to the students and also includes the Student Code of Conduct (also listed in the college catalog).

Adjunct Faculty Rights & Benefits

Part-Time Employee Benefits
EFSC full-time faculty and staff, regular part-time employees, and adjunct faculty are eligible for various benefits as described on the Human Resources webpage:

Teaching Pedagogy and Best Practices

1. Let students know information that will be critical to them, such as turnaround time for graded work. Be consistent in your policies and ensure that you are adhering to the guidelines posted in your syllabus. To allow for changes, put a disclaimer near the top of the syllabus which says that information is subject to change with a written addendum.

2. Maintain a high level of expertise in the subjects taught.

3. Incorporate active learning activities to stimulate enthusiasm for the subjects taught.

4. Use instructional delivery methods that reach the different student learning styles (visual, auditory, kinesthetic, and tactile).

5. Be familiar with Bloom’s Taxonomy and other learning concepts such as Gardner’s Multiple Intelligences, etc. and incorporate these concepts into your classroom activities and assessments.

6. Utilize a variety of appropriate evaluations or assessment methods for determining student performance, and regularly inform students of their progress.

7. Respond to voicemail and email communications prior to the next class session – but certainly within 24 hours (workdays only).

8. Be sensitive and attentive to deadlines and working within a timed framework.

9. Use a variety of appropriate resources and technology in the delivery of courses.

10. Create an effective learning environment for students regardless of delivery method.

11. Evaluate and revise instructional materials on an ongoing basis and develop new material and delivery methods as needed.

12. Expand knowledge in discipline and teaching craft on an ongoing basis.

13. Collaborate with colleagues for instructional improvement.

14. Enforce the EFSC Student Code of Conduct in the classroom—committed students will appreciate and respect this. Student socializing and talking, smart phone use and other behaviors can be distracting and disruptive to the learning environment and should not be tolerated.

15. Adhere to Fair Use provisions and TEACH Act requirements for use of copyrighted materials for face-to-face and online instruction. Check the copyright basics at https://libguides.easternflorida.edu/copyright for more information.
Appendices

Appendix I:

Adjunct Self-Assessment Performance Checklist

This self-assessment tool is designed to help you prepare for the upcoming semester. Once you have reviewed the form below (and feel free to include any comments or notes to yourself or questions for others on it) contact your program manager or administrative assistant to address any “unchecked” boxes. When you have all the boxes checked, you should be on your way to a smooth start for the semester.

Your cooperation and commitment to teaching at EFSC is greatly appreciated. The College wants to ensure that you have the resources and assistance necessary for an effective and rewarding teaching experience.

At Start of Term

☐ I know what course(s) I will be teaching this term.
☐ I have a copy of the course plan, available via the e-CPR, for each course.
☐ I have obtained textbooks and any supplemental material needed for my courses.
☐ I have created a syllabus for each course that includes each item on the Required Syllabus Content template. Your PM will have the latest version of that document.
☐ I have accessed my course rosters in Titan Web (not Canvas). A tutorial is available on the Faculty Mentoring website. From the main EFSC webpage, click on Faculty & Staff, CTE, Faculty Mentoring in the left frame. Under EFSC Resources in the main frame, select How to access Titan Web. The tutorial is also located in Appendix V of this manual.
☐ I have completed Canvas Instructor Training (AIT) for new Canvas users.
☐ I have distributed my syllabus and created a grade book in the Canvas course companions for each of my courses.
☐ I have activated each of my Canvas course companions. To do this, go to “Settings” and click “Publish.”
☐ I know in what classroom(s) I will be teaching, if applicable.
☐ I have arranged for Campus Security to unlock the door for me (if applicable)
☐ I have submitted my faculty schedule to my PM’s administrative assistant (by the end of the first week).
☐ I have submitted a copy of each of my course syllabi to my administrative assistant (by the end of the first week). Some disciplines require this to be submitted via Canvas.
☐ I have completed multimedia classroom training and received a key to the equipment console. If my classroom is a computer lab, science lab, or another secure room, I have received a door key or electronic door code as well. If a key is not provided, I know to call Security if I need entry.
☐ I know how to access the student domain for multimedia equipment in the classrooms. If you have forgotten your password, send an email to the Helpdesk or give them a call at 321-433-7600.

☐ I know my EFSC email address: last name + first initial(s)@easternflorida.edu

☐ I know my Campus Security phone number, as listed on the back of my employee badge, as well as my library number which is also listed on the badge.

☐ I know how to log into classroom multimedia computers via the student domain. I also know the location of and functions of the classroom-specific light switch.

Throughout the Term

☐ I have provided all current contact information and pay information as required. See your PM with questions.

☐ I will inform my PM of any planned or unplanned absences and coordinate approval of any substitute instructors through my department office (FYI: adjuncts do not have sick leave so pay will be adjusted accordingly for the class(es) missed).

☐ Any substitute I use during the term is credentialed by EFSC Human Resources.

☐ Any changes or additions to my syllabus, course plan, or assignments are distributed to students in writing via and/or Canvas.

☐ Deadlines for all required work are published in my syllabus and/or on Canvas for my students. Any changes are posted and announced in Canvas and/or distributed in class.

☐ I arrive to class on time, conduct class for the entire scheduled class period, and maintain my scheduled office hours for students. Note: Cancellation of classes is not permitted unless due to an emergency.

☐ I complete all Census Reporting and Final Grade Reporting by the deadlines that were announced.

☐ For all required class work, I evaluate, post grades in Canvas, and provide feedback within a reasonable time (normally one week) and have made my students aware of this timeframe. If I anticipate a delay in posting grades, I communicate this with my students.

☐ I post all graded activities in Canvas (recommend hardcopy backups at intervals throughout the term).

☐ I complete the online Incomplete Form in Titan Web for Incomplete grades assigned, include detailed information for the reason the “I” was assigned, and enter all other required information.

☐ I follow FERPA restrictions about discussing student information with others, including family members, i.e. no communication without student’s permission. I do not post student names or ID numbers in the subject line of emails, or list full student names and ID numbers in the message.

☐ I only use the EFSC email system for student communications to protect confidentiality and prevent FERPA violations and only correspond via email with students who also use the EFSC email system or Canvas email.
☐ I sign students’ completed “Request for Letter of Recommendation” forms and forward to the Admissions office when providing recommendation letters for my students. Letters are professional and brief and do not include unnecessary or inappropriate comments. Grades can be released only with the student’s expression permission (which is selectable on the form)

☐ I adhere to Fair Use provisions and TEACH Act requirements for use of copyrighted materials for face-to-face and online instruction.

**At End of Term**

I accurately record attendance in Canvas, and forward my records of student attendance to my department office at the end of each term (recommend hardcopy backups at intervals throughout the term)

☐ At the end of term, I provide the administrative assistant with a copy of my gradebook and the students’ final exams (exam questions plus student Scantron or student handwritten responses). If done online in Canvas, I inform the department of the classes that are archived in the College database.

☐ For grade changes, I complete the [Grade Change form](#) and clearly state the reason for the grade change, how it was calculated, and enter all other required information. If done for a previous grade of Incomplete, include a copy of the Incomplete Grade Form.

See the latest information from your PM and/or Administrative Assistant.
# Appendix II: Sample Adjunct Faculty Observation/Evaluation Form

<table>
<thead>
<tr>
<th>Adjunct Faculty:</th>
<th>B#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Campus:</td>
</tr>
</tbody>
</table>

**Use the following performance ratings for this section:**

- **1. Satisfactory**
- **2. Acceptable**
- **3. Improvement needed**
- **4. Unsatisfactory**

The following attributes have been observed:

- Enthusiastic about the subject matter
- Demonstrated knowledge of the discipline
- Punctual in starting and ending classes
- Presented material clearly
- Well-prepared
- Used time effectively
- Treated students with respect
- Assignments and lecture were related to syllabus/text/course content
- Timely submission of attendance and grade reports
- Favorable student evaluations/responses
- Demonstrate knowledge of course management system software (if applicable)
- Punctual in posting materials and interacting and otherwise responding to students (if applicable)

**On the basis of the above criteria:**

What are the instructor’s strongest skills?

What areas are in need of growth and concentration for future assignments?

<table>
<thead>
<tr>
<th>Evaluator</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Next Level Supervisor / Provost</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Instructor’s signature does not necessarily signify agreement with the evaluation, but that the evaluation has been discussed with the supervisor.

_____________________________  ______________________
Signature of Adjunct Faculty        Date
INSTRUCTIONS

Adjunct faculty will be evaluated each academic year by the PM or designee. If the adjunct faculty member teaches more than one term during the academic year, additional evaluations are not required for that year. However, they may be carried out at the discretion of the Department Chair/Dean/Supervisor.

The completed original (with all appropriate signatures) is to be sent to the Human Resources office for filing in the adjunct faculty member’s personnel file.

If issues surface which require intervention, the Department Chair/Dean/Supervisor will meet with the adjunct faculty member to develop a plan for improvement. The faculty member may request an interview with the Department Chair/Dean/Supervisor at any time.

Additional Comments:
Appendix III: Logging Onto the myEFSC Portal

You will need to access the secure webpage (Titan Web) to view your teaching schedule and class lists and to enter grades, attendance and early alert. myEFSC is the single sign-on portal for faculty, staff and students to access many of the tools they need to be successful at EFSC.

1. From the EFSC home page [www.easternflorida.edu](http://www.easternflorida.edu), click on EFSC Logins in upper right corner, then click on myEFSC.

2. Next log in to your myEFSC account. Check with your PM or administrative assistant on how to establish your password. You can also contact I.T. at 321-433-7600 (dial only “7600” from a campus phone).