

ADJUNCT INSTRUCTOR ORIENTATION

September 2025



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INTRODUCTION TO EASTERN FLORIDA STATE COLLEGE



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& Student Affairs



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Cocoa Campus Administrator



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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* ([Adjunct Forms & Documents](#))
- 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 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.



Transcripts |

If your position at EFSC requires a degree, ensure that an official transcript is sent from the accredited institution directly to the Human Resources Office:

- by postal mail to **Eastern Florida State College/Human Resources, 1519 Clearlake Road, Cocoa, FL 32922**, or electronically to resources@easternflorida.edu;
- OR-
- electronically through a secure delivery method (National Student Clearinghouse, etc.).
Please Note: If choosing to send electronically, DO NOT select “Eastern Florida State College” or your transcripts will be sent to the Registrar’s Office and will not be accepted for credentialing.
Please Select “Employer” or “Other Individual” which will allow you to enter the resources@easternflorida.edu email address so the transcript may be sent as an official transcript via a secure PDF file.



Transcripts II

If you have a degree from EFSC, we will request your transcript; however, 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. (NACES).



Fingerprinting

- Prior to classroom assignment, all EFSC faculty must successfully complete fingerprinting for background screening. Please bring photo identification.
- A non-refundable fee is the responsibility of the individual and must be paid at the time the fingerprints are taken.
- A check or a money order made payable to Eastern Florida State College are the only acceptable forms of payment. Cash or credit cards 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 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 for 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)
- The back of your badge will have: Security Office phone numbers for all campuses, the Library bar code, and the emergency status phone number.

Badges are to be worn while on campus so you may 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. Once you set up your login and password (directions in [myEFSC](#) section), please follow these steps to obtain your parking permit:

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

Visit the [Parking Permit Information](#) page of the EFSC website.

- **Scroll down the page to the directions for parking permits or decals and follow the directions**
- Once your form is complete, print out the temporary permit form.
- Present your temporary permit form to your campus Security Office staff when you pick up your 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

Parking Lot Rules:

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.

Parking Violation Examples:

- “Adding” a space at the end of the aisle.
- Blocking access to parking areas.
- Parking in wrong direction on the street.
- Parking on campus without a decal.
- Parking in fire lanes.
- Improper parking (taking 2 spaces, or on grass/sidewalk).



SAFETY / SECURITY



Emergency Management Response Plan

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.



Sample Alert Screen



EFSC Desktop Alert System

ALERT!

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

Acknowledge

Message Text 6/29/2015 2:30:12 PM



EFSC Desktop Alert System II

Please call or contact the IT Department to report any phone or computer that does not announce the alert message.

IT Support Desk

Call: 321-433-7600

Submit an IT Ticket for Assistance

For assistance: call or contact the [EFSC IT Support Desk](#).

To submit a ticket: at the top of the EFSC landing page,

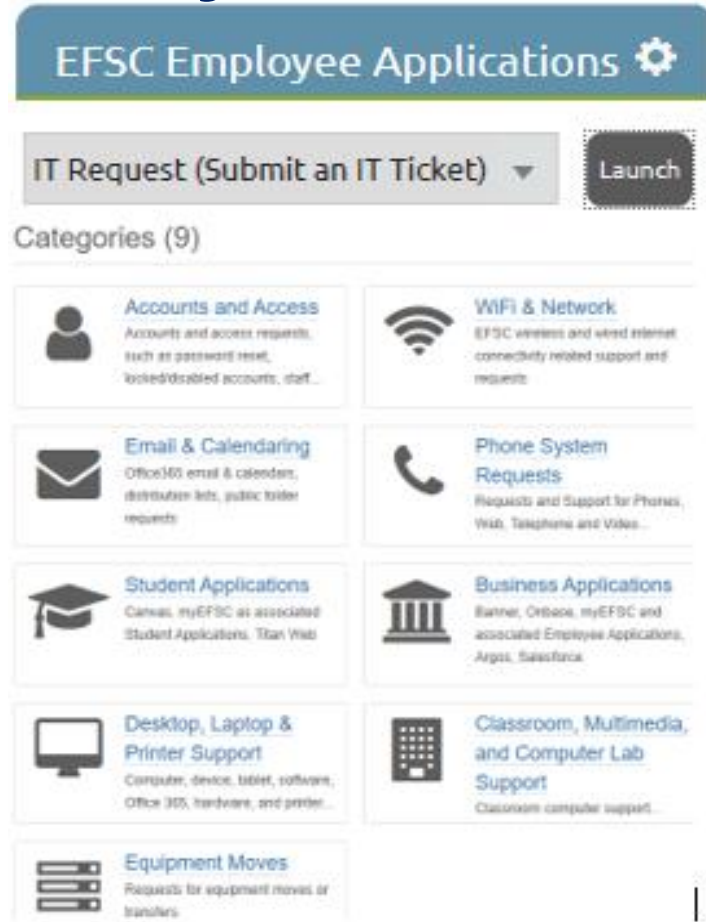
search EFSC

click on the  button,

enter *IT Support Desk* and click on one of the IT links,

select the **Submit an IT Ticket** button on the IT page.

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.



The screenshot shows the EFSC Employee Applications interface. At the top, there is a blue header with the text "EFSC Employee Applications" and a gear icon. Below this is a search bar containing the text "IT Request (Submit an IT Ticket)" and a dropdown arrow, followed by a "Launch" button. Underneath, it says "Categories (9)". The main area displays a grid of nine service categories, each with an icon and a brief description:

- Accounts and Access**: Accounts and access requests, such as password reset, locked/disabled accounts, staff...
- WiFi & Network**: EFSC wireless and wired internet connectivity related support and requests.
- Email & Calendaring**: Office365 email & calendar, distribution lists, public folder requests.
- Phone System Requests**: Requests and Support for Phones, Web, Telephones and Videos...
- Student Applications**: Canvas, myEFSC as associated Student Applications, Titan Web.
- Business Applications**: Banner, Orbis, myEFSC and associated Employee Applications, Argos, Salesforce.
- Desktop, Laptop & Printer Support**: Computer, device, tablet, software, Office 365, hardware, and printer.
- Classroom, Multimedia, and Computer Lab Support**: Classroom computer support...
- Equipment Moves**: Requests for equipment moves or transfers.



Security or Emergency Assistance

You may dial extension **9999** directly to a Security Office from all EFSC office and classroom desktop phones. **The 9999 number will NOT work from your personal cell phone.**



When dialing from your cell phone, use the 24/7 campus-specific Security Office phone listed on the back of your EFSC ID badge. We highly recommend saving these numbers in your contacts.

If you see a campus phone without a **9999** sticker, please contact your campus sergeant.

During an emergency, call 911 first.

The dispatcher will initiate a response and contact your campus security office.



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.

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 responses from campus & first-responders:

CALL 911 + 9999 (from a campus phone)

or

CALL 911 + Campus SECURITY OFFICE (from cell phone)



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.

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.)



Classroom Lockdown

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) .



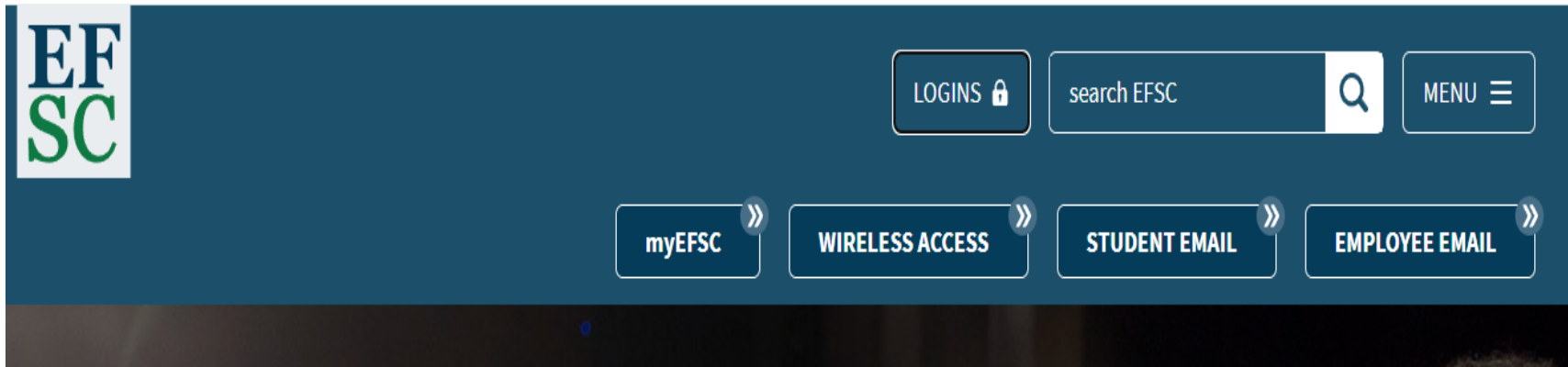
| myEFSC



Accessing myEFSC

myEFSC is the College's information system for current staff, faculty, and students. After you have received the HR Forms Orientation on your hire date, allow a day for I.T. to set up your software access. When 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.

(When you receive your email from the HR Training Office, you will have access to a different version of this PowerPoint or to a Canvas option and both will have log in details—the username, password, and setup instructions.)



PAYROLL INFORMATION



Payroll Information / Pay Schedule

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

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

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



Employee Dashboard

The screenshot displays an employee dashboard with the following components:

- My Profile**: A blue button in the top left corner.
- Leave Balances**: A section with a large grey placeholder box on the left and three metrics on the right:
 - Sick Leave in hours**: Represented by a green circle.
 - Sick Leave Pool in hours**: Represented by a yellow circle with the value **0.00**.
 - Personal Leave in hours**: Represented by a green circle.
- Full Leave Balance Information**: A link located below the leave metrics.
- Navigation Menu**: A vertical list of menu items on the left side, each with an upward-pointing arrow:
 - Pay Information
 - Benefits
 - Taxes
 - Job Summary
 - Employee Summary
- My Activities**: A section on the right side with a list of activity buttons:
 - FLAC**: A prominent blue button.
 - Approve Time
 - Approve Leave Request
 - Effort Certification

- *Access the Faculty Load and Compensation System (FLAC)
- *View Pay Info - your direct deposit information and your check stubs.
- *View Tax Forms - review tax forms and choose to receive your W-2 electronically.
- *View Leave Balances and your leave history.

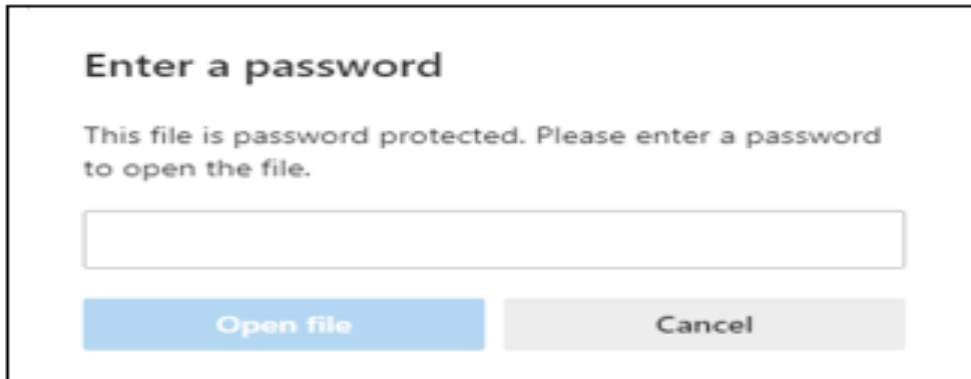


Payroll Information / Direct Deposit

Payroll notification is distributed by email every other Thursday afternoon; you will see a **Direct Deposit pdf** attachment and the following directions:

“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 in accordance with your instructions.

The password (your pin number) to open this file is (will be given to you in the Canvas version of this PPT), not your B number. Please contact Payroll if you have any problems accessing this file.



The image shows a screenshot of a password prompt dialog box. At the top, it says "Enter a password". Below that, it says "This file is password protected. Please enter a password to open the file." There is a text input field for the password. At the bottom, there are two buttons: "Open file" (highlighted in blue) and "Cancel" (greyed out).

Pin: **(see the Canvas version of PPT)**

Occasionally the pin number is needed to access information or to enroll for a workshop; it is **always** needed to open your pay advice email.

Your pin number will **not** expire.

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 in the Banner Web Employee Dashboard.”



Faculty Load And Compensation (FLAC System)

This is a REQUIRED STEP.

Review and Acknowledge Compensation.

You must acknowledge each assignment each semester. You will receive an email when you have assignments to acknowledge.

Note: This could happen multiple times in the semester if you have classes in different terms or if classes are added; please ensure that you are checking your email.



FLAC System |

Initial Dashboard Login:

1. Log in to Employee Self-Service.
2. Select the dashboard.
3. Select **Faculty Load and Compensation (FLAC)** menu option. (Under *My Activities* on Lower right side of page)
4. Select the **Compensation and Acknowledgment** menu option.

The Compensation and Acknowledgment page is displayed.



FLAC System II

To **review and acknowledge compensation**, access through the Initial Dashboard Login:

1. Select a Term code from the pull-down list.
2. Click **Go**.
3. Review your compensation information for instructional and non-instructional assignments.
4. Select the **Faculty Acknowledgment** check box if you agree with the compensation details.
5. (Optional) Click **Details** adjacent to the Subject and Course to view course details on the Course Information window.
6. (Optional) Click on the **WorkLoad Value** to review the formula and values used in the calculation of your workload.
7. Click **Acknowledge Selected Positions** (Blue button located at bottom of page, on the left)

Note: If you disagree about an assignment listed, contact the CWC of the Discipline to discuss so corrections can be made as appropriate.

*The comment box is not interactive and should not be used to communicate errors or other issues that require a response.



FLAC System III

To **review contract information**, access through the Initial Dashboard Login:

1. Click **Notes** adjacent to Contract Notes.
2. Review contract information on the Contract Notes page.
3. Click Compensation and Acknowledgment at the bottom of the page to return to the Compensation and Acknowledgment page.



FLAC System IV

To **download compensation data**, access through the Initial Dashboard Login:

1. Click **Download Compensation Data**.
2. The **File Download** window displays a .csv file.
3. Save the .csv file to your local drive.
4. Review compensation in a Microsoft Excel spreadsheet.



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** the **correct information** and the **correct signatures**.

Check **myEFSC** > *Employee Dashboard* > *FLAC* > *Compensation and Acknowledgement* 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	\$750.81/credit hr	or	\$31.27/contact hr
Master's/ Specialist degree	\$669.70/credit hr	or	\$27.13/contact hr
Bachelor's degree or less	\$600.71/credit hr	or	\$24.20/contact hr



Substitute or Temporary Faculty Assignment

Procedure 303.3

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 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.



80% Rule for Adjunct Faculty

Procedure 303.3

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

Exceptions requested by 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 & CONVENIENCES



Benefits for Adjunct Faculty

Direct Deposit (Procedure 304.1)

Employees are required to set up Direct Deposit or a Cash Pay account so the College may 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, 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.



College Closure Dates

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

- **Martin Luther King Day** (third Monday in January)
- **Spring Break** (as designated by the College Academic Calendar)
- **Memorial Day** (last Monday in May)
- **Independence Day** (July 4, if the date falls on an EFSC business day)
- **Labor Day** (first Monday in September)
- **Veterans Day** (November 11, if the date falls on an EFSC business day)
- **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)



Conveniences

Identification Badge

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.

[\[All services may not be available during Cocoa Campus renovations.\]](#)

Fitness & Recreation Centers

EFSC personnel may schedule and use the Centers (subject to instructional schedules) such as basketball courts, tennis courts, physical conditioning rooms, golf range (nominal fee may apply). Some activities may not be available on all campuses.

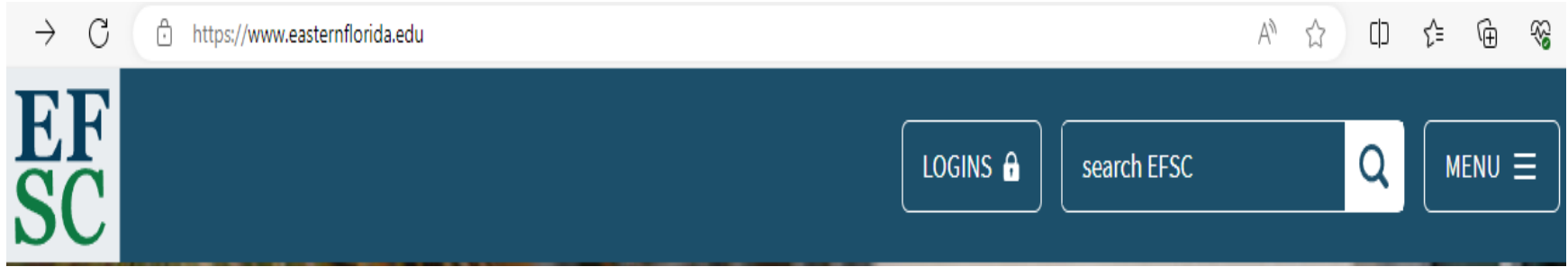
Fitness Facility locations and hours are available on the EFSC website.



EMPLOYEE RESPONSIBILITIES



Policies and Procedures |



You are responsible for reading and becoming familiar with the College Procedures Manual. You will find the Manual on the College website at [Policies and Procedures | Eastern Florida State College](#).

You may also find it by opening the College website's landing page and:

- selecting MENU> ABOUT EFSC> *About Our Mission and History*> Policies & Procedures button; OR
- scrolling to the end of the landing page> under QUICK LINKS choose *About EFSC*> *Policies & Procedures* button; OR
- typing "procedures manual" in the *search EFSC* box and select from the resulting dropdown list.



Policies and Procedures II

Key EFSC Documents

- [2022-2025 EFSC Strategic Plan](#)
- [Administration Organizational Chart](#)
- [Annual Security Report - Most Recent](#)
- [Board Policy Governance Manual](#)
- [Collective Bargaining Agreements](#)
- [College Catalog and Catalog Archives](#)
- [Drug-Free & Alcohol-Free Campus and Workplace Annual Notification](#)
- [Eastern Florida State College Procedures Manual](#)
[To search the Manual in your web browser, click Control-F (PC) or Command-F (Mac) to make a Search box appear. You can also download the file and view with Acrobat or Preview to utilize your PDF-reader software's keyword search functions]
- [Eastern Florida State College Data Integrity Manual](#)
- [Eastern Florida State College Fees](#)
- [Emergency Management Response Plan](#)
- [Faculty Handbook](#)
- [Indirect \(F&A\) Cost Rate Agreement](#)
Eastern Florida State College has an approved indirect cost rate agreement with the Department of Health and Human Services through 6/30/2028.
- [Notification of SSN Collection](#)
- [Organizational Chart](#)
- [Social Media Guidelines & Procedures](#)
- [Technology and Internet Ethics & Acceptable Use Policy](#)

Pay special attention to four key documents.

The Official College Policies and Procedures:

1. Board Policy Governance Manual
2. EFSC Procedures Manual
and
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)



Reporting Requirements

Eastern Florida State College		FALL Term 2025 Important Dates FACULTY & STAFF				
	P/T 1	P/T F12	P/T 12	P/T 2	P/T 3	
	Aug 18 - Dec 12	Aug 18 - Nov 7	Sept 15 - Dec 12	Aug 18 - Oct 10	Oct 13 - Dec 12	
	16 weeks	12 week 1	12 week 2	8 week Minimester A	8 week Minimester B	
Priority Admissions Dates						
Priority Application for Admission/Re-admit Deadline	July 17	July 17	Aug 21	July 17	Sept 18	
BA5 Applied Health Sciences (except Biotech & Biomed)	Deadline: June 30, 2025		Application closes: June 30, 2025			
BA5 Applied Health Sciences (Org. Mgmt, Computer, Biotech/Biomed & BS Science Teacher Ed)	Deadline: June 30, 2025		Application closes: August 24, 2025			
BS in Nursing Application Priority Deadline	Deadline: June 30, 2025		Application closes: September 22, 2025			
Registration Dates Course Schedule on EFSC Website: April 7						
	Priority Registration Begins: April 21		Regular Registration Begins: May 5			
Regular Registration	May 5 - Aug 7	May 5 - Aug 7	May 5 - Sept 11	May 5 - Aug 7	May 5 - Oct 9	
Late Registration*	Aug 8 - 21	Aug 8 - 21	Sept 12 - 18	Aug 8 - 19	Oct 10 - 14	
Last Day to ADD a Course by 11:59 pm*	August 21	August 21	September 18	August 19	October 14	
*Students are financially responsible for all courses that appear on their schedule as of the end of add/drop for each session. Students must drop unwanted courses by the end of add/drop.						
Last day to register as Audit status with grade of "AU"	August 21	August 21	September 18	August 21	October 16	
Tuition and Financial Activities						
Fee due date*	August 7	August 7	September 11	August 7	October 9	
*A \$50 late fee will be assessed to students dropped for non-sufficient or no payment with registration in future parts of term, or who register after the published fee due date. After that date, fees are due immediately after registration. If financial assistance is less than tuition and fees, students are responsible for paying the difference.						
Last day to DROP and have fees adjusted by 11:59 pm*	August 24	August 24	September 21	August 24	October 19	
*Payment plan ends at 8:00 p.m. on August 11, 2025. Students can drop courses online until 11:59 p.m. on the last day to drop a course.						
Financial Aid & Scholarship						
Financial Aid Priority Application Deadline	April 1	April 1	April 1	April 1	April 1	
Pell Recalculation Date	Sept 22	Sept 22	Sept 22	Sept 22	Sept 22	
Faculty Information						
Faculty Administrative Day	Oct 3	Oct 3	Oct 3	Oct 3	Oct 3	
Faculty Syllabi for General Education Core Courses Due	June 30	June 30	July 28	June 30	August 25	
Final Exams/Grades/Withdrawals/Incomplete						
Last day for Student to Withdraw with a grade of "W"	November 4	October 14	November 13	September 24	November 21	
Last day for Faculty to Reinstates a student in Student Success Chk	December 5	October 31	December 5	September 29	December 5	
Last day to replace "I-Incomplete" grade from spring or summer	December 12	December 12	December 12	December 12	December 12	
Final Exams						
Class Participation Reporting (CPR)						
Report 1: Web open for reporting through 12 noon on last date	Aug 25 - Sept 2	Aug 25 - Sept 2	Sept 22 - 29	Aug 25 - Sept 2	Oct 20 - 27	
Report 2: Web open for reporting through 12 noon on last date	Oct 13 - Oct 20	Sept 22 - Sept 29	Oct 27 - Nov 3	N/A	N/A	
Final Grade Reporting	GR 3	GR 2	GR 3	GR 1	GR 3	
Web open for reporting through noon on last date	Dec 8 - 15	Nov 3 - Nov 10	Dec 8 - 15	Oct 6 - 13	Dec 8 - 15	
Important Dates/Announcements						
November 6, 2025: Last day to avoid a late fee when applying for Fall Term 2025 graduation						
November 6, 2025: Last Day to submit a graduation application to have name in Commencement Program.						
November 7, 2025: \$20 Late Fee begins for all graduation applications						
November 18, 2025: Commencement Ceremonies Maxwell C. King Center for the Performing Arts						
*The OR cannot guarantee that students who submit applications after the deadline will be notified of outstanding graduation requirements in a timely manner or have their name in the Commencement Booklet. Check the EFSC web site for the most current information about graduation: easternflorida.edu/graduate						
College Closed						
Monday September 1, 2025 Labor Day Holiday (Weekend classes meet as scheduled)						
Tuesday, November 11, 2025 Veterans Day Holiday (All college campuses closed)						
Wednesday, November 26, 2025 - Sunday, Nov 30, 2025 Thanksgiving Holiday (All college campuses closed)						
Friday, December 19, 2025 - Sunday, January 4, 2026 Winter Break (All college campuses closed)						

Information is available on the [myEFSC](#) portal where you will find the semester's "Important Dates" matrix:

EFSC Announcements

Fall 2025 Important Dates and Deadlines for Faculty and Staff

- Click [here](#) for Fall 2025 Important Dates and Deadlines for Faculty and Staff.



The census reporting dates are listed toward the bottom of the matrix.

































Reporting Requirements II

FACULTY AND STAFF EVENTS

Faculty and Staff Information

All Event Calendar

Faculty and Staff Resources

Academic Calendar		Faculty Web Pages	
Academic Council		Grants Development Assistance	
Academic Discipline Chairs		Offices & Departments	
Academic Programs A-Z		Online Steering Council	
Academic Technology		Printing & Graphics Services	
Accessibility for Online Content		Procedures Manual & Documents	
Accreditation: SACSCOC Info		Professional Development Council	
Adjunct Faculty Resources		Maintenance Work Order System	
Association of Florida Colleges		Quality Enhancement Plan (QEP)	
Behavioral Intervention Team (BIT)		Request Mr. Titan for Event	
Center for Excellence in Teaching & Learning		Tenure Council	
Employee Benefits		Training & Development	
Faculty Days PDF: 23-24 Academic Year		Tutorials	
Faculty Handbook		United Faculty of Florida	
Faculty Mentoring		Women in Higher Education	

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 on the [Faculty & Staff web pages](#).



Teacher Notification from SAIL (Student Accessibility for Improved Learning)

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.

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.

The screenshot shows the myEFSC interface. At the top, there is a header for "EFSC Employee Applications". Below it, a section titled "Your Frequently Used Applications" lists three items: "IT Project Request", "Personnel and Employment Administration", and "Strategic Planning 2014-2015". A dropdown menu is open, showing a list of application categories. The "SAIL Teacher Notification" option is highlighted with a blue arrow. To the right of the dropdown menu is a "Launch" button, also highlighted with a blue arrow.

EFSC Employee Applications

Your Frequently Used Applications

- IT Project Request
- Personnel and Employment Administration
- Strategic Planning 2014-2015

Advising Reports

Launch

- Faculty - Create Mailing Labels for Your Class
- Faculty - Edit Your Faculty Web Pages
- Faculty - Program Assessment Submittal System
- Faculty - Respondus
- Faculty - SoftChalk LessonBuilder
- Faculty - Submit Substitute List
- Faculty - Syllabi Management
- Faculty - Turnitin
- Faculty Credentialing View
- Faculty Experts Guide - Data Entry System
- Faculty Schedule
- IE/SM Data Request System (DRS)
- Inside EFSC
- Instructor Lab Requests & Registration
- IT Project Request
- Knowledge Tree/College Forms
- New Employee Training and Access
- News You Can Use
- Personnel and Employment Administration
- Placement Test Schedule
- Printing and Graphics Job Submission Form
- Purchase Requisition
- Red Flags Incident Report
- SAIL Teacher Notification**
- Strategic Planning 2014-2015
- Strategic Planning 2015-2016
- Student Faculty Opinion Surveys
- Textbook Repository
- Walk Around the World
- Work Order

Accessibility of Web Materials |

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 II

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



Accessibility of Web Materials III

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 / Advisement

Work Schedule:

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

Advisement:

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

Missed classes:

- In the event of an emergency absence, call the 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 / Textbooks / Tutorials

Syllabus:

- You are required to provide a syllabus for each class that you teach.
- The syllabus is to be ready for the first day of a class.
- Please check with the appropriate 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](#)



Miscellaneous Responsibilities |

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 the offices with campus oversight.



Miscellaneous Responsibilities II

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.



Miscellaneous Responsibilities III

CONFIDENTIALITY/HIPAA/FERPA

- Do not collect student health information 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



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 the **Chief Civil Rights Compliance Officer or to the Title IX Compliance Coordinator.**

Inquiries regarding veterans' programs may be directed to:

The Military & Veterans Service Centers, Telephone 321-433-7880

Melbourne Campus: Student Services Center, Building 2, Room 125, or

Cocoa Campus: Ralph M. Williams Student Center, Building 11, Room 113



Equal Access / Equal Opportunity II

Procedures 200, 201, 302.1, 800.10

Official representatives of the College, to include supervisors, staff and faculty, are **required** to report **all** complaints or concerns regarding unwelcome sexual conduct and/or non-consensual sexual contact, including sexual harassment, sexual violence, dating violence, domestic violence, sexual assault/sexual battery, and stalking to the Chief Civil Rights Compliance Officer, the Title IX Compliance Coordinator, or to their supervisor 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, 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 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

To remain in compliance with sexual harassment avoidance guidelines while interacting with students and other employees, **AVOID:**

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



Protection from Harassment/Discrimination III

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 Civil Rights Compliance Officer or to the Title IX Compliance Coordinator within 24 hours.
- Document conversation(s), meeting(s).



Protection from Harassment/Discrimination IV

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 Civil Rights Compliance Officer or to the Title IX Compliance Coordinator.

Any employee or student wanting to file a **complaint or grievance** concerning workplace harassment may discuss it with the Chief Civil Rights Compliance Officer and/or with the Title IX Compliance Coordinator. Due to the nature of the allegation and information received, confidentiality will be preserved wherever possible.



Grievance Procedure

Procedure 201 and 800.10K & L

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.



Sexual Predators / Offenders

FS 1006.695, Procedures 302.4, 402.2, 434

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

FDLE has established a toll-free number — **1-888-fl-predator** or **1-888-357-7332** — that allows the public to request information about sexual predators and sexual offenders living in their communities and around the state. Requests may be made between the hours of 8 AM and 7 PM, Monday through Friday.

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 or volunteer at the College and may be denied admission as a student.



Clery Act / SaVE / Title IX / Violence Against Women

Procedure 800

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;
- Call 211 Crisis Line for additional help.

Protection for the victim Title IX and Victim Resource Guide

- Be aware of circumstances and 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.



Vulnerable Persons Act

(Identifying & Reporting Child Abuse & Neglect)

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. **There are five employees who MUST report** abuse: the person who saw it; the Campus Administrator; the Security staff member, the HR staff member, the institution's President.

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.



Green Dot Initiative

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

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

Green Dot representatives available for help/guidance/suggestions are the 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.



Drug-Free Campus & Community

Procedure 302.5

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

The Employee's Responsibility

Read, understand, and obey the College Drug-Free Procedure 302.5 which may be found in the Procedures Manual on the College website under *Search> Procedures Manual> Policies & Procedures | Eastern Florida State College*.

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 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 if you would like to have assistance with the event, with notifying Human Resources, and with calling 911 when necessary. The *Accident/Incident Report* forms are available on the College [HR web page](#) for Workers Comp, from the Human Resources Office, or from the [Document Center](#) under Security Office.



Workers' Compensation II

Procedure 307.4

Vehicle Accidents

When a vehicle accident occurs on campus, the driver will notify Campus Security Office; the 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.

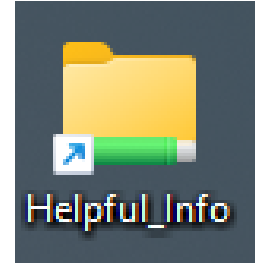
College employees **will not transport** victims of accidents with injuries to or from any medical facility for any reason.



Hazard Communication/Right to Know

You have the right to know and understand!

The College has partnered with **MSDSonline**, a commercial management system, to provide faculty and staff with an updated online library of safety data sheets (SDSs). This system replaces the hardcopy, time intensive SDS “book.” Click on the **Helpful Info** icon, that is included on all staff and faculty computer desktops, for a link to the **MSDSonline** database.



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)**.

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



Mandatory Online Training for Adjuncts

As a new EFSC Employee:

You are required to complete the following training within 7 days of your start date:

- **New Employee Orientation Course** – view the presentation as a *PowerPoint* or in Canvas.

You are required to complete the following training within 30 days of hire:

- **Mandatory Online Training** - You will receive an **email from Training and Development** with instructions for accessing and completing your mandatory training courses. All courses are online.
All courses are online. **Google Chrome or Firefox are the preferred internet browsers.**

ALSO: **FACULTY must complete Canvas LMS Training before classes begin**, as 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.

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

(If you have not logged into the **myEFSC** portal, you will need to do so to access the training.

Once you receive your HR Training email, you will have directions to the PowerPoint or to the CANVAS training titled **myEFSC** for the log in instructions.)

If you have questions about the training that you have been assigned, please contact the HR Training Department at 321-433-7155.



Mandatory Online Training for Adjuncts II

You will receive an email from the HR/Training Department with directions and relevant training links. Sample below.



Welcome to the College.

You have Human Resources (HR) mandatory online training to accomplish:

- HR – The New Employee Orientation course must be completed within 7 days of your start date.
- The remaining mandatory training is due within 30 days of your start date.
- This training is delivered using Canvas on **myEFSC**, and via the Safety National training website. You will receive a separate email with the login information.
- Begin by logging in to **myEFSC** before attempting to access training.

Use the attached “*Quick Reference Guide for Employees*” to guide you through the process.



Accessing Employee Training Records

Select LOGINS and myEFSC on the College web site

Under the EFSC Employee Application Dropdown Box, select Employee Training Records. Click on Launch.

Click on the My Training Reports link

On the EFSC homepage,

click on

LOGINS 



click on

myEFSC 



then log in to the myEFSC Portal.

EFSC Employee Applications

AcademicWorks - Titan Scholarship

Launch

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
Employee Training Records
Employment Application Reports (HR Use Only)
Faculty - Census Report
Faculty - Create Mailing Labels for Your Class
Faculty - Credentialing View
Faculty - Edit Your Faculty Web Pages
Faculty - Mentoring System

Employee Training Records

Search By Any or All of the following:

Attended Date: From To:
(MM/DD/YYYY)

Attended? Yes
 No
 All

Format HTML (has option to cancel registrations)
 PDF

Sort Order By Newest Attended Date
 Oldest Attended Date
 Workshop Title

Search

Reset

Log Out

RESOURCES



EFSC Document Center



Documents

- ✓ Name
- Accounting
- Cluster Chair
- Community Resources
- Employee Professional Development
- Facilities
- Faculty
- Health Sciences
- Human Resources
- Information Systems
- Institute of Public Safety
- Payroll
- Purchasing
- Security Office
- Student Services
- Workforce Programs

Many forms needed in your work area may be found in the EFSC Document Center



Assessment Centers

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 the Testing & Assessment Centers at 321-433-5357.



Information Technologies |

The EFSC IT Technical Support Desk serves as the single point of contact with the Information Technology Department for students, faculty and staff.

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.

IT Support



IT Support

IT Support is available from
7AM to midnight daily.

Telephone: 321-433-7600



SSID -
Password -

At [Information Technologies | Eastern Florida State College](#) you may:

SUBMIT AN IT TICKET

-OR-



QUESTIONS? ASK TITAN



Information Technologies II

Faculty members who will be teaching only online or teaching hybrid courses should contact your supervisor to request that I.T. set up VPN access for you.

To take advantage of this service you must meet basic requirements, such as:

IT Support



IT Support IT Support is available from 7AM to midnight daily.

Telephone: 321-433-7600

Wi-Fi OnCampus

SSID -
Password -

VPN

Mobile Device Email Setup

Open an IT Ticket

Password Mgmt

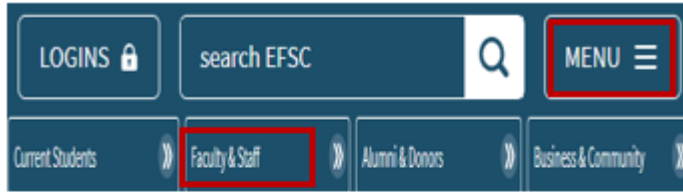
More IT Help

- Have an EFSC network account. The login for VPN is the same login that is used to access the EFSC network and email, so an EFSC network account is needed.
- Have a supported Operating System.

Log in to *my*EFSC and click on the VPN icon in the I.T. Support section.



Center for Excellence in Teaching and Learning



MENU> Faculty & Staff> Center for Excellence



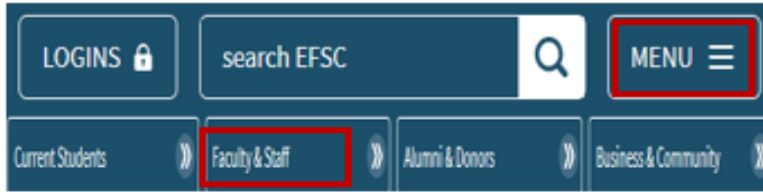
The CETL strengthens teaching across the College by connecting faculty with information, resources, and best practice ideas that enhance learning. The CETL also facilitates faculty collaboration and the discussion of new developments in higher education — helping our faculty in their role as innovators.

Helpful Resource Links

Academic Calendar	Faculty Web Pages
Academic Council	Grants Development Assistance
Academic Discipline Chairs	Offices & Departments
Academic Programs A-Z	Printing & Graphics Services
Academic Technology	Procedures Manual & Documents
Accessibility for Online Content	Professional Development Council
Accreditation: SACSCOC Info	Maintenance Work Order System
Adjunct Faculty Resources	Quality Enhancement Plan (QEP)
Association of Florida Colleges	Request Mr. Titan for Event
Center for Excellence in Teaching & Learning	Student Wellness Response Team
Curriculum Development Resources	Titan2Titan Support
Employee Benefits	Tenure Council
Faculty Days PDF: 24-25 Academic Year	Training & Development
Faculty Handbook	Tutorials
Faculty Mentoring	United Faculty of Florida
	Women in Higher Education



Academic Technology



MENU > Faculty & Staff > Academic Technology selection under Helpful Resource Links:

Helpful Resource Links	
Academic Calendar	Faculty Web Pages
Academic Council	Grants Development Assistance
Academic Discipline Chairs	Offices & Departments
Academic Programs A-Z	Printing & Graphics Services
Academic Technology	Procedures Manual & Documents
Accessibility for Online Content	Professional Development Council

The internet and multimedia technologies allow student engagement in innovative ways.

Academic Technology provides expertise, resources, training, and consultations related to Canvas, Instructional Design, faculty software, and more.

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.



Printing & Graphics Services

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.

Cocoa Campus, Building 14, Room 147
433-7485



Collegewide Libraries

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.

Library hours are available on the website at <https://www.easternflorida.edu/library/index.php>.

On the Library web pages, you will find:

- Research guides,
- Several organized, accessible search databases,
- Support for both faculty and students,
- Librarian assistance by chat, text, or email as well as in person
(check the hours posted on the Library's Services web page),
- Instruction to help you learn about the information and equipment available to you and how to use it.



Human Resources Web Page

On the [EFSC website/HR pages](#), you will find additional information such as links to the tuition program forms or the training site; contact information for the HR staff, access to benefit summary flyers, or the log in instructions for personal benefits tracking.

Also, access to an orientation PowerPoint will always be available to you for review on the HR Adjunct Resources page or by logging in to the Canvas site.

<p>Human Resources</p> <p>Adjunct Resources</p> <p>Application</p> <p>Employee Benefits</p> <p>Labor Laws/Employment Notices</p> <p>Job Opportunities</p> <p>Training & Development</p> <p>Contact HR Team</p>	<p>Employee Resources</p> <p>Use these links for common documents or websites. To ensure you view the newest version of each document, we recommend you refresh your browser window after opening the document or clear your browser's cache.</p> <table border="1"><tr><td>myBenefits Website</td><td>»</td><td>Notary List</td><td>»</td></tr><tr><td>People First Log In</td><td>»</td><td>Procedures Manual</td><td>»</td></tr><tr><td>How to Enroll Tutorial</td><td>»</td><td>Retirement Date Funds Information</td><td>»</td></tr><tr><td>Informational Videos</td><td>»</td><td>Student Employment Guidelines</td><td>»</td></tr><tr><td>Full-Time Employee Benefits PDF</td><td>»</td><td>Tax-Sheltered Annuity Providers</td><td>»</td></tr><tr><td>Part-Time Employee Benefits PDF</td><td>»</td><td>Workers Comp Info Sheet</td><td>»</td></tr><tr><td>Drug Free Campus Guidelines</td><td>»</td><td>Vulnerable Persons Act Flyer</td><td>»</td></tr></table>	myBenefits Website	»	Notary List	»	People First Log In	»	Procedures Manual	»	How to Enroll Tutorial	»	Retirement Date Funds Information	»	Informational Videos	»	Student Employment Guidelines	»	Full-Time Employee Benefits PDF	»	Tax-Sheltered Annuity Providers	»	Part-Time Employee Benefits PDF	»	Workers Comp Info Sheet	»	Drug Free Campus Guidelines	»	Vulnerable Persons Act Flyer	»
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Part-Time Employee Benefits PDF	»	Workers Comp Info Sheet	»																										
Drug Free Campus Guidelines	»	Vulnerable Persons Act Flyer	»																										



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!!!

