

ADJUNCT FACULTY HANDBOOK



*Revised Fall 2017
AAC Faculty Handbook Subcommittee
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Table of Contents

Introduction

Introduction and Overview.....	3
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New Hire Adjunct Faculty Tasks and Resources

Employment Packet.....	3
Parking Decals.....	3
Mailboxes.....	4
Copy Machines.....	4
Faculty Workrooms.....	4
Textbooks.....	4
Office Supplies.....	4
Multimedia Classrooms.....	4
Lecture Capture Rooms.....	5
Pay Schedule.....	5
Teaching Load.....	5
College Status Information.....	5
Campus Security Information.....	5
Titan Web and Outlook Web.....	7

Adjunct Faculty Responsibilities

For the Entire Term.....	8
By End of First Week of Class.....	9
Syllabus.....	9
Faculty Schedule.....	9
Substitute Instructors.....	9
Additional Guidance.....	10
Letters of Recommendation.....	10

Adjunct Faculty Requirements

Proper Attire.....	11
LMS (CANVAS).....	11
Attendance Reporting.....	11
Early Alert Letters.....	12
Student Access for Improved Learning (SAIL).....	12
FERPA.....	13
Outlook Web Email.....	14
Student Opinion Surveys.....	14
Faculty Observation/Assessment.....	15
Final Exams and Final Grades.....	15

Additional Adjunct Faculty Resources

Faculty & Staff Information Link.....	16
Academic Technology.....	16
Computer Labs.....	16
Learning Labs.....	16
Library.....	16
Campus Assessment Centers.....	17

Center for Teaching Excellence (CTE)	17
Course and Program Assessment Requirements	17
Center for Service Learning	18
Student Handbook/Discipline Policies	18
Adjunct Faculty Rights and Benefits	
Tuition Reimbursement/Waiver	19
College Passes	19
Cosmetology Salon/Dental Clinic Privilege.....	19
Use of Athletic Areas	19
King Center Discounts	19
Other Benefits.....	19
Teaching Pedagogy and Best Practices	20
Appendices	
Appendix I: Adjunct Self-Assessment Performance Checklist	21
Appendix II: Required Syllabus Content	24
Appendix III: Early Alert Letter (Sample Format).....	26
Appendix IV: Sample Adjunct Faculty Observation/Evaluation Form	27
Appendix V: How to Access Email (Outlook Web)	29
Appendix VI: Logging onto the myEFSC Portal	30
Appendix VII: Master Locator Sheet for Web Based Applications	31
Addendum VIII: e-Learning Information.....	33

Introduction

The purpose of this handbook is to assist you, our highly valued adjunct instructor, to successfully accomplish your teaching activities and 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.

Your Department Chair, Program Coordinator, Associate Provost and their Administrative Assistants 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 department chair's administrative assistant that includes the following:

- I-9 form (to be completed on campus with authorized college agent)
- Loyalty Oath (must be notarized)
- Direct Deposit Form
- Sexual Harassment Test Verification –(Checklist for Mandatory Training)
- Reference Forms
- W4
- SSA Form 1945
- Emergency Contact Form
- Workers' Compensation/Managed Care Acknowledgement Form
- Florida Retirement System Certification Form
- Ethnicity/Race Reporting
- Liability Release for personal reference
- TIAA-CREF info
- Criminal Background Check (fee and fingerprinting required)
- [Parking Decals](#)

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 sign or yellow striping on some campuses. 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

Adjunct faculty will be provided a mailbox or mail folder for all campus mail. See your department chair's administrative assistant for the location. Check your mailbox/mail folder every time you are on campus; once a week as a minimum.

Copy Machines

Adjunct faculty may need to obtain a login code to operate the copy machines on their campus. The department chair's administrative assistant will provide this code and copy machine location information. Large print jobs should utilize the college reprographics department, Collegewide Printing. To submit a copy request to Collegewide Printing, log in to myEFSC. In the Employee Applications section on the left, select Printing and Graphics Job Submission Form 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.). For additional details, see: <http://www.easternflorida.edu/administration-departments/printing-graphic-services/>

Faculty Workrooms

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 office hours. Check with the administrative assistant for more information.

Textbooks

Adjunct faculty will obtain the textbooks needed for class from the department chair's administrative assistant.

Office Supplies

Adjunct faculty can obtain any needed supplies, i.e. dry-erase markers, pens, pencils, paper, Scantron forms, etc. from the department chair's administrative assistant. Office hours vary by department.

Multimedia Classrooms

If teaching in a multimedia room, instructors must complete multimedia training. Contact the Help-Desk (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. Until a key is obtained, the instructor will have to get security to unlock their classroom door. Multimedia classrooms must be locked at all times when empty. Students must not be left unattended in multimedia classrooms. To log on to computers in the classrooms, faculty will need a student domain account. The department chair or designee will email the Helpdesk a list of new adjunct faculty to be added to the student domain. This will allow access to log onto the computers in classrooms and computer labs.

When logging on for the first time, use the following information:

Username: Your EFSC "B" number

Password: will be emailed to you at your EFSC email (will not email to non-EFSC email accounts). You will be required to change your password the first time you log on (6 character minimum)

Domain: Student

Lecture Capture (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 TechSmith Relay that allows you to easily record lectures in your office, at home, or in any classroom on campus with a computer and an internet connection. The software records audio as well as what is shown on the screen. All you will need to supply is a microphone to record audio. For more information visit the Academic Technology webpage by going to the EFSC homepage at 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 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 (generally seven to nine). The administrative assistant can tell you how many pay periods there will be in a given semester.

Teaching Load

You cannot 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), regardless of how many campuses you teach on. Anything above that limit is only allowed for special case situations and must be approved by your campus Provost and Human Resources.

College Status Information

For status and emergency information for EFSC campuses, the UCF Brevard locations, and the Florida Solar Energy Center, dial 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. In addition, you can sign up to receive emergency alerts from the College by opting in to 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.

Campus	Phone Number	Building Location
Cocoa Campus:	321-403-5907	Building 1, Front Lobby
Melbourne Campus:	321-403-5909	Building 1, Room 123
Palm Bay Campus:	321-403-5911	Building 1, Room 101B
Titusville Campus:	321-403-4200	Building 1, Room 101A

If you encounter an emergency situation requiring an immediate medical or police response, please call 911 immediately. Please follow up all 911 calls with an immediate call to campus security and explain the situation and the location of the incident so that Security Officers 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 phrase which alerts campus security officers that you are having a problem without arousing suspicion from the student. The phrase is **“Bring the Red Folder.”** It is recommended to use the phrase in a sentence such as *“This is (your name) in Room ___ in Building ___ on the ___ Campus. I am trying to help student (student’s name) with a situation. Can you bring me the red folder?”* When Security Officers hear this phrase, they know you need immediate assistance and will 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.

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.

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 in a college 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, Provosts, Associate Provosts, Deans, 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 of the 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.

Campus	Sergeant	Office Number	Email
Cocoa	Randy Davis	321-433-5748	davisr@easternflorida.edu
Melbourne	Rob Delaune	321-433-5445	delauner@easternflorida.edu
Palm Bay	Robert Wilson	321-433-7559	wilsonro@easternflorida.edu
Titusville	Ginger Davis	321-433-5085	davisg@easternflorida.edu

If you have any questions about safety or security, please contact or visit your campus security office.

Titan Web and Outlook Web

Titan Web is EFSC's web based system that provides you with access to numerous information and data entry webpages, e.g. class rosters, attendance reporting, final grade entry, etc. 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 department administrative assistant who will assist you or refer you to someone who can.

When an instructor logs into Outlook Web for the first time, the system is set up to prompt the user to change the password. If you are logging into the EFSC domain on campus, the default password will work, but if you are attempting to do this from an off-campus computer, you will need to type "**bcc/**" prior to your username. (Note: This may change to "efsc/" in the future)

The department administrative assistant 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 department'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 433-7600 or via email to itsupport@easternflorida.edu.

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/registrars-office/e-course-plan-repository.cfm>.
2. Provide each student with a syllabus (paper or online) at the first class meeting that includes all the information outlined in Appendix II of the Adjunct Faculty Handbook.
3. Submit a copy of a course syllabus for each course taught to your department chair.
4. Teach assigned classes at the designated time and place and satisfy required contact hours by remaining in class for the entire scheduled time.
5. Teach all classes according to the course syllabus.
6. Maintain a minimum of 30 minutes office hours per week for each course you teach.
7. Return graded assignments (electronically if possible) in a timely fashion, usually within one week of submission.
8. Maintain student attendance records and grades on CANVAS, the college's Learning Management System (LMS).
9. Complete attendance reporting on time through Titan Web. Reporting period reminders and instructions are sent to you via the EFSC email system.
10. Submit grades by published deadlines.
11. By the end of each semester turn in any materials specified by your department chair including all final exams and a copy of your Canvas grade book (including attendance records and assignment and test grades).
12. Enforce FERPA guidelines for student privacy as mandated by federal law.
13. Maintain necessary educational credentials, industry certificates, or licenses required by all external governing bodies appropriate to the teaching assignment and consistent with EFSC policy.
14. Maintain professional and collegial behavior.
15. 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 department chair Office for each class being taught. Please send this to the department chair's administrative assistant electronically. The required syllabus content can be found in Appendix II. 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 Announcements.

Faculty Schedule

Adjunct faculty must complete their official Faculty Schedule within myEFSC. The schedule will be automatically populated with the classes being taught, but the faculty member 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 learning lab, the library, online if teaching an online course, or Adjunct Office if your department has one. A copy of this schedule must be sent to the department chair's administrative assistant (check to see which is preferred, a paper copy or an electronic copy). 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 preloaded 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. The department chair and administrative assistant can help the new faculty member identify possible substitutes. Once identified, a Substitute List must be completed and placed on file with the department administrative assistant. To access the Substitute List, 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 Substitute List and then click the Launch button. Input the name, phone number, and email address for at least one potential substitute for every class on the list. It is preferable to list more than one potential substitute wherever possible. If a class must be canceled for any reason, the department chair and the administrative assistant must be notified as early as possible. If you cannot contact them, call security so they can post a notice on the classroom door. 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 (at <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.

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 recording of attendance, posting of syllabus, and maintenance of student grades. 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 eLearning. 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 department chair 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. 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.

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, inter-student exchanges by creating a cyber café, etc. Additional training in these and other features is available through Academic Technology.

Attendance Reporting

Throughout the semester, attendance must be reported (generally four times) via Titan Web. A guide to Titan Web appears in Appendix V. The first required reporting takes place after the first week of classes. Any student not appearing on your roster should not be allowed to sit in your classroom. Send them to registration 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. Instructors will be sent multiple reminders as to when attendance reporting must be done. 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. If you elect

to allow the student to be reinstated in the class, email your request for reinstatement to attendancereporting@easternflorida.edu.

Early Alert Letters

EFSC uses a notification system called Early Alert to inform students who are in danger of failing a course they are taking. About half way through the semester, you will receive an EFSC email asking you to complete an Early Alert Notification using Titan Web for any students that are a concern. 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 (see Appendix III for sample letter).

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 48 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 drop down 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.

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 persons who reach the age of 18 or who attend a postsecondary institution.

As a student, the following primary rights are protected by FERPA:

- The right to review and inspect your educational records
- The right to seek to have your educational records amended or corrected
- The right to control disclosure of certain portions of your educational records, except in situations where release is required under the 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 insure 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, they 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 parent, ensure that this form has been completed, and ask to see identification to be sure the individual you are speaking with is the person listed on the form. This policy applies to any student at the College, including dual enrolled students regardless of their age.

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 in order 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.
- 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 in an e-mail
- 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 last numbers of the ID.
 - Example: SMITHJ _3456

Outlook Web Email

Instructors should check their college email account regularly—at least several times per week. You will find a guide to Outlook Web in Appendix IV. 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, students will evaluate instructor performance by completing an online Student Opinion Survey. All classes taught during the term will be evaluated. You will be able to review the student surveys after final grades have been posted and

the semester is over. You can review your Student Opinion Surveys by going to MyEFSC and selecting “Student Faculty Opinion Surveys” in the drop down menu.

Faculty Observation/Assessment

During the academic year your class will be observed by your department chair or designated representative and an assessment will be done. This assessment will include your teaching as well as your other faculty responsibilities. Once completed, you will have the opportunity to discuss with your department chair. You will then sign the 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 in Appendix IV 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 during a two hour time block the last week of the semester. If you teach an 8 week or 12 week course, the final exam is given on the last day of class (exam week counts as the last week of classes). A copy of your final exam must be filed with the department chair’s office along with a copy of your final grades and your attendance records for the semester. Some courses, departments and/or campuses have additional requirements, so review the official course plans (available at <http://www.easternflorida.edu/admissions/registrars-office/e-course-plan-repository.cfm>) and discuss this with your department chair. If you are teaching a hybrid class, there might be a scheduling conflict with another course so check with your department chair to develop a testing plan should this occur.

You must input your final grades into Titan Web by the published deadline. 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 as explained in Appendix V. 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

Faculty & Staff Information Link

This is the one-stop shop for important EFSC Faculty information. Here you'll find lots of information that had been under the area previously known as the Academic Center for Excellence or ACE, on the former website. 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. (See the Master Locator pages, Appendix ##)

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 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 News You Can Use and Email (Outlook) 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), TechSmith Relay (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 such as Programming Languages C++, Visual Basic, Java, MS Office Professional 2003, Publisher, SAM, GIS, Chemistry, Biology, Medisoft, Keyboarding, Internet Connection. If you would like to schedule a class in a computer lab, please see your department chair. The open lab cannot be scheduled for classes.

Learning Labs

Each campus has a Learning Lab that offers student tutorial services, skills review, required lab components, tailored individual supplemental instruction, and diagnostic tests. Visit their website at <http://www.easternflorida.edu/academics/academic-support/learninglabs/> 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 combined print collections at all campuses include more than 200,000 volumes.

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 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 eLearning 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>.

To schedule an exam, faculty must submit their proctored exam information to the assessment centers via myEFSC. Select Instructor Lab Requests and Registration from the EFSC Faculty Applications drop-down menu in myEFSC and provide the requested information.

Center for Teaching Excellence

The Center for Teaching Excellence 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, tenure 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 working in the classroom.
- To provide evidence of quality and improvement to all internal and external stakeholders.
- To be in compliance with SACS comprehensive standard 3.3.1 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 generally 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.

The College's five Core Abilities (see <http://www.easternflorida.edu/faculty-staff/cte/enhance-learning/core-abilities.cfm>) are the AA/General Education program learning outcomes, while the Career and Technical programs have program-specific learning outcomes that support the Core Abilities.

Each of the 50+ Career and Technical programs have distinct Student Learning Outcomes (SLOs) which are, in essence, employability skills for Career and Technical students, i.e., skills that employers are looking for 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 department chair or program manager 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

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 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 by going to the Student-Life link at the top of the EFSC homepage. There is a link called "Student Handbook" on the left sidebar. 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). You can go directly to the handbook online at <http://www.easternflorida.edu/student-life/student-handbook/>.

Adjunct Faculty Rights & Benefits

Tuition Reimbursement/Waiver

EFSC full-time faculty and staff, regular part-time employees, and adjunct faculty are eligible for tuition reimbursement. Adjunct faculty must have taught at EFSC for at least six (6) semester college credit hours OR five (5) vocational credit hours during the previous academic year, and must be teaching at EFSC during the term in which they apply for reimbursement.

College Passes

Employees and their families are admitted free or at a reduced cost to many college functions, films, music and drama productions, and on-campus sporting events.

Cosmetology Salon/Dental Clinic Privilege

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

Use of Athletic Areas

EFSC personnel may schedule and use athletic and wellness facilities (subject to instructional schedule) such as tennis, basketball, handball, and volleyball courts; physical conditioning rooms; archery range; golf range (nominal fees may apply); and swimming pool (family and individual rates are available). EFSC employees are also eligible for discount memberships at the county YMCA facilities.

King Center Discounts

Discounted and Special Rate tickets to special events at the King Center for Performing Arts may be offered, and will be announced by the King Center through the college email system.

Other Benefits

Discount attraction cards are available in the Human Resources Office for a variety of area attractions. The EFSC Child Care Center is open to children of employees for a competitive fee. College employees are eligible to join the Community Educator's Credit Union of Brevard.

Teaching Pedagogy and Best Practices

1. Maintain a high level of expertise in the subjects taught.
2. Incorporate active learning activities to stimulate enthusiasm for the subjects taught.
3. Use instructional delivery methods that reach the different student learning styles (visual, auditory, kinesthetic, and tactile).
4. Be familiar with Bloom's Taxonomy and other learning concepts such as Gardner's Multiple Intelligences, etc. and incorporate these concepts into your teaching style.
5. Utilize a variety of appropriate evaluations or assessment methods for determining student performance, and inform students of progress periodically.
6. Respond to voicemail and email communications prior to the next class session.
 - a. It is recommended that faculty respond to emails from students within two business days of receipt of the email.
 - i. A business day is defined as Monday through Thursday when the college is open for normal business hours.
 - ii. Non-business hours are defined as the college being closed for holidays, closed for breaks, closed for unforeseen circumstances, and when a faculty member is off contract or on approved leave.
7. Be sensitive and attentive to deadlines and working within a timed framework.
8. Use a variety of appropriate resources and technology in the delivery of courses.
9. Create an effective learning environment for students regardless of delivery method.
10. Evaluate and revise instructional materials on an ongoing basis and develop new material and delivery methods as needed.
11. Expand knowledge in discipline and teaching craft on an ongoing basis.
12. Collaborate with colleagues for instructional improvement.
13. 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.
14. Assist in maintaining a safe and mutually respectful instructional and campus environment by:
 - a. Preparing and submitting incident reports to the department chair, Associate Provost, or Provost per their policy for inappropriate student behavior as defined by the Student Code of Conduct.
 - b. Reporting maintenance issues for equipment, campus facilities, classrooms, or labs to appropriate authorities.
15. Adhere to Fair Use provisions and TEACH Act requirements for use of copyrighted materials for face-to-face and online instruction.

Appendices

Appendix I:

Adjunct Self-Assessment Performance Checklist

This self-assessment tool is designed to help you be prepared to teach and to evaluate your ongoing teaching performance and requirements. Please complete the form below and feel free to include any comments on it. You may also contact your department chair to discuss the items listed or any other issues/concerns you may have. 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. Please remember that you cannot teach more than 12 credits collegewide (80% of a fulltime faculty load) without permission of your provost and EFSC Human Resources.

At Start of Term

- I know what course(s) I will be teaching this term.
- I have a copy of the course plan 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. See Appendix II of this manual.
- I have accessed my course rosters. 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 posted 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 [Manage, General Course Settings, Access](#), Under [Member Access](#) select [All Members](#); click [Save](#).
- I know in what classroom(s) I will be teaching.
- I have arranged for Campus Security to unlock the door for me.
- I have submitted my faculty schedule to my department chair (by the end of the first week).
- I have submitted my sub card to my department chair (by the end of the first week).
- I have submitted a copy of each of my course syllabi to my department chair (by the end of the first week).
- I have completed multimedia classroom training and received a key to the equipment console.
- I know my username (last name + first initial) and password for the multimedia equipment in the classrooms. If you have forgotten your password, send an email to the Helpdesk or give them a call at 433-7600.
- I know my EFSC email address: last name + first initial(s)@easternflorida.edu

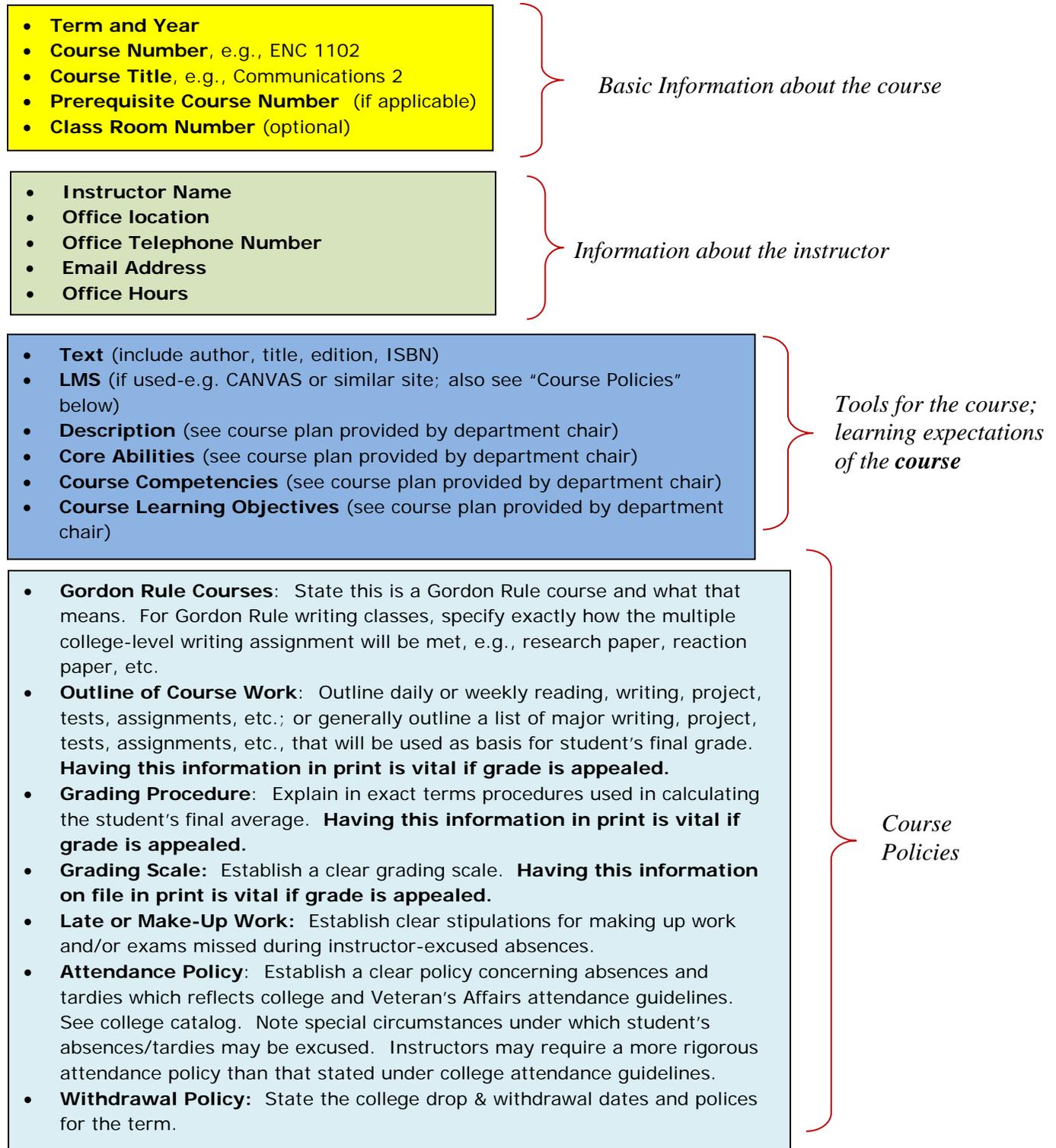
- I know my Campus Security phone number, as listed on the back of employee badge, as well as my library number which is also listed on the badge.

Throughout the Term

- I have provided all current contact information and pay information to my department office.
- I will inform my department office and chair 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 via hardcopy 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.
- 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 Attendance Reporting and Final Grade Reporting by the deadlines that were announced.
- 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)
- I can document teaching and assessment of all required course competencies as set forth in the course plans and objectives.
- 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 the Canvas gradebook function (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.
- 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.
- 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.
- 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.
- I receive the necessary support, information and communication from my department office. If not, please identify any areas that need improvement and advise your department chair.
- I adhere to Fair Use provisions and TEACH Act requirements for use of copyrighted materials for face-to-face and online instruction.
- At the end of term, I provide the department office with a copy of my grade book 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.

Appendix II: Required Syllabus Content



- **Religious Observances:** Please include the college policy regarding religious observances. Consult your department chair to obtain the most current version of this policy.
- **Plagiarism and Academic Dishonesty Policy:** Define plagiarism and academic dishonesty and your specific penalties for them. Refer to the Student Code of Conduct. **Having this information in print is vital if the instructor's penalty for academic dishonesty is appealed.**
- **Schedule or Calendar of Work:** Please structure session-by-session or week-by-week. Include exam dates and graded assignment due dates. Using the Official Academic Calendar, note holidays, withdrawal dates, exam times, and other important information.
- **Additional Policies:** Indicate other requirements or policies as appropriate. For example, if CANVAS is used as a course companion, be sure to indicate that use and your specific expectations about how it will be used in the course.
- **Student Conduct:** Discuss important items such as the Student Code of Conduct, cell phone use, leaving class during instruction, disruptive or inappropriate behavior, etc.
- **Student Access for Improved Learning (SAIL):** Include information for students about this department which provides services and accommodations for students with documented disabilities that significantly impact a major life function. Students must visit their nearest SAIL office to sign the necessary forms and provide documentation of their disability before services and accommodations can be made.

*Course
Policies*

Appendix III: Early Alert Letter (Sample Format)

November 10, 2015

«FNAME» «LNAME» «SUFFIX»
«STREET»
«STREET2»
«CITY», «STATE» «ZIP»

Dear «FNAME»,

In an effort to assist you in your academic success at Eastern Florida State College, we are sending you this Early Alert letter to make you aware of the many resources available to you as a student.

Your Instructor is concerned about your progress in the class(es) listed at the bottom of the page. Please schedule an appointment with your instructor to discuss ways to improve your performance. Our Student Advisors are also available to help.

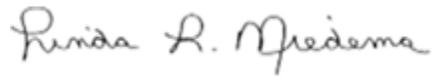
If you are taking an online course, email your instructor, contact eLearning at 321-433-7100 or e-mail elearning@easternflorida.edu for similar assistance.

Please take time to discuss strategies for success with your Instructor and/or a Student Advisor now to determine the best ways to support your needs.

Our goal is your academic success!

Course: «COL1»
«COL2»
«COL3»
«COL4»

Sincerely,



Linda L. Miedema, Ph.D., MSA, BSN
Vice President
Academic Affairs and Chief Learning Officer

Appendix IV: Sample Adjunct Faculty Observation/Evaluation Form

INSTRUCTIONS

Adjunct faculty will be evaluated each academic year by the Department Chair/Dean/Supervisor 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.

Adjunct Faculty:

B#:

Date:

Campus:

Discipline

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)

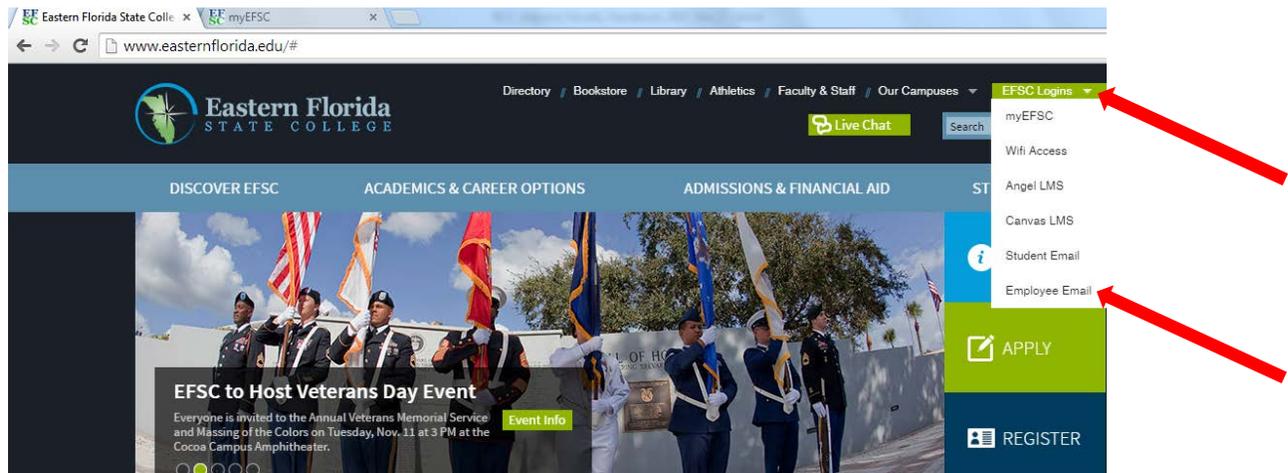
Punctual in posting materials and interacting and otherwise responding to students (if applicable)

On the basis of the above criteria:

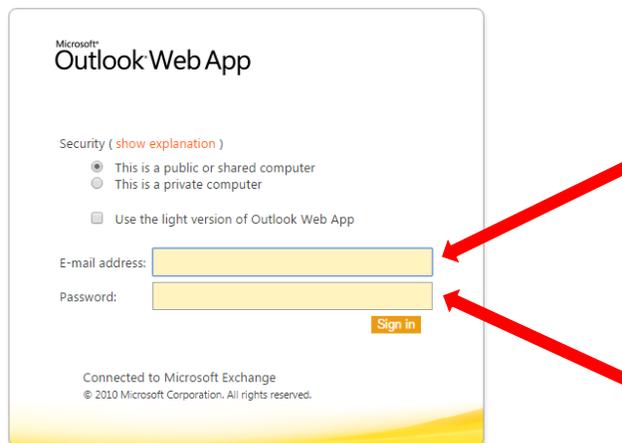
What are the instructor's strongest skills?

Appendix V: How to Access EFSC Email (Outlook Web)

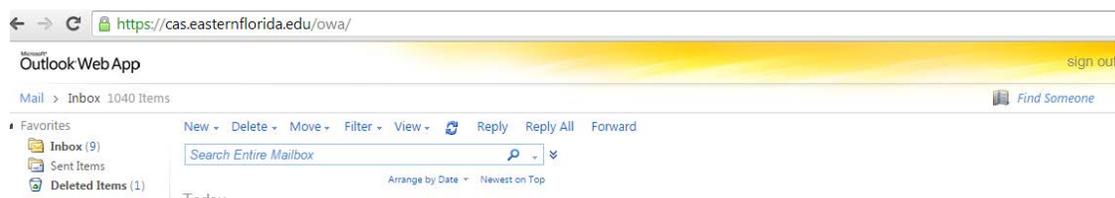
1. Access the College’s homepage: www.easternflorida.edu. From the top frame of the homepage, select **EFSC Logins**. Then select, **Employee Email**.



2. Enter your username with the prefix “bcc/” (example: bcc/jonesk) and then your password. Then click OK.



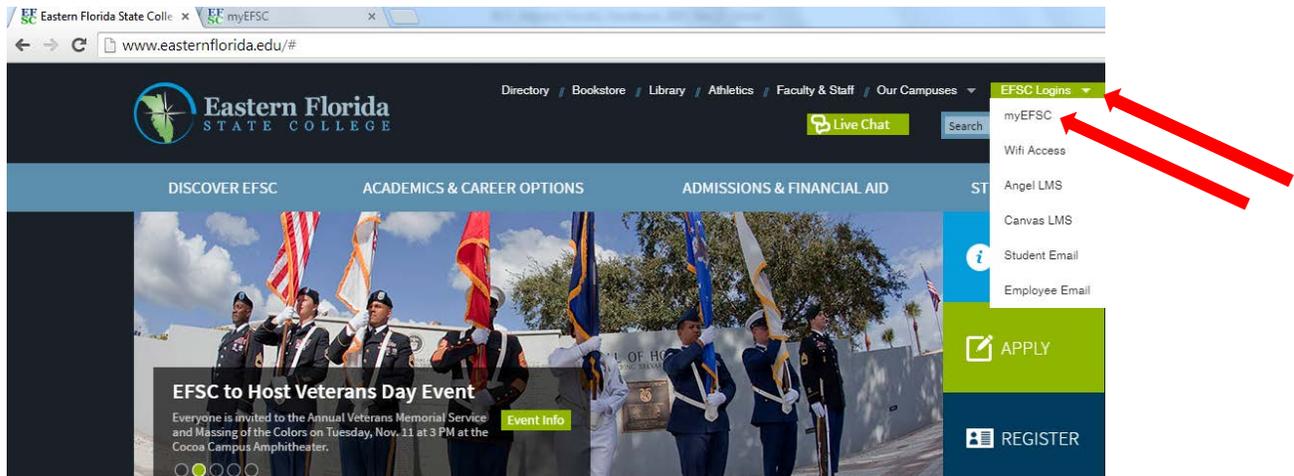
3. And you are in!!



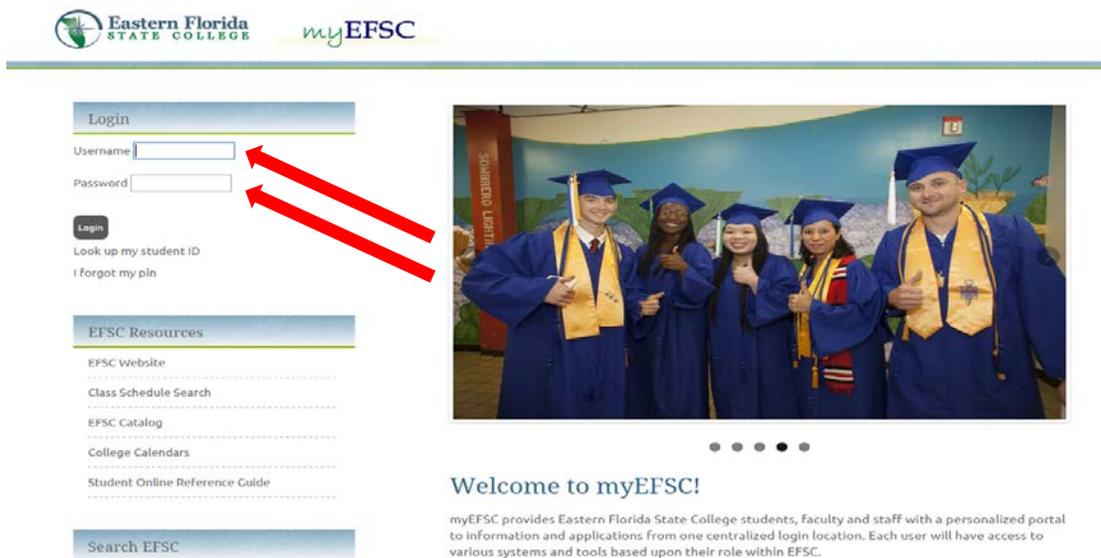
Appendix VI: Logging Onto the myEFSC Portal

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.

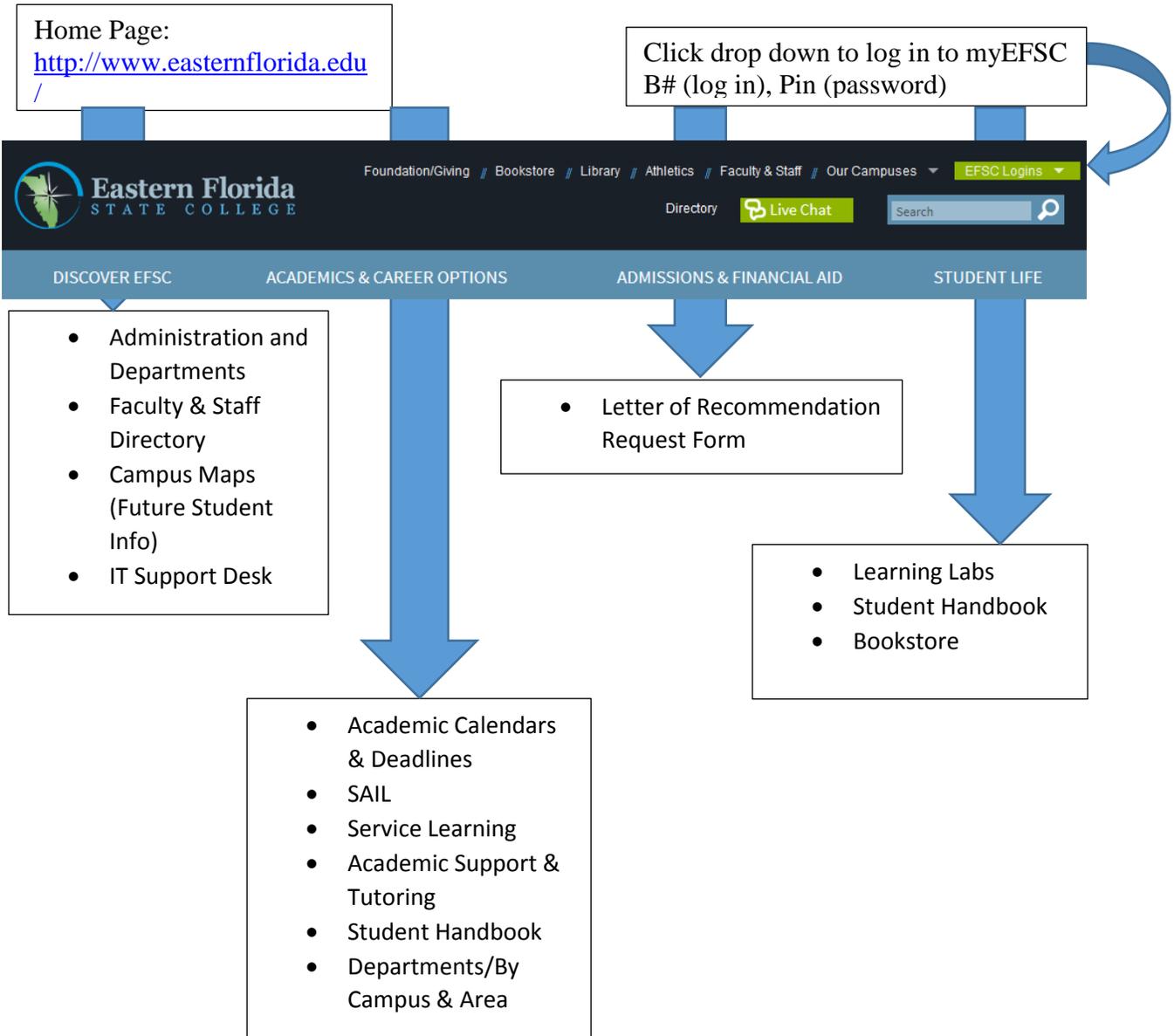
1. From the EFSC home page www.easternflorida.edu, click on **EFSC Logins** in upper right corner, then click on **myEFSC**.



2. Next log in to your myEFSC account. Your username and password are different from your Outlook Web account...your username is your EFSC ID/B number. Check with your department chair or administrative assistant on how to establish your password.



Appendix VII: Master Locator Index for Web Applications



Click on “EFSC” icon (Titan Web).
 Select “Faculty Services”

- Parking Decal
- Attendance Reporting
- Final Grades
- Faculty Schedule
- Early Alert
- Incomplete Grade Form
- Class List

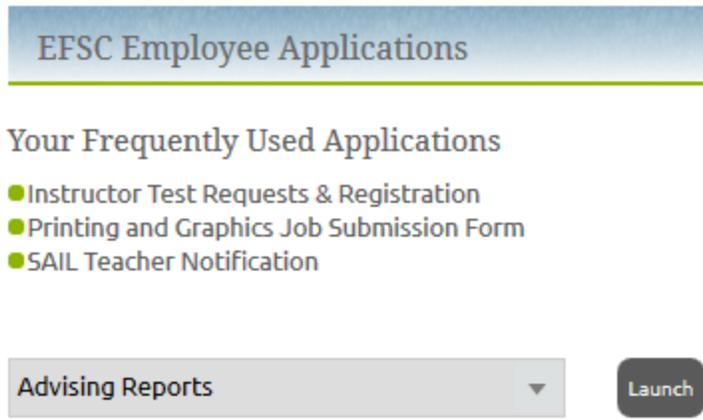
Click on “Florida” icon (EFSC Website).
 Select from very top of page: “Faculty & Staff”.

- Academic Technology
- Center for Teaching Excellence
- Faculty Information (FERPA)
- Tutorials (Attendance Reporting, Grades, Incomplete)
- Academic Calendar
- Adjunct Faculty Handbook
- Important Dates (bottom of page)



Click on the Drop Down Menu and select. Then, click the “Launch” button.

- Printing and Graphics Job Submission Form
- SAIL Teacher Notification (required)
- Instructor Test Request & Registration
- Substitute List (required)
- Student Faculty Opinion Surveys
- Electronic Course Plan Repository
- Faculty Schedule (required)
- Work-at-Home Software Store
- Gen Ed AA Reporting System (required)



Appendix VIII: eLearning General Information, Policies, and Resources

For general information on eLearning, please see www.easternflorida.edu/academics/elearning.
For a listing of current eLearning department chairs, please see <http://www.easternflorida.edu/academics/academic-departments/elearning.cfm>.

Unique Responsibilities for eLearning Faculty

Due to the unique environment in which online courses are delivered, certain duties of an online instructor are different from those of the classroom instructor. Often they can be even more demanding and much more critical to the success of the online student. It is important that the distinction is made that online courses are **NOT** self or independent study, but structured learning environments, where students are accountable to, at minimum, the same standards and regulations as in the campus classroom.

eLearning faculty are responsible for maintaining competency and proficiency in the use of the CANVAS learning management system. Faculty should also develop and deliver course content that meets or exceeds the written course objectives and requirements. A major responsibility of the online instructor is to promote retention and success of the online learner because this population is more vulnerable to failing grades and withdrawals. Classroom orientation, clear communication, timely and complete feedback, student-to-student collaboration, and well-constructed assignments all contribute to increased student success, completion, learning, and satisfaction.

Specifically, all eLearning faculty must adhere to the minimum requirements for online teaching as set forth herein:

Minimum Requirements for eLearning Courses

Completed 	Requirement
	All instructors must...
	Create your classroom using your personal learning object repository.
	Create a Syllabus according to the EFSC Guidelines found in the Faculty Handbook.
	Post your syllabus in the Syllabus section of the classroom.
	Remove or revise any outdated material, including any dates that are not current if the course content is "rolled over" from a previous term.
	Make your classroom available no later than 8 AM of the first day of the term.

	Prepare a Welcome Letter or Announcement to your students outlining the course and where to start during the first week.
	Require a mandatory academic activity that the students should complete within the first 3 days of the term.
	Post an Announcement at the beginning of each week to explain your expectations for the week.
	Determine a method to record attendance each week. Recommended Methods: <ul style="list-style-type: none"> • Required Weekly Discussion Board • Required Weekly Assignment
	Complete Banner Attendance, Early Alert, and Final Grade Reporting by the College deadlines.
	Incorporate at least <u>one proctored exam</u> . Labs and proctors must be informed using the Online Proctoring Submission process located on myEFSC.
	Submit all proctored exam requests using the Online Proctoring Submission process <u>within the first two weeks of the term</u> .
	All proctored exams <u>must</u> be posted in a Tests folder under the Lessons tab in the classroom. (It is recommended that the Test folder be the first folder under the Lessons tab.)
	Provide a detailed weekly schedule with associated dates and due dates. This schedule can be either included in the syllabus or in a separate document, but does not need to contain the specific assignment details.
	Use the student preview to make sure that the test works when deploying Assessments.
	Ensure that your proctored exams are available over a weekend.
	Incorporate <u>at least ten (10) Discussion Boards</u> per 16 week term and <u>at least eight (8) Discussion Boards</u> per 12 week term, and actively participate in the discussions. These discussion boards do not necessarily have to be graded.
	Use your EFSC assigned Outlook Web account as your email address for all communication with your students and the institution. The use of Canvas Course mail in your classroom is strongly encouraged for instructors and students.
	Instruct your students that they <u>must</u> use their EFSC Outlook Live assigned email account and Canvas Course mail in the classroom with a clearly defined subject. Do NOT provide any academic information to a

	student via their personal email address. That is a possible FERPA violation.
	Encourage the use of the Drop Box for submitting assignments. Do not use email attachments for assignments.
	Respond to all EFSC and student <u>email within two (2) business days</u> . You should explain to your students that "business days" do not include weekends or holidays. If your response time must exceed two (2) business days, inform your students and Department Chair.
	Evaluate and grade all assignments within a reasonable time. Be sure to explain to your students your <u>grading and feedback timeline</u> . If you anticipate a delay in your posting of grades, please communicate this with the students and your Department Chair. <u>Be consistent in your grading and feedback time</u> .
	Use the Gradebook. All exceptions <u>must</u> be approved by your Department Chair.
	Utilize the "Out of Office" assistant in Outlook Web if you're going to be away. Also, notify your Department Chair.
	Encourage your students to complete the course evaluations.
	Archive your class after each term.
	Submit, electronically, an exported Canvas grade book in pdf format and explanation of final grade computation, electronically, within 3 days of the final day of the semester to the eLearning designee (Only for Adjunct Faculty).

eLearning Faculty Guidelines for Data Social Software Use

Where possible, the following guidelines are observed:

- Use secure resources if possible. This means that you may have to login and be required to create an account using an outside web site. Many social software sites and services require the collection of directory information from users, such as their name and EFSC's Student Email address.
- Encourage students to review privacy settings and set them appropriately for the assignment.
- Social networking sites selected should provide basic privacy and copyright protection for their users and provide users with the ability to download copies of content that can be stored and retrieved if necessary.
- Download any student data or work, which comprises part of a student's evaluation in a course, is required to be stored securely and retained for a period of 36 months (3 years) after the course has finished. If the site does not provide a download function, use Microsoft Word to create a copy.
- Instructors who require students to make use of social software sites and services as part of their courses, shall provide alternatives if students do not wish to participate in social software programs. Alternatives include using aliases on social networking sites or completing the assignment in another manner.

FACULTY EVALUATIONS

Evaluation of teaching and learning is critical for continuous quality improvement and such. eLearning adjunct faculty are evaluated each term by their department chair(s) using the following instrument:

eLearning Adjunct Evaluation Questions

Faculty name: _____ Term _____

Department Chair: _____ Discipline: _____

Evaluator's Name: _____ Date: _____

Scale: (4) Strong (3) Adequate (2) Marginal (1) Unsatisfactory

1	Instructor meets or exceeds documented eLearning minimum requirements as they relate to syllabus, classroom access, currency of materials, class content (welcome syllabus, discussion boards, test folders).	
2	The instructor organizes this class well.	
3	The instructor clearly states the objectives of the course and each topic.	
4	The content of the course and the material covered is directly related to the objectives of the course.	
5	Instructor submitted attendance reporting and final grades by published due dates.	
6	The instructor has a minimum of one (1) proctored exam.	
7	Instructor submits proctored test information in a timely manner through the proctor exam scheduler.	
8	The instructor clearly states due dates for assignments, quizzes and exams during the first week of the course.	
9	Proctored exams are given at over a period of time which includes at least east one weekend.	
10	Assignments, quizzes and/or exams are graded in a timely manner.	
11	Grades are recorded in the CANVAS grade book.	
12	The instructor encourages student participation and student interaction.	
13	The instructor responds to department chair requests or inquiries within two business days.	
14	The instructor responds to student questions within 2 business days.	
15	Instructor provides regular feedback about student performance in a timely manner throughout the course.	
16	The instructor provides consistent, measurable and curriculum appropriate activities.	
17	All links inside course are active and up to date.	
18	Instructor maintains appropriate communication with department chair and eLearning staff.	
19	Instructor demonstrates a knowledge of the subject matter.	
20	Instructor completes all end of course requirements such as archive and grade book submissions.	

Comments: In addition, the adjunct faculty member is asked to conduct a “self-evaluation” consisting of the following measurements:

EASTERN FLORIDA STATE COLLEGE
eLearning
Online Instructor Evaluation System
Course Review

This checklist and review will help you to ensure compliance with EFSC – eLearning policies and give you feedback on your course. Please review your course and mark the appropriate boxes. Please fill out a form for each course you are teaching. Differentiate courses in the table below:

Instructor's name:	
Instructor's course number:	
Instructor's course title:	
Today's date:	

Introduction

Criteria	No	Yes	Comments and Suggestions
Welcome announcement			
Faculty contact information			
Introductory posting and discussion thread (including personal introduction)			

Syllabus

Criteria	No	Yes	Comments and Suggestions
<p style="text-align: center;"><i>Instructor Information</i></p> <ul style="list-style-type: none"> • Instructor name, phone (time zone), email and fax • Term dates 			
<p style="text-align: center;"><i>Course Policies</i></p> <ul style="list-style-type: none"> • Course description must match EFSC catalog • Course policies and procedures updated to reflect your own specific policies; may include methods/type of communication preferred, guidelines for online participation, etc. 			
<p style="text-align: center;"><i>Grading Policy</i></p> <ul style="list-style-type: none"> • Grading policy updated to include personal grading policies; such as late work policy or personal participation policy • Withdrawal policy including last date to withdraw 			

<i>Academic Honesty</i> <ul style="list-style-type: none"> • Inclusion of policies for academic honesty; must be in agreement with EFSC Student Code of Conduct • Outline of class work including overview of weekly schedule 			
<i>Attendance</i> Include eLearning Attendance and policies for participation; may include expectations for involvement, time investment, etc.			
<i>Student Resources</i> Personal additions (if any) to EFSC resources or other electronic resources			
<i>Course Description</i> <ul style="list-style-type: none"> • Add course competencies • Posted in classroom • Posted on web 			
Syllabus is available for students to access by the first day of class			

Online Classroom Set-Up

Criteria	No	Yes	Comments and Suggestions
All information accessible to students updated with correct information prior to beginning of term			
Information is clear and presented without grammar/spelling errors			
All due dates are set			
Announcements have been updated and set to appear at relevant points throughout the term			

Discussion Thread Interactions

Criteria	No	Yes	Comments and Suggestions
Instructor includes an appropriate number of discussion boards (10 is recommended) that will meet the expectations of the course			
Instructor sets guidelines and expectations for discussion interactions			
Instructor interactions promote open-ended discussion			
General grading criteria or grading rubrics are provided if discussion postings are graded			
Instructor routinely interacts in discussions to promote higher-order thinking (i.e. critical thinking, synthesis, and application of concepts)			
Instructor uses discussions to highlight key topics, terms, or information			

Instructor encourages students to express multiple, even divergent, points of view			
Instructor monitors and ensures that discussions are appropriate and respectful			
Instructor acknowledges all questions insofar as possible			
Instructor participated actively in online class discussions synthesizing student posts and stimulating ongoing discussion			
Instructor communicated clearly and meaningful in course discussions			

Effective learning occurs through students' active engagement with course material. As instructor, your role is to facilitate this type of interaction, provide feedback and incorporate resources to encourage student mastery of course concepts.

Organization

Criteria	No	Yes	Comments and Suggestions
Navigational cues are provided to help students figure out where to begin and how to best move through the course content			
Instructor communicates expectations in a clear and consistent manner			
Due dates are clear			
Assignment directions clearly specify requirements and directions for submission			

Implementation of Assessments

Criteria	No	Yes	Comments & Suggestions
Instructor clearly communicates assignment guidelines			
Assignment due dates and submission instructions are clear and provide adequate advanced notice			
Instructor utilizes drop box, assignment submission, and/or grade book, rather than email, for submission of private assignments			
When necessary, instructor includes additional resources to assist students in meeting assignment expectations			
Instructor requires at least one proctored exam			

Feedback and Grading

Criteria	No	Yes	Comments & Suggestions
Instructor clearly explains the grading system or method for assigning points (i.e. the weight of each assignment, the grading scale used, etc.)			

Specific grading rubrics or general assessment criteria are provided in advance to assist students in completing assignments			
Instructor utilizes the comment feature of the grade book to give individual feedback that not only highlights reasons for assigned grade but also suggests strategies for improvement			
Grade book comments are clear, respectful and professional			
Instructor assigns a grade that reflects/differentiates the <i>quality</i> of student performance as well as the <i>quantity</i>			
Instructor uses the grade book in a timely manner to keep students informed of their progress			

Proctored Exam Preparation

Criteria	No	Yes	Comments & Suggestions
Instructor directs students to Proctor Request Form and to proctor selection guidelines in the syllabus			
Instructor sets up test in a timely manner and includes contact information such as personal phone number for Learning Lab staff to use in case of problems			

Other

Criteria	No	Yes	Comments & Suggestions
Course routinely updated			
Links are updated and in working order			
When possible, target a range of learning styles (visual aids, auditory)			

- What do you consider to be your strengths in this classroom?
- Do you have suggestions on how this course may have been handled more effectively?
- Do you have any training needs that we can provide?