FSCJ
Florida State College
at Jacksonville

FACULTY
HANDBOOK
2022-23

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About Our College

College History

Florida State College at Jacksonville (FSCJ) was founded in 1965. Then known as Florida Junior College (FJC), its doors opened during the height of the nation's community college movement to proudly serve the Northeast Florida region as the first integrated public, postsecondary educational institution in Duval or Nassau counties.

On August 22, 1966, FJC held its first day of classes at two renovated, temporary facilities: the Southside Campus at South Jacksonville Elementary School on Flagler Street and the Cumberland Campus on Cumberland Road off Roosevelt Boulevard. Two short years later, the College held its first Commencement ceremony in May of 1968.

Over the next 20 years, the College established the campuses that are still occupied today and compose the current FSCJ. Beginning in August 1970, FJC opened North Campus, the first permanent campus of the College. One year later, South Campus opened on Beach Boulevard as the second permanent campus.

In 1975, the City of Jacksonville donated land on State Street to create the permanent Downtown Campus, which officially opened in 1977.

That same year, the original Cumberland Campus that had been renamed the Kent Center in 1974 was officially renamed the Fred H. Kent Campus.

FJC reached a significant milestone in 1986 as it registered its 500,000th student and changed its name from Florida Junior College to Florida Community College at Jacksonville (FCCJ) in response to community input and engagement. By 1988, FCCJ adopted its initial Strategic Plan, established the Center for the Advancement of Teaching and Learning and began operations for Open Campus. During the next two decades, the College received accreditation to offer baccalaureate degree programs.

In 2009, FCCJ announced the name by which it is known today – Florida State College at Jacksonville. From an initial enrollment of 2,610 students in fall 1966, FSCJ now serves more than 50,000 students annually.

About Our College

College Mission

Florida State College at Jacksonville provides an equitable, high-quality, success-driven learning experience for our diverse community of students.

Vision

To promote intellectual growth for life-long learning, advance the economic mobility of our students and transform the communities we serve.

Core Values (iRise)

As an institute of higher learning, Florida State College at Jacksonville upholds the following values:

1. Integrity
2. Respect for Diversity, Equity, Inclusion and Belonging
3. Innovation
4. Student-Centered
5. Excellence in Teaching, Learning and Service

College Goals

The College's mission will be fulfilled, in significant measure, through the continuous and responsive pursuit of academic excellence and through the following Collegewide goals:

- **Enrollment:** Expand and sustain access to postsecondary education serving all student populations

- **Service:** Enhance and deliver an exceptional student and employee experience to create a sense of belongingness

- **Success:** Increase student achievement and success to strengthen opportunities for economic mobility for all students

- **Excellence:** Invest in the employee experience and Collegewide operations to promote continuous quality improvement

- **Community:** Proactively engage community and business partners to continually align industry needs and academic programming

About Our College

Accreditation and Outcome Assessment

The Office of Institutional Effectiveness provides leadership, support and resources for institutional effectiveness and regional accreditation.

These functions assist the institution by maintaining SACSCOC accreditation, promoting its achievement of mission and goals, and fostering continual enhancement of the institution's programs and services for the benefit of the College community.

The Office of Institutional Effectiveness is responsible for SACSCOC accreditation correspondence and reports, Quality Enhancement Plan coordination, Substantive Changes, and other reaffirmation and compliance activities. The Office supports annual program and unit-level institutional effectiveness activities of academic programs, academic and student support services, and nonacademic units. Further information about the Office of Institutional Effectiveness is available on the College **website**. Guidelines for the College's program and unit-level institutional effectiveness process are detailed in **APM 02-1601**.

Faculty members in all academic and nonacademic programs are called upon to design their Outcomes Assessment plans, participate in program assessment activities and help to design reports for their programs or disciplines in a collegial manner.

College Organization and Administration

District Board of Trustees

FSCJ is operated by the District Board of Trustees, whose members are appointed by the Governor. The Board of Trustees has the authority and responsibility to establish rules and standards deemed appropriate for the efficient operation of the College. These rules and standards can be found in the Policies and Procedures **section** of the College website.

The District Board of Trustees is required by Florida Statute and State Board Rules to prescribe human resources rules for the College. It does so by creating a Collective Bargaining Agreement (CBA) between the District Board of Trustees of FSCJ and the United Faculty of Florida – FSCJ. The CBA is a Rule of the Board of Trustees that provides for the terms and conditions of full-time faculty employment at the College. The full-time faculty Collective Bargaining Agreement may be found on the Human Resources **webpage**.

Organizational Structure

The current organization of FSCJ is outlined under Governance & Administration on the College **website**.

About Our College

FSCJ Foundation

FSCJ Foundation, Inc., is a 501(c)(3) nonprofit whose mission is to secure financial resources for FSCJ to provide students in need with access to an affordable, quality education and to enhance the lives and the economic development of Northeast Florida.

The Foundation strives to provide access to educational opportunities at FSCJ to individuals who need financial assistance. The Foundation's scholarships, capital projects and distinctive programs ensure that graduating high school students and adults who are pursuing new careers can realize their educational dreams. One hundred percent of a donor's investment is applied directly to her/his chosen designation.

Further information, visit the FSCJ Foundation **website**.

Academic Structure

The College's Academic Disciplines and Programs of Study are organized into the following five Schools:

- **School of Liberal Arts and Sciences**
- **School of Business, Professional Studies and Public Safety**
- **School of Technology and Industry**
- **School of Health, Education and Human Services**

Educational Programs

FSCJ currently has more than 150 program options. By offering day, evening and weekend class schedules, online courses and locations throughout seven areas of Duval and Nassau counties, FSCJ strives to make its degree and certificate programs convenient and accessible to the community.

More information about all of the following programs can be found on the Academics **webpage**.

Bachelor's Degrees

The College offers Bachelor of Applied Science (B.A.S.) and Bachelor of Science (B.S.) degrees for students with associate degrees who wish to further advance their education. Our bachelor's programs are designed to provide exceptional education and training in industries that are in high demand. There are currently 13 bachelor's degree programs available in fields such as the health sciences, business and technology, which will provide students with viable career pathways.

Associate in Arts/University Transfer Degree

The Associate in Arts (A.A.) degree consists of all of the general education requirements necessary for students to matriculate into a bachelor's program at the College or at another college or university in Florida, where an FSCJ A.A. degree guarantees acceptance. FSCJ credits are also accepted at colleges and universities throughout the U.S. and internationally. Furthermore, the College has transfer agreements with several universities offering online degree programs.

The A.A. degree is an ideal program for new students who may not yet know which major or career path they are interested in choosing. These students have several convenient options when working toward an A.A. degree, including studying in a traditional classroom setting, completing an accelerated A.A. degree program in 18 months or earning their entire associate degree online. There are many benefits to completing the first two years of a bachelor's degree at FSCJ rather than at a four-year university, including lower tuition, smaller class sizes and faculty who are focused on teaching rather than research.

About Our College

Associate in Science Degrees

The Associate in Science (A.S.) degree is a two-year program that is a wonderful option for students wishing to quickly begin a career. There are more than 40 A.S. degree programs from which to choose, ranging from Aviation Operations to Radiation Therapy. Depending on the general education prerequisites, students may also apply their credits to a bachelor's degree. In fact, many of the A.S. programs are designed to transition into the FSCJ B.S. and B.A.S. degrees.

Associate in Applied Science Degree

The College currently offers an Associate in Applied Science (A.A.S) degree in Automotive Service Management Technology, which provides training in engines, transmissions and transaxles, brakes and electrical systems so that students can become expert auto technicians.

Developmental Education

With the May 2013 passage of Senate Bill 1720, developmental education in the Florida College System underwent significant reform in curriculum, instruction and assessment. Effective in the Spring 2014 Term, a student who entered the ninth grade in a Florida public school in academic year 2003-04 or thereafter and who earned a standard Florida high school diploma, or a student who is serving as an active duty member of any branch of the Armed Services, is not required to take the placement test (PERT) or to enroll in developmental education at any Florida College System institution State Board of Education Rule 6A-10.0315.

If a student is exempt from placement testing and developmental education, the student may still opt to be assessed or may enroll in developmental education, and the College will provide assessment and instruction upon the student's request.

Several types of developmental reading, writing and mathematics courses are available to students, including compressed, combined/compressed and modular options. In addition, non-exempt students who score in the upper range on the placement exam for reading, writing or mathematics may enroll directly in gateway, or foundational college-credit courses in communications and mathematics.

Students should see a College advisor to discuss their course options and the appropriate pathway for their major and/or meta-major.

Technical Certificates

Technical Certificates (T.C.) provide technical training for specific fields in fewer credit hours than are required for an associate degree. A certificate provides the foundational information of a particular industry, which allows students to enter the workforce quickly or later to pursue an A.S. degree.

Career Certifications

Career Certifications (C.C.) provide the hands-on, practical skills and information necessary for students to dive into a new career or gain new skills for promotion in a current job. These non-credit programs prepare students for real-life workplaces; some even include internships and preparation for licensure exams. While all certificate programs can be completed in less than two years, some take as few as 8 weeks to complete.

Continuing Education

Continuing Education courses focus on professional development and career advancement. Professional development classes help individuals hone their career skills in order to advance in the workplace. More information can be located on the Continuing Education **webpage**.

Adult Education

Adult Education includes a range of instructional programs that help adults get the basic skills they need to be productive workers, family members and citizens. The major program areas are Adult High School, GED® Preparation: High School Equivalency, Adult Basic Education (ABE) and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, mathematics and English language competency.

Academic Calendar

College calendars including Academic, Registration and Event Calendars are located on the College **website**. These calendars are intended for students, while the Operating Calendar provides the status of the College for employees. Faculty must submit a Calendar of Workdays at the beginning of each academic year. The Operating Calendar and the Calendar of Workday form may be found on the College Human Resource **website**.

Class Roster

The class roster posted in the Faculty Center of **myFSCJ** is the official class roll for all course sections. This class roster is used to complete all student administrative and grading activities. Attendance should be closely monitored during the first two weeks of class, as the refund and withdrawal deadlines approach and pass, and when the drop and failure for non-attendance windows open. If a student shows up in the classroom and is not listed on the roster, then the student must contact academic advisor to resolve the issue. Students are not permitted in the class until they resolve their issues and show up on the roster. Canvas rosters, grade books and third-party vendors, such as MyMathLab and MyCompLab, may retain students who have dropped or withdrawn from online course sections. These students generally display on the Canvas roster with a unique icon by their names and should automatically be denied access to the online classroom. Faculty teaching online may contact FSCJ Online via **fscjonline@fscj.edu** or (904) 997-2628.

Convocation

Convocation is the convening of board members, administrators, faculty, adjunct faculty and staff at the beginning of the Fall Term. During Convocation, information is disseminated about current programs, products and services, and updates regarding the College's priorities and goals are explained. While adjunct faculty members are encouraged to attend the event, all full-time faculty members are required to be present at Convocation.

Curriculum Committee

The duties of the Curriculum Committee are to provide a forum for discussing curriculum issues and to serve as an advisory body to the Provost regarding the coordination, development, revision, expansion and inactivation of the College's instructional courses and programs. The President of the Faculty Senate, or designee, is the Chair of the Curriculum Committee.

The process for developing, adopting and revising curricula is detailed in **APM 09-0304**. Any full-time faculty member may recommend the revision, creation or inactivation of specific courses. Such efforts should only be done in collaboration with fellow faculty from the field, and any modification must have the agreement of the majority of the FSCJ faculty in the field or discipline.

Discrimination, Harassment or Retaliation

FSCJ is an equal access, equal opportunity College and affirms its commitment to ensure that each member of the College community shall be permitted to work in an environment free from any form of discrimination or harassment based upon race, color, religion, age, disability, gender, national origin, marital status, genetic information, pregnancy, sexual orientation or veteran status. In Board Rule 6Hx7-2.21, the College recognizes its obligation to work toward a community in which diversity is respected and appreciated and in which equal access and equal opportunity are provided.

This rule also affirms the College's commitment to ensuring that employees who complain about discrimination or harassment are protected from retaliation based upon their good faith opposition to alleged discriminatory conduct. Pursuant to this policy, the College establishes a procedure whereby employees or applicants for employment may file a complaint of alleged discrimination or harassment without fear of retaliation. For more information, visit the Discrimination, Harassment and Retaliation **webpage**.

It shall be a violation of this policy for any officer, employee, student, agent or vendor/contractor to discriminate against, harass or retaliate against as hereinafter defined, any other officer, employee, student, agent or applicant for employment.

Policies and Procedures

Discrimination and harassment are forms of conduct that will not be tolerated and shall result in appropriate corrective and/or disciplinary action, up to and including termination (of employment, of a contractual relationship, or of student status).

This policy extends to all officers, administrators, staff, department heads, consultants, contractors, faculty, temporary instructors, employees, students, student workers, applicants for employment and any others who have any relationship with the College whatsoever. For more information, visit the College's page on Discrimination, Harassment and Retaliation **webpage**.

Equal Access/Equal Opportunity

The District Board of Trustees, by official action, adopted the policy titled **Equal Access/Equal Opportunity.** The rule establishes the Board's legal, philosophical and practical commitment to equal access and equal opportunity to all persons without regard to race, color, creed, national origin, religion, sex, age, marital status, genetic information or disability. The Equal Access/Equal Opportunity rule applies to all educational programs and services, to affirmative action in employment, and to the treatment of all persons who wish to provide goods or services to the College. For more information, visit the Equal Opportunity/Equal Access **webpage**.

Faculty Senate

The Faculty Senate is the faculty's representative body. The Senate promotes and advocates for the interests of faculty relative to academic and instructional policies, procedures and practices, professional development, academic freedom, certification and credentialing, and, in collaboration with administration, appoints faculty to committees, task forces, councils and other deliberative bodies as deemed necessary by the Senate or administration. Additionally, the Senate represents and advocates for all faculty, including adjuncts, regardless of status or modality relative to curriculum, teaching and learning, and academic matters. More about the purpose and function of the Senate can be learned in **APM 02-1908**.

Graduation and Commencement

FSCJ's Commencement exercises, recognizing bachelor's and associate degrees, are held each year at the end of the Spring Term. Adult Education graduation ceremonies are held separately. Further information about graduation and Commencement is available on the College **website**.

It is the responsibility of each full-time faculty member to attend the appropriate Commencement ceremony; in addition, adjunct faculty are encouraged to attend Commencement ceremonies as well. The dates of Commencement ceremonies are reflected on the Faculty Calendar of Work Days.

Faculty must wear appropriate academic regalia for the Commencement ceremonies. For faculty who have not purchased the appropriate attire, the campus bookstores will process rental orders. Please contact the campus bookstore for more information. Deadlines for rental orders are generally in the first half of the Spring Term.

Faculty will also need to register for Commencement in order to receive a parking pass. Carpooling is encouraged, but faculty should register in order to assure proper accommodations. Commencement information will be communicated via email and through other internal communications channels.

Participatory Governance Model

The timely and meaningful participation of College constituencies in decision-making processes is essential to the advancement of FSCJ. Furthermore, the administration of the College is committed to a participatory governance model designed to ensure bidirectional communication and broad collaboration in the continuous development of policy and improvement of programs and services. A brief description of each governance group is available on the College **website**.

Mandatory subjects of collective bargaining are negotiated with the **United Faculty of Florida-Florida State College at Jacksonville**.

Policies and Procedures

Release of Student Information

Pursuant to **Public Law 93-380**, Family Education Rights and Privacy Act of 1974 (FERPA), students and their parents are advised of certain practices and procedures at FSCJ that relate to student records. Once a student is enrolled in a postsecondary program, parents no longer have any rights to student information under this Act unless the student gives written consent to release the information to the student's parents.

The following information about an individual student is classified as "directory information" and may be released upon request to any person.

- Student Name
- Program of Study
- Dates of Enrollment (Start and end dates of the period of attendance, not to individual class attendance records)
- Enrollment Status (active/inactive; full time/part time)
- Degrees, Honors and Awards Received
- For student athletes on our NJCAA-recognized teams: height, weight, hometown and high school from which the athlete graduated

FERPA does not preclude administrators, staff and faculty from sharing crucial information about at-risk students. The current legal framework clearly authorizes collaboration among faculty/staff, mental health administrators and campus security officers.

The FERPA exception for this situation indicates that protected student information may be disclosed, "if a health or safety emergency exists and the information will help in resolving the emergency." Faculty who fear that there might be a health or safety emergency should contact FSCJ Security. If there is no emergency, but serious concern, a faculty member may submit an Early Alert ticket through myFSCJ or Canvas. Student Services generally responds to Early Alerts within a day. A staff member will reach out to both the student and faculty member to address the concern.

Under this Act, a student or parent (if eligible) will be accorded access to the student's record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the College to permit the record to be reviewed in the presence of a representative of the custodian of the record. When receiving requests for release of student information, College personnel must follow the procedures detailed in **APM 10-0601**.

Social Media Policy and Guidelines

The social media policy and guidelines are detailed on the College **website** as an overview of the development and management of the social media presence of the College and its organizational divisions, campuses, departments and employees for instructional and non-instructional purposes. The policy and guidelines also govern development and activity of social media content for chartered student organizations. In addition, they illuminate a direct relationship between employee and student behavior in social media. Examples of social media include, but are not limited to, Facebook, Instagram, Snapchat, Twitter, LinkedIn and YouTube.

Any use of a social media channel, creation of a new profile/page/group or development of a social media application for the official use of the College must first be approved by the Marketing and Communications department.

All official FSCJ social media accounts are subject to review at any time for brand consistency, content appropriateness and compliance. **The Department must have administrative rights to all official College accounts and access to edit these sites as appropriate.**

Standards of Conduct and Compliance

Board Rule 6Hx7-2.4 describes the expected standards of conduct that are required for an individual to work in the College. The standards are intended to express the District Board of Trustees' commitment to conducting the daily business of the College with the highest caliber of professionalism, personal ethics and integrity and to express the expectation that all employees will follow the standards. An individual who does not meet and comply with this Rule will be subject to discipline up to and including termination.

In addition to the Standards, the Code of Ethics of the Education Profession and **the Principles of Professional Conduct for the Education Profession in Florida** were adopted by the Florida State Board of Education and are binding upon those who practice in this profession in the public schools of Florida. Faculty members must

sign statements signifying that they have read the codes, recognized their rights as members of the education profession in Florida, and accepted the obligations and responsibilities placed upon them. Additionally, Faculty Senate approved the adoption of the AAUP Professional Ethics, which can be found on this **website**.

The United Faculty of Florida

The United Faculty of Florida-FSCJ (UFF-FSCJ) is the faculty union. UFF-FSCJ negotiates the Collective Bargaining Agreement (CBA), which dictates the full-time faculty member's rights and responsibilities as an employee of the College. The CBA can be found on the College Human Resource **website**. UFF-FSCJ advocates for the labor rights of all full-time faculty members at the College, manages grievances on behalf of UFF-FSCJ members and offers legal counsel to UFF-FSCJ members, among other services. UFF-FSCJ is also part of the statewide United Faculty of Florida, which advocates on behalf of all faculty in the state for more academic freedom and better labor conditions, lobbies the state in support of the interests of faculty members and offers support and counsel in the event of labor conflict.

More information about UFF-FSCJ can be found **online**.

Grievance Process

Grievance procedures for full-time faculty are identified in Article 10 of the **Faculty Collective Bargaining Agreement**. Adjunct faculty with a concern should contact the appropriate dean.

Union members will receive counseling and legal assistance during the grievance process.

Academic Dishonesty/Plagiarism

Academic dishonesty, in any form, is expressly prohibited by the rules of the FSCJ District Board of Trustees. As used herein, academic dishonesty includes the following:

- Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding one's self or another in academic work considered in the determination of course grade or the outcome of a standardized assessment.
- Plagiarism, which is defined as the act of stealing or passing off as one's own work the words, ideas or conclusions of another as if the work submitted were

the product of one's own thinking rather than an idea or product derived from another source.
- Other inappropriate behavior, which may include but is not limited to falsifying records or data; lying; unauthorized copying; tampering with, abusing or otherwise unethically using computer or other stored information; and any other act or misconduct which may reasonably be deemed to be a part of this heading.

Alleged Academic Dishonesty in the Classroom

Each faculty member shall communicate the College's policy on academic dishonesty to each class section with which that faculty member is involved. This subject is to be considered an integral part of the faculty member's course syllabus. A faculty member who has a concern regarding a student's conduct in the area of academic dishonesty should follow the procedures detailed in the **Course Catalog**.

Due Process

Any student alleged to have committed any act of academic dishonesty shall be entitled to due process prior to the administration of disciplinary action including suspension and dismissal. Due process is described in the current **Course Catalog**.

Plagiarism Detection

Faculty may require students to submit any or all of their written work through "Turn It In" before grading it. This program is integrated into each shell in the Course Management System (CMS).

Attendance

Regular Class Attendance

Students are expected to attend classes, participate actively and complete assignments according to the schedule and attendance policy outlined in the course syllabus for each class. See details about special policies and make-up opportunities below.

Drop for Non-Attendance Process

Dropping a student for Non-Attendance is a mandatory process performed by all faculty members to stop unnecessary financial aid debt. If a student does not attend class from the beginning of the session to the end

of Drop for Non-Attendance window, the student should be dropped for non-attendance. Faculty will keep a record of attendance for the first two weeks in order to complete this administrative process, regardless of the faculty member's specific course policies about attendance. The drop for non-attendance window opens at the start of the session. Instructors are required to enter non-attendance on the final day of the Drop for Non-Attendance window. The non-attendance window (time frame for online input), which is the first window to open for each 7-, 12 and 15-week session, allows the instructor to select students who have not attended at least one of the first two class meetings. Selected students are dropped from the class roster. The drop process refunds money to the payment source (i.e., student, financial aid, veterans, third party). Even if you do not have any students who need to be dropped for non-attendance, you must certify your class roster. Further information can be found in the Faculty Center **Guide**.

Credit Hour Attendance Policy

FSCJ requires that every faculty member describe within the course syllabus the specific policy on class attendance and missed assignments, as well as the class policy on any make-up work requested by the student for documented, excused absences. Faculty may consider providing make-up opportunities for reasonable requests and are advised that students have a legal right to exceptions in cases such as jury duty/subpoena and military obligation for short-term duty assignments, which do not seriously impact their ability to complete the course in a timely manner. For cases that result in an excessive amount of time away from the course, as determined by the faculty member, the student should be advised to contact the dean, or student services for other options. Faculty should consult with their academic deans to discuss exceptional cases and the necessary documentation.

Exceptions

The above policy may not apply to certain academic courses or programs that require a specified number of completed hours within a defined time frame such as clinical experiences, practicums, and internships or externships for which attendance is governed by licensing agencies, accreditors or other external regulatory entities.

Adult Education Attendance and Grading Policy

Attendance tracking in Adult Education is complex due to the connection to state funding. Faculty members should speak directly with their supervisors regarding the latest policies and procedures in properly tracking attendance. The same is true regarding grading policies.

Clock Hour/PSAV Attendance Policy (34 CFR 668.164(b)(3))

Unlike credit hour programs, students pursuing a career or workforce certificate in a Postsecondary Adult Vocational (PSAV) program attend their classes on a clock hour basis. One accountable hour of attendance is based on the student's actual presence and participation for a complete 60-minute period, with each instructional hour allowing up to a 10-minute break.

Instructors are required to record attendance daily, including arrival and departure times. Clock Hour/PSAV program attendance is particularly important to a student's financial aid distribution, which is based on the student's completion of a specified number of hours and weeks (a defined payment period). Individual programs will stipulate their anticipated schedule of payment periods at the beginning of the program.

The Drop for non-attendance (NA) window opens seven days after the start date of each class and stays open until day fourteen.

Clock Hour/PSAV Excused Absence

Unless otherwise stipulated or regulated by the accrediting agency, state licensing agency or program, students enrolled in Clock Hour/PSAV programs may have up to 10 percent of the clock hours within each of the program's defined payment periods considered as excused absences. These are absences that do not have to be made up. Any missed hours exceeding this 10 percent excused absence threshold must be made up. Instructors will clearly identify within their course syllabus the specific attendance requirements for the course and the possibility of making up work and assignments.

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Missed Assignments/Make-Up Work (Credit Hour & Clock Hour/PSAV)

It is the responsibility of the student to request an opportunity to complete missed work. Instructors may accommodate such requests by coordinating with their students ahead of time, when possible. For graded work that requires participation (e.g., discussions, group activities and labs), instructors may attempt to provide reasonable alternatives that can achieve the same learning outcomes. It is recognized that some assignments cannot be made up and have no reasonable equivalent alternative. In such cases, the faculty member may work with the student to determine the best course of action. Students do not have the absolute right to submit late work or make-up work; however, students may appeal a faculty member's denial of the opportunity to make up work to the appropriate academic dean.

Course Outline and Syllabi

Each active, college credit course in the curriculum must have an approved course outline housed in Curriculum Services. Faculty members are obligated to teach each course in accordance with the approved and official course outline. Official course outlines are available at the Curriculum Services **webpage**.

In addition to the outline, each teaching faculty member must develop, maintain and distribute a course syllabus based upon the course description and content in the approved course outline. This syllabus should contain the components identified in **APM 09-0201**. Every term, faculty members shall submit a copy of the syllabus to the designated supervisor.

Completed syllabi must be available for the students during the first week of the term. Changes may be made to syllabi at any point as long as all students are made aware of such changes in a timely manner.

Class Sessions

Multiple sessions are offered each Fall, Spring and Summer Term to give students flexibility and options for scheduling classes. College credit and non-college credit classes are scheduled in 15-, 12- and 7-week sessions. There are A, B and C sessions, with the A session beginning at the start of each term. Up-to-date information regarding class terms can be found on the College's **Academic Calendar**.

Final Examinations

Each faculty member who teaches a college credit course may administer a final examination during the completion dates set aside by the College for each term. More information can be found in **APM 09-1102**.

Grading

Drop for Non-Attendance Process

See the description of this required administrative process under "Attendance" on pg 12.

Grading Systems

Each instructor will assign a grade based upon student performance as measured by criteria established in the instructor's course syllabus. Certain courses may offer the Pass/Fail option as identified in the course outline. All instructors must document the last date of attendance for students who do not complete courses successfully due to attendance on the final grade form. College credit grading policies, Professional and Career Education grading policies, grade forgiveness, course repetitions, incomplete grades, failures due to non-attendance and withdrawals are all explained in the current College **Catalog**. Further information can also be found in the Faculty Center **Guide**.

Incomplete Grades ("I" Grade)

Incomplete grades may be assigned at the discretion of the faculty member to permit students to complete required course work that they were unable to complete in a timely manner due to non-academic reasons. Faculty may ask students to document their requests to assist in the decision. Faculty are asked to post their policy regarding "I" grades in their course syllabi and, before awarding the grade, to review that policy and to confirm that the student has a passing score and has completed at least 75 percent of the course work. "I" grades require the completion of a written agreement and faculty are expected to complete this agreement, receive the student's acknowledgment and send a copy of this "I" grade form to the academic dean prior to assigning the grade. The "I" grade contract is located under Available Resources in the Faculty Center of **myFSCJ**.

Policies and Procedures

Withdrawals ("W" Grade)

Please note that faculty cannot assign students a withdrawal or "W" grade, nor can they change a failing or incomplete grade to a "W." Students may withdraw themselves without academic penalty any time prior to the published session withdrawal deadlines. Special circumstances may apply to a student's third attempt at a course and withdrawal from college preparatory courses. Withdrawal information is detailed in **APM 11-0605** and the current College **Catalog**.

Students are encouraged to communicate with their instructors prior to withdrawal. Students desiring a withdrawal after the published deadlines may request a grade change for extenuating circumstances through the College's grade change request process **APM 11-0602**.

Student Appeals

Faculty are encouraged to resolve all issues with students informally when possible. For cases in which that is impossible, there is an appeal process for students challenging their grades. Students should be referred to the Students Rights and Responsibilities **Board Rule** for information and procedures.

Grade Submissions and Changes

All final grades are to be submitted within the final College grading timeline via the Faculty Center in **myFSCJ**. The College developed an "Early Alert System" in which faculty will receive reminders of grade deadlines. Once grades have been entered, they may be changed by faculty recommendation and with the approval of the academic dean.

Guidelines for Faculty Use of Copyrighted Works

Faculty members' use of copyrighted materials is protected under the Fair Use Doctrine. The Fair Use Doctrine allows the use of copyrighted work by reproduction or other means for the purposes of teaching, scholarship and research. The law pertaining to protection of intellectual property like copyrighted works is extensive and complex. However, faculty should feel comfortable using copyrighted materials for the purposes of teaching in the classroom or online setting. Faculty members should be aware that a verbatim copying and distribution of an entire copyrighted work is not permitted without the permission of the copyright holder. Portions may be reproduced without infringing on the copyright.

Faculty can visit the United States Copyright Office **website** for more information on the fair use of copyrighted materials.

Any specific questions concerning the use of copyrighted material should be directed to the **Office of General Counsel** at (904) 632-3232.

President's List and Dean's List

Students who achieve academic excellence during a term are recognized by being placed on the College President's list or Dean's list. This is done at the completion of each term. The criteria of eligibility for each list can be found in the current College **Catalog**.

Religious Observances

The College shall reasonably accommodate the religious observances, practices and beliefs of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments. Students who have a concern regarding the College's implementation and/or interpretation of **Board Rule 6Hx7-2.1** shall have the right to formalize that concern through the general student appeal process.

Standards of Academic Progress

The purpose of the Standards of Academic Progress (SOAP) is to communicate clearly the College's minimum expectations of academic progress for college credit students and Career Certificate students. Affected students, precise standards and the specific definition of satisfactory standing are identified in **APM 10-0605**. This APM also explains the standards of academic progress for students on academic warning, academic probation and academic suspension.
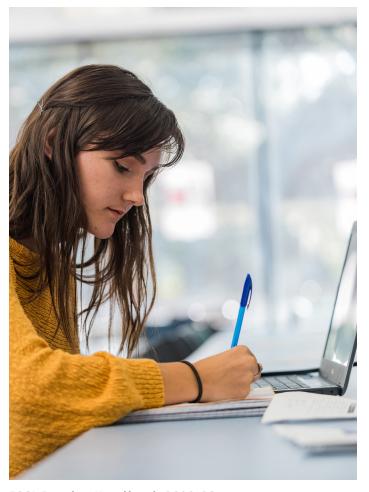
Student Conduct

FSCJ is dedicated to maintaining an environment that fosters student success. The College endeavors to protect the rights of students and expects all students to act responsibly. Each student is subject to federal and state laws, respective county and municipal ordinances, and all

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rules and regulations of the College. Violations of published laws, ordinances, rules or regulations may subject the violator to the appropriate disciplinary action by College authorities. Disciplinary action, unless otherwise provided by law, may include fines; the withholding of diplomas or transcripts, pending compliance with rules on payments of fines; and the imposition of probation, suspension or dismissal.

Students shall be afforded due process prior to the administration of disciplinary action for violation of College conduct policies. Due process is described in the current College **Catalog**.

Any act or behavior by a student that impairs, interferes with, or otherwise disturbs or obstructs the orderly conduct, processes, functions and/ or interests of the College is expressly prohibited. Such acts or behaviors are listed in **Board Rule 6Hx7-11.1**.

Procedures for Handling Violations of College Standards of Conduct

The appropriate student conduct administrator, or designee will be responsible for student discipline. Any administrator, faculty member, career employee,student, guest of the College or other College staff person may allege violations against any currently enrolled student. When the appropriate student conduct administrator, or designee receives information that a student has allegedly violated a Board Rule or other College regulation, the appropriate student conduct administrator, or designee shall investigate the alleged violation(s). **APM 11-0601** contains detailed information.

The College has partnered with the **Student Assistance Program** to provide short-term personal counseling to students as well as referral to community resources for longer-term counseling. A recommendation for counseling may be appropriate for a student who is dealing with personal issues affecting his/her general well-being and/or academic progress. The Community Resources section of the employee portal, located under the College tab, may be helpful for assisting students with problems.

Textbook Adoption

The bookstore contractor provides the College with the capability of adopting textbooks online through an e-adoption process. The online e-adoption form must be submitted to the contractor prior to College deadlines for textbook adoption. The faculty member must submit the completed e-adoption form (which includes a pre-adoption attestation to comply with Florida statutes) through Follet Discover.

Requests from off-campus bookstores for information about College textbook adoptions are to be referred to the on-campus bookstore contractor. By contract, the on-campus bookstore is required to provide or sell that information.

Faculty Resources and Services

FSCJ Florida State College at Jacksonville

Service Learning and Civic Engagement

"Service learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community."

 - Community College National Center for Community Engagement.

The Center for Civic Engagement (CCE) aims to foster, enhance and embed service learning and civic engagement efforts more deeply and consistently across the College. CCE works with faculty to design and implement service learning opportunities in their courses and coordinates with community partners. For more information, contact the **Center for Civic Engagement**.

Center for e-Learning

The Center for eLearning (CeL) coordinates and develops the online courses for the entire College, focusing on a shift toward standardized, competency-based education. FSCJ's course model allows for the delivery of high-quality courses in both the online and hybrid formats. These resources are available to all campuses and centers.

To promote student success through innovative teaching, learning and technology, all faculty and adjunct instructors who plan to teach online are required to complete an online training program. This comprehensive program assists faculty in understanding and adopting best practices for online teaching, which can differ significantly from face-to-face instruction, and provides the opportunity for expanded involvement in course customization for those faculty interested in building or enhancing their own courses. To access current term offerings for the online faculty training program, visit **training.fscj.edu**.

Computer Technology

myFSCJ is the College's secure, web-based information hub. The employee portal provides faculty access to class rosters, email, pay stubs and numerous other College resources. Logging in to myFSCJ is done simply by entering the College-provided username and password at **my.fscj.edu**.

Technology in the Classroom

All FSCJ faculty members have a number of computing resources that allow them to enhance learning with technology, including the following:

- Email
- On-campus wireless access
- Canvas and computer training (Training and Organizational Development)
- ARC (media cloud storage)
- Office 365
- One Drive
- Web conferencing
- Instructional software
- Webspaces/blogs
- Respondus
- Brainfuse

Student Email

FSCJ emails are the official channel of communication with students and use of personal emails is discouraged.

More information about these resources can be found by selecting technology assistance under the Available Resources in **my.fscj.edu**.

The College requires that persons using College technology resources read and accept the **FSCJ Computing Facilities Policies and User Agreement**.

Computer Accounts and Access to Technology

FSCJ provides computer accounts and access to technology resources for all faculty, students and staff for educationally related purposes. The College assumes full responsibility for the accuracy and appropriateness of official College webpages.

Individual (personal) pages are provided as professional and educational work areas. These individual pages are reviewed for adherence to technical standards only. Individual page content is determined by the page owner, is not reviewed by the College, and is subject to review upon formal complaint by a responsible party. For more information visit the Acceptable Use Policy **webpage**.

Further information about the terms and conditions for access to and use of the FSCJ internet server(s) is available on the College website.

Duplication Services

Duplication services are available for faculty on each campus. The procedures for using these services are available through the immediate supervisor's office.

Faculty Resources and Services

FSCJ — Florida State College at Jacksonville

Employee Assistance Program

The Employee Assistance Program (EAP) through Health Advocate is a short-term, confidential counseling and/or crisis intervention service provided for employees and their family members. It helps employees and their families resolve personal and work problems through professional assistance. This service includes up to eight free sessions per year for the employee and his/her family with a licensed counselor who is available 24 hours per day by telephone. Health Advocate can be reached by calling the 24-hour CARELINE (877-240-6863) or by visiting their **website**.

Early Alert System

FSCJ faculty, staff and students can utilize the Early Alert System to notify the Success and Coaching team of students who may be experiencing academic and/or student success concerns.

1. Log in to **myFSCJ**, click on the **Faculty Center button**, then click **Early Alert**
2. Log in to your account using your FSCJ username and password
3. Click on the Early Alert Report tab at the top
4. Select +Add Quick Early Alert Report
5. Add the student's name/ID under Student(s) of Concern
6. Add a brief description of the concern in the Description box
7. Click submit

For questions/concerns, please email **successcoach@fscj.edu**.

Faculty Resource Centers

The Faculty Development Specialists in the Faculty Resource Centers (FRC) offer Canvas assistance, workshops, small-group help sessions and individual support to full-time and adjunct faculty. Whether you are interested in creating dynamic presentations, podcasts and iBooks, developing a blog, using clickers in the classroom, or building your online presence with your courses, the FRC is the place to visit. More information about these resources can be found by selecting Faculty Resource Centers on **training.fscj.edu.**

Library and Learning Commons (LLC)

The LLC is an instructional area of the College offering academic support services. Through its library and tutoring functions, the LLC provides a variety of learning, research and teaching resources both physical and virtual to College students, faculty and staff.

- Tours of the LLC
- Instruction on using the online catalog and databases to find scholarly articles, books and media
- Instruction on evaluating websites and avoiding plagiarism
- Tutoring in a variety of academic areas

Faculty are encouraged to request materials that the LLC will purchase and circulate to support curricula. If a resource is not available at a specific LLC location, users may place the item on hold, or request an interlibrary loan from other FSCJ LLCs or another educational institution. In addition, each LLC maintains a reserves section where faculty may place items for in-house or limited use by College students, faculty and staff.

The LLCs are open morning, evening and weekend hours at seven campuses and centers. Current and retired FSCJ employees have LLC privileges; checking out materials requires only a College ID.

*Further information is available on the College **website** and in the Library and Learning Commons **Handbook**. Detailed LLC resources for faculty are available in Faculty documents under the Faculty tab in the **employee portal**.*

Computer Labs

On each campus, there is at least one open computer laboratory for use by FSCJ students enrolled in classes for the purposes of research, writing and homework. Document scanners and pay-per-use copiers and printers are also on hand for student use. Further information about computer labs is available on the College **website**.

Tutoring Labs

Individual tutoring is available in several subjects, including mathematics, science, writing and foreign language. The labs operate on a walk-in basis and offer one-on-one tutoring with career and student tutors, and each lab offers study tools to empower students to succeed in their classes. Lab

tutors also provide workshops and classroom orientations to complement classroom instruction.

For online students or students who do not wish to drive to a physical campus, there are also Virtual Labs in each subject that are available through the Community page on Canvas. In these Virtual Labs, students can find handouts, PowerPoint presentations and other tutorials. Additionally, students can access 24-hour online tutoring via Brainfuse, which provides assistance in many subjects not available on campuses, such as nursing and economics. Instructors can find the Brainfuse under Useful Links on the Faculty Center page in **myFSCJ**.

Mail

The Central Mail Department is responsible for collecting mail from each campus daily. When U.S. mail is picked up, postage is applied, and the mail is presorted. Prior to sending any large mailings, Central Mail should be contacted so that funds can be applied to the postage account to cover the postage. The Central Mail staff is also responsible for the delivery of internal mail, which is processed daily. The Central Mail Department provides assistance with or information on high-volume folding and stuffing, large-volume mailing, and courier pickup.

Parking

In order to park in a space designated as faculty/professional, a valid decal is required. Faculty should consult with Campus Security to learn more about parking rules for a specific campus and to acquire a decal if necessary. Campus Security is responsible for parking enforcement, issuing tickets and towing. Vehicles may be subject to ticketing and towing if they disrupt the normal operation of the College, obstruct fire lanes, are double-parked or are abandoned.

Professional Development

The College offers courses and professional development opportunities to all FSCJ full-time and adjunct faculty and staff. These specially designed programs and activities are intended to enhance the job performance and career growth of all College personnel. Workshops are available in face-to-face, online (synchronously and asynchronously) and blended formats. Workshops covering a wide variety of topics are offered throughout the year. For more information or to register for courses, visit **training.fscj.edu**.

Academy for Teaching and Learning

The Academy of Teaching and Learning at FSCJ supports full-time and part-time faculty in their growth as professional educators and life-long learners. By promoting the core values of the College – Integrity, Respect for Diversity, Equity, Inclusion and Belonging, Innovation, Student-Centered and Excellence in Teaching, Learning and Service – the Academy works to enhance and connect the expertise of the faculty to create an organizational environment that promotes learning at all levels and provides high-quality education for FSCJ students.

The Academy members are a diverse team of faculty leaders representing their respective Academic Schools to gather input from colleagues and to create professional development that is meaningful, accessible and connected to the professional development competencies of the College. More information can be found about the Academy at **Academy for Teaching and Learning**.

Travel

FSCJ promotes the enrichment of its faculty through continuing education opportunities such as workshops and conferences. The rules governing travel expense reimbursement fall into two categories: in-district travel and out-of-district travel.

In-district travel does not require written pre-travel authorization as long as the travel is required as a part of officially assigned duties at a location other than the traveler's assigned location. With a few exceptions, mileage reimbursement will be authorized only for the incremental mileage between the traveler's regular work location and the temporary work location. Meals are not reimbursable expenses unless approved by the supervising and budget administrators. Written approval is required before out-of-district travel takes place if a faculty member wishes to be reimbursed.

Out-of-district travel will be approved if it is required as a part of officially assigned duties at a location other than the traveler's assigned location or if the travel relates to the position and provides a clear benefit to the individual and/or College. The budget supervisor will review the proposal and look at factors such as cost and availability of funds.

Before traveling, faculty members must fill out a Professional Development Travel Prospectus form and enter travel information into PeopleSoft. Specific information regarding the reimbursement of travel expenses can be found in **APM 04-1001**.

Tuition Reimbursement

Full-time employees and their eligible dependents shall receive tuition reimbursement or tuition waiver for tuition and fees paid for course(s) taken at FSCJ. Reimbursement for non-FSCJ courses shall be limited to up to $3,000 per fiscal year for undergraduate courses and up to $4,000 per fiscal year for graduate courses. The application must be submitted at least two weeks prior to the start of the course. Some part-time employees may also be eligible for these benefits.

For more information, please reference the following policies and forms:

- Board Rule 6Hx7-3.48 - Employee and Dependent Tuition and Fees
- FSCJ Courses - Payroll Deduction Authorization form
- Graduate and Undergraduate Course Application

Resource Development

Grant Applications

Members of the faculty interested in seeking external funding through grants are encouraged to discuss the concept for the grant with their immediate supervisors. Once the concept has been approved, faculty should contact the Resource Development Department to discuss ideas or goals. Team members in the Grant Resource Development (Grants) Department assist in searching for potential funding sources, facilitating proposal development, and submitting the proposal to the potential funding source. Further information can be located on the Resource Development **webpage**.

Publishing Professional Articles

Although the Grants department does not publish books or articles, the department can assist faculty with information on how to publish, publishing protocols and how to begin. Publishing is important to our profession because it advances education and celebrates good work at the College.

Institutional Review Board

An Institutional Review Board (IRB) is defined as an "*administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated*" (U.S. Department of Health and Human Services Office of Human Research Protection). The College's IRB is tasked with reviewing and approving any research to be conducted on the College campuses; this includes master's studies, doctoral dissertations or projects. Visit the Institutional Review Board **website** for more information.

Student Workers

Requests for student workers may be made at the beginning of the school year. A request for student help should be made to the instructor's immediate supervisor. The approval of the request will be evaluated based on: student eligibility, availability of funding, and the departmental need for student workers.

There are two classifications of student workers: Federal Work Study students (paid from federal funds) and student assistants (paid from College funds).

Students currently enrolled at least half time at FSCJ and not otherwise employed by the College may also be hired as student workers through Student Support Services program as note takers, readers, tutors, scribes, learning disabilities tutors or interpreters for the hearing impaired. Further information about work-study is available on the College **website**.

Student Services

Architecture for Student Success

The number one focus of the Student Services department is care – about our students, each other, and our community. We believe that our students want to succeed. We believe they have great potential, that they exhibit resiliency and grit, and that they are willing to accept help when they need it. They come to us with complicated lives from varied backgrounds, representing a full range of diversity that extends beyond stereotypes or legal definitions. Each student needs us differently.

The Student Services staff members work closely with faculty to help students grow in their academic efficacy to take charge of their success. To that end, the department operates under a philosophical framework known as the "Architecture for Student Success." This framework aligns eighteen defined student learning outcomes with each of the six stages of the student lifecycle: Connecting, Getting Started, Ramping Up, Moving Forward, Graduating, and Transitioning. Using a developmental advising model, the assigned advisors guide students through each step of the lifecycle, assuring at every stage that the student acquires the competencies necessary to be successful. As students demonstrate mastery of each of these learning objectives, their reliance on the Advisor gradually decreases over time until they transition from FSCJ to the next phase of their journey. The Architecture for Student Success is strengths-based, personalized, adaptive, data-informed, and assessed by evidence.

Academic Advising

Academic advisement is an essential key to the success of each student and supports the important things they learn in your classes. Professors stimulate their critical thinking; Advisors provide students with the holistic support and guidance outside the classroom when students make academic- and career-related decisions. Advisors are available on each campus to discuss students' educational goals and the programs and courses available to help them meet those goals; help students understand the College's rules, regulations and policies; and help students find information on transfer programs and how to best prepare to meet transfer requirements. Advisors are available to help students make the best choices and are available on walk-in or appointment basis. Students are encouraged to visit **fscj.edu/advising** to make an appointment or join the line remotely.

Videos to share with students about Advising, especially new students:

- **What to Expect from Advising Session**
- **How to Pick Your Major video**
- **Welcome to FSCJ video**

For answers to Academic Advising Frequently Asked Questions, visit **Academic Advising FAQs**.

To stay on track for graduation and a successful relationship with their advisor, students should:

- Meet with their advisor regularly, at least once per term.
- Regularly check their Academic Advisement Report within the myFSCJ Student Center.
- Seek the assistance of an advisor if they are experiencing academic difficulties.
- Routinely check their student email account for important messages from the College and their advisor.

Advising Center Locations

- South Campus, Bldg. U, Ste. 101
- Downtown Campus, Bldg. A, Ste. 1100
- Kent Campus, Bldg. B, Ste. 102
- North Campus, Bldg. E, Ste. 124
- Deerwood Center, Bldg. D, Ste. 2400

Financial Aid

FSCJ offers many types of financial assistance to students who would otherwise be unable to further their education without such support. Depending on the type of aid, eligibility is based on one or more of the following criteria: the financial need of the student, educational costs, academic achievement and availability of funds. Inquiries regarding financial aid should be directed to the Financial Aid Office on the student's home campus. A student's home campus is his/her point of contact for both academic and financial aid advising. In addition, information on financial aid requirements, forms and awards are available through the student portal.

Student Services

It is the student's responsibility to...

- Complete a FAFSA (Free Application for Federal Student Aid) each year.
- Apply early for financial aid assistance.
- Check the student portal for financial aid status and if additional information is required.
- Submit all required forms and documentation.
- Use financial aid for educationally-related expenses only.
- Ensure that you (the student) are enrolled in courses needed to fulfill requirements for your primary program of study.

Failure to complete the financial aid process will require you to pay your tuition and fees, books and other charges from your own resources.

Academic Degree Plans: myGradPlan

FSCJ is focused on helping students plan the courses they need to complete their degree. This focus aligns with the Guided Pathways' Third Pillar-Keeping Students on their Path and is supported by the college's recent acquisition of EAB Navigate or myGradPlan.

FSCJ's myGradPlan is a student success management system specifically designed to help our students along their path to graduation. Students will access myGradPlan by downloading the App or the desktop version via a link in myFSCJ.

Key features include:

- **Academic Planner:** Students can access a clear and customized sequence of courses to graduation, and connect to an academic advisor who will help the get there. The customized course pathway offers a personal guide to major exploration, co-created degree plans, customized class searches and graduation.
- **Smart Guidance:** Will help students easily find their path to success by managing to-do items, viewing important dates and deadlines, easily connecting with advisors, faculty and other support staff, and being able to view services around campus that will provide extra assistance at every step toward degree completion.
- **Strategic Care:** Will provide a single-screen summary of relevant student information so that faculty and staff can serve students more efficiently and holistically. Additional faculty and staff feature include a 360-degree view of student risks and progress, targeted student outreach through emails/text, coordinated student support and multi-modal student communications

Potential Benefits of myGradPlan include:

- Enhance the student experience through barrier identification and reduction
- Improvements and enhancements in communications with students and faculty/staff
- Targeted student outreach via direct emails and texting
- Increase in matriculation to enrollment yield
- Increase retention and graduation rates
- Reduction of degree completion time
- Seamless integration with myFSCJ

Research shows that students who have a personalized degree plan are significantly more likely to complete their degrees on time, please encourage your students to download the myGradPlan app and to meet with an academic advisor to co-create their degree plan. You can view additional information on myGradPlan at **fscj.edu/mygradplan**.

Student Emergency Assistance Fund (SEA-Fund)

The Student Emergency Assistance Fund (SEA-Fund) assists Florida State College at Jacksonville students by providing financial support when assistance is needed with unexpected, unforeseen, and unavoidable emergency expenses surrounding situations such as (but not limited to):

- Accidents
- Flat tire or dead car battery
- Illness or medication
- Diapers or children's formula
- Fire or natural disaster damage
- Victim of crime

The SEA Fund empowers front-line staff with the ability to make critical financial decisions to assist our most at-risk students. If you come across a student with an immediate, unforeseen emergency situation, students are encouraged to visit **fscj.edu/advising** to sign in for an advising appointment.

Student Services

Student Counseling

FSCJ offers the Student Assistance Program to provide students with the resources they need to cope with College-related, personal, legal or financial issues that may be affecting their studies and their ability to be their best. Students who are currently enrolled can be referred to the services of an independent, licensed counselor for a maximum of three sessions per year. Services are free and confidential and are available in person, online or by phone.

- 24-hour helpline
- Confidential crisis consultation and assessment
- In-person counseling with a licensed network provider
- Individualized educational materials and resources
- Risk assessment for substance abuse or behavioral problems
- Information on health and wellness, child care and other concerns
- Help for the challenges in life
- Relationship or family issues
- Burn-out
- Financial difficulties
- Depression
- Anger management
- Alcohol or drug abuse
- Legal concerns

Students can get the help that they need by calling (904) 384-1800, (855) 384-1800 (toll-free) or by visiting **fscj.personaladvantage.com**. The procedures for student counseling by the Student Assistance Program are outlined in **APM 11-0704**.

Career Development Services

Our Career Development staff is experienced and knowledgeable about a variety of majors, career options, interviewing techniques, job search strategies and employment trends. If students have questions about their career path, our career services professionals are dedicated to helping them find the answers. Career development advisors are available to guide students in gaining relevant work experience, prepare them for the workforce and achieve their career goals.

Career advisors are eager to work with students to:

- Discuss student career interests, answer questions and assist in developing a plan to reach their goals.
- Review documents such as resumes, cover letters and employment application materials.
- Administer and interpret career assessments and navigate through the career decision-making process.
- Lead students in the best ways to use our programs and recommend resources including those available in our office and on the FSCJ website.

Career Development staff presents career-related programs throughout the year, including:

- **Career Skills Workshops** including "How-to Sessions" on resume writing, interviewing, job or internship search strategies, as well as networking techniques.
- **Job Search Preparation** including resume critiques, cover letter reviews, interview preparation assistance, mock interview appointments and job search strategy development.
- **Career Fairs** to connect students with employers and learn more about their job opportunities.
- **Transfer Fairs** featuring visits by admissions representatives from a variety of colleges and universities.

Career development advisors are available to assist at different locations across campus. If students would like to schedule an appointment to meet with a Career Advisor, they can visit **fscj.edu/student-services/career-development**.

Students can also access career development services within **Symplicity**.

Student Services

Student Life and Leadership

Student Organizations

Faculty and staff can serve student clubs and organization as advisors. Studies have shown that students who get involved on campus are more likely to interact with their instructors, have higher GPAs, have higher retention rates and demonstrate greater institutional satisfaction. By taking time to advise a student club or organization, an instructor is making a positive impact on the students' experiences at FSCJ.

History & Heritage Celebrations

The purpose of History & Heritage month celebrations is to provide a space to teach and learn about cultural history through Collegewide events. Months include Diversity Awareness and LGBTQ+ (September), Hispanic Heritage (October), Human Rights (January), Black History (February), and Women's History (March). A committee of students and college employees help to plan these events. For more information, please contact hhc@fscj.edu.

Diversity & Inclusion Programs and Trainings

Diversity & Inclusion programs and trainings address culturally inclusive topics that affect our diverse student populations. We engage the College through diversity retreats, workshops, ally training and educational presentations. Students will also have the opportunity to assist with training and programs. For more information, please contact diversityprograms@fscj.edu.

Volunteer Service Programs

Volunteer Services offers opportunities for students to connect with the community by encouraging them to take a few hours out of their week to volunteer. Students learn how to work cohesively with different people to form teams as well as how to be a leader. Students can view volunteer events and RSVP at https://serve.fscj.edu/. If you have additional questions about the areas of Volunteerism, contact us at FSCJVolunteers@fscj.edu.

H.O.P.E. Food Pantry

The FSCJ H.O.P.E. Food Pantry serves students by providing food and educational programs. The pantry provides students anonymous access to free non-perishable food products, made available by generous donations from the community. If you have questions about the FSCJ H.O.P.E. Food Pantry or need assistance, please contact us at **FoodPantry@fscj.edu**. The H.O.P.E. Food Pantry is located at Downtown and South Campus. If a student is facing food scarcity, but attend classes at another campus, students may be referred to the campus Student Life and Leadership area to receive assistance at another campus.

Leadership Training

Student Life & Leadership offers leadership retreats for interested students in the Fall and Spring Terms. In addition, Student Life & Leadership can offer workshops for individuals and student organizations that cover advocacy and social justice, civic engagement, conflict resolution, decision making, diversity, ethics, running a meeting (Robert's Rules of Order) and time management.

Student Ambassadors

Student ambassadors assist the College in recruitment and retention activities. Working through the Student Life & Leadership Offices at each campus and center, they provide both future and current students with the information they need to succeed at FSCJ.

Student Government Association (SGA)

The Student Government Association (SGA) serves and advocates for the FSCJ student body in order to improve the student experience through events and initiatives. SGA is governed by currently enrolled students and consists of representatives from each campus and center. The purpose of SGA is to serve as the official voice of the student body as well as to provide a connection between the student body, faculty and the administration of the College.

Campus Student Programming Boards

The Campus Student Programming Boards consist of student leaders dedicated to increasing student engagement at each respective FSCJ campus and center. The roles of these student leaders include marketing, coordination and logistics planning of campus events such as Fall Fest, Spring Fling, Student Involvement Fairs and more.

For more information contact Student Life and Leadership at **getinvolved@fscj.edu**.

Student Services

Intercollegiate Athletics

BlueWave Athletics offers scholarships and opportunities in seven sports: Men's Basketball, Men's Baseball, Men's Cross Country, Women's Basketball, Women's Softball, Women's Cross Country and Women's Volleyball. These seven sports compete in the Region 8 of the National Junior College Athletic Association (NJCAA). We also offer special events in recreational games and club sports opportunities.

For more information, visit the College Athletics **website**.

Intramural/Recreational Activities

Open Gym: On Tuesday and Thursday, during regular school hours, the FSCJ indoor athletic facilities basketball court is open for use by current students, faculty and staff with proper I.D. from 11:30 a.m.-1 p.m. Students must have non-skid athletic shoes on and sign a waiver prior to participation.

Third Thursday Sports: Every Third Thursday, FSCJ BlueWave Athletics will host a different sport for students, staff and faculty to participate in. Sports include flag football, soccer, wiffleball/ultimate Frisbee, basketball, dodgeball, tennis, and volleyball. All events are held at South Campus from 11 a.m. to 1 p.m.

Events Calendar

To view upcoming academic, recreational and cultural events, visit the College **Event Calendar**.

Safety and Security

Campus and Center Security

FSCJ is dedicated to providing a safe working and learning environment for all employees, students and guests. In order to promptly report criminal actions or other emergencies to the correct authority, a security office is maintained at each of the College's sites. All employees and students are encouraged to immediately report any criminal or suspicious activity to the nearest security office.

The College complies with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act as well as other applicable laws pertaining to College safety and security practices. Campus crime statistics and a daily crime logs listing certain reported crimes are available at each security office. Anyone can view the daily crime log for the most recent 60 days upon request at the Campus Security Office during business hours. The College's Annual Security Report is posted on the College's website.

FSCJ Safe Mobile App

FSCJ students, faculty, staff and visitors now have access to the new FSCJ Safe mobile app, designed to keep them safe throughout the College's campuses and centers.

The free app, available to download on Apple and Android devices, offers real-time safety functions and features in one convenient location to help ensure the safety of those on campus at all times. To help users plan ahead and prepare before incidents occur, the comprehensive app provides important information on how to respond to emergencies such as active shooter situations, evacuations, severe weather and more.

Through the FSCJ Safe app, users can report information and receive emergency notices. In addition, the app offers campus maps, helpful resources and options to call 911 or report a tip to Campus Security if a user witnesses suspicious activity.

FSCJ Safe's features include the Mobile BlueLight function, which allows on-campus users to send their location to and chat with Campus Security dispatch. The feature works similarly to the fixed positioned BlueLight boxes located throughout FSCJ's campuses.

Using the Friend Walk tool, users can send their location to a friend or Campus Security, who can then watch the user walk to their destination via GPS. FSCJ Safe also provides a list of Campus Security

Biohazardous Waste

The College follows established procedures to adequately ensure that all biohazardous waste is segregated, handled, stored and disposed of in a safe manner.

The director of risk management, through the College's Safety Department, conducts inspections of facilities to determine compliance with the standards as set forth in the State of Florida Department of Health and Rehabilitative Services' Administrative Code.

Emergencies and First Aid

The campus security office should be contacted in situations requiring the rendering of first aid.

Emergency information and emergency hotline numbers are fully detailed on the website under **Public Safety and Security**.

If campus security cannot be reached immediately, or in the event of a serious or life-threatening emergency, dial 911. In an off-campus center, the center administrator should be contacted in an emergency. In cases of illnesses and minor accidents, security will render first aid, or they will call the city emergency rescue unit in cases of more serious illnesses and accidents.

Evacuation plans are posted at each campus in case of fire, severe weather or other safety hazards. Faculty members should familiarize themselves with evacuation plans for the campus on which they are located. Specific information can be found on the College **website**.

Safety and Security

Emergency Information

Emergency information can be found at fscj.edu, sign into PeopleSoft Employee tab > Emergency Notification

Please familiarize yourself with an action plan prior to the emergency.

Sign up for emergency notifications

It is recommended that students, faculty and staff sign up for the Emergency Notification System to receive text and/or email alerts. Please note, if you would like to receive alerts or notifications for different locations, you will need to sign up for each one individually. All you have to do is enter your cell phone number in to each of the boxes below to begin receiving alerts for that location.

While the service is entirely optional, the College encourages everyone to enroll. The sign up for the Emergency Notification System is located under the Employee tab in the employee portal.

Attend Active Shooter Training

All faculty are encouraged to attend ALICE training at the College. Check myFSCJ for course availability.

Helpful Disaster Preparedness Links and Numbers

- **511 Traffic Information**
- **National Weather Service**
- **Florida Disasters and Emergency Information**
- **Florida Division of Emergency Management**
- **American Red Cross**
- **The Weather Channel**
- Students and members of the public may call the College Emergency Hotline at **(904) 633-5908**, or consult local media, monitor college email and website or resources below for information related to College operations

FSCJ student hotline: **(904) 633-5908**

FSCJ employee hotline: **(904) 642-7726**

Incident Reports

All incidents at a campus involving College students, faculty, employees or property that involves a real or potential danger to public health, safety, welfare or property must be documented in an incident report. The responsibility for the preparation of an initial incident report rests with College security personnel.

Parking and Traffic Regulations

The College maintains a speed limit of 15 miles per hour for all motorized vehicles on all campuses. All city and state regulations and all directive signs governing the use of motor vehicles should be observed at all times. Motorists must give right-of-way to pedestrians crossing the street at designated crosswalks. Appropriate authorities will prosecute moving violations that endanger life and safety.

Controlled Substances

The College maintains a smoke-free environment. The use, distribution or sale of all tobacco products, electronic devices and nicotine products not approved by the FDA for tobacco cessation therapy in all indoor and exterior college-owned property, at all institution- sponsored off-campus events, and in all campus-owned vehicles is prohibited. Specific details can be found in **Board Rule 2-19**.

The College strictly prohibits the consumption of alcohol on campus or at College functions unless specifically approved by the College President. The use, manufacture or possession of illegal drugs or narcotics on campus or at College functions is also prohibited.

SACSCOC Guidelines Concerning Faculty Credentialing

Commission on Colleges Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097

Faculty Credentials Guidelines

Comprehensive Standard 3.7.1 of the Principles of Accreditation reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)

- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)

- Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline or associate degree with demonstrated competencies in the teaching discipline

- Faculty who teach baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)

- Faculty teaching graduate and post baccalaureate course work: doctorate/terminal degree in the teaching discipline or a related discipline

- Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training and planned and periodic evaluations

FSCJ
Florida State College
at Jacksonville

Professional Expectations

Section III of the Collective Bargaining Agreement (CBA) - Other Professional Activities for Teaching Faculty

During contract days when a teaching faculty member has no scheduled classes as part of base load, the following activities may be scheduled: program development, course development, committee and task force service, student advising and recruiting, participation in College- sponsored professional development, approved internships and professional residencies, certification training, professional meetings, tutoring, working in the learning lab, development of work-based learning agreements, in field research, and approved special projects.

Dean Expectations

Working as full-time faculty at FSCJ provides lots of opportunity and flexibility, in part due to the Collective Bargaining Agreement. The expectations of faculty during non-class times are described below:

- According to your 180 calendars, **ALL faculty should be on campus during common weeks regardless of which term they work.** Common weeks are defined as those weeks when there are no classes. This provides much needed time for faculty to meet to evaluate courses, analyze program outcomes, update ACEN Systematic Plan Evaluation, create clinical guidelines, orient new faculty and participate in professional development. All faculty members should be on campus during the day or attending College functions for at least 30 hours on those common weeks.

- The CBA states faculty work 40 hours per week, 10 of which are office hours (five office hours may be online) and 10 of which are professional development. Reminder: your "professional development time" is not a "day off". If a mandatory professional development or College event is scheduled, the expectation is that all faculty should attend.

Academic Responsibility of All Faculty

1. Maintain attendance and grades for each student.

2. Refer students to syllabus for their assignments

3. Complete non-attendance in PeopleSoft

4. Grade assignments, maintain grades and provide feedback to students in a timely manner

5. Post grades for all required assignments in a timely manner.

6. Enter grades into People Soft in the required time period.
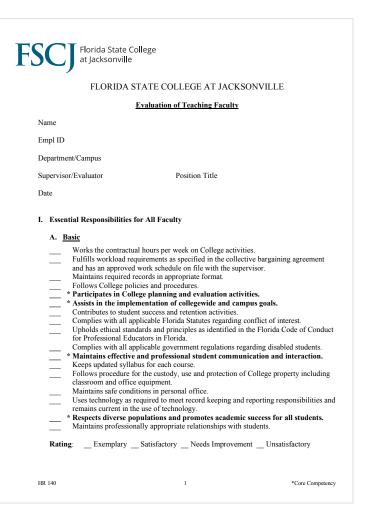
Evaluation Guidelines

The evaluation of faculty shall conform to the laws, rules and regulations of the State of Florida related to full-time faculty duties and responsibilities. Faculty evaluation shall be conducted in a fair, constructive, objective manner and shall serve to maintain and improve the quality of instruction and support services in furtherance of the College's primary mission. The goal of the evaluation is to encourage and recognize excellence in faculty performance and to provide the opportunity for faculty members and their supervisors to discuss performance regularly and in a consistent manner throughout the College.

Performance Criteria: Essential Specific Responsibilities

All faculty will be evaluated using the essential responsibilities regardless of the faculty member's assignment: teaching, librarian or counselor. In addition, responsibilities specific to the type of faculty assignment will be used as additional criteria that will provide more discrete information in the performance evaluation and feedback cycle. The essential and specific responsibilities are found in Appendix B, Faculty Evaluation Forms of the Collective Bargaining Agreement.

Procedures

Faculty on annual contract will be evaluated once a year. First year faculty will be evaluated during their second term of employment.

FSCJ Florida State College at Jacksonville

FLORIDA STATE COLLEGE AT JACKSONVILLE

Evaluation of Teaching Faculty

Name

Empl ID

Department/Campus

Supervisor/Evaluator   Position Title

Date

I.   Essential Responsibilities for All Faculty

   A.   Basic

___   Works the contractual hours per week on College activities.
___   Fulfills workload requirements as specified in the collective bargaining agreement and has an approved work schedule on file with the supervisor.
___   Maintains required records in appropriate format.
___   Follows College policies and procedures.
___   *** Participates in College planning and evaluation activities.**
___   *** Assists in the implementation of collegewide and campus goals.**
___   Contributes to student success and retention activities.
___   Complies with all applicable Florida Statutes regarding conflict of interest.
___   Upholds ethical standards and principles as identified in the Florida Code of Conduct for Professional Educators in Florida.
___   Complies with all applicable government regulations regarding disabled students.
___   *** Maintains effective and professional student communication and interaction.**
___   Keeps updated syllabus for each course.
___   Follows procedure for the custody, use and protection of College property including classroom and office equipment.
___   Maintains safe conditions in personal office.
___   Uses technology as required to meet record keeping and reporting responsibilities and remains current in the use of technology.
___   *** Respects diverse populations and promotes academic success for all students.**
___   Maintains professionally appropriate relationships with students.

Rating: __ Exemplary __ Satisfactory __ Needs Improvement __ Unsatisfactory

HR 140   1   *Core Competency

Appendix III

![FSCJ Florida State College at Jacksonville]

Teaching Faculty Evaluation Form

B.   <u>Service and Professionalism</u>

___   *** Serves the College by providing expertise to College committees and task forces.**
___   Attends campus and collegewide meetings, convocations and commencement ceremonies.
___   *** Collegiality: Exhibits professional behavior in interaction with all College employees.**

Rating: __ Exemplary __ Satisfactory __ Needs Improvement __ Unsatisfactory

C.   <u>Professional Development</u>

___   *** Establishes and maintains participation in appropriate professional networks.**
___   *** Assists in mentoring of adjunct faculty.**
___   *** Stays current in discipline or program.**
___   *** Stays current in reference to teaching methodology.**
___   Maintains professional certifications in field as required by accrediting agencies.

Rating: __ Exemplary __ Satisfactory __ Needs Improvement __ Unsatisfactory

II. Specific Responsibilities for Teaching Faculty

___   Prepares and distributes a comprehensive course syllabus during the first week of class that conforms to official course outlines.
___   Provides appropriate measure of instruction for each class section and holds classes in accordance with the approved schedule.
___   Posts and maintains assigned office hours.
___   Prepares substitution assignments for faculty colleagues when absent and fills in for colleagues when they are absent as appropriate.
___   *** Reflects upon student feedback.**
___   *** Promotes an effective learning environment.**
___   Participates in departmental selection of instructional materials.
___   Administers a final exam or other instructional activity during exam time in accordance with College procedures.
___   Ensures that any course, or portion thereof, meets all specific criteria when governed by a commission or regulatory agency.
___   *** Engages in ongoing curriculum development in specific courses and programs.**

Rating: __ Exemplary __ Satisfactory __ Needs Improvement __ Unsatisfactory

HR 140   2   *Core Competency

Overall Rating:

__ Exemplary __ Satisfactory __ Needs Improvement __ Unsatisfactory

Summary Comments: _____

_____

_____

_____

_____

_____

_____

Signatures:

Faculty Member: _____ Date: _____
(***The signature of the faculty member does not necessarily imply agreement with the evaluation.***)

Supervisor: _____ Date: _____

Associate Provost: _____ Date: _____

HR 140   3   *Core Competency

Adjunct Faculty Evaluation Form

Should be completed annually

FSCJ Florida State College at Jacksonville

FLORIDA STATE COLLEGE AT JACKSONVILLE

Adjunct Instructor Evaluation

Name

Empl ID

Department/Campus

Supervisor/Evaluator   Position Title

Date

I.   Essential College Responsibilities for Adjunct Faculty

Select one	Upholds ethical standards and principles as identified in the Florida Code of Conduct for Professional Educators in Florida
Select one	Complies with all applicable Florida Statutes regarding conflict of interest.
Select one	Accommodates students with special needs as identified by Disabled Student Services.
Select one	Follows procedures for the custody, use and protection of student records
Select one	Follows procedures for the custody, use and protection of office equipment and college property
Select one	Respects diverse populations

Rating: ☐Meets Standards ☐Needs Improvement ☐Unsatisfactory ☐N/A

II.   Basic Instructional Responsibilities for Adjunct Faculty

Select one	Meets administrative deadlines and utilizes the necessary technology for submitting NA grades, syllabus submissions, grade changes, exit tests, final exam grades, final grades and other deadlines as appropriate
Select one	Responds promptly to communication (phone, email) from supervisor
Select one	Maintains office hours (when applicable) relative to the number of courses taught
Select one	Arranges for, prepares assignments for, and notifies supervisor in case of absence
Select one	Meets class at times and duration in accordance with the approved class schedule
Select one	Is available/responds to students via appropriately scheduled office hours, email and/or telephone
Select one	Administers a final examination or other instructional schedules in accordance with College procedures

Select one	Clearly specifies in syllabus and classroom discussion how class grades (points, percentages, averages, etc.) are determined and how final grade is assessed

Rating   ☐Meets Standards ☐Needs Improvement ☐Unsatisfactory ☐N/A

III.   Criteria for excellence in teaching

Select One	Sets an appropriate level of difficulty in relation to course objectives and student preparedness
Select One	Uses questioning skills for maximum effectiveness in learning
Select One	Interacts well with and supports peers, supports department goals and activities
Select One	Maintains effective and professional student communication and interaction
Select One	Promotes an effective learning environment that engages students in the learning process
Select One	Demonstrates diverse and effective teaching strategies
Select One	Shows an enthusiasm and mastery of the subject matter
Select One	Keeps current in both the discipline taught and pedagogy
Select One	Maintains professional development and/or professional certifications as required
Select One	Prepares and distributes a comprehensive syllabus
Select One	Provides a significant measure of instruction for each class
Select One	Promotes academic success for all students

Rating: ☐Exceeds Standards ☐Meets Standards ☐Needs Improvement ☐Unsatisfactory ☐N/A

IV.   Specific Criteria as established in Departments and/or professional areas:

a.

b.

Rating (as applicable):

☐Exceeds Standards ☐Meets Standards ☐Needs Improvement ☐Unsatisfactory

Overall Rating:

☐**Exceeds Standards** ☐**Meets Standards** ☐**Needs Improvement** ☐**Unsatisfactory**

Summary Comments:

Criteria for an Exceeds Standards overall rating:

To receive an overall Exceeds rating, the person being evaluated may not receive any Unsatisfactory or Needs Improvement ratings in any section of this evaluation. Also a majority (7 or more) of the Exceeds ratings must be attained in Section III. The weighting of criteria in Section IV is at the discretion of the individual department.

Faculty Members Signature: _____ Date: _____

(signing this document by the faculty member does not necessarily indicate agreement with its content)

Faculty Comments: _____
_____
_____

Supervisor: _____   Date:_____
            (Signature)

Supervisor: _____
            (Printed Name)

Dean:_____   Date:_____

Dean:_____
            (Printed Name)

FSCJ
Florida State College
at Jacksonville

Sample Faculty Calendar of Workdays

Name _____

Campus

☐ Faculty   ☐ Counselor   ☐ Librarian

Circle the days the faculty member will be working

Florida State College at Jacksonville
FACULTY CALENDAR OF WORK DAYS
2022-2023 Faculty Contract Year
TRADITIONAL

EMPLID: _____

(COWD is for C&L & New Hires)

2022 AUGUST 2022

S	M	T	W	T	F	S
				25	26	27
28	29	30	31			

Number of work days   0   0

2022 SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	✕	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Number of work days   0   0

2022 OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Number of work days   0   0

2022 NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	✕	12
13	14	15	16	17	18	19
20	21	22	✕	✕	25	26
27	28	29	30			

Number of work days   0   0

2022 DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	✕	27	28	29	30	31

Number of work days   0   0

2023 JANUARY 2023

S	M	T	W	T	F	S
1	✕	3	4	5	6	7
8	9	10	11	12	13	14
15	✕	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Number of work days   0   0

2023 FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	✕	21	22	23	24	25
26	27	28				

Number of work days   0   0

2023 MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Number of work days   0   0

2023 APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Number of work days   0

2023 MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	✕	30	31			

Number of work days   0

2023 JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Number of work days   0

2023 JULY 2023

S	M	T	W	T	F	S
						1
2	3	✕	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Number of work days   0

2023 AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24		

Number of work days   0

Employee Signature: _____

Supervising Administrator: _____

Date Completed: _____

☐ = Work Days
✕ = Official College Holiday
☐ = Days of College Closure
☐ = Convocation/Commencement

AO/HR 117A (3/22)

Faculty Workload Instructions

These directions are intended to help provide clarification and consistency in the completion of the FSCJ Faculty Workload Document. As questions arise, please reach out to your dean to discuss and clarify before submitting your workload document.

The FSCJ Faculty Workload Document Checklist:

✓ **Submit one workload document per term for all sessions.**

✓ Open up the fillable form provided by your dean and save it with a unique name using your last name.

✓ For "Phone", list your full phone number

✓ For the "Term / Session" section,

◊ List the Term as XXXX and list all sessions for the term that you will be teaching in (i.e. XXXX, A, B, C sessions).

◊ Submit a new workload document if your schedule changes (i.e. adding or canceling a course).

✓ For "Class Schedule" section,

✓ For "Reference Number" list the 4-digit "class number"

✓ For "Course Title / Number"

◊ List the class prefix and number (i.e. SPC2017)

◊ Indicate the modality of the course (i.e. Face-to-Face, Hybrid, Online) here.

◊ Please add all re-assign time and the nature of the work.

✓ For "Time"

◊ List the physical start time and end time of your class

◊ List the session for each class (i.e. A, B, C or D)

✓ For "Day"

◊ List the Days the class meets (i.e. M, M/W, T, T/R, etc.)

✓ For "Location"

◊ List your home campus classroom number and denote the physical location for any class not on your home campus (i.e. Cecil – A209)

▪ Denote here if the class is an "independent study"

✓ For "No. of Hours"

◊ List the number of "contact hours per week" for the course.

◊ The official "contact hours per week" are listed in the course outlines available here.

◊ The contact hours are usually the same as the credit hours but not always (i.e. SPC2594).

◊ Do not calculate hours based on session length.

◊ For example, ENC1101 should be listed as 3 contact hours regardless of session length.

◊ List Independent Studies as the number of contact hours and re-assign time as zero contact hours.

✓ All classes (load or overload) are used to calculate office hours and total hours per week.

✓ For the "Office Hours" section:

◊ To calculate office hours, add up the total number of contact hours (both load and overload) in "No. of Hours" and subtract from 30.

▪ If you are teaching 20 contact hours or less, you will document 10 office hours (maximum)

▪ If you are teaching 21 contact hours or more, you'll subtract the hours from 30 to determine the number of office hours you're required to document. (i.e. You're teaching 22 contact hours. 30 minus 22 equals 8. You'll need to document 8 office hours for the term.)

▪ Office hours do not need to change based on session. Even though you may have varying contact hours by session, you do not need to alter your office hours.

◊ Half of your total office hours must be in your home campus office.

◊ Half of your total office hours can be in any student-oriented location you chose, including online or off-campus locations.

◊ Document your exact locations off-campus (i.e. physical address / non-home campus location, etc.).

✓ The total number of weekly hours must be 30. If the total of your class schedule and office hours are less than 30, add "Instructional Support Time" to bring the number up to 30.

◊ Instructional Support Time may be listed as "to be determined" for location, days and times.

✓ Submit a signed copy of the workload document (keeping an electronic copy for yourself) to your Dean's office for review, signature and forwarding as necessary.

FSCJ Florida State College at Jacksonville

Faculty Workload Document

FSCJ Florida State College at Jacksonville

FACULTY WORKLOAD DOCUMENT

Faculty Member_____ Phone_____ Term/Session _____

EMPLID_____ School/Dept_____ E-mail _____

Class Schedule

Reference Number	Course Title/ Number	Time	Day	Location	No. of Hours
		Total Number of Scheduled Class Hours			

Office Hours

Day	Time	Location/Type	No. of Hours
Refer to the Faculty Collective Bargaining Agreement (CBA) for office hour requirements.		Total Number of Scheduled Office Hours	

Instructional Support Time

Day	Time	Location	No. of Hours
		Total Number of Instructional Support Time Hours	

Note: 1. The total number of hours should equal at least 30 hours
2. It is the faculty member's responsibility to post notices if not at the assigned location at the assigned time.

Enter the Total Number of Hours

_____
Faculty Member Signature   **Title**   **Date**

_____
Department Chair/Program Coordinator/Program Manager   **Date**

_____
Dean   **Date**

Original – Human Resources

HR 014 (1/19)

PeopleSoft Orientation

This checklist should be submitted to the Dean within six weeks of orientee hire by the mentor

Topic	Date	Mentor		Topic	Date	Mentor
Faculty Tab				Distressed Student Guide		
Canvas (Learning Management System)				Distressed Student Contact Information		
Library and Learning Commons				Parking Decal/Registration		
Online Syllabus Builder				Student Tab		
Instructor Schedules				Announcements		
Class Roster				Useful Links		
Grade Roster				Registration Help		
Assessment Center Testing Request				Resources Tab		
Textbook Adoption				Announcements		
Faculty Resource Center				Student Life		
Faculty Exchange				Student Services		
Technology Assistance				Student Resources		
Academic Technology Blog				About Us		
Curriculum Services				Tutoring Services		
Outcomes Assessment				Mission Statement		
Faculty Handbook				Human Resources		
Employee Tab/Quick links				Financial Forms		
Emergency Notifications				Campuses		
Company Directory				Help Center		
Manage HR Delegations						
HR Public Website						
Financial Services Form						
Risk Management and Safety						
Purchasing						