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**2020 – 2021**

**Faculty Handbook**

***In Dedication To Our Students…***

**Indian River State College**

**3209 Virginia Avenue**

**Fort Pierce, FL 34981-5596**

**772-462-4772 (IRSC)**





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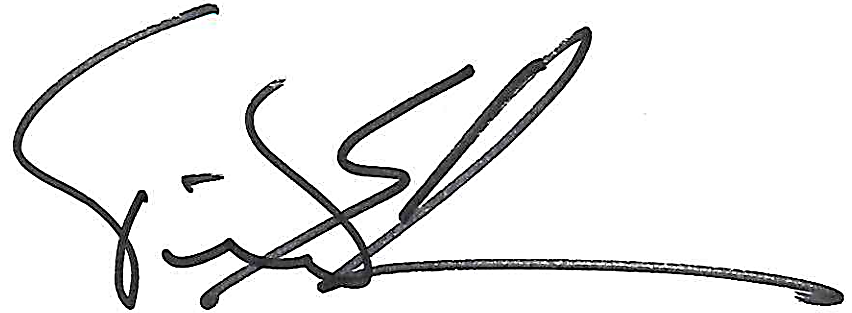
It is with great enthusiasm that I welcome you to Indian River State College for the 2020-2021 Academic year.

As the new President of IRSC, I have already witnessed the innovative collaboration among our faculty, staff and administration, all purposefully working towards the success of this institution and the students we serve.

Our college community thrives on your engagement with students, commitment to our mission, and desire to achieve new professional heights. I look forward to doing what I can to assist in this endeavor. Additionally, I hope you will take advantage of the many educational and professional development opportunities to help you grow personally and professionally as individuals. While we currently enjoy the title of ‘Top College in the Nation,’ I look forward to the challenge of finding new ways improve and expand our commitment to student success.

Once again, my warmest welcome to all of you, and thank you for serving as a member of the Indian River State College team.

Sincerely,



Timothy E. Moore, Ph.D.

President

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Fort Pierce ▪ Okeechobee ▪ Port St. Lucie ▪ Stuart ▪ Vero Beach



**History Of IRSC**

Indian River State College was authorized by the Florida Legislature in 1959 and has grown from a one-building structure to the dominant educational and cultural center in the community. The College moved to its present campus on Virginia Avenue in 1963 after the City of Fort Pierce donated 87 acres of land to IRSC.

In 1965, with the advent of integration, Indian River Junior College and Lincoln Junior College merged, creating one college to serve students in Indian River, Martin, Okeechobee and St. Lucie counties. As the College continued to grow in scope and role, the Board of Trustees felt a name representative of the College’s comprehensive service was appropriate and, in 1970, changed its name to Indian River Community College.

In 2007, IRSC was accredited by the Southern Association of Colleges and Schools to offer Bachelor's Degree programs in areas of regional need. In July 2008, Governor Crist signed into law a legislative bill that included Indian River in the State College Pilot Project, providing the newly named Indian River State College the opportunity to expand its Baccalaureate programs to meet both regional and statewide employment needs.

In 2013, IRSC created the Virtual Campus to provide students with affordable, flexible and quality online learning opportunities that would fit into their lives. Since its inception, the Virtual Campus has grown to support 15 web-based degrees and hundreds of individual web-based courses.

The past decades have been ones of notable growth at IRSC. IRSC has a reputation for quality that inspires nearly 30,000 students to enroll in classes each year. IRSC stands out as an institution of higher learning dedicated to serving the educational, career training and cultural needs of its surrounding area. Although students from nearly every state and many foreign countries attend the College, it maintains its primary commitment to providing academic, occupational, technical, cultural and service programs that meet the needs of its four-county community. At IRSC, our priority is educational excellence.

In April 2019, the Aspen Institute, an educational and policy studies organization based in Washington, D.C., awarded its highest honor, the Aspen Prize for Community College Excellence, to Indian River State College. The award is the nation’s signature recognition of high achievement and performance among America’s community colleges. IRSC was selected from more than 1,000 state and community colleges following a rigorous review of data, strategies and outcomes related to student learning, degree and certificate completion, high rates of graduate employment, earnings for graduates, and exceptional access and success for minority and low-income students.

Governed by a District Board of Trustees representative of the four-county area, IRSC maintains an open, innovative administration; a dedicated staff; and concerned, well-qualified faculty. College faculty and staff members contribute to their community through involvement in many local organizations.

**Governance**

Indian River State College, like Florida’s 27 other colleges, is governed by an independent, locally autonomous Board of Trustees. The Indian River State College Board of Trustees is composed of nine members appointed by the Governor. Three members are from St. Lucie County and two members each are from Indian River, Martin and Okeechobee counties. It is the responsibility of the Board of Trustees to establish the policies, in accordance with Florida statutes and State Board of Education rules, by which the mission of the College is accomplished. It is the President’s responsibility to implement these policies through the College administration, faculty and staff. The College website provides electronic access to all Board policies in the District Board of Trustee Policy Manual. Copies of College policies are also located in the Human Resources Department.

The Board of Trustees conducts open meetings in accordance with Florida’s “Government in the Sunshine Law” on the fourth Tuesday of each month (except in July and December), at 3:30 p.m.

Purpose Of The faculty Handbook

The Indian River State College Faculty Handbook has been prepared to inform the faculty. This important document contains a general overview of Indian River State College policies and procedures and should answer questions regarding your responsibilities in the fulfillment of your job duties. It is expected that the information and instructions contained herein will serve as a helpful reference and orientation to College policies and regulations.

As with all College policies and procedures, you are expected to abide by them. Failure to do so may lead to disciplinary action up to and including termination of your employment.

Additionally, it is expected that each faculty member will be familiar with the information contained in the Faculty Handbook, the College Catalog College and the [Student Handbook/Planner](https://www.irsc.edu/uploadedFiles/Admissions/DatesandDeadlines/Student-Handbook.pdf). These three sources of information can be found on the College website and therefore, are readily available to reference as needed. In addition, important information is contained in the current contract between the Board of Trustees and the AAUP, as well as in the College Procedures Manual. Each of these items is available in the AAUP Office.

The College reserves the right to modify, delete, or add any policies or provisions in the Employee Handbook without notice. Copies of College policies are located on the College Intranet. For Full-time Faculty members, the Faculty Handbook along with the AAUP agreement control where a direct conflict exists. The current Employee Handbook supersedes all previous handbooks or policies and procedures for employees, while the Adjunct Faculty Handbook supersedes all previous handbooks for Adjunct Instructors.

This Handbook serves as a guide and may not contain every College policy in effect. Its contents do not give rise to any enforceable contractual rights relating to continuing employment or receipt of benefits between the College and its employees. No one other than the President has the authority to enter into any agreement, oral or written, with an individual, for employment for any specified period of time.

Please read the entire Faculty Handbook. If you have any questions or need further information, speak to your supervisor or to the Assistant Dean of Human Resources or a representative from Human Resources.

Copies of the Administrative Policies Handbook, Florida Statutes, DOE regulations, SBE rules and Board Policies are available in the College Library and in the Human Resources Office.

II. PURPOSE, ORGANIZATION & FUNCTION

Philosophy of the College

Education beyond the high school level has assumed an increasingly important role in modern society. Numerous sociological and technological changes have created a complexity of forces, which affect the life of every individual. This increasing awareness of the value of higher education creates a need for additional and different types of higher education, both geographically and financially accessible to each individual. These considerations are the basis for the philosophy of Indian River State College, a public institution.

Indian River State College provides post-secondary programs and other courses that will meet the needs of the individuals in our four-county area. Because the College seeks to provide offerings that will insure the student maximum personal growth and development, the strongest effort will be made to assist the student to fulfill his/her greatest potential through quality programs of instruction.

Each student, by attending Indian River State College, shall be assisted in acquiring learning as a lifelong pattern. Learning shall be considered a continuous process and not an isolated incident occurring in a given time or place.

Indian River State College supports affirmative action and does not discriminate on the basis of race, color, ethnicity, national origin, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated affirmative action coordinator for compliance with all such rules and regulations is the Assistant Dean of Human Resources.

Evaluation of the College

The current statement of philosophy and purpose represents Faculty, Administration, and Board of Trustees’ approval. These are under constant review by all parties concerned and revised when necessary.

Campuses and Maps

(Accessible via [www.irsc.edu](http://www.irsc.edu) , [College Catalog](http://irsc.smartcatalogiq.com/current/catalog/), and [Student Handbook/Planner](https://www.irsc.edu/uploadedFiles/Admissions/DatesandDeadlines/Student-Handbook.pdf))

**III. ADMINISTRATIVE ORGANIZATION OF INDIAN RIVER STATE COLLEGE**

### Philosophy of Administration

The primary purpose of the administrative organization is to help create the best possible learning environment for the students of Indian River State College.

The operation of Indian River State College is based on the principle that all members of the College staff contribute toward the governing of the College. The collective wisdom of the entire faculty is needed and desired when matters of general policy and programs of the College are being considered. All members of the College community are encouraged to express differences of opinion and sincere beliefs, which may lead to cooperative improvement of the total College program. Members of the teaching or administrative faculty are recognized as professional persons with professional rights and privileges awarded them and corresponding responsibilities expected from them. The effectiveness of the institution depends upon the extent to which, and the manner in which, members accept their responsibilities, perform their duties, and exercise their authority.

**Principles of Indian River STATE COLLEGE**

**Administration (Statements)**

1. Organizational structure is absolutely necessary in human society where any number of people work together.
2. A line organization, with responsibility and authority definitely delegated to individuals, is necessary for efficient administration of programs and policies.
3. Everyone needs to know to whom and for what she or he is responsible.
4. Whenever possible, each person should be administratively responsible to only one person.
5. The decision-making power on a particular matter should be at that point where the decision can be most efficiently and accurately made.
6. People understand better and are more loyal to policies and programs they helped develop.
7. The committee method is the best method for developing programs and policies, but it is the worst method for administering them.
8. Student participation in decision-making with respect to student activity policies and programs is important.

## **Employee Standards of Conduct**

Any person who accepts the privilege of employment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Employees of the College shall perform their work and conduct themselves in a manner that fosters the achievement of the College mission and purpose.

College employees shall perform their duties in conformity with the highest professional standards of conduct endorsed by the College, including, but not limited to the following:

* To uphold and abide by all College policies and procedures;
* To treat all co-workers, students, and the public with respect and dignity befitting all individuals, free of harassment, threat, harm, or discrimination;
* To adhere to the highest standards of honesty, accuracy, and truth, and to communicate fairly and objectively;
* To embrace the College mission and goals and to contribute toward their fulfillment;
* To maintain an appropriate level of competence through ongoing development of knowledge and skills;
* To manage work time for maximum effectiveness and efficiency;
* To perform duties in accordance with exemplary professional principles and standards;
* To prudently safeguard confidential information;
* To refrain from engaging in activities or conduct that might discredit or disrupt the College, students, or co-workers;
* To maintain the highest standards of integrity and professionalism;
* To maintain a safe working environment and to report conditions and circumstances that may prevent the safe and effective performance of any job;
* To make responsible and frugal use of all funds, buildings, equipment, and supplies.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

# **ADMINISTRATIVE IRSC faculty, SuPPORT EMPLOYEES and All personnel employed at the clark advanced learning centeR**

Indian River State College employs the following categories.

### executive management administrative personnel

The chief executive management administrative officer of the College is the President. Other executive management personnel are: Vice Presidents of Academic Affairs, Student Affairs, Financial Services, Applied Science and Technology, Enrollment and Student Services, Institutional Technology, and Institutional Effectiveness.

**INSTITUTIONAL MANAGEMENT ADMINISTRATIVE PERSONNEL**

Members of the institutional management administrative personnel include Provosts, Deans, Associate Deans, Assistant Deans, Executive Assistant to the President, Executive Directors, Administrative Directors, Athletic Director and WQCS Station Manager.

**Instructional Personnel**

Members include full-time faculty and adjuncts (part-time instructors). Faculty includes all full-time classroom and non-classroom faculty, including librarians and counselors/advisors. For full-time faculty (except those employed through grant, special and/or charter school contracts), working conditions, salary schedules, responsibilities and rights are covered in the current collective bargaining agreement between the District Board of Trustees and the local Chapter of the American Association of University Professors (AAUP) and the Faculty Handbook. For more information contact, Human Resources.

**Support Employees**

Members include but are not limited to: directors, technicians, specialists, coordinators, accountants, managers, supervisors, administrative assistants, advisors, coaches, clerks, grounds personnel, custodians, maintenance, system analysts and programmers.

**CLARK ADVANCED LEARNING CENTER PERSONNEL**

Administrators, instructors and support staff employed at the Clark Advanced Learning Center, a public charter high school located at the IRSC Chastain Campus in Stuart, are employed by Indian River State College in accordance with the Charter Agreement between the IRSC District Board of Trustees and Martin County School Board. As employees of IRSC, Clark administrators, instructors, and staff are subject to the human resources policies and procedures of Indian River State College as outlined in the IRSC Employee Handbook. Due to the unique nature of Clark as a public charter high school, Clark administrators and instructors are employed on an annual contract basis and are exempt from inclusion in any continuing and/or other employment contract provisions.

**Definitions of IRSC Employees**

**Full-time Support and Administrative Employees:**

An employee who occupies a budgeted and authorized position requiring a normal work schedule of 40 hours per week, paid semi-monthly, and who receives all available fringe benefits. Such employees may be “exempt” or “nonexempt” as defined by applicable wage and hour laws.

**Part-Time Support Employees:**

An employee who occupies a budgeted and authorized regularly established position is paid on an hourly rate position and is covered by Social Security, Medicare and Florida Retirement System (FRS). This employee is appointed to a position that will exist beyond six months and works a maximum of 20 hours per week and is not guaranteed specific hours. Such employees may be “exempt” or “non-exempt” as defined by applicable wage and hour laws.

**Full-Time Temporary Employees:**

An employee who is appointed to a full-time temporary position is assigned to work 40 hours a week for up to a six-month period, is covered by Social Security and Medicare and receives fringe benefits as assigned and approved by the Board. Employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the College.

**Part-Time Temporary Support Employees:**

An employee appointed to a part-time temporary position that will exist for up to six months, paid on an hourly basis, is covered by Social Security and Medicare and receives no fringe benefits other than approved by the Board. Twenty hours per work week, is the maximum number of work hours allowed. Employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the College.

**Full-Time Instructional Employees - faculty:**

This group of full-time employees includes instructional faculty, librarians and counselors/advisors. Most working conditions, salary schedules, responsibilities and rights are covered in the current collective bargaining agreement between the District Board of Trustees and the local chapter of the American Association of University Professors (AAUP) and the Faculty Handbook. However, full-time faculty employed through grant, special and/or charter school contracts are excluded from the provisions of the AAUP Agreement. Faculty are exempt employees as defined by applicable wage and hour laws. Please refer to the AAUP agreement and the Faculty Handbook or feel free to call Human Resources for more information.

**Part-Time Instructional Employees – Adjunct faculty:**

Includes part-time instructional personnel hired on a temporary basis for a specific assignment, with no expectancy of employment beyond the term(s) of the assignment. This employee works a maximum of 20 hours per week, inclusive of any part-time assignments and is not guaranteed specific hours or assignments. Adjunct faculty are not provided tenure or continuing contract status. Please refer to the Adjunct Faculty Handbook or contact the Human Resources Department for more information.

**duties and responsibilities for the faculty**

**Department Chair**

Department Chairs are appointed for a term of two (2) years and are expected to serve in that capacity for the assigned period unless he or she resignes or is removed by the appropriate Vice President. No later than March 1 of the academic year prior to the end of the second year of the Department Chair’s term, Human Resources will post/recruit for the Department Chair appointments. Interested full-time faculty members, with continuing contract status (unless there are no continuing contract status faculty in the department), will have the opportunity to apply. Department Chairs are recommended for appointment from the applicant/candidate pool of full-time faculty members who have applied. The Instructional Dean, with consultation from the full-time faculty members of the department, will recommend the selected candidate to the instructional Vice President for approval.

While Chairs continue to function primarily as instructors, they assume additional duties and responsibilities. The Department Chair is responsible for implementing College policies and procedures within the department and promoting the best interests of the College within the department. Department Chairs are to ensure the faithful and conscientious discharge of duties and the maintenance of high standards of professional conduct, so that student success maintains the highest possible priority in the department's work. Although the duties of a Department Chair may vary depending on the characteristics of the academic program and/or department, there are some common responsibilities including, but not restricted to the following:

Specific Duties and Responsibilities:

1. Responsible to the appropriate Dean and, thus, to the appropriate Vice President. Functions as instructional department leader.
2. When needed, recommends new courses and programs of instruction through the appropriate Dean and Vice President and, to the Curriculum Committee.
3. Regularly schedules and presides over departmental meetings and participates in the Department Chair Leadership Academy. Is responsible for dissemination of information to members of the department in a timely fashion, and submits agendas and summaries of meetings to the appropriate Dean. If other duties do not allow for participation at the time of the Department Chair Leadership Academy meetings, the Department Chair will ensure a representative from the department will attend.
4. Communicates effectively with Faculty, Dean, and other College personnel.
5. Assists the Dean in the development of a departmental budget, proposed on an annual basis, for submission to the appropriate Vice President for incorporation into the College budget process.
6. Responsible for submission of textbook selection information to the bookstore by established deadlines.
7. In a timely fashion, initiates equipment and teaching supply requisitions for the department and ensures that these requests are within the allocated budget amount.
8. Seeks to maintain high morale among members of the department and to ensure a healthy attitude of all members towards the College community.
9. Takes a leadership role in departmental measures to improve student access and success evidenced by student enrollment, retention, program completion/graduation, placement and accomplishments after graduation in employment or higher education.
10. Takes a leadership role in departmental efforts related to recruitment and placement of students in cooperation with Enrollment and Student Services and Career and Transfer Services.
11. Takes a leadership role in the development and implementation of an effective program of student retention within the department.
12. Responsible to ensure that the grading system in the department is consistent with the standards established by Indian River State College.
13. Assists the Dean with the development of the course schedules and recommends assignment of full and part-time faculty.
14. Responsible to submit complete course learning outcomes, revisions and terminations, along with other documentation, to the Curriculum Committee for review, as needed. These documents are in accordance with the College policies/procedures and standards of the corresponding accrediting bodies
15. Completes other duties and assumes other responsibilities as the Dean may direct.

Department Chairs may teach overload class sections. Alternatively, Department Chairs may apply for release time (in addition to the Department Chair special payment) for a specific academic year based on departmental full-time faculty numbers. If a Department Chair receives release time, then the maximum allowable credits earned during fall and spring is 17 credit hours each, six (6) credit hours for summer, and a total of 38 credit hours for the entire academic year.

In order to apply for release time, the Department Chair completes the Application for Department Chair Release Time Form and submits the completed application to their Instructional Dean for review and processing to the appropriate Instructional Vice President for review and approval.

The Academic Year Release Time Chart is as follows:

Academic Year Release Time Chart/Compensation

|  |  |
| --- | --- |
| Number of F/T Faculty in Department | Academic Year Release Time |
| 0 - 7 | 3 credit hours |
| 8 - 12 | 6 credit hours |
| 13 + | 9 credit hours |

**faculty Member**

Specific Duties and Responsibilities for instructional faculty:

1. Responsible to perform instructional duties as assigned by the Vice President of the area, Deans and Department Chair, and to pursue the improvement of the instructional program.
2. Responsible to his/her Dean for effective classroom performance, including accurate completion and timely submission of grades.
3. Reinforces writing skills throughout the curriculum by assigning written work (i.e. papers, essays, examinations, etc.) whenever possible and appropriate.
4. Responsible to Dean for the continued development of his/her own scholarship. Responsible to maintain a comprehensive plan for his/her own self-evaluation and improvement of instruction.
5. Responsible for service to the College and to the community.
6. Performs duties as assigned on College-wide or statewide educational committees.
7. Responsible to meet classes on time and to be properly prepared, and to notify the Dean when ill or unable to meet such classes. Responsible to submit required documents to cover the absence.
8. During the contract period, he/she is responsible to the College for 40 hours per week, except during the summer semester 10-month faculty will work 32 hours per week, to include office hours, committee work and classroom teaching activities, etc.
9. As needed, responsible to assume night courses, teaching online and off-campus site teaching as a regular part of his/her teaching load.
10. Responsible to submit course syllabi to the Dean for each semester.
11. Responsible to submit complete course learning outcomes, revisions and terminations, along with other documentation, to the Curriculum Committee for review, as needed. These documents are in accordance with the College policies/procedures and standards of the corresponding accrediting bodies
12. Responsible for continuing work toward effective increased student retention as well as student recruitment when requested.
13. Responsible for providing additional assistance to students as needed.
14. Follows through with agreed upon directed independent study (DIS) assignments.
15. Is a responsible member of the Indian River State College faculty and demonstrates a professional attitude, at all times, always maintaining high ethical and moral behavior.
16. Responsible for proper student conduct and behavior in the classroom and, at all times, when he/she is professionally involved with students.
17. Is expected to display an appropriate and sound attitude toward students, colleagues, supervisors, and the College community at large.
18. Responsible for such other tasks as may be assigned by his/her supervisors.

Specific Duties and Responsibilities for instructional faculty:

1. Responsible to perform duties as assigned by the Vice President of the area, Deans and Department Chair, and to pursue the improvement of the instructional program.

2. Responsible to Dean for the continued development of his/her own scholarship. Responsible to maintain a comprehensive plan for his/her own self-evaluation and improvement of instruction.

3. Responsible for service to the College and to the community.

4. Performs duties as assigned on College-wide or statewide educational committees.

5. During the contract period, non-instructional faculty will be given flexibility within their work schedule to allow for participation in College related professional development, committee assignments, and institutional activities.

6. Responsible for continuing work toward effective increased student retention as well as student recruitment when requested.

7. Responsible for providing additional assistance to students as needed.

8. Is a responsible member of the Indian River State College faculty and demonstrates a professional attitude, at all times, always maintaining high ethical and moral behavior.

9. Is expected to display an appropriate and sound attitude toward students, colleagues, supervisors, and the College community at large.

10. Responsible for such other tasks as may be assigned by his/her supervisors.

**Line Of Responsibility**

In the event of the absence of the supervisor, faculty members needing assistance should contact the Administrator next in line on the administration chart. As an example, in the absence of the Dean, the next individual available for consultation would be the Vice President; and President.

# **ORGANIZATION CHARTS**

(Accessible on IRSC Employee Intranet)

IV. FACULTY-RELATED

### faculty Organization

The faculty of Indian River State College is organized into teaching departments with a Chair. Departments are grouped by related discipline and are administered by a Dean. Deans, Chairs, Departments, and faculty are under the general supervision of the Vice President of that area.

There are regular faculty meetings during the Fall and Spring semesters. These meetings are open to all certified personnel including adjunct instructors. The agenda for each meeting is set by the Vice President of Academic Affairs who serves as Chair for the meetings.

Faculty meetings provide the opportunity for presentation of topics of interest to the faculty, for discussions of College initiatives such as student success, safety, and accreditation as well as for emerging Federal and State issues and current regulations that affect teaching and learning. In addition, there may be brief announcements of general interest and faculty discussion.

Copies of the agenda are distributed to each faculty member. Minutes are kept in the Office of the Vice President of Academic Affairs.

### CODE OF ETHICS OF THE EDUCATION

### PROFESSION IN FLORIDA

* + 1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
    2. The educator’s primary professional concern will always be for the student and for the development of the student’s potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
    3. Aware of the importance of maintaining the respect and confidence of one’s colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) F.S. Law Implemented 231.546(2)(b) F.S. History – New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

### Academic Freedom And Responsibility

The College supports the following statement regarding academic freedom:

Academic freedom is the freedom to discuss all relevant matters in the classroom; to explore all avenues of scholarship, research, and creative expression; and to speak or write as a public citizen without College discipline or restraint. Academic responsibility implies faithful performance of academic duties and obligations, recognition of the demands of scholarly enterprise, respect for the rights of others, and self-restraint imposed by good judgment.

The faculty member must fulfill his or her responsibility to society and to his or her profession by demonstrating academic competence, scholarly discretion, and good citizenship. He or she is a public citizen, a member of a learned profession, and an employee of an educational institution. As such, he or she should be constantly aware that these roles may be inseparable in the public view.

The Board recognizes that the faculty member is entitled to full freedom in academic research and in the publication of results, but the primary responsibility of the faculty member is the delivery of the highest quality instruction possible to the students at the College.

The Board recognizes that in the classroom the faculty member is entitled to freedom to discuss subject matter objectively and skillfully, with the understanding that the introduction of controversial material must be carefully and judiciously considered to allow for diversity of opinion at all times.

The Board recognizes that the College faculty member is entitled to freedom as a public citizen in the community. When speaking or writing as a public citizen, he or she is free from institutional censorship or discipline. As a responsible member of the academic profession, he or she should strive to exhibit accuracy, appropriate restraint, and respect for others in all manner of public expression. The faculty member should make every effort to indicate that he or she is not a College spokesperson when speaking as a public citizen.

# **FERPA FACTS for FACULTY**

**FERPA** is the Family Educational Rights and Privacy Act enacted in 1974 (a/k/a the Buckley Amendment) that protects the privacy of students’ education records and provides guidelines for the appropriate maintenance and release of those records. Under FERPA, students have the right:

* to inspect and review their education records,
* to request an amendment to an inaccurate education record,
* to provide written consent before disclosure of personally identifiable information, and
* to file a complaint with the U.S. DOE concerning potential compliance issues.

**FERPA rights are assigned to all students when they reach 18 years of age or when they enroll in postsecondary education. All students admitted to IRSC are protected by FERPA.**

**Education Records** regulatedby FERPA are divided into two types of student information:

**Directory Information and Personally Identifiable Information.**

**Directory Information** is defined by the institution and is not considered to be an invasion of a student’s privacy if disclosed. In general, requests for student Directory Information should be referred to the Office of Student Records. IRSC Directory Information that may be released in accordance with IRSC procedures includes**Personally Identifiable Information** is any part of a student’s education record that is not Directory Information and is defined by FERPA as protected and confidential. IRSC Personally Identifiable Information includes student education records such as:

* **Student Name**
* **Student Address**
* **Dates of Attendance**
* **Program of Study**
* **Degrees/Awards/Scholarships**
* **Athletic Participation**
* **Athletic Team Weight/Height**
* **Athletic to/from Transfer Institutions**
* A**cademic standing**
* **Email address**
* **Gender**
* **GPA**
* **Grades**
* **Race**
* **Social Security Number**
* **Student ID Number**
* **Student Schedule**
* **Test Score**

Personally Identifiable Information may not be released to any third party without the student’s written permission, except by provisions outlined in FERPA regulations.

**Non-Disclosure Requests**

Students who wish to prevent the release of Directory Information can complete an Authorization for Non-Disclosure available in the Office of Student Records.

**Release of Education Records**

Students who wish to release Personally Identifiable Information to a parent or third party can complete an Authorization for Release of Educational Records available in the office of Student Records.

**Exceptions to Student Written Consent Requirements**

FERPA allows disclosure of student education records without consent by exception, to the following parties or under the following conditions (34 CFR § 99.31):

School officials within the college community who have a legitimate educational interest;

* Other educational institutions in which a student seeks or intends to enroll;
* The parent or legal guardian of a dependent student (Parental Access defined below);
* Specified federal or state officials for audit or evaluation purposes;
* Organizations in connection with financial aid that a student has applied for or received;
* Accrediting organizations carrying out their function;
* To comply with a judicial order or lawfully issued subpoena;
* The parent or legal guardian of a student under 21 who is in violation of local, state, or federal laws governing the use of alcohol or controlled substances;
* Appropriate parties, including parents, where a significant threat to the health or safety of a student or other individuals exists.

**Guidelines for Release of Student Education Records**

**Parental Access**–A parent can obtain access to a student’s Personally Identifiable Information when:

* The student is accompanied by their parent to a meeting with a college official(s);
* The student has submitted an Authorization for Release of Educational Records on file in the Office of Student Records (Call 772-462-7460 for verification or a copy of the release);
* The student provides expressed written consent for third party release of education records;
* The parent provides proof that the student is a dependent by submission of documentation such as a tax return or court order;
* A health or emergency situation exists that threatens the safety of the student or others;
* A student under the age of 21 is in violation of any laws governing the use of alcohol;
* The student is deceased, upon which FERPA rights cease.

**Dual Enrolled Students**–The IRSC Application for Admissions for Dual Enrollment includes an acknowledgment that the student signs which authorizes the release of education records to the high school counselor or parent listed on the form. Upon confirmation of a Dual Enrollment application on file in Student Records, instructors may discuss the student’s education record with the parent or school.

**Email Transmissions**–FERPA prohibits the use of a student’s SSN or Student ID in an email subject line. FERPA does permit the use of the student’s SSN, Student ID and/or date of birth as an identifier when used in the body of an email within the college community.

**Grades**–Notification of a student’s grades via their institutional or personal email address is not a secure method for release of student grades. Because there is no guarantee of confidentiality on the Internet, emailing grades is not recommended, and IRSC would be held responsible if an unauthorized third party gained access to a student’s education record. It is equally inappropriate to discuss a student’s grade over the phone. Students should be referred to Student Success Services for instructions on accessing their grades online.

**Performance Evaluations**–Students requesting a performance evaluation must submit to the instructor a request in writing that includes the reason for the request and the student’s signature. The request and response should be retained for three years.

**Phone Inquiries from a Student**–Discussing student information over the phone is not recommended. Whether or not a release is on file, it is difficult to authenticate a telephone inquirer and obtain an accurate record of what information was exchanged. The student should be asked to submit their request in writing and include their signature, Student ID, the reason for the request and distribution instructions. The request and response should be retained for three years.

**Phone Inquiries from a Third Party**–A third party interested in attendance records or other student data that is in the possession of the instructor should submit a written request via fax or mail and include a copy of a signed release from the student. The instructor should respond in writing via mail or fax and retain a copy of the request, release, and response, for three years. Requests for student education records that do not include a student release should be referred to Student Records, 772-462-7460.

**Recommendations Letters**–Some universities or employers require students to submit Letters of Recommendation to complete the application process. An instructor is permitted to compose a letter of recommendation from personal observations or knowledge of the student and with the student’s expressed written consent, include personally identifiable information such as grades or GPA. All requests for Letters of Recommendation from students should be submitted in writing. The request and the recommendation letter should be retained for three years.

**Students with Disabilities**–Students with disabilities may complete an authorization for release of records through the Office of Student Records, which would allow a third party (i.e., parents, spouse, significant other, or family member) to communicate with various college personnel.  A release of information form may also be completed through Student Accessibility Services, which would grant permission for a third party (i.e., doctor, psychologist or agency) to communicate with SAS staff or college administrators.  For verification of either release on file call SAS at 772-462-7782.

**Distance Learning Best Practices**

The same precautions used in a conventional course should be taken in a distance learning course. Communications and posting of written work for electronic submission or discussion in a class does not require the signed and dated specific written consent of the students, provided

(a) each student is notified prior to or at the time of enrollment that posting of their work is a course requirement, and

(b) each student performs their posting via a secured login, and

(c) electronic postings of student work do not contain grades or personally identifiable information,

(d) the posted work is available only to members of the class.

Since FERPA does not allow disclosure of student enrollment in a given course, an instructor may not allow anyone without a legitimate educational interest, to have access to any online component of a course containing personally identifiable information. Our FERPA requirements are largely fulfilled within Blackboard because all areas in which students' work, where names or IDs might be visible, are restricted to prevent guest access.

**Social Networking Tools**

There are FERPA risks inherent in some of the social networking tools that reside outside of the IRSC Learning Management System such as blogs, chat rooms and social networking services.Course requirements that include an external posting may or may not be subject to FERPA law.

Sending a letter to the editor, or post to a non-college blog, or social networking site does not fall under FERPA unless it was also submitted and became a part of the educational record of the college.

If a course contains an external component that also becomes a part of a student’s educational record, this type of submission should be assigned only if it can be done without the student being

identified as an IRSC student, and without indicating that the submission is part of an academic endeavor.

Otherwise, a FERPA privacy concern exists and additional safeguards must be observed, such as obtaining student permission or pre-notification within the course syllabus.

**FERPA and the Florida Sunshine Law**

Section 1002.225 F.S. requires that all public postsecondary institutions comply with FERPA.

Section 1006.52 F.S. exempts public postsecondary institution student application and education records from the state’s public records law s.119.07(1), F.S.

**FERPA FAQ’s**

**Do FERPA rights cease?**

Student’s rights do not cease after enrollment ends or the student graduates. “Former” students have the same rights as currently attending students, except for the option for non-disclosure of directory information.  Former students can request non-disclosure, but the institution has the option whether or not to honor that request.  IRSC honors all requests for non-disclosure.

**Does the parent of a student who is a minor have the right to see their child’s educational records?**

Although the rights under FERPA transfer to the student once they enter postsecondary education, FERPA regulations allow for disclosure of information from the student's educational records to the parents of the student, without the student's consent, if the parent can demonstrate proof that the student is a dependent for tax purposes. Parents who wish to access their child’s records under this provision must provide the relevant portion of their most recent tax return. Release of records based on proof of dependency should be coordinated by the Student Records Office.

**Can an instructor provide a parole officer or other law enforcement agent with the class schedule of a student?** As a general rule, a student’s specific class enrollment information may not be released unless a significant threat to the health or safety of the student or other individuals exist. All third parties, including law enforcement officials, should be referred to the Student Affairs Office.

**Can an instructor publicly post grades in class or via a class accessible website or message board for students taking distance learning classes?** No. This would be a violation of student privacy rights. Students should be referred to Student Success Services for help with accessing their grades online.

**What if I have additional questions?**

For any scenarios not covered here, call the Office of Student Records at 772-462-7460.

Additional FERPA information available online at <http://www.ed.gov/policy/gen/guid/fpco/index.html>

## **COMMITTEES and workgroups Of The faculty**

Every faculty member has the opportunity to serve on either a Committee (has a clearly defined task), Workgroup (open-ended mission serving an area, service, or activity), or has the option of being advisor to a club or other student organization. Members of the administration and staff may also serve. With our large faculty, no one faculty member should expect to be asked to serve on more than one group. Faculty are given the opportunity to request assignment and where possible, that request is granted. Department Chairs, AAUP Officers, Promotions Committee members, and student organization/club sponsors are not expected to serve, but may do so if they wish. If a Workgroup or Committee is formed to meet a special need or interest, a faculty member who is asked to serve may decline or request to be relieved from a previous assignment.

Each Committee or Workgroup has a Chair who is responsible for calling meetings, presiding, and submitting a copy of the minutes to the office of the designated Vice President. At the end of each term, a copy of the Chair’s report must be filed with that Vice President and a final report must be filed at the end of the academic year along with a list of future goals and objectives.

Committee Descriptions

**Brain Bowl Committee**

This Committee supports programs and interests, which enhance high academic achievement at IRSC by coordinating and promoting the activities of the Brain Bowl and Faculty Forum. Representation on the Committee will be inter-disciplinary and cross-divisional. The procedures and actions of the committee are established by the Committee. All actions must be regularly reported to the Vice President of Academic Affairs. Committee membership may include faculty members from various program areas and disciplines, one or more student representatives and representatives from the IRSC Institutional Advancement Office, Student Affairs, and Financial Aid Office.

**College Awards Ceremony Committee**

The Administration, Faculty and Staff nominate students for 5 Special Awards and for the IRSC Distinguished Scholars.  The Committee selects the winners of the 5 Special Awards, the winners of the IRSC Distinguished Scholars Awards, and selects the top student for each of the Meta Majors among the IRSC Distinguished Scholars nominations.

**Commencement Committee**

This Committee plans and coordinates the annual Commencement ceremonies in conjunction with the Vice President of Enrollment and Student Services. The various subcommittees and their duties are:

1. **Speaker/Grand & Faculty Marshal Subcommittee:** The Vice President of Enrollment and Student Services selects a guest speaker to deliver the Commencement address. The Vice President’s office is responsible for arranging all details of the speaker’s stay in Fort Pierce, including lodging, meals and transportation, and for obtaining the speaker's biographical information for publicity purposes. This activity occurs in consultation with the President. The Vice President of Enrollment and Student Services also nominates faculty members or administrators to deliver the Invocation and Benediction and is responsible for the selection of Faculty Marshals and the Grand Marshal.
2. **Programs/Signage Subcommittee :** This subcommittee is responsible for determining the layout and number of programs needed, arranging for the correct information to be included, having the programs printed, and on Commencement, assuring that the programs are distributed to those attending the Ceremony. Reserved seating cards will be printed and set out on the stage as appropriate for the District Board of Trustee members and other special guests. This subcommittee is also responsible (in conjunction with the IRSC Physical Plant Department) for any/all signage needed for the Commencement venue.
3. **Faculty/Administrators Subcommittee:** This subcommittee communicates with faculty and administrators via email regarding Commencement procedures, and reminds faculty that this is a duty day and that all are expected to attend unless request for leave has been approved in writing in advance with their Vice President. The subcommittee also ensures that the caps/gowns/hoods for the Board of Trustees and Foundation Board representative are available.
4. **Graduates Subcommittee:** This subcommittee works with the Advising Department to determine the exact list of graduates. It is responsible for ensuring that all graduates are sent a checklist prior to Commencement. During the Commencement exercises, subcommittee members ensure that graduates are seated in the proper order.
5. **Stage/Facilities Subcommittee :** This subcommittee arranges the seating configuration with regards to the correct number of seats for all participants, spectators and guests. It coordinates with the Physical Plant Department to ensure that the site for the Commencement exercises is in suitable condition both pre and post event. In addition, this subcommittee ensures that the public address system is properly set up and that the furnishings and decorations are appropriate for the stage.
6. **Pre-Ceremony Prep Subcommittee:** This subcommittee works with the Web Page/Publicity Sub-committees to ensure that graduates are informed of the Ceremony.
7. **Rehearsal Subcommittee:** This subcommittee invites all readers to perform a sound check on the day of the event and works with the Grand Marshal to review his/her responsibilities regarding the procession and recession.
8. **Faculty/Student Recessional Subcommittee:** This subcommittee is responsible for the stage guests, facultyand student recessionals. Prior to the end of the ceremony, it is necessary that the recessional routes be cleared of any obstacles to ensure an unimpeded recession. The committee assigns members to facilitate stage and faculty egress out the southwest doors and then down the hallway to the VIP room. Another group of committee members facilitates student recessional out the northeast exit.
9. **Seating Subcommittee:** This subcommittee is responsible for the proper seating of graduates. It works with the Pre-Ceremony Prep Subcommittee and Master of Ceremonies to coordinate how the graduates will move at Commencement. The subcommittee makes plans and procedures for returning graduates to their seats and procedures for dismissal. It also obtains the number of graduates attending the ceremony from Research & Reports to make sure enough seats are reserved. It prepares special seating arrangements for faculty and distinguished guests attending the ceremony.
10. **Information Table Subcommittee:** This subcommittee directs graduates, faculty, administration and special guests to the appropriate check-in areas. A master list of all graduates is used to direct students and answer questions as needed. The Information Table has two (2) faculty members assigned and stationed there throughout the entire ceremony.
11. **Music Subcommittee:** This subcommittee provides music/composer/titles for the program to the Program Subcommittee and secures vehicle/truck to transport equipment to the Commencement venue. The subcommittee also ensures that the IRSC student musicians are properly attired. It works with the Physical Plant Department regarding set up.
12. **Security/Special Needs Subcommittee:** This subcommittee arranges with IRSC Campus Safety and Security, Vice President of Enrollment and Student Services and Vice President of Student Affairs to have security and traffic officers available for the Commencement Ceremony. Traffic arrangements are clarified with Campus Safety and Security and the designated law enforcement agencies. subcommittee also arranges for accessible parking and accessible drop off, working with the Physical Plant Department and Fenn Center staff to designate appropriate areas.
13. **Ticket Subcommittee:** This subcommittee anticipates the number of graduates and determines the number of tickets allocated to each graduate (confirm with Vice President of Enrollment and Student Services). It communicates this information to Enrollment and Student Services by mid-June so that it may be included in the information distributed to registered graduates. The subcommittee confirms that the ticket design is approved three months in advance so it may be forwarded to the Print Shop for production. At Commencement, subcommittee members collect tickets at the entrance to the venue.
14. **Usher Subcommittee:** This subcommittee requests that all guests maximize the seating at the venue by not leaving any seats vacant between families. It assists guests in finding seats by inquiring if vacant seats are available. If seats are available, subcommittee members convey that information to fellow ushers to direct the guest(s) as appropriate.

**Webpage/Publicity Subcommittee:** This subcommittee is responsible for ensuring that all the pertinent information regarding Commencement is posted and/or linked to the IRSC Commencement webpage, including but not limited to: ordering of regalia, professional photography, maps, venue location, rain date notice, local hotels and restaurants, and other updates as deemed appropriate. Institutional Advancement is the liaison with all outside media regarding publicity of the event.

**Cultural Affairs Committee**

The Cultural Affairs Committee shall be an institutional standing committee composed of IRSC faculty, staff and other members as appointed by the Vice President of Enrollment and Student Services. The Cultural Affairs Committee and/or the President’s Cabinet reserves the right to review, accept or reject any proposed exhibit, display, or presentation in accordance with the College Mission Statement; Board Policy on Public Exhibits, Displays and Presentations; related Administrative Procedures; and based on considerations such as aesthetic quality, space limitations, budgetary restrictions, mechanical requirements, and appropriateness to the College environment and educational mission. Further, the Committee is responsible for the implementation of the College's Public Exhibits, Displays and Presentations policy.

**Curriculum Committee**

The Curriculum Committee considers any recommended changes in the College curriculum and/or College programs. When appropriate, the Committee also ensures that all General Education requirements are addressed to recommended changes. Because this is a faculty-driven committee, membership must include at least one faculty representative from each major program area of the College including: General Education, Public Service, Business, Advanced Technology, Industrial Education, and Health Science. The committee is co-chaired by a faculty member and the Vice President of Academic Affairs and is supported by the Vice President of Applied Science and Technology, the Director of Curriculum Support, a staff member who serves in the capacity of secretary, and the Director of Advising Services.

## *Policies of the Curriculum Committee:*

1. All changes/additions/terminations to the curriculum shall be placed on the

N:ODrive-Pending drive for review, approval, and signatures.

1. Proposals must be signed by the appropriate Department Chair, Assistant/Associate Dean or Dean.
2. Changes to Programs must be approved and signed by the SACSCOC’s Liaison and appropriate Vice President.
3. All forms are to be filled in completely. Incomplete materials will not be reviewed by the Curriculum Committee.
4. Items must be submitted two weeks prior to the next committee meeting in order to be considered. Forms submitted after the two week window may not be considered until the next scheduled meeting.
5. Continuing Workforce Education courses do not require approval of this Committee but are discussed as a matter of information.
6. The Curriculum Support Office will assemble the agenda for review by the committee members.
7. A representative is asked to present at the Committee meeting.
8. Minutes of the Curriculum Committee constitute an official communication of the Committee. The Vice President of Academic Affairs will carry out any recommendations of the Curriculum Committee.
9. Students may be used as consultants whenever it is deemed necessary by the Committee.

**Institutional Review Board**

The Institutional Review Board serves as an advisory panel for the purpose of consent for proposed research that ***involves students or the review of student data.***  This committee will meet quarterly or as necessary and will be coordinated through the Grants Office, chaired by the Grants Development Coordinator.

The Institutional Review Board reviews the research protocol and consent forms to ensure: that risks to human subjects are minimized, the risks are reasonable in relation to anticipated benefits; selection of subjects is equitable; informed consent is sought from each prospective subject and informed consent is appropriately documented; the research plan makes adequate provision for monitoring the data collected to ensure the safety of the subjects and adequate provision to protect the privacy of subjects and to maintain the confidentiality of data.

**Review Committees for Student Grievances**

1. **Academic Review Committee / Admissions Committee**

This Committee handles investigations into instructional matters including, but not limited to, consideration of the waiver of academic rules. It is a Committee which is established to hear cases and requests involving, among other things, petitions referred to the Committee by any member of the College community and/or student body and also acts on all cases in which students do not meet stated requirements in matters concerning admissions or readmissions. The Committee's primary function is investigative; the Committee makes no decision in the case of student petitions but serves the sole purpose of recommending to the President various actions and conclusions including a candidate’s appeal for readmission.

The procedures and actions of this Committee are established at the pleasure of the Committee membership and generally follow the principles of Robert's Rules of Order. The Committee may entertain information from any resource it deems appropriate. This Committee comprises one element in an established procedure for the purpose of due process at IRSC. In the course of its investigations, the Committee may bring to light other individuals or issues which it may decide are relevant and should be brought to bear on the case at hand.

A student, faculty member, or other member of the College community initiates an investigation by this Committee by presenting a petition to the Vice President of Enrollment and Student Services for Academic Review, Admissions or Appeals, for permission to present his/her case to the Committee. The petition must state clearly in writing the petitioner's reasons for requesting an investigation. The Chair of the Academic Review Committee is the Vice President of Student Affairs and the Chair of the Admissions Committee is the Vice President of Enrollment and Student Services who serves in that capacity without a vote.

A quorum shall be three-quarters of the membership. The Committee's recommendation is sent to the President or his/her designated representative. The individual who initiated the investigation may appeal the Committee's recommendation by petitioning the Appeals Committee through the Vice President of Enrollment and Student Services. (See following Appeals Committee description for conditions under which an appeal may be instituted).

2) **Appeals Committee**

This Committee considers appeals from individuals who have been subject to actions that are a result of recommendations from the Student Affairs Committee, the Academic Review Committee, and other committees. This Committee will hear appeals on only two conditions:

1. If the subsidiary Committee has violated its own due process procedures,
2. If there is substantive new evidence to be presented which was not available to the subsidiary Committee.

An individual seeking a hearing before this Committee must state clearly in writing, to the Vice President of Enrollment and Student Services, his/her reasons for appeal. If the Committee members decide that the appeal is sufficiently based on one of the two aforementioned conditions, they may decide to hear the appeal. This Committee's function is investigative, and it makes no decision in the case of petitions, but serves the sole purpose of recommending to the President one of two available options. If an appeal is heard, the Committee may recommend:

1. That the action of the subsidiary Committee be upheld, or
2. That the case be returned to the subsidiary Committee for additional consideration for the new evidence.

This Committee’s procedures and actions are established at the pleasure of the membership and generally follow the principles of Roberts Rules of Order. Material witnesses, resource persons, and the individuals making appeals may be present during the hearing, up to the point of Committee deliberations. The Chair of the Appeals Committee is the Vice President of Applied Science and Technology. Attorneys may attend the committee hearing but only as silent observers. If attorneys are to be present, the Committee will meet only in the presence of the Board of Trustee’s legal counsel. Recommendations of the Committee will be sent in private directly to the President of the College, and all activities and information within the Committee hearing are completely confidential. This Committee's activities are not subject to the Florida Sunshine Law, as determined by a ruling of the Attorney General of the State of Florida.

The memberships of these committees are appointed by the President or his designated representative. The membership is anonymous and remains anonymous.

3) **Scholarship/Financial Aid Committee**

This Committee meets to review appeals from students who have been suspended from receipt of one or more of the many types of financial aid or scholarships students receive for attendance at Indian River State College. These suspensions are invoked when students fail to make satisfactory academic progress as mandated by the policies established by the College in accordance with federal, state and institutional regulations. This committee is also responsible for reviewing appeals of institutional scholarship recipients that have been suspended due to grades and/or credits.

Membership on the committee may include the Dean of Enrollment and Student Services (ex-officio), Financial Aid Officer (ex-officio), financial aid advisor, staff and members of the faculty.

4) **Student Affairs Committee**

This is an administrative hearing committee which investigates student affairs, including, but not limited to, disciplinary issues. Issues may be referred to this committee by any member of the College community. Three faculty members and three student members and their alternates are chosen by the Vice President of Student Affairs. The Chair is the Vice President of Enrollment and Student Services, who serves in that capacity without vote. A quorum shall be the entire membership. The Vice President of Student Affairs prepares the agenda for and is present at each meeting to serve as a resource person for the committee. The committee is a recommending body that reports directly to the President.

As a result of the committee’s recommendations or other information at his disposal, the President may act to exonerate, to warn, to censure, to reprimand, to place on probation, to suspend, to recommend expulsion or other actions he deems appropriate to the issues and findings. The Student Affairs Committee is an investigative and recommending group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this body. Procedures are set by the committee. This committee is one element in an established procedure for due process at Indian River State College. In the course of investigation the committee may bring to light other individuals or issues which may become a matter of investigation. If the student whose case was reviewed by the Student Affairs Committee wishes to pursue the issue further, he may petition the Appeals Committee. See the description of the Appeals Committee for the restrictions and limitations which apply.

5) **Athletics Committee**

This Committee serves as an Advisory Committee to the College’s Athletic Program. It may recommend policies and guidelines on conduct, studies, and surveys. The committee supports athletic activities at the College. At least one member of the Athletic Department shall be a member of the committee and the Director of Athletics is to be an ex-officio member.

**Substitutions and Waivers Committee**

This Committee is established to consider requests for substitutions and/or waivers. The Vice President of Academic Affairs shall Chair the Committee and will have four additional members appointed by the President or designated representative. Committee members will be from the Department of Mathematics, English, and an additional faculty member from another department, plus the Institutional Test Administrator. The Committee will hear requests for and recommend granting of substitutions and/or waivers, if and only if, they are in compliance with Florida Statute and State Board of Education rules. Florida Statute and State Board of Education rules set out specific procedures and recommendations are made.

**Student Activities Committee**

This Committee Considers budget requests from all College student activities and services including clubs and organizations in order to make a final budget recommendation for the distribution of funds to the President through the Campus Coalition Government (CCG) and the Vice President of Student Affairs. (Each year in May or June the Committee will set the CCG budget for the following fiscal year. After July 1 the budget may be amended by the CCG in accordance with its constitution and with the approval of the Vice President of Student Affairs.);

The Committee membership consists of faculty and staff members including three students appointed by the Vice President of Student Affairs. The Chair is the Director of Student Development. Minutes of the meetings are kept in the Office of the Vice President of Student Affairs. At least one member of the Athletic Department shall be a member of the Committee. The Director of Athletics is to be an ex-officio member.

WORKGROUP Descriptions

**Adjunct Faculty Workgroup**

This workgroup serves in an advisory capacity for the purpose of more fully integrating the adjunct faculty into the culture and mission of IRSC. The workgroup will:

* Make recommendations to the IRSC Cabinet via a designated Cabinet member who also serves on the workgroup to address the needs and concerns expressed or identified by adjunct faculty.
* Collaborate with AFC, the Employee Development Program, and the Instructional Deans to organize and coordinate the Spring Adjunct Faculty of the Year Recognition & Awards Ceremony. Recognize and honor the Outstanding Adjunct Faculty at the reception.
* Collaborate with the Employee Development Program to organize and coordinate Professional Enhancement Day for Adjuncts (PEDA).
* Assist the Vice President of Academic Affairs with the Fall and Spring adjunct faculty meetings including set up support and help with distributing handouts.
* Coordinate with the Vice President of Academic Affairs to provide services to bridge the gap between full-time and adjunct faculty.

**Cultural Diversity Workgroup**

The Cultural Diversity Committee is comprised of faculty, staff and other professionals with a keen interest in fostering and establishing a campus environment, which promotes and supports cultural diversity.

This committee's mission is to plan and implement ways to make the faculty, staff and student body more aware of the diverse cultures found in our four-county service district. It is hoped that additional understanding and tolerance will be the results of this committee's efforts.

**Employee Recognition Workgroup**

This workgroup:

* Identifies programs annually which are innovative in instructional method or application of technology in educational practices which lead in supporting the mission of Indian River State College
* Makes recommendations for Staff Employee of the Month
* Reviews opportunities to recognize employee contributions which improve College operation and instruction and make recommendations as needed

**Faculty Evaluation Workgroup**

The Workgroup is responsible for developing and modifying assessments and rubrics for each of the elements of the criteria of the annual performance evaluation and submits any recommended modifications to the President’s Cabinet. The membership includes a total of four (4) faculty (selected by the Chapter) and four (4) administrators (selected by Administration), and the Director of Planning and Assessment,

**Focus Group Workgroup**

This Workgroup will support focus group research for the purpose of gathering qualitative data for institutional awareness on topics such as programs, initiatives, and services.

Membership will consist of a minimum of 25 faculty and staff representing various areas of the institution.

The Focus Group Workgroup will consist of employees trained to facilitate college-wide focus groups for institutional departments and divisions. This Workgroup will meet monthly and/or upon an expedited appointment. Due to the need to safeguard human subjects, this workgroup will be housed under the Office of Institutional Effectiveness in conjunction with the Institutional Review Board. Workgroup members will meet with the group requesting the focus group session(s) to learn what qualitative data they are hoping to collect from participants. The Workgroup will review requests with the IRB, conduct the focus groups, compile the responses, and share the results accordingly.

Training

* Each member must complete the freely available National Institutes of Health, Protecting Human Research Participants online course. See <https://phrp.nihtraining.com/users/login.php>.
* IRSC’s Institutional Research Board (IRB) will provide training on safeguarding the welfare of human subjects, compliance with all federal regulations governing the protection of human subjects, and facilitating the research efforts of IRSC employees through institutional IRB protocols.

Committee members will also receive training on conducting focus group sessions from focus group leaders at IRSC to familiarize them with the process.

**Global Initiatives Workgroup**

This workgroup supports programs and activities, related to International Education, including Study Abroad, faculty and student exchanges, and internationalization of the College curriculum. The workgroup evaluates, reviews and makes recommendations regarding potential international opportunities for Indian River State College to develop a wider global influence. Opportunities may be of an educational, cultural or economic nature. The Vice President of Enrollment and Student Services will serve as a resource administrator for this workgroup.

**Institute for Academic Excellence Workgroup**

The purpose of the Institute for Academic Excellence Workgroup is to explore and provide opportunities for faculty communication, innovation, collaboration, reflection and debate as they pertain to teaching and learning. The workgroup, through the Professional Learning Communities (PLCs), also provides input on faculty workshops, trainings and professional development opportunities to be hosted by the Institute for Academic Excellence. As an instructional Vice President, the Vice President of Academic Affairs serves as a resource to the community. Membership consists of faculty (full-time and adjunct).

**Learning Analytics Workgroup**

This workgroup:

* Evaluates Current IRSC Tools Available to Analyze Student Success
* Develops Guidelines and Training Protocols for Data Usage to Improve IRSC Student Success
* Assists Fellow Faculty in Using Learning Analytics Effectively in Student Instruction

The Workgroup is comprised of faculty members from all disciplines and staff/administrators to support their efforts to promote the use of data in student learning and success.

**Learning Assessment Workgroup**

This faculty workgroup will guide and support learning assessment in in all degree and certificate programs and in the general education core for the purpose of academic program improvement throughout the College. The workgroup will provide institutional recommendations regarding data collection, analysis and reporting related to program learning assessment. The workgroup will also provide recommendations regarding technological interfaces that support assessment.

Membership of the workgroup will include approximately 30 faculty representing AA and AS programs and support services from across the College. The workgroup will be co-chaired by one AA program and one AS program faculty member. The workgroup will report to the College’s Chief Academic Officer.

**Planning and Assessment Workgroup**

The purpose of the Planning and Assessment Workgroup is to review current planning and assessment practices in the instructional and non-instructional functions of the college and recommend changes needed for improvement. Assessment-driven planning is the key to ongoing improvement in support of IRSC’s Mission and Goals and it is also essential for SACSCOC compliance. The Planning and Assessment Workgroup reinforces institutional procedures that require all departments to set goals, engage in meaningful self-evaluation, and develop data-informed strategies for improvement. The IRSC Planning and Assessment Cycle outlines firm deadlines that have been established at key points during the year to provide accountability while maintaining departmental focus and momentum.

The workgroup supports assessment-driven planning by identifying relevant assessment measures and developing recommendations for effective and appropriate use of data in both instructional and non-instructional areas. The workgroup also serves in an advisory capacity to the other workgroups as they examine issues related to student persistence and success.

**Virtual Campus Workgroup**

The Virtual Campus Workgroup provides guidance and makes recommendations concerning the development of institutional practices and procedures regarding the design and delivery of online programs, courses and services.  The Workgroup will conduct research and make recommendations on best practices on the operation of all aspects of the IRSC Virtual Campus.

## **Contractual Conditions For Employment**

See current Board of Trustees/AAUP Agreement.

## **Employment Of College Personnel**

It is the responsibility of the College President to recommend to the District Board of Trustees qualifications and positions for administrative, teaching faculty, and non-professional employees. The President established a Human Resources Department with the responsibility of processing all applicants/candidates for College employment. All personnel files are located in this department. Personnel files are accessible only to the President, Vice Presidents, and Deans. Any Administrator may have access to personnel files of those employees assigned to his/her area. The job descriptions and applications are maintained in Human Resources.

All applications for employment with the College are submitted through Workday to Human Resources, and it is the responsibility of this office to process the applications and develop a personnel file for those candidates/applicants hired.

It is only at the Vice President level and above that commitments can be made to hire or dismiss personnel. Further, it is only at the Vice President level and above that salary quotations are authorized.

## **Recruitment of and Employment**

## **Procedures for College Personnel**

The President is authorized to employ administrative, instructional and support personnel within the provisions of the annual budget. These appointments are submitted to the Board for final approval. Listed below are the essential procedures to recruit personnel and fill a vacant position:

* The position to be filled is authorized, budgeted and funding is approved by the President’s Cabinet.
* The authorized Administrator and/or supervisor will write a job description of the minimum essential qualifications and responsibilities for the position.

* Notice of position openings is available via the College web site at HR/Jobs.
* Advertisements may be placed in the local or state media, professional publications, job boards or other sources depending on the nature of the position to be filled.
* All inquiries and/or applications are forwarded electronically via Workday to the Human Resources Department where they are reviewed for completion and meeting the minimum requirements prior to forwarding to the hiring supervisor.
* Prior to interview, each candidate must complete an electronic employment application via Workday, which is accessible via the College web site at HR/Jobs.
* Eligibility is determined based on the requirements in the job description. Applicants who do not meet the minimum requirements for the position, shall not be eligible for consideration.
* Applications from non-employees will be kept in continuing active status for four years.
* The appropriate hiring official reviews all applications in conjunction with their Vice President and will arrange the interviews.
* Based on the advertised qualifications and materials presented, an initial decision is made by the hiring supervisor and/or supervisor to select candidates for further consideration for an interview.
* Candidates selected for interview will be taken from the “Applicant Pool.”
* Applicants who elect Veterans’ Preference and meet the minimum requirements of the position must be offered an interview in the same manner as other qualified applicants who are selected for interviews.
* Based on approved criteria for the open position, the hiring official shall review applications and submit names of applicants to the appointed Interview Selection Team, including an equity representative to conduct appropriate interviews.
* The Interview Selection Team will base their selection of the best qualified candidate on:
* Academic preparation;
* Experience;
* Licensing credentials;
* Performance potential;
* Recommendations and evaluations;
* Proficiency in verbal and written communication; (for faculty)
* Relative success of the interview;
* Teaching demonstration (for faculty);

Faculty applicants are required to demonstrate their teaching skills through a sample class session held during the interview. The College encourages the use of technology during these demonstrations and provides the setup required by the applicant. The applicants are also asked about their experience with and use of technology.

* Other appropriate and relevant qualifications meeting the College’s needs.
* The Interview Selection Team will make a recommendation as to the final candidate for the position.
* When the Interview Selection Team recommends a candidate for further consideration, the hiring official will conduct reference checks and additional interviews if appropriate, and will recommend the most suitable applicant for the vacant position.
* Pre-employment finalist(s) for full-time employment at the College must undergo drug testing, fingerprinting and background clearances, which will include criminal convictions and may include consumer credit, motor vehicle driving and other reports.
* The hiring official shall then make a recommendation of the candidate to the appropriate Vice President who shall, in turn, make a recommendation to the President. After the President has approved this recommendation, he/she presents the applicant to the District Board of Trustees for approval.
* After approval by the District Board of Trustees, a formal contract for administrators and full-time faculty will be prepared by Human Resources, which is then forwarded to the new employee for his/her signature and placed in the employee’s personnel file.

## **New Employee onboarding**

On or before their first day of employment, all new employees (full-time and part-time) are required to come to complete the onboarding process with Human Resources, which includes providing original supporting identity and work authorization documentation for E-Verify processing, signing on to Workday to complete onboarding and new hire tasks in the new hires’ Workday inbox, receiving Acceptable Use Policy, information on how to access Workday job aids, and other useful information pertinent to new hires. The full time new hire orientation will go into detail on benefits, which will be scheduled for a later date following successful completion of new employee onboarding.

Disciplinary Procedures

See Current District Board of Trustee / AAUP Agreement.

### Employment Contracts

In accordance with DBOT Policy 6Hx11-6.52, Instructional Contracts, faculty members will be under the following instructional contract provisions:

New faculty hired into a continuing contract track position will receive an annual contract. This will continue through their first five years of employment at the College, at the end of which time they will be considered for a continuing contract. New Faculty hired to begin teaching after the Fall semester has begun will receive a partial contract. Partial contracts do not count towards continuing contract.

New faculty hired into a non-continuing contract track position will receive an initial annual contract and be considered for a subsequent annual contract.

**Initial Appointment Prior to Start of Academic Year**

Faculty members hired for an initial appointment beginning on the designated New Faculty Report Date as stated in the Academic Calendar for the upcoming academic year shall be placed on an annual contract. Such faculty members must receive a non-renewal letter by March 1st of that academic year if their contract is not to be renewed. If no non-renewal letter is issued, the faculty member shall be considered continuing their initial contract status the next academic year.

**Initial Appointment during Academic Year**

Faculty members hired for an initial appointment within the academic year shall be placed on annual contract. Such faculty members must receive a non-renewal letter by March 1st of that academic year if their contract is not to be renewed.If no non-renewal letter is issued, the faculty member shall be considered continuing their initial contract status the next academic year.

**Subsequent Annual Contract**

Faculty members who were previously awarded subsequent annual contracts (2nd, 3rd, 4th, 5th, etc.), will receive a hand delivered non-renewal letter, signed receipt by December 1st of that academic year if their contract is not to be renewed. If the faculty member is unavailable, notification of non-renewal will be sent and delivered by certified mail (to the address in Workday) prior to December 1st of that academic year if their contract is not to be renewed. If a non-renewal letter is not issued, the faculty member shall be considered continuing their subsequent annual contract for the next academic year.

**Other Non-Recurring Appointments**

Pursuant to SBE Rule 6A-14.0411, FAC, each Board may establish full-time faculty positions that are not eligible for continuing contract. Faculty hired in these positions may be awarded multiple-year contracts, annual contracts or contracts of less than one (1) year. Subsequent annual contracts may be awarded following Board approval. Such faculty members shall receive notification of non-renewal by December 1st (proceeding the next academic year) if their contract is not to be renewed. Among the criteria to be considered by the Administration in making this determination shall be educational qualifications, efficiency, capability and the capacity to meet the educational requirements of the College and community, or the length of time the duties and responsibilities of this position that are expected to be needed.

**No Expectancy of Re-Employment**

Annual, partial, and non-recurring contracts shall not create an expectancy of employment beyond the term of the contract. When a determination is made that a full-time faculty member is not to be reappointed, the faculty member~~s~~ shall be notified in writing of the expiration date of the contract and that it will not be renewed. Non-renewal of an annual, partial or non-recurring contract shall not entitle the person to the reasons for non-renewal or to a hearing.

**Grants & Special Programs**

Full-time faculty members whose employment status is under local, state, or federal grant, contract, or award are not eligible for continuing contract status but are entitled to all benefits of faculty membership and employment; however, the individual’s contract will supersede all provisions of this contract where a conflict exists. Full-time faculty hired in grant-funded positions who subsequently are transitioned to continuing contract-eligible positions will be credited with up to three (3) years of successful service toward the five (5) years of service required for continuing contract.

In the event the College does not renew a Grant & Special Program contract, notification may be given at any time. An employee on this contract should assume that the contract will not be renewed unless notified.

All individuals employed at IRSC under Grants and/or Special Program Contracts must abide by the terms of the Board Rules regarding a Drug Free Workplace. Further, the employee must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The College will notify the grantor agency within ten (10) days after receiving notice of such conviction. (A description of health risks associated with the use of illicit drugs is available in the Health & Wellness Center located in the U-Building.)

**Continuing Contract**

A continuing contract shall be granted only in an instructional capacity. Only full-time faculty, including those assigned to the Library, Enrollment and Student Services, or other designated non-classroom learning environments, are eligible for a continuing contract. In order to be eligible for a continuing contract, full-time faculty must meet the following minimum qualifications:

(a) Complete at least five (5) years of satisfactory service, based on the criteria indicated in section (d) below, during a period not to exceed seven (7) years at IRSC. Such service shall be continuous, except for leave duly authorized and granted.

(b) In exceptional cases, upon approval of the President, the College may apply documented satisfactory service in other institutions of higher learning for purposes of fulfilling the requirement above.

(c) Be recommended by the President and approved by the Board of Trustees for a continuing contract based on successful performance of duties, demonstration of professional competence pursuant to the criteria outlined in (d) below, and the needs of the College.

(d) The professional competence of the faculty member shall be evaluated by the President’s Cabinet prior to recommendation and approval of a faculty member for continuing contract, based on the following criteria, giving each element equal weight:

1. Quantifiable measured effectiveness in the performance of faculty duties;

2. Continuing professional development;

3. Currency and scope of subject matter knowledge;

4. Proficiency in the use of appropriate educational technologies;

5. Relevant feedback from students, faculty and employers of students;

6. Service to the department, College, and community;

7. Documented contributions to student success through learning outcomes;

8. Documented contributions to student success through course completion rates (Instructor’s success rate goal will be set with input from the faculty member, the department chair and the instructional dean, taking into account the course type, course content, method of delivery (i.e., online, blended, or traditional), student demographics (e.g., campus location, day and time of class, etcetera), and whether the faculty member’s success rate is consistently an outlier relative to the mean);

9. Documented contributions to student success through graduation and/or certification and job placement rates as appropriate for the particular field of learning and individual faculty member;

10. Educational qualifications and capacity to meet the educational needs of the community;

11. Efficiency, organization and delivery of educational content;

12. Professionalism, compatibility and collegiality.

Note: Faculty members achieving ten (10) out of twelve (12) elements of the annual evaluation criteria shall be considered as satisfactory service for that year. If a faculty member has received an unsatisfactory evaluation, they may appeal the unsatisfactory evaluation within ten (10) working days of the annual evaluation to their Vice President for an additional review. The Vice President shall then make a determination as to the accuracy of the evaluation and either accept or reject the appeal. The Vice President may include any additional individuals (i.e. department chairs, subject matter experts, other faculty or other resources as needed, in the process of making a determination as to the accuracy of the evaluation and either accept or reject the appeal within ten (10) working days of receipt of the appeal and will provide the faculty member with a written decision.

(e) All full-time faculty who become eligible to be considered for continuing contract must be recommended by the President for continuing contract based on successful performance of duties and demonstration of professional competence.

**Provisions of Continuing Contract**

Each employee to whom a continuing contract has been issued is entitled to continue employment at the College without annual nomination or reappointment until such time as the employee resigns or his/her contractual status is changed as prescribed by SBE Rule 6A-14.011, FAC.

Any faculty member who is otherwise entitled to receive a continuing contract may be issued an annual contract provided the Board, upon the recommendation of the President, shall by majority vote find:

* + 1. That such faculty member does not meet the required standards for a continuing contract

**or**

* + 1. That the required duties and responsibilities of that position have been restricted or will be needed for a limited time.

Among the criteria to be considered by the Board in making this determination shall be educational qualifications, efficiency, capability, and capacity to meet the educational requirements of the College and community and/or the length of time the duties and responsibilities of the position are expected to be needed.

**ANNUAL PERFORMANCE EVALUATION**

Allfull-time faculty are evaluated on an annual basis by their administrator. The annual evaluation includes the following criteria according to DBOT Policy 6Hx11-6.52, giving each element of the criteria equal weight as listed under the Continuing Contract section of this Faculty Handbook.

Any concerns about the faculty member’s performance will be documented and discussed, including any issues related to their conduct, communication, or suitability for continued employment. All documented issues or concerns will be addressed through a remediation plan agreed upon by both parties in writing. The final step in the annual evaluation process will be a meeting with the faculty member’s supervisor to review the annual performance evaluation to determine areas of focus in order to become a more effective educator.

If a faculty member has received an unsatisfactory evaluation during the Post-Award Performance Review period, they may appeal the unsatisfactory evaluation within ten (10) working days of the annual evaluation to their Vice President for an additional review. The Vice President may include any additional individuals (i.e. department chairs, subject matter experts, other faculty) or other resources as needed, in the process of making a determination as to the accuracy of the evaluation and either accept or reject the appeal within ten (10) working days of receipt of the appeal.

**ANNUAL CONTRACT REVIEW**

The annual contract review process shall be conducted annually. Full-time faculty granted an annual or partial contract shall receive an annual contract review based on the criteria as cited in DBOT Policy 6Hx11-6.52, giving each element of the criteria equal weight as listed under the Continuing Contract section of this Faculty Handbook.

Faculty member achieving ten (10) out of twelve (12) elements of the annual evaluation criteria shall be considered as satisfactory service for that year. If the faculty member has met each of the elements of the Annual Contract Review criteria, the Dean will provide a written recommendation to the appropriate Vice President. If a faculty member has received an unsatisfactory evaluation, they may appeal the unsatisfactory evaluation within ten (10) working days of the annual evaluation to their Vice President for an additional review. The Vice President may include any additional individuals (i.e. department chairs, subject matter experts, other faculty, etc.) or other resources as needed, in the process of making a determination as to the accuracy of the evaluation and either accept or reject the appeal within ten (10) working days of receipt of the appeal. The recommendation will then be submitted to the President’s Cabinet and President. Upon recommendation of the President and approval by the Board, the faculty member will receive a subsequent annual contract.

**POST-AWARD PERFORMANCE REVIEW**

Full-time faculty who are granted a continuing contract shall participate in a post-award performance review based on the criteria as cited in DBOT Policy 6Hx11-6.52, giving each element of the criteria equal weight as listed under the Continuing Contract section of this Faculty Handbook.

This review shall be conducted following completion of five (5), not to exceed six (6) years, following the initial award of continuing contract, and shall be repeated in the same manner thereafter.

Human Resources will notify each faculty member due for a Post-Award Performance Review, in writing, of the impending review on or before August 1 of the same academic year. On or before March 1, faculty members will submit items determined by the Faculty Evaluation Workgroup, to the supervisor, to be considered in the evaluation process. Extenuating circumstances previously conveyed to the supervisor that may have impacted job performance, either positively or negatively, shall be considered in the evaluation process.

Faculty members achieving ten (10) out of twelve (12) elements of the annual evaluation criteria shall be considered as satisfactory service for that year. If a faculty member has received an unsatisfactory evaluation during the Post-Award Performance Review period, they may appeal the unsatisfactory evaluation within ten (10) working days of the annual evaluation to their Vice President for an additional review. The Vice President may include any additional individuals (i.e. department chairs, subject matter experts, other faculty) or other resources as needed, in the process of making a determination as to the accuracy of the evaluation and either accept or reject the appeal within ten (10) working days of receipt of the appeal and will provide the faculty member with a written decision.

Following five (5) out of six (6) years of satisfactory service, the faculty member shall continue in his or her respective full-time faculty position. The faculty member will then receive a Post- Award Performance Review Instructional Certificate.

If a faculty member receives an unsuccessful Annual Evaluation within the five (5) year period preceding his or her Post-Award Performance Review, then the Post-Award Performance Review will be completed at the sixth year, allowing the faculty member an additional Annual Evaluation and an opportunity to improve.

If a faculty member receives an unsatisfactory rating on the same criterion of the annual evaluation for two consecutive years within the five (5) year period preceding his or her Post Award Performance Review, the faculty member will work with the Department Chair and Supervisor to create an improvement plan focused on improving performance on that criterion. If the faculty member fails to receive a satisfactory rating on the same criterion in the third year following the two consecutive years (and the improvement plan), the faculty member shall be considered to have failed to meet the Post-Award Performance Review criteria.

Failure to meet the Post-Award Performance Review criteria or just cause may, upon recommendation of the President and approval by the Board, result in termination or return of the faculty member to annual contract status. The President or designee shall notify the full-time faculty member in writing of the recommendation and shall afford the full-time faculty member the right to formally appeal the action as outlined in the current bargaining unit agreement or Chapter 120 F.S. as specified in 6A.14.0411 by filing a petition with the Board within twenty-one (21) days of receipt of the recommendation of the President.

*Note: Faculty who are due for Post-Award Performance Review in 2019, 2020, and 2021 will be evaluated based on workgroup-recommended and approved documents. If these Faculty have already developed a portfolio based on the Professional Excellences, the portfolio may serve as the artifact used for evaluation*.

**Elimination of Continuing Contract Positions**

Upon recommendation by the President, a full-time faculty member under continuing contract status may be terminated or returned to annual contract due to program consolidation, reduction or elimination, or due to restriction of the required duties of the position by the Board. The determination of which faculty shall be retained, dismissed or returned to annual contract shall be based on the criteria listed in section (d). The decision of the Board shall not be controlled by any previous contractual agreement, and in the evaluation of these factors, the Board’s decision shall be final.

**Administrative Leave for Faculty**

Any employee having a continuing contract as a faculty member at the College who accepts an annual assignment in any other capacity other than that in which continuing contract status was granted, shall be considered as having been granted “Administrative Leave” for the duration of such assignment. It is the intent of the Board that the continuous service conditions of the continuing contract remain in force until otherwise stipulated by Board action. Such persons may revert to their continuing contract status on a seniority basis if otherwise eligible for an available position in the event that they are not reappointed to their administrative position or that they opt not to accept such administrative appointment.

**Certification, Re-certification and post-award performance**

**review instructional certification for faculty**

# **CERTIFICATION**

All full-time faculty, administrators, counselors, librarians and part-time instructional employees (adjunct faculty) must hold a current certification directly related to their teaching discipline and/or professional capacity. This certification is issued by the District Board of Trustees through the Office of the Vice President of Financial Services Human Resources Department. Certification by the Florida Department of Education is not applicable at the postsecondary level.

The certification process is initiated via Workday to the IRSC Human Resources Department, which serves as a repository for official documents supporting certification. Upon receipt of complete documentation, the Assistant Dean of Human Resources evaluates the certification packet for final determination of certification status.

Certifications are issued for a five-year period, and it is the responsibility of each certified employee to take appropriate and timely measures to complete the process for re-certification (see below) prior to expiration of the current certification period. Questions regarding certification and re-certification application procedures should be directed to the IRSC Human Resources Department.

Faculty members achieving successful Post-Award Performance Review will receive a Post-Award Performance Review Instructional Certificate in lieu of a recertification certificate. Note, recertification only applies to full-time faculty on partial or annual contracts. Contact your Dean for more information.

*The types of certifications issued by IRSC are described below. These certification requirements align with the “Faculty Credentials Guidelines” provided by the Commission on Colleges of the Southern Association of Colleges and Schools. (December 2006)*

Baccalaureate Certification: Requires a Master’s degree in the teaching discipline; or other Master’s Degree with a minimum of eighteen (18) graduate semester hours in the teaching discipline. In addition, some disciplines may require a terminal degree.

Associate Transfer & General Education Certification: Requires a Master’s Degree in the teaching discipline; or other Master’s Degree with a minimum of eighteen (18) graduate semester hours in the teaching discipline.

Associate Non-Transfer Certification: Requires a Bachelor’s Degree in the teaching discipline; or an Associate’s Degree, demonstrated competency in the teaching discipline, as evidenced by a minimum of three years of documented work experience directly related to the area of specialization and current licensure/industry certification as appropriate. Documentation of appropriate work experience must consist of a detailed letter on official company letterhead signed by a current or former employer and sent directly to the Human Resources Department.

Developmental Education Certification: Requires a Bachelor’s Degree in the specific teaching discipline, with at least one year of documented full-time teaching experience in a discipline related to the assignment; or 18 graduate semester hours related to remedial education. Applicable disciplines include the following:

* Developmental English: English, English Literature, Language Arts, Journalism, Creative Writing, or other English-related Education degrees, with appropriate teaching experience.
* Developmental Mathematics: Mathematics, Math Education, Statistics, or Engineering with substantial Mathematics coursework through Calculus, with appropriate teaching experience.

Non-Credit Technical Certification: Requires a standard high school diploma and Associate’s Degree in the discipline (or documentation of formal specialized academic training and credentials in the discipline at least equal to the level of instruction); and demonstrated competency in the teaching discipline, as evidenced by a minimum of three years of documented work experience directly related to the area of specialization and current licensure/industry certification as appropriate. Documentation of appropriate work experience must consist of a detailed letter on official company letterhead signed by a current or former employer and sent directly to the Human Resources Office Department.

Adult Education Certification: Requires a Bachelor’s Degree and attributes or experiences which help instructors related to the particular needs of the adults they teach, as recommended by the Dean and Department Chair.

Certification of on the Basis of Alternative Faculty Credentials:

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented for consideration in lieu of highest earned degree. In accordance with SACSCOC Comprehensive Standard 3.7.1, IRSC has established a rigorous procedure for considering alternatives to the traditional standard of highest earned degree in determining acceptable faculty credentials. The following criteria may be considered in combination to justify and document alternative faculty credentials:

* Undergraduate and Graduate degrees related to the teaching discipline,
* Extensive documented work experiences related to the teaching discipline,
* Professional licensure and certifications related to the teaching discipline,
* Outstanding honors and awards related to the teaching discipline,
* Continuous documented excellence in teaching at the postsecondary level,
* Other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

The Alternative Faculty Credentials procedure encompasses five components:

* The Alternative Credentials Request Form is completed and submitted by the Department Chair, Instructional Dean, and Instructional Vice President, to the Assistant Dean of Human Resources;
* A 1-2 page cover letter summarizing the justification of for Alternative Certification is submitted by the appropriate Instructional Dean;
* A Faculty Portfolio including a current CV or resume, copies of official transcripts on-file in the Human Resources Department, third-party official validation of alternative qualifications submitted for review;
* A detailed matrix linking faculty qualifications to course content and learning outcomes;
* Review and determination by the Alternative Faculty Credentials Committee.

Proposals for Certification on the Basis of Alternative Credentials should be submitted to the Human Resources Department. Approved proposals will be retained in the instructor’s certification file in Human Resources.

Submission of Certification Documents:

Only official transcripts sent directly to the IRSC Human Resources Department Office by regionally accredited educational institutions will be accepted for certification purposes.

In the case of foreign transcripts, the applicant must have an Evaluation for Foreign Transcripts completed at his/her expense by an approved member of the National Association of Credential Evaluation Services (NACES). Consult with Human Resources for more information.

Documentation of appropriate work experience must consist of a detailed letter on official company letterhead signed by a current or former employer and sent directly to the Human Resources Department.

## In addition, official evidence of licensure and/or industry certification(s) must be provided, as applicable to the teaching discipline.

## **PROFESSIONAL DEVELOPMENT & RECERTIFICATION**

## Since acquiring information about new ideas in teaching and maintaining current knowledge in one's field are a vital part of quality teaching and administration, the institution requires all full-time administrators, counselors, librarians and all full-time and adjunct faculty members to participate in professional development activities directly related to their teaching discipline or professional responsibilities. Faculty members collaborate with their Instructional Dean to develop and fulfill a Faculty Professional Development Plan during each five-year period of certification.

## The Professional Development Plan identifies activities and/or strategies used by faculty in order to maintain currency in their credential field and in teaching and learning skills. The plan may include activities that go beyond maintaining currency. A Professional Development Plan should address specific objectives and expected outcomes with respect to one or more of the following components:

**Content knowledge and skill in the discipline/program** (*Learning new technology or methodologies, computer software training, writing skills workshops, communication and interpersonal relations skills training, attain professional certifications and/or licenses, participation in workshops and/or conferences, webinars)*

**Teaching methods and instructional strategies** (*Classroom management, curriculum development, learning styles, online delivery, cultural and diversity enrichment)*

**Produce articles, textbooks, instructional software or other scholarly work** (*Could include stage play, musical score, art show, or similar product related to the teaching discipline or enhancement of instructional effectiveness)*

**Related work experience** (*Business/industry internships, relevant summer employment, observation or special project(s) with employers*)

**Study appropriate to the higher education environment** (*Advancement of academic credentials, research, publishing, grant writing, and maintaining professional certification*)

**Leadership in local, state or national professional organizations related to discipline**

**Achieve or renew professional license or certification related to teaching discipline.**

Tuition Reimbursement

All full-time and part-time employees in established positions are eligible for tuition reimbursement for college-level courses taken at IRSC or any other accredited institution of higher education. The tuition reimbursement process occurs within Workday.

**Overview**

Tuition reimbursements shall be contingent upon the following:

* Availability of funds;
* Required approvals and signatures prior to registration and to taking the course(s);
* Verification of employee and course eligibility;
* Copy of grade(s) showing satisfactory completion of the course(s); and
* Itemized receipt from the University/College attended showing tuition paid by the employee

**NOTE:** **Tuition reimbursement is not available if tuition is paid by a third-party, such as Pell, FASFA, GI Bill, scholarships, etc.**

Maximum reimbursement amounts shall be set on an annual basis at the time the budget for tuition reimbursements is developed. The College will reimburse an employee for tuition only and will NOT reimburse for application, special, and/or lab fees, books, or supplies.

Courses eligible for tuition reimbursement must be of direct benefit to the College and each course must meet at least one of the following criteria:

* A course must be taken to increase an employee's knowledge in his or her field; or
* A course must satisfy minimal degree or credentialing requirements or as approved administratively; or
* A course must satisfy College program development goals.

The following guidelines shall be used to determine an employee's eligibility for tuition reimbursement:

Full-time faculty, support employees, and administrators may receive tuition reimbursement upon administrative approval:

* Upon immediate employment at the College.
* Eligible to receive reimbursement for up to six (6) college credits or equivalent hours per semester (Fall 6 cr., Spring 6 cr., and Summer 6 cr.), not to exceed eighteen (18) credit hours per academic year.

Adjunct faculty members and part-time support employees may receive tuition reimbursement upon administrative approval:

* If currently employed by the College for at least one (1) full year.
* Eligible for reimbursement for up to six (6) college credits or equivalent hours every five (5) years of continued employment at the College.

Any exceptions to the above guidelines must be recommended by the supervising Vice President. No release time will be granted for this purpose. When possible, work schedules may be altered with the knowledge and advance permission of the supervisor, providing the full-time employee’s normal 40-hour workweek is observed.

Employees who are enrolled for classes at the same site where they are employed, may, with the approval of their immediate supervisor, use their lunch period to attend classes, provided that adjustments are made to maintain the usual workday. Employees who are enrolled in classes at a different site other than where they work must use annual or personal leave if they attend classes during normal work hours unless a supervisor approves an alternate work schedule.

The President may authorize direct payment of tuition-related fees from the Staff and Program Development (SPD) account when it is required by the District Board of Trustees or deemed institutionally beneficial by the President for employees to enroll in a specially scheduled “job-related” course.

**Process**

Employees enrolling in a course for tuition reimbursement must complete the Tuition Reimbursement Approval Request form prior to registration. Find this fillable PDF form on the [Intranet](http://www.irsc.edu/intranet/intranet.aspx?id=5745): <https://mailirsc.sharepoint.com/sites/Intranet/Documents/InstitutionalEffectiveness/IRSC-Tuition-Reimbursement-Form.pdf>. Login to the Intranet using your RiverNet login credentials. You will be asked to refresh your screen. Complete one form per course. Save or scan this form for uploading into Workday when creating a Spend Authorization and place the original form in a secure location. When creating an Expense Report for reimbursement, a copy of an itemized receipt from the University/College attended that shows tuition paid by the employee and a copy of grade(s) showing satisfactory completion of the course(s) must be scanned and uploaded into Workday.

**Workday**

The tuition reimbursement process occurs within Workday. Step by step instructions are available through a Job Aid located in both Workday and Blackboard. To locate the job aid in Worday go to the Help/Training Worklet. The job aid is located under the Finance Job Aids/Expense Job Aids. To locate Blackboard, go to the [Virtual Campus](http://virtualcampus.irsc.edu/) at <http://virtualcampus.irsc.edu/>. Log into Blackboard using your IRSC credentials. Under My Organizations, click on Workday Training. Under Workday Training, click on Job Aids. Under Job Aids, click on Finance. Click on Tuition Reimbursement Process.

1. Submit a Workday Spend Authorization prior to enrolling in your course(s).
2. Submit a Workday Expense Report upon satisfactory completion of your course(s).

**Graduate Degree Programs**

Employees enrolling in a graduate degree program must complete the “Professional Development Request” form. This form is required when you begin a program of advanced study (Masters or Doctoral level). It is located on the Intranet at [https://mailirsc.sharepoint.com/sites/Intranet/Documents/Institutional%20Effectiveness/Prof-Develop-Request-Advanced-Graduate-Degree-Form.pdf](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmailirsc.sharepoint.com%2Fsites%2FIntranet%2FDocuments%2FInstitutional%2520Effectiveness%2FProf-Develop-Request-Advanced-Graduate-Degree-Form.pdf&data=02%7C01%7Cssewell%40irsc.edu%7Ce8294eb668fa413142e908d828ef1690%7Cb00d4427a6e6417c8e9cd6915752f5c6%7C0%7C0%7C637304354640870084&sdata=%2FCT0wkY%2BXzh7jtiFwyojcWKlvPNYRv5L6%2FZgUmbNrJw%3D&reserved=0) under the Institutional Effectiveness Department. Login to the Intranet using your RiverNet login credentials. You will be asked to refresh your screen. Part I of the form is completed by the applicant. Part II of the form is completed and signed by the applicant’s Dean and Vice President. Part III of the form is completed and signed by the Vice President of Institutional Effectiveness. The Office of Institutional Effectiveness then sends the form to the Office of the Vice President of Academic Affairs for internal documentation. The Office of the Vice President of Academic Affairs sends the signed form back to the applicant. Scan this form for uploading into Workday when creating a Spend Authorization for the first course(s) and place the original form in a secure location.

**Processing Procedure for faculty leaving employment**

Resignation of Position

Full-time faculty resignations for the next academic year should be submitted by April 1st or a letter of intent to retire at least six (6) months before the effective date to the employee’s immediate supervisor. If a faculty member resigns, the faculty member requesting such release shall be expected to fulfill the contract until such time as a qualified and satisfactory replacement has been secured.

The President, or designee, may accept written resignations at any time effective upon their receipt, subject to approval at the next regular meeting of the Board. The letter should be addressed to the appropriate Administrator. The employee’s supervisor will submit the resignation to the appropriate Dean/Director, who will forward the resignation to the appropriate Vice President or if applicable to the President. The appropriate Vice President or President shall accept the resignation in writing upon receipt of the letter. A copy of both the termination notice and the acceptance letter shall be forwarded to the Human Resources Department immediately.

Any employee in a full-time position who is separating from the College must meet with the Human Resources Department to complete all required paperwork for separation. The employee must also have the Exit Interview Questionnaire and Personnel Clearance Form completed prior to the release of the final paycheck. Leave requests must be submitted via Workday, if needed, and keys and other College property must be returned to be eligible for final paycheck. Any money owed the College will be deducted from this final check.

### Termination for Cause and

**Florida State Board of Education Rule**

(See the current AAUP/Trustees Agreement)

**PAYROLL PROCEDURES**

Direct Deposit of Paychecks

###### Employees may elect to have their paychecks deposited directly into the banking institution of their choice. The net paycheck amounts are posted as deposited into the employee’s local bank account by 12:01 a.m. on payday.

Pay Periods

# All full-time College employees, adjunct instructors, part time support employees and student workers are paid semi-monthly. Paychecks are issued on the 15th and the last workday of the month. If the pay date falls on a weekend, employees will be paid on the last workday prior to the pay date. If the pay date falls on a weekend or College holiday, employees will be paid on the last workday prior to the pay date.

Payroll Deductions

# Certain federal and state deductions are mandatory and are deducted automatically from employee paycheck. These deductions include Federal Income Tax and Social Security taxes. Other payroll deductions may be made from your paycheck for employer sponsored insurance programs, additional life insurance, tax sheltered annuities, the Flexible Benefit Tax Reduction “FLEX” Plan, AFC and AAUP dues and contributions to the United Way and IRSC Foundation. More information can be obtained by contacting the Human Resources Department.

Payroll Process

###### The College makes every effort to pay employees accurately and in a timely manner. This is a joint effort between the Payroll and Human Resources Department. It is also important that employees and their departments make sure that their time off and leave, overtime and other employment information is timely and accurately reported. If an employee finds an error or has questions regarding their paycheck, they should discuss it with their supervisor and the Payroll Department so that the error can be corrected immediately.

The pay stub will provide detailed pay information for the current pay period and a summary of calendar year to date gross pay, taxes, charitable contributions to the IRSC Foundation and United Way and the employee’s personal and sick leave and non-duty day balances, tax sheltered annuities and flex plan deductions, and other insurance deductions as elected by the employee. The employee pay stub also indicates the amount of employer contributions towards retirement for that pay period and voluntary insurance deductions. For employees utilizing ACH Direct Deposit, pay stub and other related payroll information can now be accessed online through the secure “Workday portal”.  This system shows the current year and prior year payroll information as well as accumulated leave balances and usage history.  Employees can also update their contact and emergency information via this online system.

The employee’s use of leave that exceeds the employee’s available leave balance will result in payroll adjustments to reduce gross pay accordingly.

##### Salary Rate

An employee’s total compensation at the College consists not only of the salary paid but also, for eligible employees, the various fringe benefits received, such as group health, dental insurance, life insurance, long-term disability insurance and retirement plan.

###### Work Week

###### (Hours of Employment and Teaching Load)

The College will maintain regularly scheduled hours. The President shall design a working schedule, which will best serve the educational needs of the community. A normal workweek consists of 40 hours per week, except during the summer semester when 10-month faculty will work 32 hours per week, including College holidays or paid leave.

Faculty shall be employed for various lengths of time and shall be required to be on campus for the period specified in the contract. A full-time faculty member shall be responsible for forty hours per week. This responsibility shall include 15 to 17 credit hours per semester (three (3) to six (6)credit hours in either summer term), or other assigned duties, and a minimum of ten office hours per week or the equivalent.

During part of the summer, generally from early May through mid-August, the College may go on a four-day, 10-hour-a-day workweek, Monday through Thursday with Board approval. The normal workday begins at 7:00 a.m. and ends at 5:30 p.m. with one-half hour for lunch. Faculty with 11-month and 12-month contracts who take a whole day of time off on these days will be charged with 10 hours. Faculty on 10-month conracts work Monday through Thursday during the summer will be charged 8 hours sick leave for a whole day of absence.

Substitutes

When an instructor is temporarily absent from the College, provision for attendance and assignments should be made through the appropriate Dean or Director. Efforts will be made to work within the faculty before an outside substitute is called to conduct the classes.

Overloads

Full-time faculty may be asked, but not required, to teach credit classes beyond the maximum credit-hour assignment as defined in the current District Board of Trustees/AAUP Agreement.

Assignment of overload will be at the discretion of the supervising Administrator, based on the needs of the College without encroaching upon either the quality or quantity of performance of primary responsibilities.

Overloads paid at the end of Fall and Spring Semesters will not count towards the maximum teaching load of thirty-six (36) credit hours for the academic year.

No full-time faculty member will teach more than 21 credits, or the equivalent, in any one semester. Exceptions to this requirement may be authorized only by the supervising Vice President, and then only on condition of full justification and evidence that the faculty member’s performance will in no way be jeopardized.

Faculty teaching standard-length college credit courses with start dates at the first of a semester will be paid one time at the end of the semester. Faculty teaching overload for special registration courses that begin and end within the same month will typically be paid on the 15th of the following month. Special registration courses extending for longer periods may result in two or more monthly payments. Since the start and end date of special registration courses vary greatly, you may contact the IRSC Payroll Department at extension 7321 or 7322 for more information regarding the pay dates for a particular class.

**Faculty office hours**

To enhance faculty access to students, each faculty member has the option to conduct up to five (5) hours of the required ten (10) office hours per week as virtual (online) office hours, which may be held on or off-campus. Both on-site and virtual office hours must be scheduled and posted in advance. During the summer, each faculty member has the option to conduct up to four (4) hours of the required eight (8) office hours per week virtually

On-site faculty office hours may be scheduled at the Main Campus or appropriate branch campuses, based on the faculty member’s teaching assignment.

Virtual office hours must be conducted via the Blackboard Learning Management System for audit purposes. Faculty may schedule virtual office hours between the hours of 7:00 a.m. to 11:00 p.m. on any day of the week for the purpose of increasing accessibility to students. If necessary, office hours may be changed by the faculty member in consultation with the Instructional Dean.

Both on-site and virtual office hours must be posted on the faculty member’s office door and included in the faculty member’s course syllabi. Any changes in office hours must be promptly communicated to the students through these same measures. Faculty office hours are closely audited, and any faculty who fail to adhere to these required procedures will become ineligible to utilize virtual office hours.

**Outside Employment Including**

**Outside Instructional Employment**

Full-time employees of the College may engage in employment outside of the College or secondary employment within the College only with the approval of the President, or designee.

The President, or designee, shall review each written request for outside or secondary employment on an individual basis to ensure that such employment does not conflict with the official duties and responsibilities required by the employee’s position with the College. Employees seeking outside employment shall complete the IRSC Request for Outside Employment form available on the IRSC Intranet. If approved, the form is approved for a maximum period of one year only and must be resubmitted on an annual basis. Employees seeking secondary employment shall complete the Request for Secondary Employment Form also available on the IRSC Intranet.

In the event a conflict does occur between the primary employment with the College and the outside or secondary employment, the outside or secondary employment must be discontinued immediately. See Board Policy 6Hx11-6.272.

### Rank of faculty

See current Board of Trustees/AAUP Agreement.

Faculty Promotions

A faculty member seeking promotion should follow these instructions in preparing an application:

1. Ascertain first whether you satisfy the minimum eligibility criteria for consideration for promotion as specified in the current IRSC Board of Trustees/AAUP Agreement. Candidate must meet the specific minimum requirements for promotion as set forth in the AAUP Agreement. All application files must offer a first page letter in which the applicant addresses directly his/her fitness for promotion, briefly delineating the specifics that confirm that the applicant has met the AAUP contract guidelines for academic preparation and years of service. If the candidate has **any** question as to whether he/she has met those requirements, he/she **must** address the issue with the Equivalency Committee **before** apromotion packet is submitted electronically to Human Resources.

* All graduate course hours, degrees or equivalent qualifications must be completed prior to a recommendation for promotion.
  + - The only exception is that once a candidate submits his/her file to Human Resources for promotional consideration, a candidate will be permitted to add an official transcript demonstrating courses completed during the Fall Semester.
    - In such cases, the applicant is encouraged to email Human Resources as to the date official transcripts were ordered, which will alert Human Resources to expect them.
    - Human Resources will notify the candidate when the official transcript(s) arrive and will provide the candidate with an electronic copy of each transcript.
* All applicants must attend a brief mandatory, but informative, meeting on the promotion application and review process. This meeting will take place during fall faculty service days at the beginning of the Fall Semester as determined by the Promotions Committee members.

1. Send an electronic letter of intent to apply for promotion to the Chair of the Promotions Committee with a copy to the appropriate Vice President in your discipline, the Vice President of Enrollment and Student Services, the Vice President of Academic Affairs, and Assistant Dean of Human Resources. The faculty member is responsible for maintaining evidence that the electronic letter of intent was sent. The letter may be brief and to the point (this is not the appropriate place to describe your qualifications for promotion), but it should specify the faculty rank you currently hold and the faculty rank to which you are requesting promotion. The deadline for submitting the letter applying for promotion for the following contract year is December 1st.
2. Upon receipt of the promotion applicant’s letter of intent, Human Resources will email the applicant all current official transcripts on file. The applicant is encouraged to email Human Resources if and when any new official transcripts are ordered, which will alert Human Resources to expect them.

* Human Resources will notify the candidate when the new official transcript(s) arrive and will provide the candidate with an electronic copy of each transcript. It is the faculty member’s responsibility to insert the electronic copies of each transcript into the promotion file.

1. The deadline for submitting the complete promotions file to Human Resources is December 10th at 5:00 p.m. If December 10th falls on a Saturday or Sunday, the deadline will be the Monday following at 5:00 p.m. All application files must be presented by the faculty member in PDF format on a flash drive to Human Resources. Files will be made available to Promotions Committee members online in a password protected venue.
2. Applicants must attend the mandatory promotion process meeting which will be held during faculty service days at the beginning of the Fall Semester to avoid conflicts with teaching schedules. Any faculty member that does not attend the meeting will be ineligible for submission of a promotion application.
3. Assemble your Promotions Files to assist the Promotions Committee in evaluating your qualifications for promotion. The Promotions Files should be assembled as noted below:
4. You should organize your Promotions Package Files under five (5) sub-headings in the following order:

* Section I: Introductory Information:
  + At the beginning of your Promotion~~s~~ File, include an electronic copy of your letter of intent to apply for promotion so that the Promotions Committee will know your current faculty rank and the faculty rank for which you are applying.
  + The document that delineates your specific criteria which confirms your eligibility for promotion.
  + At least three letters of recommendation from professional colleagues. Letters from students may be included in the file, but should not be considered as “official” letters of recommendation/support.
  + Original transcripts or certified copies.
  + Candidate’s current resume.
* Section II: Teaching Effectiveness (or Job Effectiveness for *non-teaching faculty*)
  + Summary of what this section contains, followed by a list of the supporting materials, which will be found in this section. Then include the supporting materials, course evaluations, letters from students, etc.
* Section III: Professional Development:
  + Summary of what this section contains, followed by a list of the supporting materials, which will be found in this section.  Then include the supporting materials, office transcripts, certifications, etc.
* Section IV: Service to College:
  + Summary of what this section contains, followed by a list of the supporting materials, which will be found in this section.  Then include the supporting materials documenting these contributions.
* Section V: Service to Community:
  + Summary of what this section contains, followed by a list of the supporting materials, which will be found in this section. Then include the supporting materials documenting these contributions.

In order to be recommended for promotion, candidates must present evidence of superior achievement in all four areas. However, the four areas are not weighted equally in the Promotions Committee’s evaluation. The single most important element in the evaluation of a candidate’s suitability for promotion is Teaching Effectiveness (*or* Job Effectiveness *for non-teaching faculty*); Professional Development ranks second in importance; Service to College ranks third; and Service to Community ranks fourth.  Thus, for example, candidates who have achieved outstanding accomplishments in the area of Service to Community should not expect those accomplishments to offset merely satisfactory or mildly superior accomplishments in the area of Teaching Effectiveness/Job Effectiveness; the reverse; however, might be the case.

Due to formatting issues associated with creating one giant PDF file for the promotion packets, the Promotion Committee is requesting that each section be submitted as a separate PDF file using the naming convention shown below.

Last Name\_Section I\_Front Matter.PDF

Last Name\_Section II\_Teaching Effectivness.PDF

Last Name\_Section III\_Professional Development.PDF

Last Name\_Section IV\_Service to College.PDF

Last Name\_Section V\_Service to Community.PDF

If one of your sections requires two or more files use:

Last Name\_Section I\_Front Matter - part a.PDF

Last Name\_Section I\_Front Matter - part b.PDF

1. Note that the success or failure of an application for promotion will depend to a very large extent upon the quality of the presented Promotions Package Files. While the Promotions Committee does have the authority to pursue additional investigations (via direct access to personnel files and student/supervisor evaluations, for example), in most cases the Promotions Committee relies upon the materials furnished by the candidate in making its decision. It is your responsibility to furnish the Promotions Committee with any and all materials you deem relevant to your application for promotion, including but not limited to college and university transcripts, résumés or curriculum vitae; letters of recommendation or support from supervisors, colleagues, students, and/or community members; summaries of student evaluations (the condensed version provided by your Division Dean is preferred, not individual classes or selected student evaluations); and a copy of your letter of intent to apply for promotion. The Committee will be looking for objective evidence to substantiate your claim of superior achievement in each of the four areas of evaluation, and it is your responsibility to accumulate and present the appropriate documentation.
2. Once a candidate submits his/her files to Human Resources for promotional consideration, that submission is final. The only exception is that once a candidate submits his/her files to Human Resources for promotional consideration, a candidate will be permitted to add an official transcript demonstrating courses completed during the Fall Term. After the submission deadline, a candidate will not be notified if an item (major or minor) is missing from the packet. If the packet is incomplete, it will be refused and the candidate must reapply the following year.
3. If you have previously been promoted at Indian River State College and are seeking a subsequent promotion to a higher faculty rank, your application must include support materials (summary reports of student evaluations, personal expressions of appreciation, support letters from faculty & superiors) that date ONLY from the previous promotion.
4. All application files must be presented by the faculty member in PDF format to Human Resources. Files must be presented to Human Resources on a flash drive, and the flash drive must be clearly labeled with the faculty member’s name. Files will be made available to the Promotions Committee members online in a password protected venue. The deadline for submitting the completed promotions packet files to Human Resources is December 10th. If December 10th falls on a Saturday or Sunday, the deadline will be the Monday following at 5:00 p.m.
5. Meet with the Promotions Committee as scheduled during the Spring Semester for your interview. You will receive written notification of your interview appointment. Your interview will be your opportunity to present your case orally before the Promotions Committee; you should be prepared to summarize the evidence that demonstrates your record of superior performance in each of the four areas of evaluation.
6. Following your interview, you will receive written notification of the Committee’s recommendation regarding your application. At your option, you may meet with the Committee again to receive an explanation of the reasoning the Committee followed in reaching its recommendation, provided you submit a written request to meet with the Promotions Committee within one week of having received its recommendation. You will receive written notice of denial or approval of promotion from the Human Resources Department immediately following Board action.
7. The Promotions Committee will maintain a written record of its deliberations and recommendations to provide consistency and continuity from year to year. Promotions Committee recommendations to faculty for improvements for promotion will be recorded in writing by the Committee Chair and will be considered by subsequent Promotions Committees. However, each Promotions Committee formulates its own recommendations based on the current documentation presented for its review, regardless of the actions or recommendation of previous Promotions Committees. All procedures and records of the Promotions Committee are confidential.

The maximum number of professors and associate professors shall never exceed 38% of the total number of authorized full-time faculty positions.

The minimum number of professors and associate professor positions shall never be less than 20% of the total number of authorized full-time faculty positions.

Excluded from these percent totals shall be full-time professors and associate professors who have entered the Deferred Retirement Option Plan (DROP) program.

Promotions Committee

The duties, responsibilities, and prerogatives of the Promotions Committee are described in the current IRSC District Board of Trustees/AAUP Agreement.

Equivalency Committee

The Equivalency Committee determines graduate course equivalents regarding educational activities for faculty members applying for promotion to associate professor under the equivalency option as outlined in the AAUP Agreement. The Equivalency Committee will have three members and one alternate. Two members will be chosen from the A.S. Division and one from the A.A. Division. Members are to be appointed by the AAUP President. One new member may replace a sitting member each year. If the Equivalency Committee does not include expertise from the applicant’s discipline, an ad hoc member from that discipline or a closely related discipline will be appointed by the Committee Chair.

The purpose of the Equivalency Committee is to equate training course work hours to graduate credit hours for the purpose of promotion. Documentation of this equivalence will be supplied to the requestor to be a part of his/her promotions packet. The Promotions Committee must accept the recommendation of the Equivalency Committee regarding graduate credit hours to be used for the purpose of determining the requestor’s eligibility for promotion.

Training coursework hours that lead to new certification, new licensure, or other professional training with demonstrable value to the college may be counted 1/1 (1 training coursework hour is equivalent to 1 graduate coursework hour). Other hours may be counted from 1/1 up to 2/1 depending upon the decision of the Committee. Twelve or more equivalent classroom/instructional hours will equate to one (1\_ credit hour, twenty-five or more equivalent classroom/instructional hours will equate to two (2 credit hours, and forty or more equivalent classroom/instructional hours will equate to three (3) credit hours.

During the Fall Semester, the Committee will consider requests from faculty for purposes of promotion. During the Spring Semester, future coursework or training will be considered by the Committee.

The burden of proof lies with the requestor, who must provide a description, documentation and rationale for the request. Preferably, these requests will be made before the educational activity takes place, so the equivalence rating will be known prior to participation in the activity.

The current AAUP contract covers the issue of what activities are acceptable for equivalency consideration. These guidelines must be used by the Equivalency Committee for equivalency determination. (Article XV Section 2).

## **College Computing and Information Technology**

The use of College computing and technology resources is a privilege not a right. Information Technology resources provide powerful tools for communicating and sharing information. Such resources include, but are not limited to, central computing facilities, College networks, the College-wide network (RiverNet), access to the Internet, internal and external electronic mail, and departmental and public computing facilities.

The College expects all members of its community to use information technology resources in a responsible manner. Responsible use includes respecting the rights of other computer users, maintaining the integrity of the computer and network systems and honoring pertinent license and software agreements. Unlawful or inappropriate use of these resources can infringe on the rights of others. Any use that violates state or federal laws and/or District Board of Trustee policies or College handbooks is prohibited.

The following guidelines apply to all users of information technology resources owned or administered by the College. Users include, but are not limited to, IRSC students, faculty, and staff, visiting faculty, guests of the administration and other individuals or organizations accessing network services via IRSC computing facilities.

Account Access

All accounts are considered property of Indian River State College. Refer to AP-9.122, Procedures for Accessing Network Resources.

Account access is granted for individual use. A RiverNet account is to be used only by the person to whom it is issued. Users are responsible for all actions originating through their accounts or network connections including the security of their passwords. Passwords must not be shared.

Account access is for non-commercial use related to the educational mission of the College and for approved business activities. Users may not use College resources for solicitation of funds or for commercial purposes. This includes solicitation for charitable or community organizations and the distribution of literature such as chain letters.

Privacy

Authorized employees may have access to student records and certain personnel information that are protected by Florida Statute and/or the Family Education Rights and Privacy Act of 1974 (FERPA). The disclosure of this information to any unauthorized individual is prohibited.

The College is a public agency of the State of Florida. Users should have no expectation of privacy and security with respect to entry, creation, transmission, receipt or storage of data on their personal computers or other computing resources owned by the College. Electronic mail may easily be stored, copied or forwarded to addresses at local or remote sites and is subject to inspection during the normal operation and maintenance of College computing resources. Confidential information should not be sent electronically.

Responsible Use

Any information, file or program to be placed on the College network, (RiverNet), must have the prior approval of the President’s Cabinet via the Office of Institutional Technology.

Electronic mail should be respectful, accurate and should convey useful information to an intended recipient. Consideration should be given to a recipient’s position within the College community. E-mail intended for College administrators should be approved by a supervisor. Users should take reasonable precautions to ensure data and system integrity. This includes performing regular backups, scanning for viruses, and limiting downloads from unfamiliar Internet sites.

Personal use must not be excessive and must not detract from the College’s mission and objectives.

Harassment and Offensive Materials

The College prohibits any use that violates the Board policies on harassment and/or equal opportunity. Refer to Board Policies, 6Hx11-3.13, Non-Discrimination and Non-Harassment and 6Hx11-3.11, Equal Opportunity/Equal Access

The College prohibits any use that transmits or communicates false information or intends to defame or harm another person’s reputation.

Intellectual Freedom/Censorship

Users are expected to maintain an environment of respect in the expression of personal thoughts or opinions transmitted using College computing resources. The College does not censor information on the RiverNet, but may restrict material that is considered offensive by other users.

The College does not monitor or generally restrict the content of material transported across its networks, but retains the right to access, review and remove electronic communications, computer files and computer usage for legitimate business reasons. Legitimate business reasons may include:

* Identifying and diagnosing hardware and software problems;
* Preventing system abuse;
* Complying with all legal and regulatory requests for information;
* Ensuring compliance with the College’s Acceptable Use Agreement and other relevant policies;
* Otherwise protecting the employer’s business and legal interests.

Copyright

Users must obey copyright, patent or other intellectual property law, including restricted software laws. Respect for intellectual labor and creativity is vital to academic discourse and enterprise.

Users may not copy or distribute licensed software. Computer software licensed to the College is protected by copyright and is not to be copied or distributed using any campus computing facilities except as permitted by law.

Unauthorized use of copyright is violation of federal law. This principle applies to works of all authors in all media including material downloaded from the Internet or obtained from other users, such as graphic materials, music or audio files, and written word. A user must obtain permission from the copyright holder before use. Copyright infringements may expose the College to legal actions. When in doubt, contact the Network Administrator.

Intellectual Property

Indian River State College has established Board Policy 6Hx11-3.25 (Intellectual Property) specifying all rights and obligations of the College and any student or employee in regard to the creation and security of intellectual property.  For the purpose of this policy, Intellectual Property shall refer to creations of the mind, including, but not limited to, industrial property [inventions (whether patented or not), trademarks, industrial designs, and geographic indications of source] and copyrightable property (literary and artistic works such as novels, poems and plays, films, musical works, and artistic works such as drawings, paintings, photographs and sculptures, and architectural designs.) It is the responsibility of all students and employees to become familiar with, and observe, IRSC’s policy on Intellectual Property, which can be found in the Employee Intranet under the Board Policies Folder, or in hard copy from the Office of the Vice President of Student Affairs:

System Integrity

The College prohibits any use of computing resources that impairs the operation of computers, terminals, peripherals or networks. This includes but is not limited to tampering with network components, blocking communications, releasing programs that reproduce or damage files or computer systems.

The College makes no guarantees that the functions or the services provided by or through the RiverNet will be error-free or without defect. The College will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service.

The College is not responsible for the accuracy or quality of the information attained through or stored on the College network nor is it responsible for financial obligation arising from unauthorized use of the RiverNet system.

Violations

Any violation of College policies and procedures regarding the College Technology Resources should be reported as follows:

* Situations that threaten the integrity of College computers, networks, or data should be reported immediately to the appropriate network or system administrator. Contact Network Support, Data Processing or the Vice President of Institutional Technology.
* Employees should report violations to their supervisor or in the alternative, the Assistant Dean of Human Resources. A student in violation of this policy should also be reported to the Vice President of Student Affairs.
* Students should report violations to the Vice President of Student Affairs Office
* Other users should report violations to Network Support.

Retaliation against individuals who have reported violations, filed a charge, participated in an investigation or opposed any unlawful practice is prohibited. An employee or student who retaliates will be subject to disciplinary action.

Any employee or student of this institution who is found to have violated the Information Technology Policy (6Hx11-9.12) will be subject to disciplinary action up to and including termination, suspension, and/or expulsion; within the provisions of applicable current Board policies and College handbooks.

# **COMPUTING AND DEPARTMENTAL RESOURCES**

# **(PROCEDURE TO ACCESS)**

Information Technology resources are intended for student, employees and others in the execution of College activities. All users are responsible for using the College information technology resources in an effective, efficient, ethical and lawful manner. The use of these resources is a privilege, not a right, and the College seeks to protect legitimate usage of this resource while imposing sanctions on those who abuse the privilege.

1. All access is considered the property of Indian River State College.
2. Access will be automatically granted to students and employees.
3. The College employee in charge of the resources needing to be used must grant requests for access for others. Requests for access to non-instructional resources, such as in data processing, for all personnel must be approved by the appropriate Vice President, in writing, to the office of the Administrator in charge of those resources for implementation.
4. Access is only for College-related business and not for commercial gain or other non-College business.
5. Individuals must not share their access with other persons.
6. Certain programs and files on College resources may contain information that is considered confidential. Users must respect the right to privacy of others by acquiring the appropriate authorizations before attempting to gain access to files containing sensitive information.
7. The College employee in charge of those resources must approve all files and programs to be placed on College resources.
8. Computer software protected by copyright is not to be copied from, into or by using any College computing facilities except as permitted by law.

For more information, refer to Procedure AP-9.122.

Technology Training

These provisions cover all employees of this institution who have RiverNet access.

The President may specify that the College network is being upgraded to the extent that additional general training is needed by users when it is deemed institutionally beneficial by the Vice President of Academic Affairs. Under these circumstances, the President or designee will identify appropriate training in the form of College credit coursework or clock hour instruction and all users will be required to complete such training.

During every two-year period, each user should successfully complete at least one semester hour of College credit instruction directly related to the network as approved by the Vice President of Academic Affairs

--OR--

Should complete a minimum of thirty (30) clock hours of professional development learning activities directly related to the network. These activities may consist of:

a. Industry sponsored or continuing education short courses;

b. Professional publications;

c. Service on state or national committees or boards and service as an officer of professional associations;

d. Research, development or special institutional assignments;

e. Attendance or active participation in conferences, workshops, or seminars

--OR--

Should complete a combination of college credit instruction and professional development.

The Virtual Campus

The IRSC Virtual Campus serves as the clearinghouse for all online course development, delivery, faculty training and support services. The Virtual Campus coordinates the development of master courses using teams consisting of faculty subject matter experts, instructional designers and technology specialists. In order to ensure all online programs and courses are of the highest quality, the College has adopted Quality Matters Instructional Design Rubric as a design methodology for the development of all online courses. This approach ensures high quality courses and uniformity of courses and programs across the institution. Further, duplication of resources is avoided and students are guaranteed a high quality learning experience that is driven by empirical research on best practices in course design.

Faculty are invited to voluntarily participate in the design process as subject matter experts. This requires the faculty member obtains certification as a Quality Matters Peer Reviewer. The College will assume the costs of the required courses for the certification. The duties of the subject matter expert are:

1. Serve as a subject matter expert (SME) on assigned course and work with departmental colleagues as needed to define content and develop the curriculum for inclusion in the master course.
2. Work cooperatively with the assigned Instructional Designer and course developers’ staff to design and develop the master course.
3. Serve as Subject Matter Expert to conduct QM Peer Review of master course.
4. Serve on two other QM Peer Reviews as a non-subject matter expert.

The College, upon completion of the aforementioned services, including the awarding of Quality Matters Peer Review Certification for the identified course will pay a stipend of $2000 to the faculty member.

The Virtual Campus will also provide online, blended and traditional training opportunities for faculty teaching online. Faculty teaching online courses should be aware of the college requirement to have at least one proctored exam in order to verify that the student receiving credit for the course is the same student who registered for the course. The Virtual Campus will work with faculty to develop and offer appropriate training necessary for success in an online course.

### Commencement

Faculty Participation

All full-time faculty shall participate in Commencement exercises and march in the procession. Part-time faculty members are invited to attend the ceremony.

Caps and Gowns

Faculty members dress in academic regalia for Commencement exercises. Each faculty member can wear their own personal regalia or are expected to purchase or rent a cap, gown and hood. This regalia is available through the IRSC Bookstore.

### CIVIC CLUBS

Administrative and teaching faculty are encouraged to become members of civic clubs. Members of such clubs should notify the Vice President and the Department Chair so that their class schedules will not conflict.

### PROFESSIONAL ORGANIZATIONS-MEMBERSHIPS

All teaching or administrative faculty are expected to be active in one or more professional organizations relating to their fields or specialization.

### STUDENT ACTIVITIES

Although classes and coursework are the primary concerns at IRSC, they are only one part of the student’s education. The College encourages all students to participate in campus activities outside of the classroom. The College has approved organizations, such as Campus Coalition Government, social clubs, special interest clubs, co-curricular clubs, civic clubs, intramurals, intercollegiate athletics and others.

The faculty and staff of the College are encouraged to participate in some of these activities of their own choosing, such as sponsoring an organization, chaperoning activities and supporting the activities by their attendance and interest.

**RESPONSIBILITIES OF STUDENT ORGANIZATION ADVISORS**

IRSC Faculty/Staff members may serve as advisors for student organizations and activities. Each advisor of a student organization should follow these guidelines to assist in fulfilling this important responsibility.

1. Serves as a resource person and attends all formal business meetings of the organization. Advisors also serve as consultants in the scheduling and planning of activities and events for the organization.
2. Provides appropriate oversight of College-sponsored student activities and events organized by their organization.
3. Register organization on RiverLife each Fall Semester by October 1.
4. Submits requisitions through Workday and ensures that sufficient funds are available within the organization’s account to cover checks, request, print shop expenses and club debts. Requisitions should be submitted online and sent to the Director of Student Development for approval and routing.
5. Ensures that all monies not used for the activity are re-deposited in the Business Office of the College in accordance with IRSC regulations. In addition, all monies raised from an activity/fundraiser must be deposited with the Cashier’s Office in your organization (Fund 6) account.
6. Ensures that the conduct of organization members, when involved in College-sponsored activities, does not bring discredit to the College.
7. Ensures that the Student Activities Office and the Vice President of Student Affairs have proper electronic paperwork completed two weeks prior to an activity through the “Create Event” feature within their organization page on RiverLife. The Director of Student Development and the Vice President of Student Affairs MUST review College-sponsored activities before they are approved and you can move forward to hold the event.
8. Track attendance at all events and activities on RiverLife.
9. Travels with the organization to chaperone trips, conferences and competitions to ensure that College policies and procedures are followed throughout the trip and ensures that the organization adheres to the specific arrangements indicated on the approved event form.
10. Ensures that students travel to and from trips, conferences and competitions in the College’s designated vehicle. Any exceptions must be discussed and approved by the Vice President of Student Affairs prior to the event.
11. Ensures that the organization is represented at all Campus Coalition Government meetings, held every other Wednesday of the month at 12:30 p.m. by the organization CCG representative or alternate representative.

**Benefits of Being an Advisor**

* Aids in the overall success of students.
* A unique opportunity to develop students through teaching, leading, and mentoring those involved in clubs and organizations.
* The chance to share knowledge and expertise on topics that you are passionate about and are of personal interest to you.
* An opportunity to diversify your experiences and expand upon the scope of your position, while networking with colleagues and students across different disciplines.
* A wonderful way to provide service to students, the College and the Community.

### TUTORING

Tutoring of one's own students for compensation is not permitted. When special tutorial assistance is needed and the regular instructor cannot provide the assistance, it should be provided, if possible, by other students or through the Academic Support Center (ASC).

### GIFTS TO EMPLOYEES

College employees are prohibited from soliciting or accepting gifts or premiums from individuals, organizations or vendors that may conduct business with the College. This includes, but is not limited to, gifts, loans, rewards, lunches and promise of employment, favors or services.

This policy does not preclude faculty from using free instructional materials containing incidental advertising if such materials are curriculum related.

### RETIREMENT

Employees hired in a full-time regularly established position must choose one of the following retirement plans, administered by the State of Florida. Indian River State College will make all contributions to the plan on the employee’s behalf.

* **Florida Retirement System Pension Plan**
* **Florida Retirement System Investment Plan**

In addition, employees who have been hired in a full-time administrative or faculty position are eligible for a third option:

* **Community College Optional Retirement Program**

The **Florida Retirement System Pension Plan** is a defined benefit plan in which a benefit is promised at retirement if certain criteria are met. Employees contribute 3% on a pre-tax basis to the plan, and IRSC contributes a percentage of salary to the plan. Future benefits are determined by a formula, based on earnings, length of service, and membership class, and is adjusted by a 3% cost-of-living each July (adjustment only applicable for FRS service earned prior to July 1, 2011). For members enrolled in FRS after July 1, 2011, normal retirement income benefits are available once the participant has completed eight years of FRS creditable service and is 65 years of age, or has completed 33 years of service regardless of age. For members enrolled in the FRS prior to July 1, 2011, normal retirement income benefits are available once the participant has completed six years of FRS creditable service and is 62 years of age, or has completed 30 years of service regardless of age. More information on the Pension Plan may be found at <https://www.myfrs.com>.

The **Florida Retirement System Investment Plan** is a defined contribution plan.  Employees contribute 3% on a pre-tax basis to the plan, and IRSC contributes a percentage of salary to the plan.   Participants direct where the contributions are invested among the available investment funds.  A participant’s investment plan retirement benefit is the value of one’s account at separation.  Employees are vested after one year of FRS creditable service.  Unlike the Pension Plan, there is no fixed benefit level at retirement.  However, a guaranteed lifetime payment option (based on the benefit to be distributed) can be purchased and is available with annual 3% benefit increases, like the Pension Plan.  More information on the Investment Plan may be found at <https://www.myfrs.com>.

The **Community College Optional Retirement Program** is a defined contribution plan that is available to employees hired in administrative and faculty positions.  Employees contribute 3% on a pre-tax basis to the plan, and IRSC contributes a percentage of salary to the plan.   Employees choose from any of the annuity products and direct the contributions for investment purposes.  Employees are fully and immediately vested in the program.  For more information, contact the Human Resources Department.

The **Deferred Retirement Option Program** (DROP), implemented on July 1, 1998, is a program that allows members to retire without terminating employment for up to five years while retirement benefits accumulate and earn interest compounded monthly at an effective annual rate of 6.5% (if DROP participation began prior to July 1, 2011) or 1.3% (if DROP participation begins on or after July 1, 2011). This program is available to eligible members of the Florida Retirement System who are in the FRS Pension Plan.  (FRS renewed members and members of the various optional retirement programs available under the FRS are not eligible to participate in DROP.)  Eligible members of the FRS Pension Plan may participate in DROP when vested and when they have reached their normal retirement date.  Your “normal retirement date” is the earliest date at which you become eligible for full, unreduced benefits based upon your age and/or service.  If enrolled in the FRS prior to July 1, 2011, normal retirement is age 62 with at least 6 years of service or 30 years of service, regardless of age.  If enrolled in the FRS on or after July 1, 2011, normal retirement is age 65 with at least 8 years of service or 33 years of service, regardless of age. Upon termination of DROP, members will receive their DROP benefit and will begin receiving a monthly retirement benefit. More information on DROP may be found at <https://www.myfrs.com>.

A **403(b) Tax Sheltered Account** is a qualified retirement savings account. Employees can contribute a limited portion of their salary, before taxes, through salary reduction. Participants can select from a list of authorized providers.More information may be found at [www.tsacg.com](http://www.tsacg.com).

A **457(b) Deferred Compensation Plan** is an optional voluntary retirement plan. Just like a 403(b) plan, contributions to a 457(b) are made before taxes by participants. Employees may enroll in a 457(b) plan through one of the authorized providers. More information may be found at [www.tsacg.com](http://www.tsacg.com).

The **Special Pay Plan** is a retirement savings plan that allows retired employees to take advantage of maximum allowable savings on eligible accumulated sick and annual leave payments. This is accomplished by IRSC contributing the value of eligible leave each year directly into an employer sponsored IRC Section 403(b) tax sheltered annuity. The contributions that are made accumulate in an account for the retiree in accordance with plan provisions, where they are permanently protected from Social Security and Medicare taxes. These contributions also receive deferred treatment from Federal withholding taxes until the employee elects to receive distributions. For more information, contact the Human Resources Department.

**Employee/Student Assistance**

**Program (EAP/SAP)**

An Employee/Student Assistance Program (EAP/SAP) is available for all IRSC employees and students, through the Health and Wellness Center, located on the Main Campus in the U-Building. The EAP/SAP Specialist, our Health and Wellness Coordinator, provides confidential counseling and assistance for problems that may interfere with optimal personal and professional performance. These problems can include those related to alcohol/drug abuse, mental health, marital conflicts, physical well-being, parenting and others. All contact with the EAP/SAP Specialist is confidential and will not be reported to administration, or anyone else, unless this is agreed upon by all parties.

Participation in our Employee/Student Assistance Program does not excuse employees or students from complying with normal College policies or from meeting normal job and student requirements during or after receiving assistance. Nor will participation in EAP/SAP prevent the College from taking disciplinary action against any student or employee for performance problems that occur before or after seeking assistance through the program.

**Employee Injury**

An accidental injury sustained during normal working hours must be reported immediately to the supervisor. Supervisors are responsible for notifying Human Resources immediately and if necessary, helping the employee to obtain emergency medical assistance by dialing **772-462-4755**. For more information, please refer to the Workers’ Compensation policy in your Faculty Handbook, or call the Human Resources Department.

**Workers’ Compensation**

The College is covered under statutory state Workers' Compensation Laws. These laws provide benefits for employees that cover medical and rehabilitation expenses and in some cases provide income replacement during periods of disability when employees are unable to work. Any College employee who has an on-the-job accident, injury or illness in the line of duty is entitled to Workers’ Compensation benefits in accordance with the provisions of Florida Statutes, Chapter 440.

Employees who sustain a work-related injury must immediately (within 24 hours or as soon as practical) notify their supervisor and the Human Resources Department. In the case of an emergency, employees should go to the nearest hospital emergency room for treatment and as soon as practical, notify their supervisor and Human Resources of the injury. In non-emergency situations, employees must report the injury to the Human Resources Department within 24 hours of the injury. Should the injury require medical attention, Human Resources will complete the appropriate forms and schedule an appointment with an authorized Workers' Compensation physician. **Not reporting an injury and/or obtaining medical treatment from an unauthorized facility will make the employee ineligible for Workers’ Compensation benefits. Workers’ Compensation benefits may not be available to an employee who is injured on the job while intoxicated or while affected by the illegal use of a controlled substance.**

For more information regarding Workers’ Compensation benefits, refer to the Administrative procedure, AP–6.45 or contact the Human Resources Department.

**Insurance**

Group Medical and Dental Insurance

The College provides group medical and dental coverage for all full-time employees through the Florida College System Risk Management Consortium. The College pays the monthly premium for the employee’s coverage. Medical and dental coverage is also available for spouses and dependent children of full-time employees. The monthly premium for this coverage is the responsibility of the employee. All full-time employees must enroll in coverage under one of the following plans:

* **Major Medical and Dental Insurance**

Full-time faculty elect the medical plan that will benefit the faculty member and family members (as applicable) IRSC has multiple plans for the faculty member to choose from including the Florida Blue BlueOptions PPO Plan, a Health Savings Account (HSA) plan for medical coverage. The PPO plan allows you to choose your healthcare provider with an increased benefit level for utilizing NetworkBlue participating providers. The HSA plan offers lower monthly insurance premiums, no copays, and many other benefits. Dental insurance is administered by Delta Dental and allows you to choose your dental provider with an increased benefit level for utilizing participating providers.

* Dental, and Vision Insurance (DV)

This plan is designed for full-time employees who already have adequate medical coverage. Full-time employees who elect DV are enrolling in a plan that offers dental and vision coverage. This plan covers the employee for dental and vision coverage only. Dependents may be enrolled at the employee’s expense through payroll deduction.

Plan Summary

The Plan Summary is intended to highlight the key benefits of the plan and is provided to the employee as an aid in deciding which plan meets their health care needs. The summary does not imply coverage nor does it guarantee benefits under the plan. The Plan Document/Contract Book contains all covered and/or excluded benefits. The following plan summaries may be obtained from the Intranet under the Human Resources Benefits folder:

**Major Medical and Dental Insurance**

**Hospital Indemnity, Dental, and Vision (HDV)**

Full-time employees have access to plan benefit information, participating providers and an array of value-added programs and services through the Florida Blue and Delta Dental websites. The website addresses are as follows:

**Florida Blue** – [www.bcbsfl.com](http://www.bcbsfl.com) |

Liability Insurance

The College provides liability coverage for all employees for incidents, which may occur while they are performing assigned official duties. More information regarding this coverage may be obtained from the Risk Management Office.

Group Basic Term Life and Accidental Death Insurance

The College provides each full-time employee with Life and Accidental Death and Dismemberment Insurance in an amount twice his/her annual salary, rounded up to the next highest thousand dollars. The College pays the full premium cost for the employee. The Basic Life Certificate Booklet contains further details, and this document is controlling with respect to this benefit. For more information regarding this coverage, a certificate booklet may be obtained from the Intranet under the Human Resources Benefits.

Group Long Term Disability Insurance

The College provides full-time employees with long-term disability insurance after one full year of full-time employment. The College pays the full premium cost for the employee. Full-time employees are covered under this benefit for 60% of the prior year’s W-2 earnings, less contractual income offsets imposed by the insurance carrier. The Long Term Disability Employee Certificate Booklet issued by the current carrier contains coverage details and serves as the controlling document with respect to these benefits. For more information regarding this coverage, a certificate booklet may be obtained from the Intranet under the Human Resources Benefits folder.

Retiree Group Medical/Dental Insurance

Any full-time College employee, who retires into the Florida Retirement System (FRS) Pension or Investment Plan or retires into CCORP, is eligible to participate in the College’s group medical and/or dental plan. Dependent(s) of a retiree who are enrolled for coverage at the time of the employee’s retirement are eligible to participate in the medical and/or dental plan as a dependent. The premium cost for medical and/or dental coverage is the responsibility of the retiree and will be deducted from the retiree’s FRS monthly benefit check. A retiree and/or dependent(s) of a retiree must elect to participate in the retiree medical and/or dental plan within 30 calendar days of the date of retirement from the College. If a retiree terminates medical and/or dental coverage, they may not re-enroll in this coverage at a later date.

Retiree Basic/Voluntary Life Insurance

Retirees may elect to continue their basic and/or voluntary life insurance through a whole life insurance policy conversion option only. The premium cost for the converted life insurance policy is the responsibility of the retiree and is paid directly to the insurance carrier by the retiree. A retiree must elect to continue coverage within 31 days from the date of retirement.

Voluntary Insurance Plans

Full-time employees are eligible to purchase various types of insurance programs through payroll deduction. These insurance programs are available through various vendors and such plans include vision care, voluntary life insurance, short and long term disability, accident and cancer. The cost for these plans will vary depending on the extent of coverage desired. More information may be obtained from the Human Resources Department.

Enrollment for Insurance Plans and Programs

The College offers enrollment periods for medical, dental and other insurance programs, as approved by the insurance providers. During these periods, employees may elect to enroll, terminate a plan or add qualified dependents or change from one plan to another. More information may be obtained from the Human Resources Department.

COBRA (Federal Consolidated Omnibus Budget Reconciliation Act)

Full-time faculty and their dependents covered by the applicable IRSC Group Insurance plans may be eligible for continuation of coverage under COBRA. The employee coverage may be extended for up to 18 months due to termination of employment, or for instances of a reduction of hours; up to 24 months for military duty; up to 29 months for disability; and up to 36 months for dependents, due to the death of an employee, divorce, legal separation or if the dependent is no longer a dependent eligible for group coverage.

Employees and their dependents who meet the COBRA eligibility requirements will receive information from our approved third party COBRA vendor regarding their rights to continue coverage as well as plan costs and an election form. The College does not pay any portion of the COBRA premium. More information may be obtained from the Human Resources Department.

**Flexible Benefit Tax Reduction – “FLEX Plan”**

The Flexible Benefit Tax Reduction Plan “FLEX” allows for pre-tax payroll deduction for: a) certain insurance coverages offered through the College, (b) a medical expense reimbursement account, and c) a dependent (child or parent) care reimbursement account. For more information and enrollment periods call the Finance Department.

**Holidays**

Each year the District Board of Trustees approves the holidays when the Academic Calendar is approved.  The actual number of holidays will vary from year to year.  In most cases, courses will not meet during any legal holiday observed by the College.

The faculty service days calendar is available on the Employee Intranet. The faculty service days calendar is also in Section IX of this handbook.

**IMMIGRATION STATUS**

## Federal legislation and rules issued by the U.S. Citizenship and Immigration Service, state that employers may legally hire workers only if they are authorized to work in the United States. All employers are required to verify the identity and employment eligibility of all individuals hired after November 6, 1986, and to retain an I-9 employment verification form for each employee regardless of citizenship status. Individuals may not begin employment at the College unless E-Verify is completed and original supporting documentation is validated since employers are subject to civil or criminal penalties if they do not comply. Employees are obligated to notify Human Resources during their employment at the College, of any change in their work authorization status.

**Job Descriptions**

## The President or designee approves Job Descriptions outlining duties and responsibilities for all positions. Job Descriptions contain the Position Title, Location, Supervisor, Classification, Class, FLSA Status Qualification, Knowledge and Skill Requirements, Essential Job Functions and Responsibilities, Specific Duties and Responsibilities and Physical Requirements required of the position. Employees are also expected to be available to perform tasks not identified in their job description at the reasonable direction of their supervisors. The College may evaluate and revise job descriptions at any time without notice, and job descriptions are not intended to be a contract for employment. Each employee should ensure that they have a copy of their Job Description.

**Nepotism**

No full-time or part-time employee will be permitted to work under the direct or indirect supervision or decision-making authority of a relative. "Relative" for purposes of this policy, is defined as father, mother, son, daughter, brother, sister, uncle, aunt, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, half-brother, or half-sister. Also included are grandchildren and life partners. The President shall recommend to the Board all personnel actions including exceptions to this policy.

**Leave**

## **Leave of Absence/Time Off-General Information**

Leave of Absence/Time Off permits an employee to be absent from his or her duties for a specified time. The District Board of Trustees authorizes the President, or designee, to grant leave/time off pursuant to State Board of Education Rules. Granting of leave/time off shall be determined on the basis of policies and procedures designed to facilitate the operation of the College and the need to ensure leave is granted or denied on a uniform basis. Leave of Absence may be with pay or without pay.

Paid leave/time off may be granted by the President to eligible employees for approved absences from duty including, but not limited to, sick, annual/vacation, professional, personal, military, court-related and administrative leave. Paid administrative leave does not affect an employee’s accrued or earned leave. An employee will continue to earn sick and annual/vacation time off during leaves of absences with pay except while on annual/vacation time off associated with termination of employment.

Unpaid leave (leave-without-pay status) may be granted to employees by the President at his or her discretion. An employee will not continue to earn sick and annual/vacation time off while on leave-without-pay status. Except for employees on FMLA, employees on unpaid leave status will also assume applicable monthly benefit premiums.

All absences from duty shall be covered by leave/time off that is authorized and approved in advance, except in cases of sickness or emergency. If an emergency should occur and the employee is unable to report to work, the supervisor must be contacted immediately to make the appropriate arrangements.

Any employee who is willfully absent from duty without an approved leave will forfeit compensation and will be subject to disciplinary action or discharge. Any employee who does not receive an extension of leave/time off and who does not report to work on the workday following the last day of leave/time off will be deemed to have voluntarily resigned.

## **Administrative Leave**

Administrative Leave is a leave of absence granted by the President, or designee, which does not affect earned or accrued leave. Administrative Leave may be paid or unpaid and includes, but is not limited to, court-related leave, military leave and professional leave/sabbatical. Administrative Leave is authorized for such periods as the President, or designee, may determine.

An employee in leave-without-pay status for an entire pay period must reimburse the College for insurance premiums paid on his or her behalf by the College during that period.

## **Disaster (Natural & Man-Made) Leave**

The District Board of Trustees authorizes the President or designee to grant paid leave to full-time employees in times of national and man-made disasters. In such instances, the President or designee will specifically designate the day(s) and/or hours that shall be considered paid leave. Employees who are already on vacation, sick or other paid leave/time off during the paid leave designation for national or man-made disasters, shall not be charged for the vacation, sick or other paid leave/time off previously requested.

## **During Discipline and/or Investigation (Leave)**

An employee who has been given notice of suspension is placed on Administrative Leave for the period between the notice of suspension and the effective date of the final disposition of the matter.

An employee under formal investigation by the College for a violation of Board Policy or Florida law, for which termination is a penalty, may be placed on Administrative Leave.

Administrative Leave during a suspension shall be granted by the President with or without pay. The Leave Form must be completed by the employee's supervisor and does not require the signature of the employee.

## **Family Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12 month period. The College will maintain the employee’s group health insurance during the leave period and when the leave ends, will reinstate the employee to the same or an equivalent job with equivalent employment benefits, pay and other terms and conditions of employment. Eligible employees are those who have worked for at least 12 months and for 1,250 hours during the previous 12-month period. The FMLA entitles eligible employees to take leave for certain specified reasons:

1. the birth, adoption or placement in foster care of a child within one year of the event;
2. to care for a son, daughter, spouse or parent with a serious documented health condition;
3. for the employee’s own serious documented health condition that makes the employee unable to perform their essential job functions;
4. for an exigency caused by the call to active duty of a member of the Armed Forces; and
5. to care for a spouse, child, parent or next of kin who is a service member and who is injured or becomes seriously ill while on active duty.

When the need for family or medical leave is foreseeable, eligible employees must provide at least 30 days notice to their supervisor and Human Resources. If leave is required because of a medical emergency or other unforeseeable event, employees must provide their supervisor and Human Resources with as much notice “as is practicable” under the facts and circumstances of the particular reason for leave.

As this is a brief overview of the eligibility requirements and reasons for leave under the FMLA, the FMLA Administrative Procedure (AP-6.431) contains further information regarding the conditions of leave, notification requirements, medical certification requests, benefits continuation and returning to work. This procedure and the FMLA “Notice of Eligibility and Rights” may be obtained from the Intranet under the Human Resources Benefits folder.

## **Maternity Leave**

Maternity Leaves are covered under the legal provisions of the Family and Medical Leave Act (FMLA).

## **Jury Duty and Court Related Time Off**

A full-time employee summoned to serve as a member of a jury panel shall be granted Administrative Leave with pay and the employee shall retain jury fees. The College shall not reimburse the employee for meals, lodging, or travel expenses while serving as a juror.

A full-time employee subpoenaed in the line of duty to represent the College as a witness or defendant shall not be granted Administrative Leave, and his or her appearance in such cases shall be considered a part of the job assignment. An employee, who is involved in litigation as a result of action related to carrying out the official College duties and responsibilities, may be granted Administrative Leave with pay for court attendance upon the approval of the President, or designee. The employee shall be paid per diem and travel expense and shall be required to turn over to the College any fees received from the court.

A full-time employee subpoenaed as a witness, not involving litigation in which he or she is a principal, shall be granted Administrative Leave with pay, and any witness fees shall be retainable by the employee. The College shall not reimburse the employee for meals, lodging, or travel expenses while serving as a witness.

In no case shall Administrative Leave with pay be granted for court attendance when an employee is engaged in personal litigation in which the employee is a principal; however, an employee may be granted vacation, personal, or emergency leave in such cases with the approval of the President, or designee.

An employee shall promptly notify the immediate supervisor of the receipt of a jury summons or witness subpoena. The time off request should be initiated and submitted via to Workday to the supervisor at the conclusion of the court service. A copy of the summons or witness subpoena must be attached in the time off request in Workday.

## **Military Leave**

The District Board of Trustees authorizes Military Leave for College employees pursuant to State Board of Education Rules and Florida Statutes (see D.B.O.T. Policy 6Hx11-6.461). The Board intends that College employees on Military Leave be compensated to the greatest extent allowed by sound fiscal management. The College does not discriminate in hiring, firing, promotion, training, or any other benefit or advantage of employment for the past, present, or future participation in uniformed services. The President, or designee, may grant extended Military Leave based on these considerations.

Full-time College employees shall be granted Military Leave with pay and appropriate benefits as follows:

## **Requesting Leave**

* + A full-time employee called to military service should provide oral or written notice to his or her supervisor as soon as possible.
  + The employee must submit a copy of his or her official orders to the Human Resources Department and complete a Request for Leave of Absence form.
  + The employee must designate a depository for direct deposit of any monies received from the College.

## **Salary and Benefits During Leave**

* + A full-time employee granted Military Leave for normal training or reserve obligations shall receive full pay and benefits for the first seventeen (17) days of leave each calendar year. Leave beyond 17 days shall be without pay.
  + A full-time employee who enlists or is called to extended military service during a time of war or National or State emergency declared by the President, Congress or the Governor shall be granted leave of absence from his or her position. The first thirty (30) days shall be with full pay and benefits. Additional pay and benefits beyond thirty (30) days may be granted to an employee as allowed by current budget and fiscal conditions. An employee on Military Leave from the College will not lose accrued leave when engaged in active status duty.
  + A full-time employee on Military Leave shall be entitled to health insurance benefits and term life insurance. The employee is entitled to continue health insurance for his or her dependents.

## **Reinstatement**

* + Upon return from extended active duty, a previous employee shall be reinstated to the same, or a position of like seniority, status and pay, as that which he or she left prior to the extended leave, in accordance with USERRA requirements.
  + Employees shall retain all unused leave benefits and shall have balances credited to their records upon return to their positions.
  + Vacation and sick leave accrue while the employee remains on paid leave status.
  + Employees occupying positions funded by grants or other temporary sources shall be eligible for Military Leave and reinstatement rights during the term established for their positions by the grant or other source.
  + Employees must return to work within a certain amount of time after military service ends, depending on the length of service. Employees do not need to decide until the end of their military service whether they will seek reemployment.

## **Service up to 30 days:**

* + The employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight hour rest period.

## **Service of 31-180 days:**

* + The employee must return no later than 14 days after completing military service.

## **Service of 181 days or more:**

* + The employee must return to work no later than 90 days after completing military service.

## **Service-related injury or illness:**

* + The re-employment of an employee who has incurred a disability during service shall be according to USERRA guidelines.
  + Employees are protected from being discharged without cause for six months after the date of re-employment after military service lasting 31-180 days and for one year after re-employment for any longer service period.

## **Other Information**

* + The College is not required to reinstate an employee who has been dishonorably discharged. The College is not required to hold positions for temporary employees.

**Service Day TIME OFF**

## **Eleven-Month Faculty**

Faculty members employed on an eleven-month or twelve-month service day basis shall receive non-service days based on the twelve (12) month period of the contract (August 1 - July 31). The number of non-service days each year is calculated based on the number of possible service days in the academic year less the number of days eleven-month faculty members are contracted to work. These non-service days are not cumulative and must be used within the academic year. If non-service days are not used by the end of the academic year, non-duty days will be forfeited.

Non-service days are not paid days since eleven-month faculty members are only paid for contracted days. When non-service days are used, faculty members will not see a reduction in their pay because their contracted days are paid throughout the twelve months. If eleven-month faculty members terminate during the academic year, their salary will be recalculated based on the number of days worked and non-service days used, and their final paycheck will be based on monies due for days worked for the academic year.

The President, or designee, shall make every effort to insure that non-service days are used in order to provide employees with vacation and/or time off. Non-service days are requested through Workday at least ten (10) working days prior to the use thereof. Contact Human Resources should you have questions regarding the calculation of non-service days.

## **Ten-Month Faculty**

Ten-month faculty do not receive non-service days. Ten-month faculty must follow the service day calendar provided annually in the Faculty Handbook. For more information, contact the Human Resources Department.

## **Personal Time Off**

The President, or designee, may grant a maximum of four (4) days of Personal Time Off for personal reasons each academic year (August 1 to July 31) to full-time employees. Personal Time Off is non-cumulative and shall be charged to accrued sick time off.

Personal Time Off requires completion of a request initiated via Workday and should be approved in advance by the appropriate supervisor. If an unforeseen emergency prevents an employee from requesting time off in advance, the employee should notify the supervisor as soon as possible.

## **Sabbatical (Professional) Leave**

The President may grant Professional Leave/Sabbatical for periods of up to:

* Thirty (30) days at full compensation and benefits, without further action by the Board;
* For periods in excess of thirty (30) days up to six (6) months at full compensation and benefits with approval by the Board;
* For periods in excess of six (6) months but not for more than one (1) year with full benefits and 50% of compensation with approval by the Board.

The granting of Sabbatical Leave for periods in excess of thirty (30) days must be in compliance with the provisions of the current District Board of Trustee/AAUP Agreement as it pertains to such leave for training in new fields, and it is subject to the following additional provisions:

1. The professional development activities pursued during the Sabbatical Leave must be of demonstrable benefit to the College. Professional development activities that might be eligible for Sabbatical Leave include:

a. Coursework leading to a degree at an accredited institution. Employees on Sabbatical Leave who are enrolled in degree programs must not earn less than the average number of credits earned by students in that degree program at that institution. A record of the credits earned must be filed in the President’s Office at the end of each academic term and maintained permanently in the employee’s personnel file. Employees are responsible for requesting that the official transcript with degree conferral is mailed to Human Resources for processing.

* 1. Coursework at an accredited institution that enhances professional development without leading to a degree. A record of the credits earned must be filed in the President’s Office at the end of each academic term and maintained permanently in the employee’s personnel file. Employees are responsible for requesting that the official transcript with coursework credits earned is mailed to Human Resources for processing.

c. Participation in training or in-service programs that enhances professional development.

d. Academic research or analysis that would produce significant results worthy of publication.

1. Personal growth or self-enrichment activities, such as foreign or domestic travel, that would measurably enhance professional development and be of demonstrable benefit to the College.

2. Applications for Sabbatical Leave must be submitted in writing to the President on or before March 1st prior to the Fall Semester of the academic year in which the leave is to be taken. The application must include a detailed description of the professional development activities to be undertaken during the sabbatical and the anticipated benefits of the sabbatical to both the College and the employee. In addition, the application must specify the proposed duration of the sabbatical with specific beginning and ending dates, the proposed responsibilities of the employee during the period of the sabbatical and the proposed compensation to be paid to the employee by the College. Prior to initiating the Sabbatical Leave process the employee must meet with Human Resources to ensure that the sabbatical activity is congruent with all employee benefits and responsibilities.

3. Sabbatical Leave is awarded by the President (with Board approval when necessary) on a competitive basis, based upon the relative value of the Sabbatical Leave to both the College and the employee. The President may also consider such factors as the employee's length of service at the College, the interval of time since any previous Sabbatical Leaves was granted to the employee, and the fiscal resources of the College.

4. Full-time employees must have a minimum of three (3) years of satisfactory continuous service to be eligible for Sabbatical Leave.

5. The combined total of Sabbatical and Professional Enhancement Summer leaves awarded each academic year shall not normally exceed two (2) percent of the total number of full-time personnel employed by the College.

6. Employees who are granted Sabbatical Leave must agree in writing to resume employment at the College for a period of time calculated at a three-to-one (3 to 1) ratio to the period of Sabbatical Leave (e.g., an employee granted a six-month sabbatical must agree to return to employment at the College for a period of at least eighteen months following the completion of the sabbatical; an employee granted a one-year sabbatical must agree to return to employment at the College for a period of at least three years). Should the employee fail to return to work for the designated period following the Sabbatical Leave, the employee may be required to reimburse the College for salary and benefits paid by the College during the period of the Sabbatical Leave.

7. The period of Sabbatical Leave will count as time in regular service at the College for all purposes, including retirement (subject to the rules of the Division of Retirement), and the College shall continue to make contributions to the retirement.

8. Employees granted Sabbatical Leave shall be returned to a position comparable to the one held at the commencement of the sabbatical, and at a salary equivalent to the one that would have been attained had the leave not been granted.

1. Should the President have evidence at any time during the period of the Sabbatical Leave that the employee was not fulfilling the contractual requirements of the sabbatical agreement, or that the employee was regularly employed elsewhere, the Sabbatical Leave may be terminated, the salary payments may be discontinued, and the employee may be required to repay any over payments.

Extensions of Sabbatical Leave granted by the Board shall be considered by the Board when requested, pursuant to current State Board of Education Rules.

**Professional Enhancement Summer Leave**

The President may grant Professional Enhancement Summer Leave for release from Summer Term instructional responsibilities, provided that the prior Fall Term and Spring Term course load, combined, totals 36 credit hours no overload payments were made, and the proposed leave meets the following requirements:

1. The professional development activities pursued during the leave must be of demonstrable benefit to the College. Professional development activities that might be eligible for leave would include:
2. Coursework leading to a degree at an accredited institution. A record of the credits be filed in the President’s Office at the end of the academic term and maintained permanently in the employee’s personnel file.
3. Coursework at an accredited institution that enhances professional development without leading to a degree. A record of the credits earned must be filed in the President’s Office at the end of each academic term and maintained permanently in the employee’s personnel file.
4. Participation in training or in-service programs that enhances professional development.
5. Academic research or analysis that would produce significant results worthy of publication.
6. Personal growth or self-enrichment activities, such as foreign or domestic travel, that would measurably enhance professional development and be of demonstrable benefit to the College.
7. Applications for Professional Enhancement Summer Leave must be submitted in writing to the President prior to December 1, of the academic year in which the leave is to be taken. The application must include a detailed description of the professional development activities to be undertaken during the leave and the anticipated benefits of the leave to both the College and the employee.
8. Professional Enhancement Summer Leave is awarded by the President on a competitive basis, based upon the relative value of the Sabbatical Leave to both the College and the employee. The President may also consider such factors as the employee's length of service at the College, the interval of time since any previous Sabbatical Leaves granted to the employee and the fiscal resources of the College.
9. Full-time employees must have a minimum of three (3) years of satisfactory continuous service to be eligible for Professional Enhancement Summer Leave.
10. The combined total of Sabbatical and Professional Enhancement Summer Leaves awarded each academic year shall not normally exceed two (2) percent of the total number of full-time personnel employed by the College.
11. The period of Professional Enhancement Summer Leave will count as time in regular service at the College for all purposes, including retirement (subject to the rules of the Division of Retirement), and the College shall continue to make contributions to the employee’s retirement.

**Sick TIME OFF**

## **Using Sick Time Off**

Any full-time employee who is unable to perform duties at the College due to personal illness or due to the death or personal illness of any member of the employee's immediate family shall be entitled to take Sick Time Off as approved by his or her supervisor. The employee shall also be granted Sick Time Off for the death or personal illness of any member of his or her spouse's immediate family.

Immediate family is defined as the spouse, the grandparents, parents, brothers, sisters, children, grandchildren, or other close relative or member of the employee’s own household. Children may include a biological child, an adopted child, a stepchild, a foster child, a child under legal guardianship, or a child of a person standing in loco parentis who is under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

Sick Time Off may also be used for appointments with a healthcare provider. Appointments with health care providers must be approved in advance and should be scheduled so that there is minimum disruption to the operations of the College. Sick Time Off requires initiation of a request for time off in Workday, which must be initiated via Workday to the supervisor immediately upon the employee's return to work.

## **Transfer of Sick Time Off to the College**

Accumulated Sick Time Off may be transferred from another Florida community and/or state college, the Florida university system, the Florida Department of Education, or a Florida public district school board provided that at least one-half of the Sick Time Off accumulated at any one time must have been established in the college in which the employee is currently employed.

## **Accrual of Sick Time Off**

Accrual of Sick Time Off for full-time employees shall be eight (8) hours credit for each calendar month or major fraction thereof not to exceed twelve (12) days (96 hours) per year. Full-time employees of less than twelve (12) months shall earn eight (8) hours for each calendar month worked during that year. (Eleven-month employees earn eleven (11) days per year and ten-month employees earn ten (10) days per year). Sick Leave shall be earned each calendar month, provided the employee is in paid status a major fraction thereof. Such leave shall be credited to the employee on the 16th day of the calendar month.

## **Payment of Sick Time Off**

Upon retirement from the College, an employee shall be paid for unused Sick Time Off in accordance with Board Policy, 6Hx11-6.421, Terminal Sick Leave for Full-time Employees.

**Sick Leave Pool**

The District Board of Trustees authorizes the President to establish a program allowing full-time employees of the College to pool accrued Sick Leave for the benefit of participating members in the pool who have exhausted all Sick Leave, compensatory time (if applicable), non-duty days (if applicable) and annual/vacation leave (if applicable), due to extensive or recurrent medical problems.

All full-time employees shall be eligible for participation in one of the following Sick Leave pools:

1. Support Employees’ Sick Leave Pool
2. Faculty Sick Leave Pool
3. Administrators’ Sick Leave Pool

## **Membership**

Participation in the Sick Leave pools shall be voluntary. Any full-time employee shall be eligible for participation after one continuous year of full-time employment with the College provided that the employee has accrued at least ten (10) days of accumulated Sick Leave.

An initial contribution of five (5) days will be required to join the pool. Such leave will be removed from the employee’s personally accumulated Sick Leave balance. After the initial contribution, no further contributions will be required except as may be necessary to replenish the pool.

A participating employee shall not be eligible to use Sick Leave from the pool, until the employee's accrued Sick Leave, compensatory time (if applicable), non-service days (if applicable) and annual/vacation leave (if applicable), have been depleted.

## **Membership for Rehired College Employees:**

A rehired member of one of the IRSC Sick Leave pools is eligible for membership immediately upon re-employment after he or she contributes any amounts that were replenished by members during his or her separation from the College if he or she meets one of the three criteria:

1. Upon separation from IRSC he or she did not transfer his or her Sick Leave or;
2. Upon separation from IRSC he or she did not receive a payout for unused Sick Leave or;
3. Upon separation from IRSC transferred his or her Sick Leave but all of the Sick Leave did not transfer leaving a balance to reinstate to IRSC.

Should the rehired member choose to re-enter the pool, he or she will have five months from his or her re-employment date to re-join the pool. If rehired members cannot replenish the pool at the time of their re-employment at the College, they will be eligible for reinstatement during the next enrollment period as outlined above in the membership rule.

## **Membership for Retired Employees:**

A rehired member of one of the IRSC Sick Leave pools, who received a complete payout for unused Sick Leave upon retiring from the College, must re-join one of the Sick Leave pools. Refer to the membership rules as stated above.

## **Membership for Employees Transferring to a Different Sick Leave Pool:**

If a member of one of the Sick Leave pools accepts a position in a different employee classification, which changes his or her status of Support, Faculty, or Administrator, he or she may transfer his or her membership to the appropriate Sick Leave Pool. Transfer of membership will require the member to transfer his or her original contribution of five (5) days to the new Sick Leave Pool. If the member used all or any part of the contribution, he or she will be required to re-contribute all or any part of the original contribution to the new Sick Leave Pool. If the member chooses not to transfer his or her membership, his or her membership will be withdrawn from the Sick Leave Pool of which he or she was a member.

The Human Resources Department will notify each employee who is eligible to join one of the Pools concerning the enrollment process and dates. Enrollment in the Pools shall be open during the semi-annual enrollment periods of March 1 through March 31 and September 1 through September 30.

## **Use of the Pool**

Sick Leave Pool hours used by a member must be used for the member’s own personal illness, accident, or injury. The pool does not cover family illness nor does it cover cosmetic or reconstructive surgery that is not the result of an injury, illness, disease, or congenital defect. Such injury, illness, disease, or congenital defect must have occurred or manifested itself while the employee was a member of the pool.

Disabilities resulting from pregnancy or childbirth are eligible medical conditions for using pool benefits. The pool does not cover maternity leave or childcare.

A member receiving full long-term disability benefits, short-term disability benefits, or workers’ compensation benefits is not eligible to use the Pool.

When Sick Leave is used from the pools, a physician’s statement is required testifying to the disability, verifying the period an employee is unable to work, and estimating the anticipated duration of the inability to work.

An employee utilizing the Sick Leave Pool will continue to accrue sick and annual/vacation leave; however, once accrued, sick and annual/vacation leave must be exhausted before additional days from the pool are used.

The maximum number of days any participating member may use in any fiscal year shall be limited to sixty (60) days. In instances where the same continuous illness or injury crosses two fiscal years of the pool, compensation from the Sick Leave Pool will cease in the second year to coincide with the effective date of approved payments under a Long Term Disability claim. A participating employee who used Sick Leave from the pools shall not be required to re-contribute such Sick Leave to the pools, except as provided for replenishment purposes.

Use of the Sick Leave Pool shall at all times be contingent upon the availability of days in the pool. Alleged abuse of the use of the Sick Leave Pool shall be investigated, and, on a finding of wrongdoing, the employee shall repay all of the Sick Leave credits drawn from the Sick Leave Pool and be subject to other disciplinary action.

## **Replenishment of the Pool**

When the number of hours in any of the Sick Leave pools is less than seventy-five percent (75%) of the balance on either April 1st or October 1st after open enrollment, the pool will be replenished. Each participating employee will be requested to contribute up to five (5) days, equally.

Members must have at least five (5) days of accumulated Sick Leave to replenish the pool to remain a member.

If at the time of replenishment, a member does not have the sufficient number of hours to make the required contribution, the member shall automatically be withdrawn from the Pool.

However, if replenishment is requested of a member who used Sick Leave from the pool within five (5) months of the replenishment period and the member does not have the required number of days sick leave to contribute, such member shall contribute what he/she has available and such member shall be permitted to contribute the remainder upon immediate accrual. The member shall not be permitted to use the Sick Leave accrual for any other reason other than replenishment of the pool or the member's illness, confirmed in writing by a healthcare provider, until the required days have been contributed.

If a participating employee who is, at the time of replenishment, using Sick Leave from the pool, such member shall be required to re-contribute Sick Leave to the pool upon returning from leave. The member shall not be permitted to use the Sick Leave accrual for any other reason other than replenishment of the pool or the member's illness, confirmed in writing by a health care provider, until the required days have been contributed.

## **Withdrawal from Membership in the Pool**

If a member voluntarily withdraws membership, the employee must have at least ten (10) days of accumulated Sick Leave to re-join the pool during open enrollment. An employee who withdraws from the Sick Leave Pool shall not be eligible to withdraw any Sick Leave already contributed to the pool.

A participating employee who chooses to no longer participate in the Sick Leave Pool, or who retires, resigns, or is terminated may not withdraw Sick Leave contributions from the pool. Contributions to the pool are final.

**Sick TIME-OFF Credit Reinstatement**

Full-time employees who leave College employment without receiving terminal Sick Leave payments for accumulated Sick Time Off and who are subsequently re-employed by the College on a full-time basis may reinstate time off.

The President, or designee, is authorized to reinstate prior accumulated and unpaid Sick Time Off in the following manner:

1. In a lump sum of up to ten (10) days during the first month of reemployment.
2. Up to three (3) days of leave for each one-day earned after reemployment, starting with the first month and continuing until all such leave is reduced to a zero balance.

**Temporary Duty Leave**

The President, or designee, may authorize assignment to temporary duty for employees when the transaction of official College business is required at places other than College campuses.

Temporary assignments are for the purpose of performing Enrollment and Student Services including, but not limited to, participation in educational surveys, professional meetings, study courses, workshops, return to industry experiences, administrative projects, and other related matters.

Employees on temporary duty will receive their regular salary and may be allowed expenses in accordance with College policies and procedures.

**Terminal sick leave pay**

Terminal sick leave pay provides for payment of accumulated sick leave to:

* Retiring eligible full-time employees or;
* The beneficiaries (estate or as provided by law) of full-time employees whose service is terminated at the time of death, whether or not the employee is eligible for retirement. It is the employee’s responsibility to keep designated beneficiaries current.

For the purpose of paying terminal sick leave upon retirement, a retiree shall be defined as an employee who separates from employment and meets the criteria of the IRSC Terminal Sick Leave Payment Plan as outlined in Administrative Procedure AP 6.421.

### Travel Procedures

All travel must be for official College business, must be deemed necessary, and must be approved in advance by the President and the District Board of Trustees. International travel (requiring a passport) shall be reported to the Board.

Authorized persons to travel at the expense of the College include members of the Board of Trustees, the President, Administrators, Full-Time Faculty and Staff, prospective employees, consultants or advisors and students participating in approved student activities.

All duly authorized travelers must complete a Spend Authorization within Workday and it must be executed in advance of their travel. Once the Spend Authorization is approved and properly executed, all travel arrangements can be made.

Immediately following return from travel, the employee must submit an Expense Report in Workday to receive reimbursement. At that time, the traveler completes the Expense Report with the proper travel information such as mileage, agenda, meal allowances, applicable receipts for out of pocket expenses, date range of travel, location of travel, departure/arrival times, etc. For more information, refer to IRSC Travel Procedures and the Workday Job Aids.

### College Vehicles

Only College employees shall be permitted to operate College vehicles. Students are prohibited from driving College vehicles unless they are an employee of the College. Any driver who is paid to take passengers to a destination or who operates any vehicle larger than a 15-passenger van on College business must possess a valid driver license with a passenger endorsement (P endorsement). For more information, contact the IRSC Student Affairs Office.

### Indemnification of Legal Costs

The District Board of Trustees may defray all costs of defending a civil action brought against any officer of the Board, including a Board member, or any person employed by or agent of the Board, for any act or omission arising out of and in the course of the performance of his or her duties and responsibilities to the College. Such costs may include reasonable attorney’s fees and expenses together with costs of any appeal. The Board may hold harmless and protect such person from any financial loss resulting from such action(s).

### Cell Phone Usage

The use of cell phones is prohibited during class at IRSC. All cell phones must be set on silent or vibrate during the class period. Any student who uses a cell phone to make or answer a call, or send and/or read text messages or emails, other than IRSC emergency messages during class time may be asked to leave and may be considered absent for that class. No student has the right to disturb the teaching and learning process.

### Consultants

The faculty is encouraged to utilize appropriate consultants. Faculty members should inform their Department Chair, who will then communicate with the Vice President of Academic Affairs to put the request in operation. Travel, per diem and gratuities may be paid as required to secure such consultants' services.

## **INSTRUCTIONAL METHODS**

As long as instructional methods are reasonable and designed to help students master the approved course objectives, the specific instructional method used is the option of the course instructor.

It is the responsibility of every instructor to be prepared for every class session. Instructors are to meet all scheduled classes, and classes should meet for the full-allotted time. Breaks are for classes of at least 1½ hours in length and should last no more than 10 minutes.

# **Dual Enrollment Instruction**

## **Dual Enrollment**

Dual Enrollment is a program that allows high school students to simultaneously earn college or vocational credit toward a postsecondary diploma, certificate, or degree at a Florida public institution that will also count as credit toward a high school diploma.

The Dual Enrollment program is an opportunity to take challenging courses and accelerate education opportunities. Students who successfully complete Dual Enrollment courses will save time toward their college degree and save money with free tuition and textbooks (public school students only).

## **Dual Enrollment Instructional Requirements**

In order for IRSC to provide Dual Enrollment classes, it is necessary to assure the same standards of instruction as in all other college classes, including academic practices and collegiate learning environment.

## **Student qualifications for courses**

To be eligible for participation in the Dual Enrollment program, students must meet all of the qualifications listed below.

1. 6th - 12th grade classification.
2. Written notification from the high school signed by a school official or counselor as required.
3. Written approval of the student's parent or legal guardian if the student is under 18 years of age.
4. Have a minimum 3.0 un-weighted high school GPA for college credit courses or 2.0 un-weighted high school GPA for technical education courses.

In order to enroll in certain academic courses, students must provide IRSC with ACT, SAT or P.E.R.T. (The Postsecondary Education Readiness Test) scores that are no more than two years old.

## **SYLLABUS REQUIREMENTS**

All students must be provided written (which may be digital and posted within learning magagement system) information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

Please be certain that in all course sections students receive, or have access to, a syllabus containing at least:

* Goals, learning and/or program outcomes, and requirements of each course (for example, major topics to be covered and any prerequisites whether they are other courses, entry-level placement, equipment, attendance, behavior or study hours);
* Clearly defined attendance policy;
* Nature of the course content (for example, list of chapters in text or paragraph summary of content or skills to be attained); and
* Methods of evaluation (for example, consequences of plagiarism and cheating, number of tests/assignments, material to be covered on each test/assignment, and how grades are determined for tests and assignments and then combine to make final grade).

In addition, to comply with state statute, the syllabus must contain contact information for the instructor that indicates clearly how and when students can contact the instructor. Include contact information for students that is appropriate such as email address, office phone number, etc.

## **Service Learning**

Before offering a Service Learning course, instructors must notify the Service Learning coordinator of their intent, and must discuss their plans with their respective Instructional Deans.

## **All Service Learning courses must:**

* Serve a genuine community need.
* Include only service activities to be carried out either within Indian River State College programs and facilities, or with Community Partner Organizations [CPO’s] that have approved, signed formal agreements with Indian River State College.
* Include development and integration of course learning and teaching objectives with respect to the Service Learning activities.
* Provide descriptions in the syllabus of the Service Learning component for that course, including hours of service required, modes of assessment, the percentage of the overall grade that is in the Service Learning component, and alternatives [if any] to fulfilling the Service Learning component.
* Provide a clear statement of any risks that may be involved in the Service Learning venue, and assure that safety training is provided.
* Assure that all qualifying students who are minors have parental consent for participating in off-campus Service Learning activities.
* Assure that all students are made aware of the fact that there is an insurance fee associated with the course that must be paid by all students and is not covered by the Dual Enrollment program
* Provide activities in which students engage in reflection about the service experience and about the achievement of course objectives and learning outcomes.
* Provide for each student, prior to placement, an individual learning plan, signed by the student, faculty instructor, and authorized CPO representative, identifying the course objectives and the student’s responsibilities and proposed activities with the CPO.
* Provide for formal feedback from all parties involved as to the value and effectiveness of the Service Learning experience. This should include CPO evaluations of student performance and fulfillment of learning plan objectives, and of the effectiveness of the instructor and school in administering the program. It should also include student evaluations of the overall experience and of the CPO as a provider of that experience.
* Also, faculty members employing Service Learning in their courses should submit each semester an evaluation of the effectiveness of this technique in helping students accomplish course objectives.
* Insure that course sections employing a Service Learning component are clearly designated as such for registration and fee assessment purposes.

### Tests, Examinations, AND FINAL GRADES

The instructor may give tests and quizzes, oral and written, at his/her discretion. Where tests or examinations shall be given in the same course at different times, it is recommended that instructors prepare parallel but different forms of the test for each section. All tests or examinations shall be given under the supervision of an instructor.

## **Security of Tests and Examinations**

Only faculty/adjunct faculty members and/or full-time personnel may deliver or pick up tests. Students and Student Workers are not allowed to pick up or deliver tests. Tests should be under lock and key at all times except when they are being given.

## **Final Semester Examinations**

The last week of each semester is designated as Exam Week. Tests may be given on the usual days/nights of classes and during the regular class period. Faculty may wish to divide their test(s) into two segments or to give it in one sitting by adjusting their test.

If a final examination is required for a course, it may not be rescheduled without prior authorization from the Dean of that division.

All final examinations are to be given in the room where the class normally meets, unless otherwise arranged in advance by the instructor. In the event of conflict, it is the student's responsibility to arrange another examination time with the instructor.

## **Grades and Grading**

The letter grades of A, B, C, D, F, S, U, and W are to be used in grade reporting. "A" and "B" are considered above average grades, "C" an average grade, and "D" and "F" below average grades. "S" and "U" indicate satisfactory and unsatisfactory, "W" indicates withdrawal.

An "I" may be given for incomplete work. An incomplete grade (I) which is not changed within four months will become an “F” or a “U” depending on the grading method of the class. Instructor withdrawals may be given at the discretion of the faculty member after intervention mechanisms have taken place with the student. Instructor withdrawals may be initiated until the last day of class. Instructors will be required to report the last day of attendance for student withdrawals, as well as “F”, “U” and “I” grades.

Students may withdraw from any class and have a "W" recorded for that class provided certain conditions are met. An individual class withdrawal can be submitted online or at any IRSC campus and must occur before the deadline noted in the calendar near the front of the College Catalog or course schedule, and *provided the student is not attempting a course for the third time or more*. Students who simply do not attend class and who do not officially withdraw from the class may receive a failing grade. Students may withdraw from a Special Registration class any time prior to the final class meeting. A Special Registration class has beginning and ending dates that do not coincide with the beginning and ending dates published for the regular term. Students who must withdraw from all classes at IRSC may do so prior to the date published in the Academic Calendar. Students requesting a total withdrawal must withdraw in person and in writing to receive a "W" rather than an "F" in the class(es). Official Withdrawal forms are available at any IRSC campus. Students may contact an IRSC advisor for additional information.

Students may repeat a college-credit course two times in which they have a grade of D, F, I, U or W. On the third attempt, a student will not be allowed to withdraw and must receive a grade for that course. In addition, the student is subject to pay full instructional costs (equivalent to non-Florida resident tuition). A student may have only three attempts per course including the original grade, repeat grades and withdrawals. Any subsequent attempt may be allowed only through the academic appeals process based on major extenuating circumstances.

In the grading system of the College, "A" is worth four (4) grade points, “B” is worth three (3) grade points, “C” is worth two (2) grade points, “D” is worth one (1) grade point, and an “F” earns no grade points. It is necessary for a student to achieve a cumulative grade point average of at least 2.0 on all college-credit coursework attempted in order to be eligible for graduation. The student’s grade point average is computed by dividing the total number of grade points earned by the total number of hours attempted.

Instructors are permitted to use number grades or other devices for recording evaluation of achievement on daily work or unit tests, but these systems of grading must be transposed into "A, B, C, D, F" and S/U grades before the grades are reported. Plus and minus grades will not appear on permanent records.

In some instances, a student may take courses for "S" (Satisfactory) or "U" (Unsatisfactory) credit and have it count toward a degree program. Any course taken for "S/U" credit will not convert subsequently to any other type of grade; therefore, it is most important that the student acquire appropriate counseling from an IRSC Advisor when registering for courses with an “S/U” grading method.

Instructors must keep an accurate grade book to document evaluation of a student's works, as well as class attendance.

**ATTENDANCE AND WITHDRAWAL**

## **Class Attendance and Student Absence**

Regular class attendance is required of all students. Attendance requirements for each course are to be clearly outlined to the students at the beginning of the instructional period.

## **Class Attendance Procedure**

1. Class attendance requirements should be set by the instructor and included in the class syllabus.
2. An accurate record of attendance must be kept for each class.
3. Unless an absence is satisfactorily explained to the instructor, the student is not entitled to make up work because of said absence.
4. Students making unsatisfactory progress in a class, who have not been in regular attendance, should be apprised of this situation through the report of unsatisfactory progress.
5. A student may be withdrawn from the class at the discretion of the instructor, if the student has not been regular in attendance and is in the position of not being able to pass the class. Some students may be ineligible to receive a withdrawal. Contact Student Records at 772-462-7460 for assistance.

Withdrawal Procedures

Official withdrawal forms are available at all IRSC campus office. Financial Aid and Veteran students should refer to the IRSC Satisfactory Academic Progress Standards.

Regulations for the Title IV Federal Financial Aid require students and IRSC to return funds to the respective sources of financial assistance for those students who do not complete a minimum of sixty percent (60%) of a term. Faculty members may be required to document a student’s last date of attendance or “participation in an academically-related activity.”

## **Withdrawal from a Class**

Students may withdraw from any class and have a “W” recorded for that class provided certain conditions are met. Students wishing to withdraw must complete a brief survey stating their intent and reason why. Following completion of the survey, the requesting student must contact his/her instructor within five (5) business days either by telephone, email or in person. Faculty members should attempt to make contact if the student does not do so first. The purpose of the discussion is to determine if the “W” grade can be prevented through alternative actions. At the close of the process, instructors must also complete a brief survey explaining the outcome. It is important to note that no faculty member can deny a student the right to withdraw from a course as long as the student attempts to withdraw during the open period in which faculty permission is not needed. Consult the Academic Calendar for specific dates. Please note that students cannot withdraw themselves if they are attempting a course for a third time or more. Students who simply do not attend class and who do not officially withdraw from the class may receive a failing grade.

## **Withdrawal from IRSC**

A student who must withdraw from all classes at IRSC may do so prior to the date published in the Academic Calendar provided the student is not attempting a course for the third time or more. Some students may be ineligible to receive a withdrawal. The student must withdraw in person to receive a "W" rather than an "F" in the class.

## **Withdrawal for Non-Attendance**

To comply with Federal Title IV regulations, Indian River State College is required to determine prior to the release of any financial aid that the student has attended at least one session of each class. This determination is made by the student’s physical attendance in a class room, or if an online class, completing an assignment or other activity as prescribed by the course syllabus. Faculty are required to report this attendance for each class during the first five (5) calendar days following the end of the drop period.

For classes that follow the standard academic calendar, the last day for 100% refund is defined in the Academic Calendar. The Attendance Confirmation window opens the following day and closes five (5) calendar days later. For Special Registration classes, the last day of 100% refund for any class section is the "Refund" date noted on the online class roster. The Attendance Confirmation window is open for five (5) calendar days for instructors to complete their attendance verification. Attendance should be confirmed through the Verify Participation Roster in Workday.

**Attendance Confirmation Instructions**:

Due to the federally mandated timeframe in which we must disburse Financial Aid funds, attendance confirmation must be completed as follows:

1. Immediately after the 100% refund period for the class ends, review the online Verify Participation roster for each class section.

2. If all students on the roster have attended or participated in at least one class session, click "OK and Done".

3. If any students have not attended or participated in at least one session by the end of the 100% refund period, click the "Did Not Attend" option next to their name on the roster. After you have reviewed all students on the roster, click "Ok and Done".

## **Instructor Withdrawal**

Instructor withdrawals can be used (provided the student is not enrolled for the third attempt) for extenuating circumstances such as deaths, illnesses, etc., whenever a student cannot physically come in to process their own withdrawal. Instructor withdrawals can be submitted online until the grading window for the class has closed. After the grading window has closed, instructor withdrawals can be changed after the window has reopened in Workday or by submission of the electronic grade change form (IRSC 123). The form is located under Quick Links.

Note students who are receiving Bright Futures scholarships and other forms of financial aid may incur negative financial consequences as a result of class withdrawals. For this reason, the student should be consulted whenever feasible prior to processing an Instructor Withdrawal.

###### End Of Term Procedures

## **Procedures for Reporting Grades**

Faculty will report grades online. Faculty members identified as the primary instructors for their classes can log on to Workday with a User ID and personal password to access their grade rosters. If you have any questions about reporting grades for your class(s), please call the Office of Student Records at (772) 462-7460.

## **Deadlines for Grades**

All main session grades for classes that run the full length of the term are due by the day and time listed on the Academic Calendar in the online College Catalog. Grades for special registration classes that have beginning and ending dates that do not coincide with the beginning and ending dates for the term are due on the date specified on the class roster.

###### Student Standards of Discipline

The purpose of this policy is to preserve a College environment conducive to learning, to ensure the safety and welfare of members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect the property and equipment of the College. Students enrolled at Indian River State College assume an individual obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. Standards of conduct apply for all College-sponsored classes, programs, and activities held at any location.

A student charged with misconduct shall receive notice and shall have the opportunity for a hearing conducted by the Student Affairs Committee. The hearing shall be scheduled as promptly as possible without prejudicing the rights of the accused. The final decision regarding disciplinary action is the responsibility of the President.

The Vice President of Student Affairs, or other designee indicated by the President, is authorized to administer all phases of student discipline including, but not limited to, the following:

1. Receive all complaints against students;
2. Notify a student of any charges filed against him or her;
3. Determine on a case by case basis any off-campus activity in which College jurisdiction should be asserted;
4. Provide a student charged with misconduct the opportunity for a hearing;
5. Recommend disciplinary action to the Student Affairs Committee;
6. Implement sanctions for misconduct.

The President, or designee, shall have the authority to take immediate action to discipline students as deemed necessary, including the discretionary authority to impose warning, suspension, or recommend expulsion of a student pending a hearing or investigation.

Standards and guidelines established to assist students involved in the disciplinary process are described in AP-7.25, Student Disciplinary Guidelines and Procedures.

## **Dissemination of Literature**

In promoting an environment of student opportunities and success, Indian River State College encourages the exchange of written ideas. It is the intent of the College to assure freedom of speech in accordance with public laws (Florida Statute: 1001.64) and the mission of the College. Printed materials such as flyers, notices, signs, and posters may be posted and distributed in designated areas of College campuses according to AP 3.223 as established by the Department of Student Affairs.

**faculty Grievance And Appeals Procedures**

See current District Board of Trustees Policies/AAUP Agreement.If a grievance consists of specific allegations of discrimination/harassment on the basis of race, sex, color, national origin, ethnicity, religion, age, disability, pregnancy, sexual orientation, veteran or marital status, genetic information, or sexual harassment, the employee must follow the Non-discrimination and Non-Harassment Policy, 6Hx11-3.13 and Procedure, AP-3.13. (See Human Resources).

**Equity Policy and Statement**

## **Non-Discrimination and Non-Harassment Policy Statement**

It is the policy of Indian River State College that each employee, visitor and student be allowed to participate in college programs, activities and employment in a discrimination and harassment free environment. Discrimination and harassment of any nature based on one’s race, color, national origin, ethnicity, sex/gender, pregnancy, religion, age, disability, sexual orientation, gender identity, marital status, veteran status, or genetic information or any other factor protected under applicable federal, state and civil rights laws, rules and regulations is strictly prohibited.

Title IX of the Educational Amendments of 1972 is a Federal Law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment and sexual violence.Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC sponsored events.

The following person has been designated to handle inquiries regarding non-discrimination and Title IX complaints.

|  |  |  |
| --- | --- | --- |
| **Equity Officer and Title IX Coordinator**  Adriene Jefferson  Indian River State College  3209 Virginia Avenue  Fort Pierce, FL 34981-5596    (772) 462-7156 |  |  |

**Employee Non-Discrimination and Non-Harassment Complaints and Reporting**

Indian River State College and its District Board of Trustees strongly encourage any person who believes that he or she has been subjected to discrimination and/or harassment at the College to immediately bring it forward to one of the designated Complaint Intake Persons in the Human Resources Office. Such discussion should include as much information as possible, including names and positions of persons involved; identification of witnesses, if any; the time, place and details of the incident leading to the allegations; etc. In no case will a Complainant be required to report such behavior to the alleged Harassing Party (the Respondent).

In the event that a supervisor or any other employee of this college may receive a complaint concerning harassment directly from an employee and/or student, he/she must immediately inform an appropriate Intake Person.

Failure of an employee to immediately notify an appropriate individual of suspected or actually disclosed allegations of discrimination and/or harassment constitutes a violation of their individual accountability to support the Non-Discrimination and Non-Harassment Policy and Procedures of the college. Such violations may be subject to disciplinary actions.

The purpose of Administrative Procedure (AP-3.13) is to support the IRSC District Board of Trustees Policy number 6Hx11-3.13 by rendering a process through which a complaint may be filed toward resolution of issues, and may be pursued in a fashion devoid of coercion, interference, restraint, discrimination or reprisal.

**Confidentiality**

Confidentiality shall be maintained to the greatest extent possible while still meeting requirements of conducting an appropriate investigation. Witnesses interviewed will be advised and requested to honor confidentiality as well.

**Retaliation**

Retaliation against an individual or individuals who have filed a charge, participated in an investigation, or openly opposed any unlawful practice, is prohibited and will subject the person who retaliates to disciplinary action.

**Disciplinary Actions**

An employee or student of IRSC who is found to have harassed another employee or student within the definitions of the Non-Discrimination and Non-Harassment Policy and Procedures will be subject to disciplinary actions, up to and including possible separation of service, suspension, and or expulsion.

**False or Malicious Complaints**

Any employee or student of this College, who may be found to have acted dishonestly or maliciously in making Complaint allegations, or in their actions or witness statements during an official investigation, shall also become subject to possible disciplinary action.

|  |
| --- |
| **Sexual Assault, Sexual Misconduct, or Other Crimes of Violence** |

Indian River State College as an educational institution is committed to ensuring a safe learning environment that supports the dignity of all members of the IRSC community in the promotion of student success.

The District Board of Trustees prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence including sexual harassment, dating/relationship violence, domestic violence, and stalking, as defined by law, upon any full-time, part-time, and temporary employee, including administrators, faculty, and staff; employment applicants; students and prospective students; non-employee volunteers who work subject to the control of a College employee; guests; contractors; vendors; and/or affiliates engaged in conducting official College business, events or programs. This also applies to personnel working in the following facilities: Health and Wellness Center, Health Science Center, Child Care Center, student clinical settings, dental clinics, athletic facilities or any other similar facilities.

The College’s protection of these statutes is grounded in federal and state law. Crimes of violence, or other acts of violence, as defined by law that are prohibited under this policy shall include, but not be limited to: “sexual assault,” which shall include the criminal offense of “sexual battery,” (commonly known as “rape”) as defined in Subsection 794.011(1)(h), Florida Statutes; “dating violence” as defined by Florida Statutes Subsection 784.046(1)(d); “assault,” as defined in Section 784.021, Florida Statutes; “battery,” as defined in Section 784.03, Florida Statutes; “aggravated battery” as defined in Section 784.045, Florida Statutes; “stalking,” as defined in Section 784.048, Florida Statutes; and “domestic violence” as defined in Florida Statutes Section 741.28; and “child abuse” as defined in Section 39 Florida Statutes.

This policy prohibits knowingly assisting an act (i.e. sexual assault, sexual misconduct, sexual battery, and other crimes of violence) that violates this policy. Furthermore, the policy prohibits any retaliation against an individual because of his/her good faith participation in the reporting, investigation, and/or adjudication of violations of this policy.

The commission of crimes or other acts of violence covered under this Policy are prohibited on any IRSC-owned and IRSC-controlled property and/or in connection with any College-related or College-sponsored event. Violations of this Policy may result in disciplinary action(s) up to and including suspension, termination, or expulsion, and/or other sanctions.

In compliance with Florida Statutes, the College shall refer all sexual assault, sexual misconduct, suspected child abuse and other crimes of violence occurring on its campuses, in its facilities, or at its functions, to local and state law enforcement agencies and applicable governmental agencies and will cooperate fully in the enforcement of federal, state, and/or local laws. College disciplinary proceedings may proceed before, during, or after criminal proceedings.

The College will make reasonable efforts to investigate and address known or suspected instances of prohibited conduct. To foster a climate that encourages prevention and reporting of prohibited conduct, the College will actively promote prevention efforts, educate the College community, respond to all reports promptly, provide interim protective measures to address safety and emotional well-being, and act in a manner that recognized the inherent dignity of the individuals involved. All incidents of sexual assault, sexual misconduct, or other crimes of violence shall be referred to the College’s Equity Officer/Title IX Coordinator.

**Protection of Vulnerable Persons**

**The Protection of Vulnerable Persons:**

In alliance with IRSC Board Policies 6Hx11-3.15 (Campus or Workplace Violence) and 6Hx11-3.151 (Sexual Assault, Sexual Misconduct, and Other Crimes of Violence), the College complies with the provisions set forth in Section 39.201 through 39.206 of Florida Statutes, also known as the ‘Protection of Vulnerable Persons Act.’

**Scope of Policy:**

This policy applies to all full-time, part-time, and temporary IRSC employees, including administrators, faculty and staff; employment applicants, students and prospective students; non-employee volunteers who work subject to the control of a College employee; guests; contractors; vendors; and/or other affiliates for actions that occur in the course of official College business, events or programs. This also applies to personnel working in the following facilities: Health and Wellness Center, Health Science Center, Child Care Center, student clinical settings, dental clinics, athletic facilities or any other similar facilities.

It is the policy of the Board and the College to promote student success and therefore, do everything within its power to protect all persons under the age of 18 from sexual or child abuse. As such, IRSC specifically ensures the responsibility for all employees to immediately report any knowledge or reasonable suspicion of child abuse, neglect, or abandonment taking place on college property or at college sponsored events to the Florida Abuse Hotline in order to prevent future or continuing occurrences. IRSC must take the proper precautions to inform all employed persons that it is a felony violation of state law to willfully and knowingly fail to report such incidents, or willfully and knowingly prevent another person from doing so.

Per the penalties set forth in law, the College may be subject to fines of $1 million dollars for each such failure.

College employees will be informed of their reporting obligations under the scope of the law on an ongoing basis by Department of Campus Safety and Security, Human Resources, Equity Officer/Title IX Coordinator, and the Office of the Vice President for Student Affairs, among others.

**Reporting Procedure:**

Any report appertaining to the ‘Vulnerable Persons’ law must be filed with the Florida Department of Children and Families (DCF) by calling the Florida Abuse Hotline at 1-800-962-2873, filing online at http://www.dcf.state.fl.us/abuse/report/, or by faxing to 1-800-914-0004. All reports must be filed immediately upon knowledge or reasonable suspicion of child abuse, neglect, or abandonment.

**Confidentiality, Immunity, and Penalties for False Reporting:**

Pursuant to state law, any and all persons with knowledge or reasonable suspicion of child abuse, neglect, or abandonment, must file separate, individual reports with the state. As such, IRSC employees will be made aware of the reporting protections and penalties that accompany these statutory requirements.

All reports filed with the State of Florida are confidential. Any person who makes a report in good faith is immune from liability under the law. Finally, any person found guilty of knowingly and willfully making a false report, or counseling another to make a false report, may be subject to 3rd degree felony penalties of imprisonment and a fine of up to $10,000 per violation.

The law does not ask that individuals investigate the circumstances before reporting any knowledge or reasonable suspicion of child abuse, neglect, or abandonment. The Department of Children and Families (DCF) will investigate any report(s) and take all appropriate actions.

**Definitions:**

**“Child”** is a person under the age of 18 years.

**“Abuse”** means any willful act or threatened act that results in any physical, mental, or sexual abuse, injury or harm that causes or is likely to cause the child’s physical, mental, or emotional health to be significantly impaired. The abuse may have been perpetrated by an adult or a juvenile sexual offender.

**“Juvenile Sexual Offender”** is a child who exhibits direct sexual contact behavior or varying degrees of noncontact sexual behavior, such as making obscene phone calls, exhibitionism, voyeurism, and the showing or taking of lewd photographs.

* 1. Calling: 1-800-962-2873;
  2. Faxing : 1-800-914-0004;
  3. Web reporting:  [Florida DCF Abuse Reporting Website](http://www.dcf.state.fl.us/abuse/report/) -

http:// [www.dcf.state.fl.us/abuse/report/](http://www.dcf.state.fl.us/abuse/report/).

**For on Campus Assistance Contact:**  
 Frank Watkins  
 Vice President of Student Affairs  
 KSU 112  
 Phone: 772-462-7475  
 E-mail: [fwatkins@irsc.edu](mailto:fwatkins@irsc.edu)

V. PROGRAM RELATED

## **Program Requirements**

General Education Statement, Objectives, General Education, Technical and Terminal Program Requirements, and Requirements for the Bachelor’s Degree, Associate in Arts and Associate in Science/Applied Science degrees may be found in the College Catalog.

## **Libraries**

The purpose of the libraries is to support the College's mission by providing dedicated service, effective instruction, and quality resources to the college community.Indian River State College provides access to physical and virtual library resources at the Miley Library on the Main Campus, the library on the Pruitt Campus, the Morgade Library on the Chastain Campus, and the Brackett Library on the Mueller Campus. A library collection and virtual library resources are also available at the Academic Support Center at the Dixon Hendry Campus.

Virtual resources include online library catalogs, databases, LibGuides, journals and periodicals, and Internet resources. Online library services include interlibrary loan, document delivery, online reference and research assistance. These virtual resources are available to members of the college community off-campus by logging in with their library account.

## **Information Literacy**

The IRSC faculty librarians believe that extended research and library instruction alleviate library anxiety and provide a framework to help students research more efficiently and more competently. The faculty librarians teach students how to determine their information needs, design search strategies, locate and access information, evaluate and synthesize information, the use of proper citation style, and to understand the legal and ethical implications for using information or resources created by others. Thus, teaching critical thinking and enabling participation in intellectual inquiry are at the core of providing research assistance and library instruction.

For more information on literacy instruction and other library resources, visit the Faculty LibGuide: <https://irsc.libguides.com/faculty>

## **Copyright Procedure**

Look for Libraries under Quick Links on the IRSC web site home page [**www.irsc.edu**](http://www.irsc.edu).or review the IRSC Libraries Copyright and Plagiarism LibGuide at <http://irsc.libguides.com/copyright>

The College recognizes the intellectual rights of others and considers copyright violations illegal, unethical and morally wrong. We concur that everyone who requests a reproduction assumes the professional duty and responsibility to do his/her utmost not to violate the Copyright Law. When requesting the reproduction of printed material that is copyrighted, observe the following policies:

1. Individuals requesting reproduced copyright material must sign a statement that material to be reproduced does not violate the Copyright Law. This signed statement will be kept on file in the Print Shop.

2. Individuals requesting reproduced copyright material obtain permission of the author, composer or publisher and provide documentation of the approval.

1. No material will be reproduced to the detriment or financial loss of the author, composer or publisher. The intent of this policy is to preclude damage to the copyright owner or holder.
2. When reproducing approved material, give credit to author, composer or publisher of reproduced material.
3. Consult the Faculty Library Guide or website for additional information.
4. Courses and supporting materials that are developed by faculty while employed by Indian River State College are the property of the College, which holds copyright on the material. The College will have utilization of the revenue derived from the creation and production of software/course materials. Materials include, but are not limited to,

* Digital course ownership;
* Electronic course materials;
* Web page design;
* Text and graphics, and;
* Web page content.

For additional copyright assistance, send an email to [library@irsc.edu](mailto:library@irsc.edu).

**ACADEMIC SUPPORT CENTER (ASC)**

The Academic Support Center provides resources and FREE academic assistance to all IRSC students at all campuses.

ASC math tutors assist students in algebra, trigonometry, calculus, geometry, logic and statistics. English and reading tutors help students with class writing assignments, English language skills and reading comprehension. Science and health science tutors provide academic support for chemistry, biology, physics, anatomy and physiology, and health science applications, such as drug calculations and nutrition. Science resources include models, charts, microscopes, and slides. Students can check on tutor availability for assistance with specific coursework by contacting the ASC.

Each semester, guided study review sessions are scheduled to support classroom quizzes, tests and exams. NLN and FTCE GKT prep seminars are offered throughout the year as needed. The ASC’s Writing Centers provide in-depth support to students working on research papers and essays. Individual and group appointments are available. Additionally, English and reading tutors at all campuses can provide guidance on the preparation, planning and formatting of essays and research papers as well as on the rules of grammar and punctuation. For those students who are unable to visit the ASC, online writing assistance is also available.

The ASC computer lab offers support in, and use of, a wide variety of computer programs required by many courses. These include English, reading, science, and math programs as well as Microsoft Office software. At several campuses, SmartBoards and breakout rooms are available for student use.

The ASC provides the following equipment for students with special needs:

* JAWS (Job Access With Speech) program, Arkenstone Open Book screen reader, Zoom Text screen enlarger, and Dragon naturally speaking voice-activation for students with visual, physical, and learning disabilities.
* CCTV (Closed-Circuit Television) screen magnifier for students with visual impairments and learning disabilities.

The ASC website provides additional instructional support for students in the form of e-documents and video/PowerPoint lessons for reading, English, math, science, and nursing drug calculations. Students can also find in-depth guidance on writing research papers and the calendar of ASC review sessions on the ASC website. ASC tutors provide virtual support for students for most lab services via Blackboard Collaborate. See the website for details.

ASC Locations and Phone Numbers

Main Campus L-212 772-462-7625

Mueller Campus A-114 772-226-2508

Chastain Campus C-109 772-419-5615

Pruitt Campus J-212 772-336-6215

Dixon-Hendry Campus B-130 863-824-6010

**Assessment Services Department**

###### Assessment Center Locations and Phone Numbers

Main Campus Room W109 772-462-7585

Mueller Campus Room D122 772-226-2527

Chastain Campus Room A104A 772-419-5607

Pruitt Campus Room J216 772- 336-6233

Dixon Hendry Campus Room 130 863-824-6009

###### Internet / Email

For individual campus locations, hours and contact information go to [www.irsc.edu](http://www.irsc.edu). Email the Assessment Center at [irsctesting@irsc.edu](mailto:irsctesting@irsc.edu).

## **Services Offered for Traditional and Blended Classes**

The Assessment Center at each campus administers individual make-up exams for students in traditional and blended classes. If you need to offer an exam to the majority of the students in a traditional or blended class, the exam needs to be given outside of the Assessment Center by the instructor or a substitute. Contact your Dean/Department Chair if you need help arranging for a substitute or classroom.

**Required for individual paper and pencil make up exams**

* Completed Test Form
* Name of each student that is allowed to take the exam
* One photocopy of the exam for each student

## **Services Offered for Fully Online Distance Learning Classes**

The Assessment Center at each campus administers online/Virtual Campus exams.

**Note:** It is mandatory that all fully online classes have **at least one** proctored exam.

**Required for paper and pencil exams**

* Completed Test Form for each campus
* Class list for each campusdesignating where each student is going to test
* One photocopy of the exam for each student

**Required for BlackBoard Electronic Exams**

* Completed Test Form for each campus
* Class list for each campus
* Ensure that the test settings (dates, internet security and monthly password) are set in BlackBoard to prevent delays for your students
* Please contact the IRSC Virtual Classroom prior to testing if you need help with test settings in BlackBoard.

**“THE RIVER SHOP” IRSC Bookstore**

The IRSC Bookstores are located on the Main Campus in Fort Pierce, the Chastain Campus in Stuart, the Mueller Campus in Vero Beach, the Pruitt Campus in Port St. Lucie, and the Dixon Hendry Campus in Okeechobee. The Bookstore stocks office and school supplies, emblematic items, reference books and materials, program kits, software and textbooks. Students can purchase their textbooks on the Bookstore website which can be found on the College website at [www.irsc.edu](http://www.irsc.edu).

**Department Purchases**–­Items can be purchased from the Bookstore utilizing a Blanket Purchase Order or an IRSC P-card processed through your Dean. Procedures on this process can be obtained from the Bookstore.

**Employee Discount**–IRSC employees receive a 10% discount when making a personal purchase at the Bookstore. Snacks, medicinal items and sale items are exempt from the employee discount.

**Textbook Selection**

1. The Department Chair is responsible for ordering texts the department adopted each term. Deadline dates for textbook adoptions are the following:

Fall classes April 15

Spring classes September 15

Summer classes February 15

Example: Fall 20XX textbook input completed by April 15, 20XX

2. Department Chairs must provide the Bookstore with textbook/instructional material adoption information every term, even if it is to verify the use of the same items for a course. A written statement to document the reason for change of textbooks/instructional materials (if applicable) must be maintained on file. This statement must provide information that details the selection process for the new textbook/instructional materials and includes a comparison of all materials considered (with pricing considerations) during the selection process. When a bundled package of textbooks or materials is ordered, the Department Chair or program manager/director will provide a statement with the order form that identifies the intent to use all bundled items ordered.

3. Two weeks after the adoption deadlines above, the Bookstore Course Material Specialist will provide a list of courses scheduled for which missing adoptions to the Division Deans. The Division Deans will work with Department Chairs to get all adoptions finalized and to the Bookstore Course Material Specialist.

4. The Bookstore Manager and/or Course Material Specialist will work to secure a supply of new and used textbooks/instructional materials for the anticipated term enrollments.

5. The Bookstore will notify the students of the adopted textbooks for the classes by posting the title, first listed author, publishers, edition or copyright date, and ISBN number on the Bookstore Web site as early as feasible, but at least 45 days before the first day of class for each term. If a class must be added within 45 days of the first day of a term, the aforementioned must be added as soon as practicable.

## **INSTITUTIONAL ADVANCEMENT DEPARTMENT**

## **MARKETING, BRAND MANAGEMENT, AND MEDIA RELATIONS**

Institutional Advancement (IA) is responsible for all identity and brand assets of Indian River State College and communicates College activities and initiatives to internal and external stakeholders, including media. IA holds semi-annual Strategic Marketing planning sessions for all divisions and campuses from which actionable promotion plans, that support recruitment and student success, are developed. All publicity, informational and promotional materials, and paid announcements to be disseminated by any internal or external media, including the College and/or other websites, not related to classroom assignments, must first be approved by the Institutional Advancement Department. This includes programs, posters, flyers, invitations, certificates, direct mail letters, website information, promotions and other related materials that may be viewed by the public.

The Institutional Advancement Department is responsible for all aspects of media relations including development and distribution of press releases and fielding calls from the media and reporters regarding College activities, events and issues. All media inquiries should be directed to the Institutional Advancement Department at 772-462-7270 to arrange for provision of information and scheduling of interviews and responses as necessary.

**Athletic Events, Free Admission**

**To College Employees**

All full-time and part-time College employees and their families are authorized free admission to all intercollegiate athletic home games (with the exception of national or state competitions). Admission to these events may be gained with your College Identification Card.

## **GUIDELINES FOR USE OF College**

## **Facilities And Equipment**

As a community-oriented institution, Indian River State College permits use of its facilities by external organizations and entities for approved purposes relating to the IRSC mission to advance and support the educational, cultural, professional and economic development of the community. Approval regarding facility usage, fees and conditions are determined by the President or Vice President of Student Affairs and Dean of Facilities and Sustainability. Use of College facilities and equipment are subject to the following:

**USAGE PRIORITIES:**

1. College-sponsored activities including but not limited to educational, instructional preparation, employee development, economic development, public service, student activities and fund-raising activities which benefit the College and/or its students.
2. Community-based non-profit economic development or entrepreneurial activities, provided such activities do not conflict with IRSC's mission, policies, programs, courses or activities.
3. Instructional programs, conferences, seminars and workshops offered by public, non-profit or for-profit entities, provided such training does not conflict with IRSC's mission, policies, programs, courses or activities or duplicate IRSC offerings.
4. Cultural or educational programs beneficial to the community provided such purposes do not conflict with IRSC's mission, policies, programs, courses or activities.
5. Other special events beneficial to the community provided such events do not conflict with IRSC's mission, policies, programs, courses or activities.

**RESPONSIBILITIES:**

Facility Usage Coordinators are responsible for coordinating usage requests, maintaining appropriate documentation and ensuring compliance with all College policies and procedures. Other than use of instructional facilities for IRSC classes, a Facilities Request Form and related documents must be completed and approved prior to usage to ensure that all policies, procedures and insurance requirements are met.

Approval for use of College facilities and/or College sponsorship of external events is the responsibility of the Vice President of Student Affairs. This includes but is not limited to coordination of usage non-instructional and instructional space, offices, laboratories, library, meeting rooms and College-owned equipment. This responsibility may be delegated.

The Vice President of Student Affairs is responsible for scheduling of non-instructional facilities and publication of the Main Campus Facilities Usage Schedule. Use of facilities for Student Expressive Exhibits, Displays and Presentations must be coordinated with the Student Affairs Office in accordance with AP-3.221(a).

Given the diversity of viewpoints that may be represented by public exhibits, displays, presentations, activities or events, the use of college facilities, areas, or media for any expression shall not constitute or suggest endorsement of the content of that expression by the College.

**COLLEGE AUTHORITY:**

Nothing set forth in these procedures shall be taken to mean that any individual or organization should assume a right to use College facilities or equipment. The President or designee may deny use without cause, and will have the final judgment in all decisions regarding the use of facilities and equipment.

All use of College facilities and equipment are subject to such additional conditions and requirements as may be deemed necessary by the College.

Smoking On Campus

**Tobacco-free and Smoke-free Campus**

IRSC District Board of Trustees prohibits smoking and the use of smokeless tobacco products in all facilities and areas owned and/or leased by the College. All members of the College community which include all employees, students, guests, and members of the public are required to adhere to this policy.

Tobacco Products includes all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers), electronic hookahs; any other forms of loose leaf and all forms of smokeless tobacco including but not limited to, chew, orbs, snuff, sticks and strips and all future nicotine devices and products.

**Sale and Distribution of Tobacco Products**

The sale of cigarettes and other tobacco products and the free distribution of tobacco products are prohibited at IRSC.

**Exceptions**

Permission for exceptions to this policy for educational research activities and theatrical performances must be granted by the Vice President of Student Affairs to ensure the health and safety of any participants.

**Prevention and Cessation Programs**

IRSC is a tobacco-free and smoke-free campus. The College is committed to promoting the health of our “College Community” and actively promotes smoking prevention and cessation assistance programs for all employees and students who wish to stop using tobacco or nicotine products through the IRSC Health and Wellness Center and other College-sponsored programs.

**VI. STUDENT RELATED**

## **Religious Observance By Students**

It is the policy of this Board to accommodate the religious observance of students by providing for reasonable alternatives when their religious observance interferes with: (1) admission and registration, (2) attendance in class, class activities, examinations and official ceremonies or (3) class assignments.

A student shall be excused from class without penalty to observe a religious holy day in his or her own faith. Students must notify instructors in advance. A religious holy day is defined as a significant day of religious observance as recognized by the highest body of that particular faith.

Students will be held responsible for material covered during their absences with reasonable time provided to complete make-up examinations.

Whenever practical, major class assignments, major examinations and official ceremonies should be scheduled on days other than major holy days.

When they believe they have been unreasonably denied educational benefits due to their religious beliefs or practices, students will be permitted to seek redress through established IRSC due process procedures as stated in the Student Handbook.

## **Student Standards Of Conduct**

Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Students shall conduct themselves in a manner compatible with the College’s mission to promote student success in its function as an educational institution.

Student Standards of Conduct are applicable on campus, at off-campus locations or activities, and while using College facilities or equipment. Each student shall assume responsibility for familiarity with College policies and agree to the highest moral and ethical standards of conduct including, but not limited, to the following:

* To uphold and abide by all College policies and procedures including those of the Campus Coalition Government;
* To respect each student’s right to learn in all educational environments;
* To participate and contribute to class discussions and activities to the best of his or her ability;
* To make responsible use of all College facilities and equipment including electronic communications with faculty, staff and other students;
* To demonstrate respect towards faculty, staff, administrators and other persons employed by the College;
* To respect instructor grading policies and to adhere to the highest standards of academic honesty;
* To acknowledge and comply with reasonable requests for student assistance or service by College personnel whenever possible;
* To extend courtesy, integrity and good citizenship to all individuals at the College; and
* To refrain from engaging in activities or conduct that might discredit or disrupt the College or its employees, students and visitors.

**Students With Disabilities**

The rights of students with disabilities, which pertain to postsecondary education, are protected under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. These laws prohibit discrimination by institutions to “otherwise qualified” students with disabilities. This enables such students to have an equal opportunity to benefit from the education offered by those institutions.

# Reasonable substitutions and waivers of requirements for admissions to programs, graduation or exemption of basic skills exit requirements shall be provided to eligible students with documented disabilities in accordance with Sections 1007.264 and 1007.265 Florida Statutes and Florida State Board Rules 6A-10.040 and 6A-10.041. Each request for a substitution and/or waiver, or exemption of basic skills exit requirement will be considered on an individual basis. Students with disabilities should contact Student Accessibility Services.

## **Request For Student Accessibility Services**

Students must self-identify by completing the Student Accessibility Services Application and submit recent documentation (within the past 5 years) from a licensed professional qualified to diagnose the disability. This must include a diagnosis as well as a valid and reasonable assessment of the accommodations needed, based on the disability.

## **Release Of Student Information**

Pursuant to federal law, students and their parents are advised of certain practices and procedures at IRSC that relate to student records.

Once a student reaches the age of 18, or is enrolled in a postsecondary program, parents no longer retain the right to student information, unless the student gives written consent for the release of information to the parents, or the parent evidences that the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1986.

It is extremely important that all College employees be aware of the federal regulation that prohibits release of student information without the student's written authorization.

All requests for information about a student should be forwarded to the Office Student Records on the Main Campus. This includes all subpoenas that involve a student. Student Accessibility Services requires that students with a documented disability sign an Agreement of Services form allowing instructors to be notified of accommodations. Students may sign a Release of Records form allowing instructors or other pertinent college personnel to be able to speak with their parents or other designee when deemed necessary.

Faculty and all persons handling class rosters should be extremely cautious as these rosters contain student I.D. numbers, student email addresses and phone numbers; therefore, under no circumstances should they be released, posted or left in classrooms.

All questions concerning this matter should be addressed to the Dean of Enrollment and Student Services on the Main Campus or to the Office of Student Records.

## **Online Courses**

The same FERPA precautions used in a conventionally delivered course should be taken in an online course. Communications and posting of written work for electronic submission or discussion in a class does not require the signed and dated specific written consent of the students, provided:

1. Each student is notified prior to or at the time of enrollment that posting of their work is a course requirement, and
2. Each student performs their posting via a secured login, and
3. Electronic postings of student work do not contain grades or personally identifiable information, and
4. The posted work is available only to members of the class.

## **College-Sponsored Activities**

1. No major College activity or function (such as dances, plays and athletic events) will take place during the following periods. During these periods NO administrative excuse will be issued.

a. Fall and Spring semesters- five class days prior to the final examination period.

EXCEPTION: An approved activity or event may take place on a weekend during the above periods, provided written approval has been secured through the Vice President of Student Affairs.

2. The Vice President of Student Affairs must approve each major activity or function (such as dances, plays and athletic events) two weeks in advance of the event. A function will be approved provided proper chaperones are obtained and money is budgeted by the club or organization to cover the function. Each approved event will be listed in the Student Handbook/Planner, when possible.

3. Activities necessitating bus transportation will be handled under existing College policy providing for such requests through the Student Affairs Office.

4. Each activity (club, organization, social event, publication, etc.) must receive official approval through the Office of the Vice President of Student Affairs. Each organization must have a faculty advisor and provide an official membership roster and constitution.

1. The above policies pertaining to College-approved activities and functions will be discussed with students during the CCG Advisor & Representative Training sessions early in the Fall and Spring semesters.

## **STUDENT trAVEL**

To arrange student travel for academic activities or for student organizations, you must first complete a Spend Authorization in Workday and gain the appropriate approvals. If a College vehicle is needed, the following procedures and forms must be followed before departure.

1. Complete a Vehicle Request Form. Forms for the use of a vehicle for local and out-of-town trips must be authorized by your area administrator and Vice President before forwarding the request to the Office of the Vice President of Student Affairs.  The Office of Student Affairs must receive this completed request three days (72 hours) or more in advance of usage date. These forms are available on the Intranet.
2. Check availability of vehicles through the Student Affairs Office, ext. 4706.
3. The driver of any College vehicle MUST hold a valid Florida driver license and agree to abide by AP8.22 College Vehicle Procedures and all traffic laws. A current copy of your driver’s license MUST be on file with the Student Affairs Office before you leave on your trip. The driver is responsible for making sure that the current driver’s license is on file and has not expired.
4. Organizations approved to use a vehicle for a trip must provide a completed IRSC500/Authorization for Student Travel form listing all participants to the Student Affairs Office prior to departure. For employee trips, where employees are passengers, a list of all passengers must be turned in prior to departure.
5. If a College vehicle is involved in an accident, the driver will notify the police immediately and collect all student ID cards or some kind of identification. Passengers are requested to help the driver identify witnesses and also to assist the driver in getting appropriate help. The accident should be reported to Physical Plant immediately.
6. Keys may be signed out at the Student Affairs Office during regular business hours only. The driver must exhibit a valid Driver’s License when picking up the keys for a vehicle.
7. Fuel credit cards may be signed out at the Student Affairs Office.
8. Return the vehicle to the assigned parking space in the motor pool compound. Complete the mileage record and leave the clipboard in the vehicle.
9. Return the key, gas card and gate pass by placing it in the key drop located on the west side of the building by the Receiving Department.
10. Any needed repairs should be noted on the Vehicle Usage Report and turned in with the vehicle mileage chart, which is completed at the end of each trip.
11. It is MANDATORY that all vehicles are returned on the exact date and time as shown on the request form and FREE OF LITTER.
12. NO SMOKING in any College vehicle.
13. Upon return, submit an expense report for all meal stipends/ monies received with student signatures and/or receipts attached.

**In the event of cancellation of transportation, the Vice President of Student Affairs Office must be notified twenty-four (24) hours in advance. Failure to so notify will result in a charge to the departmental budget for the expenses involved, regardless of whether the vehicle is used or not.**

**THE DRIVER OF ANY COLLEGE VEHICLE MUST HOLD A VALID FLORIDA DRIVER LICENSE AND AGREE TO ABIDE BY AP8.22 COLLEGE VEHICLE PROCEDURES AND ALL TRAFFIC LAWS.**

**Bulletin Boards**

The AAUP Chapter shall have the right to post announcements and notices of its activities and concerns on the Faculty bulletin board. The Chapter may use the College distribution service and Faculty mailboxes for communications to the faculty.

All faculty may use bulletin boards in each classroom; however, faculty members are encouraged to keep them clear of out-of-date materials.

Bulletin boards in the Koblegard Student Union at the entrance to the Cafeteria are allocated to the Campus Coalition Government.

## **Posters**

Student posters, signs and banners may be posted in the Koblegard Student Union (KSU) on the following conditions:

1. Must be approved by the Vice President of Student Affairs Office.

2. Must have "initial of approval" and indicate date approved.

Election Signs and Posters – During the Fall and Spring semesters, Campus Coalition Government election signs and posters may be placed in approved locations only. These posters must indicate good taste. The removal of election posters at the time designated by the Campus Coalition Government election code is the responsibility of each candidate.

##### VIi. MISCELLANEOUS

## **Parking**

Parking is reserved for employees in designated parking areas. Decals for employees are issued by the Human Resources Office to identify authorized vehicles. Violations may result in assessment of fines or removal of vehicle.

The College does not assume responsibility for damages to motor vehicles or other personal property on campus. Accidents shall be reported to the College Campus Safety and Security Office and to law enforcement officers in compliance with state and federal laws. Refer to Parking and Traffic Regulations in the Student Handbook and Administrative Procedure, 8.21.

## **Keys Issuance And Return Of KEYS**

College employees will be issued keys by Human Resources based on the position for which the employee is hired. Accountability for keys rests with the individual who was assigned and who signed for those keys. The individual to whom keys are issued will also sign for and receive a key procedure document outlining the employee’s responsibilities. Employees shall not duplicate keys. The individual to whom keys are issued is personally responsible for the use of said keys until returned to Human Resources upon separation, termination or retirement with Indian River State College.

## **Vandalism, Robberies, Burglaries,**

## **Or Theft Of College Property**

#### Any employee finding that the College has been broken into and/or damage has been done to buildings or equipment or that equipment has been taken shall immediately report the incident(s) to Campus Safety and Security by calling 772-462-4755.

## **Receipt And Control Of**

## **Outside Funds And Property**

All monies collected and disbursed by personnel within the College shall be received, administered, and accounted for by the College.

**Directories Request**

**(faculty And/Or Student)**

Pursuant to Florida Statute, 228.093 and the Family Educational Rights and Privacy Act (FERPA), the College may publish and release general public directory information relating to students.

Student directory information includes a student's name, address, telephone number if it is a listed number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of College attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information will be subject to release in accordance with F.S. 228.093, F.S. 240.323, and Federal Regulation 34CFR Part 99.

Students who wish to prevent the disclosure of their directory information must submit a written notice to the Records Office. Such written notice shall be maintained in each respective student’s file.

All other student record information shall be considered limited access information in accordance with the statute.

All requests received for student and/or faculty directories shall be sent to the President or designated representative for approval. Approved requests shall be honored with existing publications. In no case will special lists be prepared. Publications containing unlisted telephone numbers will not be issued.

The requesting party, prior to the mailing of the directory, shall pay any publication and mailing costs.

## **Lost And Found**

If you lose something on the Main Campus, check “Lost & Found” located in the Student Affairs Office in the Koblegard Student Union, KSU-112. Office hours for the Fall and Spring semesters are Monday through Friday, 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m. Found items should be turned into this same office. Call 772 462-4706 for information. At all other IRSC campuses, contact the Office of the Provost.

## **Mail**

The College Mailroom is located on the Main Campus in the Koblegard Student Union (KSU).

While the Campus Mail System was established to take care of College business, the Mailroom personnel will assist with personal mail matters such as selling stamps and mailing packages.

Mailboxes are provided for all full-time faculty in the mailroom. U.S. Mail is usually sorted into the boxes by noon each day. Mail for most administrative offices is delivered and picked up twice daily.

The courier delivers mail to all of the campuses. The mail is delivered to the Dixon Hendry Campus, Mueller Campus and Blackburn Educational Building in the morning, and Treasure Coast Public Safety, Pruitt and Chastain campuses and the Prima Vista Adult Education Center in the afternoon. Out-going U.S. mail and inter-campus mail may also be brought to the Mailroom.

All official College mail being processed with postage must have a name or department above the College address.

All outgoing mail is taken to the post office twice a day.

The College mail service is under the supervision of the Assistant Dean of Facilities & Sustainability.

## **Custodial Services**

The Physical Plant Department is responsible for custodial services on the Main Campus with custodial services provided at all times when the buildings are open. Custodial services at the other campus locations are the responsibility of the respective Provosts. Questions concerning custodial services should be directed to the Physical Plant Department or to the appropriate Provost.

## **Major Medical Emergencies**

**1. Life Threatening**

* **Upon observation of a life threatening medical emergency– ACTION:**
* **Call or have someone call 911 and then Campus Safety and Security, Campus Provost and Health & Wellness Center/Student Affairs Office.**
* **State the nature or type of emergency.**
* **Give the location of building, floor and room.**
* **Identify the person and any other pertinent information which will help prepare responders.**
* **Age**
* **Gender**
* **Symptoms victim is exhibiting**
* **Pre-existing health condition (if known)**
* **Stay with the victim until emergency personnel arrive**
* **Have another individual in the area meet the emergency personnel to expedite locating the victim inside a building.**
* **Following the medical emergency, prepare an incident report regarding the actions taken in response to the emergency. Copies of this report should be provided to the Vice President of Student Affairs, Campus Provosts, appropriate administrators and Campus Safety and Security.**

1. **Not Life Threatening**

* **Injuries which are not life threatening, but which have occurred on College property.**
* **Contact Health/Wellness Center, Campus Provost and Campus Safety and Security.**
* **First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.**
* **College personnel will not, as College representatives, provide personal transportation for injured or ill persons.**
* **IRSC Campus Safety and Security will make a written report for any injury that occurs on College property.**
* **Instructors will submit a report to their Instructional Dean concerning the circumstances of student injuries occurring in their activities.**
* **Initial reports should be forwarded to the administrator immediately responsible for the instructional or operational program for appropriate distribution.**
* **Supervisors are responsible for reporting injuries and sickness of employees in compliance with IRSC Workers’ Compensation policies.**

## **Safe and Secure Workplace/Study Place**

The College strives and is committed to preserving the safety of students, employees, visitors and guests. It is the responsibility of all employees and students to practice work and study habits that support and promote safe and healthy work and study conditions. The College maintains a health and safety program in compliance with state and federal laws and regulations concerning occupational health and safety (OSHA).

Employees and students are responsible for working and/or studying safely. No employee or student should ever perform a task or work with equipment that he/she reasonably believes to be unsafe. Employees and/or students are responsible to themselves and to the College for reporting unsafe conditions or practices to management. No employee or student will be punished or retaliated against for refusing an order or reporting a condition that he/she reasonably believes to be unsafe.

Employees and/or students who intentionally break safety or health rules will be disciplined according to the discipline policy. Other actions that are also subject to disciplinary measures include, but are not limited to:

* 1. Horseplay and other acts that endanger the safety and/or well-being of employees and/or students;
  2. Handling or tampering with any electrical equipment, machinery, or chemicals in a manner not within the scope of the employee or student’s responsibilities.

The College maintains a file of Material Safety Data Sheets (MSDS) in the Purchasing Office. These sheets provide information on safety precaution, spill control, and protective equipment. These sheets are accessible any time there may be a question about a chemical substance.

All employees are provided each year with copies of the IRSC Emergency Procedures Quick Reference Guide (also available [on](http://on) the Intranet ) and should become familiar with the information contained therein.

College employees and students can also contribute to providing a safe campus by acting promptly to report such items as hazardous conditions, suspicious acts, vandalism, illegal activities, etc., to their respective supervisors, instructors, the Physical Plant Department, Campus **Safety and** Security and/or Student Affairs Department.

## **COMMUNICATION PROTOCOL FOR**

## **Indian River State College**

The following imperatives are offered as practical guidelines that when kept in focus, and actively applied, will contribute to enhanced communication throughout the College.

**1. Keep the good of the institution clearly in focus.**

Each of us is concerned with professional advancement, but when that concern inhibits communication it jeopardizes the welfare of the College. Try not to view the workplace as a competitive atmosphere in which one person’s success can only come at the expense of another’s. Instead, recognize that we will all be successful when the College prospers, and that our own professional greatness is inseparable from the greatness of IRSC.

**2. Operate on the Principle of Charity.**

Communication breakdown often occurs as a result of misunderstanding or personality conflict. To minimize interpersonal problems that inhibit communication, remember that those with whom you work are rational, intelligent people who are entitled to respect and consideration. If occasions arise where you feel slighted, left out of the loop, etc., err on the side of caution by interpreting the behavior of others as charitably as you can. People are entitled to the benefit of the doubt.

**3. Give people the information they need.**

A positive attitude and sense of openness is always an asset when it comes to effective communication, but attitude alone is not enough. Remember that one purpose of communication is to impart information to those who need it. Give people what they need and we will all benefit.

**4. Respect the dignity, interests, and needs of all members of the IRSC community.**

While each of us seeks to live up to the expectations associated with our jobs, we must resist the idea that our only responsibility is to those in positions of authority. We therefore seek a measure to increase our sense of responsibility to all members of the IRSC community, a measure that will ultimately open channels of communication. By refocusing our sense of responsibility and adopting a genuine concern for all members of the IRSC community, we can attain our goal of establishing a climate of trust and respect.

**5. Take the initiative, and don’t pass the buck.**

Communication falters when members of a group assume that others will take ownership of an issue. In contrast, when each member of a group assumes ownership of an issue, a collective sense of responsibility is instilled and the likelihood of effective communication is increased. Take the initiative. Don’t wait for people to inform you of what’s going on – go out and find out. If we remember that each of us is individually responsible for the success of the College, communication will be enhanced and the good of the College will be promoted.

**Telephone Calls**

Employees that need to make work-related long distance calls should be issued a long distance code (FAC code). The FAC code is requested through their administrator who forwards his/her approval to IT Security. If they do not have a code, they may make calls through the Information Call Center (-4772). Personal long distance calls shall not be charged to the college nor made on official College phones. Should any such charge occur, the individual will be required to reimburse the college for the call.

If you are in Fort Pierce and calling the Main Campus, you should call the regular 772-462-4772 number.

***If you are outside the local dialing area and wish to call into the College the following numbers should be used from Vero Beach or Okeechobee:***

Information Call Center 866-792-4772 (IRSC)

Enrollment & Student Services 866-433-4843

WQCS 888-286-8936

Bookstore 877-770-2665 (BOOK)

McAlpin Fine Arts Box Office 800-220-9915

Treasure Coast Public Safety Complex 866-888-2677 (COPS)

Financial Aid 866-900-3243 (FAID)

#### Telephone Registration 866-792-4772

###### IN CASE OF Emergency

# For an immediate and life threatening emergency call or have someone call 911 and then Campus Safety & Security

# **DURING NORMAL OPERATING HOURS**

|  |  |  |
| --- | --- | --- |
| **Main Campus:** Call 911 DIAL 772-462-4755 for Campus Safety and Security who will advise appropriate individuals. | **Other Campuses:** Call 911 Contact Campus Safety and Security or the Provost Office to advise them of the emergency. | **Non-College Facility:** Contact Facility Manager and Office Staff. Contact immediate supervisor who will advise appropriate staff. |

# **ON WEEKENDS OR AFTER NORMAL OPERATING HOURS**

|  |  |  |
| --- | --- | --- |
| **Main Campus:** Find nearest phone and dial 911 to report. Contact Campus Safety and Security at 772-462-4755. Contact Vice President of Student Affairs. | **Other Campuses:** Find nearest phone and dial 911 to report. Contact Provost or predetermined contact. Contact Vice President of Student Affairs. | **Non-College Facility:** Find nearest phone and dial 911 to report. Contact immediate supervisor. |

**EMERGENCY SECURITY TELEPHONE NUMBERS**

Potentially dangerous, threatening, or suspicious activities or situations should be immediately reported to Campus Safety and Security via:

Main Campus 772-462-4755 or 772-462-7777

Chastain Campus 772-419-5666

Dixon Hendry Campus 772-863-610-2090 or 863-824-6000

Mueller Campus 772-226-2531

Pruitt Campus 772-336-6248

Blackburn Building 772-462-7103

|  |  |
| --- | --- |
|  |  |

##### VICE PRESIDENTS

Dr. Heather J. Belmont, Vice President, Academic Affairs 462-7215

Dr. Christina T. Hart, Vice President/Provost, Enrollment and Student Services 462-7230

Mr. Paul R. O'Brien, Vice President, Institutional Technology, CIO 462-7376

Dr. Angela Browning, Associate Vice President, Institutional Effectiveness 462-4703

Mr. Barry Keim, Interim Vice President, Financial Services, CFO 462-7220

Mr. Frank Watkins, Vice President, Student Affairs 462-7475

Dr. Pamela Blake Welmon, Vice President, Applied Science & Technology 462-7235

##### Deans/Administrators And Respective Divisions

Dr. Kelly N. Amatucci, Assistant Dean, School of Education 462-7674

Dr. Harvey E. Arnold, Provost, Pruitt Campus, Port St. Lucie/St. Lucie West 336-6210

Mr. Evan Berry, Associate Dean, Public Service Education 462-7945

Mr. Russ Brown, Provost, Dixon-Hendry Campus, Okeechobee County 863-824-6004

Dr. Kevin Cooper, Associate Dean, Advanced Technology 462-7575

Dr. Meredith B. Coughlin, Associate Dean, Enterprise Systems 462-7304

Ms. Ann Decker, Executive Director, IRSC Foundation 462-4786

Mia Tignor, Interim Administrative Director, Learning Resources 462-7590

Mr. Sean Donahue, Assistant Dean, Facilities & Sustainability 462-7360

Dr. Anthony Dribben, Assistant Dean, Mathematics and Natural Sciences 462-7509

Dr. Patricia A. Gagliano, Assistant Dean, Nursing 462-7570

Ms. Elizabeth Gaskin, Provost, Chastain Campus, Martin County 419-5604

Adriene Jefferson, Equity Officer/Title IX Coord, Associate Dean, Northwest Ctr 462-7100

Dr. Ann Hubbard, Dean, Health Science 462-7544

Mr. Scott Kimmelman, Athletic Director 462-7760

Mr. Charles R. Lunceford, Provost, Mueller Campus, Indian River County 226-2505

Ms. Edith Pacacha, Associate Dean, Finance 462-7340

Dr. Prashanth Pilly, Assistant Dean, Business Technology 462-7665

Ms. Donna D. Rivett, Dean, Industrial Education 462-7656

Dr. Scott Stein, Assistant Dean, Liberal Arts 462-7691

Dr. Kendall St Hilaire, Associate Dean, Virtual Campus 462-7119

Mr. Andrew Treadwell, Admin Director, Legislative & Executive Communication 462-4804

Ms. Melissa Prochaska Whigham, Assistant Dean, Human Resources 462-7282

## **Budget Preparation Procedures**

Budget preparation begins at the department level. After January 1st of each College year, Instructional Department Chairs and Administrative Department heads will be provided with the necessary forms, background, data and procedures to begin preparing their annual budget requests.

Budget requests (following a pre-determined budget calendar) will be presented to the Budget Review Committee which is composed of the President, Vice President Enrollment and Student Services, Vice President of Student Affairs, Vice President of Academic Affairs, Vice President of Financial Services, and the Vice President of Applied Science and Technology, and Associate Vice President of Institutional Technology. All requests will be evaluated as to their relationship to the instructional program and the available resources.

Monthly budget statements reflecting expenditures to date will be provided to department heads. Each Department head will be responsible for insuring that requisitions are submitted only if funds remain in the department budget.

## **Purchasing - General Information**

**Purchasing Policies and Procedures:** Purchasing policies, regulations, and procedures of the College are based on State Board of Education rules, Florida statutes, and Indian River State College rules. Purchasing is initiated by completing an IRSC Purchasing Requisition, which is available through the Instructional Deans.

Prior approval is needed to purchase items or supplies needed for your department. No IRSC employee has the authority to purchase or commit funds toward the procurement of goods or services without an authorized IRSC purchase order number.

The Purchasing Department, under the direction of the Vice President of Financial Services, is responsible for the proper processing of all requisitions, purchase orders, and bids. Assistance will be rendered to any College department or individual in determining the best materials, equipment or services to meet the needs.

Before making any purchase which he/she is authorized to make, or before recommending any purchase to the Board of Trustees, the President, or designated representative, will propose standards and specifications for items to be purchased and will ensure that all items conform to the specified standards.

**Conflict of Interest:** Any College employee, who has financial or other interest in a supplier company, either directly or indirectly through a member of his immediate family, will not be eligible to sell to the College.

**Correspondence with Suppliers:** Correspondence with suppliers is handled by the Purchasing Department, except by permission; then, Purchasing must receive copies of all such correspondence.

**Property Control:** Property records will be kept on all tangible personal property of a non-consumable nature with a value of $1000 or more, with an expected life of one year or more, and will be appropriately tagged with a property record decal.

A physical inventory will be conducted one time each year with proper notations and records kept. The Purchasing Department will handle adjustment negotiations and damage claims.

**Quality and Quantity:** The Purchasing Department may question the quality and quantity of an item requested; however, the responsibility of such request rests with the requisitioner.

**Unauthorized Purchases:** No employee of the College may order materials, equipment or services on his or her own. The payment of such unauthorized transactions will become the sole responsibility of the person incurring the debt.

**Special Item Purchases (One Vendor):** When specific items are needed such as maps, library supplies, etc., and competitive items are not satisfactory or are available from only one source, a written notation will be entered on the Purchase Order Authorization.

**Receiving:** All ordered items shall be received at the Central Receiving Warehouse where the Warehouse Manager will inspect the merchandise and report discrepancies to the Purchasing Department.

The Warehouse Manager and the requisitioner will be responsible for inspecting all items requiring property numbers.

Pre-Paid Purchase--Payment of Invoice: As a general practice, no invoice will be approved for payment until the equipment, supplies or service has been received. Exceptions are:

1. Annual subscriptions to periodicals;
2. Purchases from Superintendent of Documents, Government Printing Office;
3. Other areas when necessary, with the approval of the President or designated representative(s).

**Bookstore Purchases:** Bookstore purchases are handled either by regular requisition or by a blanket purchase order. The blanket purchase order is for a set dollar amount to be carried through for the current fiscal year. Contact the Purchasing Department for assistance.

**Student Organization and Club Purchases:** All purchasing and accounting shall follow normal College procedures.

## **Finance DIVISION**

**Cash Discounts:** The Accounts Payable Department will secure and process invoices promptly, so that all discounts may be taken.

**Petty Cash Fund Purchases:** The following procedures shall apply to all petty cash reimbursements to provide an adequate level of internal control, and to ensure that the petty cash process is not used to circumvent normal purchasing procedures.

The maximum petty cash reimbursement to an individual at one time is $99.00. For all items totaling $99.00 or less, an Expense Report with original receipt attached, is submitted for reimbursement. The Function and Spend Category that should be charged for the expense must be entered in the Expense Report. The reimbursement will be issued in the same manner as the employee’s payroll check. If the reimbursement is over the $99.00 limit, contact the Office of Finance for more information on how to process.

## **Campus Safety and Security Services**

Campus Safety and Security is a department in the Student Affairs Office. All employees are required to have an IRSC Identification Card, which is available from the Human Resources Department. I.D. must be presented to Campus Safety and Security Officers when requested. Campus Safety and Security Officers can request your removal from the campus if you refuse to produce an I.D. when requested.

The District Board of Trustees has empowered Campus Safety and Security Officers to enforce rules regarding parking, traffic direction and flow of traffic within campus boundaries. They have the authority to enforce parking rules by issuing parking citations. They do not have the authority to make arrests and/or issue citations for moving violations. Please report all thefts, accidents or evidence of criminal acts to our Campus Safety and Security Officers as soon as possible.

## **OFFICIAL NOTICE OF POLICIES/PRACTICES**

In compliance with various state and federal regulations, the District Board of Trustees of Indian River State College has approved non-discriminatory practices and policies concerning enrollment, admissions and equal opportunity employment. This includes an Affirmative Action Program (See Administrative Procedures, AP 3.13 and AP 3.131) for reporting complaints.

The following laws collectively prohibit decisions that adversely affect an individual:

TITLE VII - CIVIL RIGHTS ACT OF 1964 AS AMENDED: No persons shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education, and Welfare.

TITLE IX - EDUCATIONAL AMENDMENTS OF 1972: Prohibits Sex Discrimination in Education on the basis of sex in its employment practices for both academic and non-academic personnel, or in its admission of students, or in its educational programs or activities. Any inquiries concerning the applications of Title IX should be made to the Associate Dean of Human Resources or to the Equity Officers.

SECTION 504 - REHABILITATION ACT OF 1973: Prohibits discrimination against handicapped persons on the basis of handicap. The provisions of this law are equally applicable to employees, employment applicants, students, and student admissions.

THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990: Protects persons with disabling conditions from discriminatory practices in public accommodations, employment, transportation, and telecommunications. The ADA extends the coverage of Section 504 of the Rehabilitation Act of 1973, beyond just those programs receiving federal funding.

THE FLORIDA EDUCATIONAL EQUITY ACT, Section 1000.05, F.S.: Prohibits discrimination against students and employees in the state system of public education, on the basis of race, sex, national origin, marital status, and handicap.

Other laws and regulations with which we are in compliance are The Equal Pay Act of 1963; Executive Order No. 1246: Title VIII, Public Health Service Act; Age Discrimination in Employment Act of 1967; the Florida Human Rights Act.

## **AIDS Policy**

This is the Indian River State College AIDS policy relating to the College’s employees, students and others:

1. The District Board of Trustees wishes to respond to the national AIDS crisis by adopting policies which maintain a balance between the rights of Acquired Immune Deficiency Syndrome (AIDS) persons to obtain education and employment and the rights of the community (employees, students and others) for an environment in which they are protected from contracting the disease.
2. Guidelines used in the development of this policy include the most recent medical evidence, Federal regulations under Section 504, the provisions of the Florida Educational Equity Act and Chapter 760, F.S., guidelines suggested by the Center for Disease Control (CDC), The Americans With Disabilities Act of 1990 and Regulations 1992 (ADA), The Public Health Service, the Department of Health and Rehabilitative Services, the State University System and the State Board of Community Colleges.
3. This policy applies to:
   1. An individual who is diagnosed as having AIDS; and
   2. An individual who is HIV positive.
4. Any information concerning the person's medical condition will be handled as confidential information.
5. Instruction, information and activities based on accurate and up-to-date information regarding Human Immunodeficiency Virus (HIV) infection and (AIDS) shall be provided for employees and students as directed by Florida Statute 240.3192.
6. Any person with or perceived as having AIDS, or is HIV positive, shall have every protection available to disabled persons under Florida Statute 760.504, The Americans With Disabilities Act and Florida Educational Equity Act.

Alcohol/Drug-Free

**Workplace/Study Place**

The District Board of Trustees and the College intend to provide and encourage personal health among its employees and students in order to attain, support and preserve high standards of excellence consistent with the College mission and goals, by maintaining a drug-free workplace / study place.

Consistent with its mission and goals, the manufacture, distribution, dispensing, possession, use or being under the influence of alcoholic beverages, drugs and/or other controlled substances by students and employees is prohibited on all College-owned property unless specifically authorized by AP 3.145. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of alcoholic beverages, drugs and/or other controlled substances by students and employees is prohibited at off-campus sponsored student functions of Indian River State College.

IRSC has developed procedures and guidelines to implement the provisions of the Policy including drug testing for:

1. All job applicant finalists for each full-time employment position;
2. Present College employees upon reasonable suspicion that the employee is using or has used drugs in violation of this policy; and,
3. Routine fitness for duty.

IRSC provides an opportunity for employees and students to learn about substance abuse through a Drug Prevention pProgram, located at the Main Campus in the Koblegard Student Union. This program offers confidential information and referral for any alcohol or other drug-related problems. Also through this program, education and awareness activities are provided throughout the school year.

For any employee or student who requires intervention for the problem of substance abuse, IRSC has an Employee/Student Assistance program (see Employee/Student Assistance Program (EAP/SAP) section of this Handbook). Through the EAP/SAP, counseling and referral for treatment is available. This assistance may be sought confidentially or may be required by an employee or student who does not comply with the policies of IRSC. It is the goal of IRSC to support employees and students who are affected by the problems of addiction.

Employees convicted of a criminal drug statute violation must notify the College within five (5) working days following the conviction. In the case of employment under grants or special programs, the College will notify the grantor agency within ten (10) days of receipt of notification as stated above. Within thirty (30) days of receiving an employee notification of conviction, the College shall review the circumstances of the case and take action that it deems appropriate (up to and including termination). Such action will be formalized at the next regular meeting of the District Board of Trustees.

We insist that our employees and students study and work free from the effects of illegal drugs and alcohol, as well as the adverse effects of any other illegal substance. Any person determined to be in violation of this policy or who does not follow the recommendations of the EAP/SAP, or who does not seek rehabilitation shall be subject to suspension, probation, termination and/or such other action the College deems appropriate.

The President, or designee, may waive this policy in writing on a case-by-case basis with regard to the sale and serving of alcoholic beverages on College property by organizations or individuals. These exceptions shall not be interpreted as modification or relaxation of standards of conduct for students or employees relative to alcoholic beverages as set forth in this policy.

For a listing of effects and hazards of abuse of illicit drugs under the purview of this policy, contact Human Resources.

## **Americans With Disabilities Act (ADA)**

Indian River State College complies with, and fully supports the Americans with Disabilities Act. No one will be denied any employment opportunity, or otherwise discriminated against in our application, interview, selection, and hiring process simply because he/she has a disability or a relationship with a disabled person.

All selection, hiring and placement decisions will be based upon your education, experience, skill and other legitimate qualifications for the job you seek.

Indian River State College will make a reasonable accommodation to any disability you may have in order to allow you to fairly apply for employment and, if you are hired, to perform the tasks essential to the job.

In our application process we will not make any inquiry into your medical condition or the existence, nature, or extent of any disability you may have. If you have a disability and need reasonable accommodation in order to perform your essential job duties, please contact the Dean of Human Resources who is the IRSC ADA Officer, ext. 7282.

**Background Checks**

Prior to extending a job offer to an applicant for a full time, part time, or temporary position, Human Resources shall conduct a background investigation and fingerprinting through the Florida Department of Law Enforcement (FDLE). Credit checks may also be conducted for applicants accepting Administrative positions or positions in the Finance Department. Criminal background checks may be required for any position as determined by the President, or designee, or as required by law for the purpose of providing a safe and secure workplace/study place. An authorized law enforcement officer or an employee of the College who is trained to take fingerprints will complete the fingerprinting process.

New employees shall be on probationary status pending fingerprint and background check processing.

## **Clinics**

###### Dental Clinic

Limited dental services for a nominal fee are available at the Dental Clinic as part of student training and with the cooperation of dentists from the community. These services are primarily educational experiences for the students. Call for more information and scheduling of appointments.

###### Communicable Diseases

It is the intent of the District Board of Trustees to protect students and employees from exposure to communicable diseases that pose reasonable risk of harm to members of the College community. It is also the intent of the District Board of Trustees to protect the rights of those infected with a communicable disease pursuant to the College Sick Leave policy. College employees and students who do become infected with a communicable disease are subject to this policy and will be afforded confidentiality for all related issues.

The College will be flexible in its response to incidents of communicable disease, and evaluate each occurrence in light of this policy and current available medical information. If you have any questions, contact the Human Resources Department.

The President or designee is authorized to take any action deemed appropriate in response to incidents of communicable disease. Each occurrence will be evaluated based on current available information.

## **Confidentiality**

## You may work with, and may have access to, information that you must keep confidential. Such information includes, but is not limited to: computer files, office protocols, student and personnel records and matters, payroll data, financial data, marketing activity and plans, trades secrets and proprietary information.

Confidential information should not be disclosed to co-workers or others outside the workplace who have no business need to know.

You are expected to protect the security of confidential information by locking it in secure files when you are not using it. You are also required to protect the security of computer files, including any backup copies, which contain confidential information. Passwords should never be shared.

An employee who violates this policy may be subject to disciplinary action, up to and including termination.

## **Disposal and Inventory of College Property**

##### Disposal and inventory of College property shall be accomplished through recommendation of the President to the Board in accordance with College policies and procedures. Inventory items belonging to the College should not be removed from the campus and moved elsewhere without specific written clearance from the appropriate Dean or Vice President. For more information, contact the Purchasing Director.

## **Disruptive Activities**

Board policy prohibits students and employees from participating in disruptive activities at the College. Disruptive activity is any action that impairs or obstructs the institution in carrying out its educational purposes and includes but is not limited to impairing, interfering with or obstructing the orderly conduct, processes and function of the College. Participation in any such activity shall be considered a violation of the College’s standards of conduct. After it has been determined that a student or employee of the College has participated in disruptive activities, disciplinary actions may be initiated.

## **Dress Code and Appearance**

The professional appearance of employees is a critical element of the College’s commitment to Service Excellence as it demonstrates respect to others and the professionalism of the institution.  This establishes a guideline and does not specifically address all situations.  Therefore, all employees and supervisors must practice common sense, respect, sensitivity and reasonableness when dealing with appearance issues.

While it is the intent of Indian River State College that all employees dress for their own comfort during work hours, the image our employees present to students, community members, guests, visitors and co-workers is of vital importance for maintaining the professional image of the College. Therefore, employees are expected at all times to present an image appropriate to the work being performed. Employees should consult with supervisors if they need guidance on appropriate attire. Supervisors shall exercise respect and common sense when dealing with employees’ personal appearances.

The following guidelines have been established to achieve our goal of professional and superior customer and employee service:

* When representing IRSC, employee dress must be clean, neat, in good repair, professionally appropriate to the day’s activities, safe for the work being performed and comfortable for the season and the weather.
* Generally, business attire should be worn all year except during summer months when business casual attire is permissible.
* During the summer, business casual attire includes such clothing items as sport and golf shirts, dress pants, khakis, skirts, dresses, slacks, pants, shirts, and tops.
* Employees may not wear clothing with offensive wording, torn clothing, beach attire, halter-tops, midriffs, shorts or spandex as outerwear unless the clothing is required as part of assigned duties and responsibilities (e.g.. Lifeguard/Instructor, Coaches,).
* All employees are to wear footwear that does not pose as a safety hazard. Certain positions may require specific footwear based upon OSHA guidelines.
* The College expects employees to maintain good hygiene and grooming. Body piercing and body art in the form of tattoos and other skin pigment alterations are a personal choice. However, the College reserves the right to ask an employee to remove or cover anything that is deemed inappropriate for viewing by students, community members, guests and other employees.

If employees require a reasonable accommodation regarding their dress for bona fide health and/or religious reasons, they should contact their Supervisor and Assistant Dean of Human Resources to discuss an exception to the dress code and personal appearance guidelines.

Personal appearance should be a matter of importance for every employee. Should it be determined that an employee’s personal appearance or attire is inappropriate, the employee may be asked to return home to change clothes. Exempt employees sent home will be required to use vacation or personal leave to cover the absence. If you have any questions, speak with your Supervisor.

## **Drug Testing**

The Board intends to provide a safe and drug-free work environment and encourages personal health among its employees and students. The College is committed to maintaining a drug-free workplace in order to attain, support and preserve high standards of excellence consistent with the College mission and goals. Consistent with its mission and goals, the College will maintain a screening practice to drug test job applicant finalists for full-time positions. The College’s Drug Free Workplace policy requires negative (satisfactory) results on a pre-employment drug test as a condition for employment for the selected job applicant finalist. Employment by the College may be denied to any job applicant finalist for a full-time position with the College who has been offered employment conditioned upon successfully passing a drug test if such person:

* Refuses to submit to a drug test performed by a qualified laboratory chosen by the College; or
* Tests positive for the presence of an illegal drug by a confirmed test using such scientifically accepted methods of testing procedures as approved by the State of Florida and by the Agency for Health Care Administration.

For more information, contact the Human Resources Department for Pre-Employment Drug Testing Procedures.

# **Employee Personnel Records and Access**

The Human Resources Department maintains all College employee confidential personnel files. These files contain documents pertinent to employment at IRSC and are the property of the College.

While all records made or received by the College are public records, and while as a general rule such records are by law open to the public, there are exceptions to this rule. Inspection of the personnel file is permitted only after documents considered as “limited access records” are removed pursuant to the provisions of Florida Statute 119.07(1).

An employee’s personnel record is available on a limited access basis only to College personnel who have a legitimate business need or to view their own personnel record. The President, Vice Presidents and Administrators, having employees assigned in his/her area, may have access to confidential information in personnel files. Except as required by the President in the discharge of his or her official responsibilities, the custodian of personnel records may only release such confidential information upon written authorization from the employee or by the President or upon court order or as required under federal or state laws.

Employees will have access and will be permitted to review their own personnel file by contacting Human Resources for an appointment. Persons other than the employee, who request to inspect or copy personnel records, should be referred to the Assistant Dean of Human Resources. The Assistant Dean may determine it necessary to remove limited access information from a file before making it available. It may also be necessary to make arrangements with the requester for advance payment to the College, when requests for many documents are made, or when it would be necessary to make special personnel assignments to comply with a request.

All applications for employment with the College are filed with the Human Resources Office, and it is the responsibility of this office to process the applications and develop a personnel file which includes the application.

## **Employment Verification and References**

Requests for employment verification or references should be referred to the Human Resources Department who is authorized to release the following public information when presented with such a request: period of employment, title or position held, salary, and full-time/part-time status. The College is immune from civil liability for disclosing information regarding current or former employees pursuant to F.S. 768.095.

## **Firearms or Weapons on Campus**

**Board Policy** **Number 6Hx11-3.152 Firearms or Weapons Florida Legislative Authority:** Per section 790.33, Florida Statutes, Indian River State College recognizes the Florida Legislature’s comprehensive regulation of firearms, weapons, and ammunition. As such, the institution also acknowledges that in the case of any inconsistencies between the intended allowances and proscriptions of Florida Statutes and IRSC District Board of Trustee policy, Florida law shall preempt College policy.

**Prohibition of Firearms or Weapons; Exceptions:**

The possession or discharge of firearms or weapons, as defined in sec.790.001, F.S., by College employees, students, or visitors on any College property and/or at any College-sponsored activity or event is strictly prohibited pursuant to sec. 790.115, F.S. The following persons are exempt from this policy:

* Law enforcement officers acting within their official capacity;
* Students that are currently enrolled in a criminal justice class at the Treasure Coast Public Safety Training Complex (TCPSTC); these students may possess a firearm at the TCPSTC, as such times required by the course curriculum. This exception does not apply to any other IRSC campus, site, building or location.
* Individuals granted a waiver by the President or Dean of Public Service Education.
* Registered students, employees, or faculty members of IRSC, if licensed to carry a concealed weapon under 790.06, F.S., are permitted to carry and conceal a weapon only if such weapon meets the requirements of 790.06 (12)(a)13, F.S.

**Penalties:**

Violation of this policy may subject an employee or student to disciplinary procedures, up to and including termination or expulsion, as well as appropriate charges by law enforcement. College visitors in violation of this policy may also be subject to appropriate charges by law enforcement.

## **Association of Florida Colleges (AFC)**

AFC serves as the professional association for Florida’s 28 colleges. It represents all employees, their Boards, retirees and associates. The organization promotes the development and advancement of public college education in Florida in an effort to provide students and citizens the best comprehensive college system. Membership is open to all college employees. Dues may be paid through payroll deduction. The IRSC AFC Chapter sponsors professional workshops, participates in community service initiatives and fundraises for student scholarships. Additional information may be obtained from Human Resources.

# **Campus FM Radio Station – “wqcs”**

IRSC has an educationally and culturally-oriented FM Radio Station located on campus, and it can be heard at 88.9 on your FM dial, WQCS-HD2, WQCS-HD3, and streaming at WQCS.org. The station operates 24 hours a day with a format of news and information and classical music. The station is affiliated with National Public Radio.

**Food Service**

Cafeteria services are available on the Main Campus in the KSU during regular College hours.

The Chastain Campus Café serves breakfast and lunch; hours and days of operation vary and are posted each week at the café.

Vending machines are located at several locations and at all campuses.

**Foundation (IRSC)**

Indian River State College Foundation, Inc. is a Florida not-for-profit corporation, organized and operated exclusively to receive, hold, invest and administer property, and to make expenditures to, or for the benefit of the College. To accomplish this, the IRSC Foundation actively supports the long-range plan of IRSC by providing scholarships, high technology equipment, faculty chairs, support of capital projects and improvement to further enhance student accessibility and to improve the learning environment. During the 2018-2019 academic year, the IRSC Foundation awarded $3.5 million in scholarships to deserving area students through the generosity of individuals, businesses and organizations. For more information, contact the IRSC Foundation Office at 772 462-4786 or toll-free at 866 792-4772, ext. 4786, or visit the Foundation’s website at [www.irscfoundation.org](http://www.irscfoundation.org).

Associated with the IRSC Foundation is the IRSC Alumni Association whose mission is to connect and reconnect alumni, students, parents and friends to IRSC and to sustain and strengthen a lifelong bond with the College. Alumni can purchase an Annual Membership for $10 or a Lifetime Membership for $200. With membership, IRSC alumni enjoy benefits ranging from discounts at area businesses to the use of College facilities, invitations to special events and the opportunity to mentor and network with students in the IRSC Student Alumni Association. The organization has a Facebook page as well as a section on the IRSC Foundation website.

**Hallstrom Planetarium**

IRSC has a state-of-the-art astronomy classroom for IRSC students, educational resource for area school children, and source of wonder and enlightenment for area residents. Call the IRSC Box Office at 1-800-220-9915 for performance and ticket information.

## **Photo I.D. Cards**

All employees should have an Indian River State College Photo Identification Card. This card is used for emergencies, for campus security, to present to authorities, to pick up checks, to gain access to library materials, or to attend IRSC athletic events free of charge. Employees obtain an employee Photo I.D. from the Human Resources Department upon employment.

## **Labs**

###### Cosmetology Lab

As part of student training, the services of the IRSC Cosmetology Lab are available at reduced prices for all employees as well as for the public. Call 772 462-7229 for appointments and price information.

Littering

Littering of any College building or property regardless of location is strictly prohibited. Littering is defined as the careless or intentional discarding or disposal of waste materials of any composition, in any manner other than in approved waste receptacles.

# **McAlpin FINE arts Center**

The McAlpin Fine Arts Center is located on the Main Campus and houses a professional 639-seat theater, music and drama rehearsal rooms and classrooms. The McAlpin Fine Arts Center is the stage for numerous student musicals and dramatic productions.

**Mentors**

The Board authorizes employees to be volunteer mentors when such activity offers a recognized benefit to the College community. A College employee may voluntarily participate in an established mentoring program serving a school district or community service programs that meet child, elder or human needs.

The employee must receive prior approval from his or her supervisor to serve as a volunteer mentor during regular working hours. If a conflict occurs between the employee’s College job responsibilities and mentoring duties, then the employee shall agree to immediately discontinue the volunteer mentoring service.

## **Open Door Policy**

We are happy that you have joined the IRSC team. We want you to feel that your association with the College is mutually rewarding and a pleasant experience. Everyone employed at the College has a right to be treated with dignity, respect and the ability to communicate. You should always feel free to discuss any problem, issue, concern or idea with your immediate supervisor or - Human Resources.

## **Personal Data Changes**

It is important that the College always have correct and current information about you. Please let us know immediately if anything changes that will affect your employment status. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Employees may update the following personal information through the Workday portal:

* Addresses;
* Phone Numbers; and
* Emergency Contacts.

Employees have a duty to notify the Human Resources Department promptly in writing of any changes in personal data including:

* Educational achievements and or licenses acquired; and
* Arrest or conviction for federal, state or local felonies or misdemeanors.

###### Personnel Actions

The President shall recommend personnel actions (appointments, leaves, suspensions or terminations) related to College employees to the Board. The President may initiate personnel actions prior to official action of the Board. Such actions shall be considered temporary until approved by the Board. Should the Board fail to approve an action as recommended; an employee will be paid only for days of service performed.

**Personnel actions include but are not limited, to the following:**

* **Appointment:** The assignment of an employee to a full-time or part-time position;
* **Transfer:**Movement of employees to different positions in a job classification with the same salary;
* **Substitutions:**The assignment and payment to full-time faculty or adjunct faculty during the temporary absence of full-time or adjunct faculty. The rate of pay will be prorated based on an overload or adjunct rate;
* **Overloads:** The assignment and payment to full-time over and above their contracted assignment;
* **Special Payments:**The payment of additional salary for department chairs, coaches and other special assignments;
* **Reclassifications***:* Movement of a position to a different job classification or salary;
* **Resignations:** Acceptance of an employee’s voluntary separation from employment at the College;
* **Retirement:** Acceptance of official retirement of an employee under the provisions of FRS Pension and Investment Plans, the Community College Optional Retirement Plan (CCORP), or The Teacher’s Retirement System. (FRS defines normal retirement as 62 years of age with six (6) or more years of creditable service or 30 years of creditable service at any age. Early retirement is retirement with at least six (6) years of creditable service and benefit reductions of 5% for each year an employee is under the normal retirement age;)
* **Termination***:* Involuntary discharge of an employee.

###### Print Shop

The Print Shop offers typing, photocopying, self-service copying, offset printing, binding, and mailing services for College business. To submit a request to the Print Shop, fill out the online print request form located on the IRSC Intranet under Print Shop. Print requests may be submitted in person, through campus mail, or via email. Email the completed print request and the file as an attachment to: [PrintShop@irsc.edu](mailto:PrintShop@irsc.edu) (not an individual) using your IRSC email account. Allow/plan at least one (1) week (5 business days) turnaround time (**\***see bullet #5 below). For material sent through campus mail add two (2) additional days. Certain restrictions that apply:

* + Other email accounts may be blocked by the firewall and can delay the request.
  + Exams cannot be accepted from or picked up by students.
  + Publisher’s approval must be provided for any copyrighted material.
  + Anything other than classroom material must have appropriate signatures and approval from Institutional Advancement.
* **\***Printing requests will be scheduled according to size, quantity and complexity of job. Allow at least one (1) week (5 business days) turnaround.

**Typing**

Exams, outlines, letters, memos, syllabi, certificates, flyers, brochures, programs, invitations, business cards, banners, and stake signs are typed in the Print Shop. Material should be legible and submitted in longhand, rough draft, or electronically if available.

In addition to lead-time required to type, additional time must be provided for printing, binding, and mailing if needed. During final examinations, faculty should submit final exams one (1) week in advance, to insure prompt turnaround of materials.

**Photocopying**

The copiers are capable of reproducing single-sided and double-sided copying, collating and stapling, hole-punching, and scanning. Three self-service copiers are provided for small runs if immediate production is needed.

During final examinations, faculty should have their final examinations in for copying one (1) week in advance, to insure prompt turnaround of materials.

**Offset/Digital Printing**

The large volume printing is completed on the offset presses or digital copiers.

**Binding**

Laminating, saddle stitching, padding, GBC© comb, tape or spiral binding, etc. are available in the Print Shop.

**Test Scoring**

Tests that use Scantron grading sheets are scored on a Scantron machine, which grades the test, and if you wish, computes an item analysis. A key is made out by the instructor and should accompany student answer sheets. No test scoring can be accepted from students.

For more information regarding these services, contact the Print Shop on the Main Campus, extension 7720.

**Privacy and Access**

The College respects an individual’s right to privacy and confidentiality within the framework established by State and Federal laws and the policies of this institution. The respect for personal privacy is mitigated by the College’s responsibility to function as a public institution. state or federal law, court orders, emergencies, or overriding institutional needs may preclude privacy expectations.

It is not the policy of the College to monitor the use of its computer systems; however, the College reserves the right to access, view or monitor communications, files, or usage on an individual basis as deemed necessary. This includes information residing on College property such as computer hardware, software, electronic mail or other communication or storage devices, whether or not private access code or other security is granted.

###### College Responsibility

In the normal course of business, the College collects personal information on individuals. It is the policy of the College to protect an individual’s right to privacy regarding his or her personal information. However, the College disclaims responsibility for the content of any individual communications or information residing on College property that does not specifically relate to College business.

###### Individual Responsibility

An individual may be granted permission to access information residing on College property based on his or her educational purpose or College duty. Such access is considered a privilege and carries with it an obligation to respect the privacy rights of others. Information residing on equipment or property owned or leased by the College is considered the responsibility and/or property of the College. Unauthorized access to files either by direct examination or automated searching is not permitted.

**Public Exhibits, Displays & Presentations**

Indian River State College encourages the creation and presentation of various forms of artistic expression as a means to enhance the educational and cultural opportunities available to our students and community.

Any person desiring to exhibit forms of artistic expression on College property must submit a request in writing through the Assistant Dean of Liberal Arts for consideration by the Indian River State College Performing & Visual Arts Chair. To facilitate such enrichment, the Cultural Affairs Committee and/or the President’s Cabinet may consider requests to exhibit displays or presentations in College facilities and/or for sponsorship by the College. The Cultural Affairs Committee shall be an institutional standing committee composed of IRSC Performing & Visual Arts faculty and other members as appointed by the Vice President of Academic Affairs.

The Cultural Affairs Committee and/or the President’s Cabinet reserves the right to review, accept or reject any proposed exhibit, display, or presentation based upon aesthetic quality, space limitations, budgetary restrictions, mechanical requirements, and appropriateness to the College environment and educational mission. Further, the Cultural Affairs Committee and/or the President’s Cabinet may determine the most suitable location for any exhibit accepted for display at the College.

This policy recognizes and affords due consideration and respect to the diversity of legitimate views that exist within the community.

### Public or Political Office

Full-time employees who plan to qualify and run for a public office shall advise the President in writing at leastthirty (30) days prior to qualifying. Before qualifying for a public office, the College employee must also review his or her plans for seeking or holding public office with the President to determine that no conflict of interest exists between this activity and the responsibility of the individual to the College. The employee must receive the President's approval to continue employment while simultaneously seeking or holding public office.

The employee shall not take any active part in a political campaign while on duty or within any period of time during which he or she is expected to perform services for which he or she receives compensation from the College. Time devoted to political activities during the employee's normal working hours must be covered by approved leave, either annual leave, personal leave, or leave of absence without pay. If at any time the President deems that an employee’s political activities interfere with the full discharge of his or her College duties, the President may place the employee on leave or request his or her resignation.

No College employee or official shall use any promise or reward or threat of loss to encourage or coerce any employee to support or contribute to any political issue, candidate or party.

**Reorganization and Reduction in Force**

Due to financial exigencies or discontinuation of a program, the District Board of Trustees, upon careful analysis and recommendation of the President, may consider a reorganization, consolidation or reduction in staff. This policy shall be implemented as fairly as possible and pursuant to the Board of Trustees / AAUP Agreement, State Board of Education Rules and Board Policy 6Hx11-6.81.

### Religious Observances by Employees

The Board reasonably accommodates the religious observance, practice and beliefs of College employees. The President is authorized to grant absence from duty to employees observing religious holy days in their own faith. A religious holy day is defined as a significant day of religious observance as recognized by the highest body of that particular faith. Employees must request leave in advance and can use their personal and/or vacation leave, non-duty day.

### Solicitation and Product Endorsement

In order to prevent disruptions in the efficient operation of the College, and interference with an employee’s work and the work of others, the following applies to the solicitation and distribution of literature by external entities on College properties:

* Agents, solicitors and sales persons shall not be permitted on College property to distribute literature or to solicit funds, goods or services to faculty, staff, students, administrators or campus organizations without prior approval of the President, or designee.
* No employee of the College shall use their affiliation with the College for commercial or promotional purposes. The name or seal of the College shall not be used for non-College affiliated commercial endorsements unless specifically approved by the Board.

**SPEAKERS, EXHIBITS, DISPLAYS AND PRESENTATIONS ON CAMPUS**

The President or designee shall approve persons invited to speak on campus. Approval must be obtained before an invitation to speak is issued.

Other persons desiring a public forum to express their views must be restricted to members of the College community. Any form of public expression must be peaceful at all times and in no way disrupt public order or safety or interfere with the orderly educational operation of the institutions. Any literature circulated must contain authorship.

Persons not affiliated with the College will be directed to leave the campus immediately or be subject to arrest on a charge of trespassing.

Procedural information related to Performing and Visual Arts is available through the Office of Academic Affairs.

Procedural information related to student organizations is available through the Office of Student Affairs.

# **Volunteers**

The President or designee may authorize the use of volunteers when such activity offers a recognized benefit to the College community.

A non-employee volunteer is defined as an individual who is not an employee of the College and who receives no compensation for services rendered. A volunteer must complete a volunteer form found in Human Resources prior to assuming volunteer duties for the College.

###### Workplace or Campus Violence

The College is committed to providing and maintaining a safe workplace/study place. Consistent with this commitment, the College will not tolerate violence or threats of violence that disrupt the learning or work environment or that result in fear for personal safety. It is the responsibility of all students, employees, or visitors of the College to maintain a safe learning and work environment that is free of violence.

All College employees and students are expected to act in a professional and businesslike manner at all times and to refrain from threatening, disruptive and violent, verbal or physical behavior. The conduct prohibited includes but is not limited to: threats, abusive language, displaying or use of unauthorized firearms, making or sending annoying or threatening phone calls, emails, letters or other forms of communications; throwing or destroying objects or property; using or attempting to use actual physical violence against another person or engaging in any conduct that may endanger the safety and well-being of any employee, visitor or student.

Any employee or student who engages in this kind of conduct may be subject to disciplinary action up to expulsion, termination and other legal action.

If an employee or student is in imminent fear of violent or dangerous behavior for him/herself or another party, he/she should immediately dial 772-462-4755 and contact Campus Security.

In non-emergency situations, the employee should notify his/her immediate supervisor or Human Resources or if a student, their instructor or Student Affairs, if they witness or know of any threatening or violent behavior occurring in their workplace. Truthful reporting of any incidents will be taken seriously and will not subject the employee to retaliation or discipline. Any false reports will subject the employee and/or student to disciplinary action up to and including termination and expulsion.

Viii. ACADEMIC Calendars

(FoR the most up-to-date version https://www.irsc.edu/calendar/index.php)

**FALL 2020 Academic Calendar**

May 18, Monday First day to register for Fall 2020 Schedule.

July 2, Thursday Priority deadline for Fall 2020 Baccalaureate and Associate applications: submit official transcripts, and complete New Student Orientation.

August 10, Monday New Faculty report.

August 12, Wednesday Returning Faculty report.

August 15, Saturday Registration Deadline for Full-Term and Session A classes.

Last day to Pay. ++

August 16, Sunday Registration not available.

August 17, Monday Late Registration begins for Fall Full-Term and Session A classes. Payment due at time of registration.

August 18, Tuesday Last day to register and pay all fees for Full-Term and Session A classes. ++

**August 19, Wednesday Classes Begin: Full-Term and Session A Schedule.**

August 25, Tuesday Last day to drop Full-Term and Session A classes.

NO REFUNDS after this date.

September 7, Monday HOLIDAY: Labor Day. \*

September 17, Thursday Last day to withdraw from Session A classes with a "W".

October 8, Thursday Last day of Session A classes.

October 9, Friday Grades due/entered by 8:00 p.m. Session A.

October 13, Tuesday Last day to register and pay all fees for Session B classes. ++

**October 14, Wednesday Classes Begin: Session B Schedule.**

October 20, Tuesday Last day to drop Session B classes. NO REFUNDS after this date.

October 21, Wednesday Early registration for Spring 2021 Schedule for eligible students-check your student dashboard for eligibility.

Last day to withdraw from Full-Term classes with a "W".

October 27, Tuesday First day to register for Spring 2021Schedule.

November 6, Friday Priority deadline for Spring 2021 Baccalaureate and Associate applications: submit official transcripts, complete New Student Orientation.

November 11, Wednesday HOLIDAY: Veterans Day. \*

November 13, Friday Deadline to apply/pay for Fall 2020 Commencement Ceremony participation.

November 18, Wednesday Last day to withdraw from Session B classes with a “W”.

November 25, 26, & 27 HOLIDAY: Thanksgiving observed. \*

Wednesday, Thursday, Friday

December 2, Wednesday Last day for Total Withdrawal from Full-Term classes.

**December 8, Tuesday Last day of Full-Term AND Session B classes and final exams.**

December 9, Wednesday Grades due/entered by 8:00 p.m.

December 10, Thursday Grades available online. Faculty Service Day.

December 11, Friday Faculty Service Day

December 14, Monday Faculty Service Day

December 15, Tuesday Faculty Service Day – Instructional Review & Realignment Day.

December 16, Wednesday Fall Commencement.

December 18 – 31HOLIDAY: Winter Break. **\***

Friday – Thursday

**\*** *Official Holiday ­­*– *All offices closed. No classes.*

**++ *Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.***

**SPRING 2021 Academic Calendar**

October 21, Wednesday Early registration for Spring 2021 Schedule for eligible students-check your student dashboard for eligibility.

October 27, Tuesday First day to register for Spring 2021Schedule.

November 6, Friday Priority deadline for Spring 2021 Baccalaureate and Associate applications: submit official transcripts, complete New Student Orientation.

January 1, Friday HOLIDAY: New Year’s Day. \*

January 2, Saturday Last day to pay all fees for Full-Term and Session A classes. ++

January 3, Sunday Registration not available.

January 4, Monday All Faculty Report.

Late Registration beings for Spring Full-Term and Session A classes. Payment due at time of registration.

January 5, Tuesday Last day to register and pay all fees for Full-Term and Session A classes. ++

**January 6, Wednesday** **Classes Begin: Full-Term and Session A Schedule.**

January 12, Tuesday Last day to drop Full-Term and Session A classes.

NO REFUNDS after this date.

January 18, Monday HOLIDAY: Martin Luther King, Jr. Day. \*

February 3, Wednesday Last day to withdraw from Session A classes with a “W”.

February 23, Tuesday Last day of Session A classes.

February 24, Wednesday Grades due/entered by 8:00 p.m. Session A.

February 26, Friday  Professional Enhancement Day (No classes, day or night).

March 1, Monday Last day to register and pay all fees for Session B classes. ++.

**March 2, Tuesday Classes Begin: Session B Schedule.**

March 9, Tuesday Last day to withdraw from Full-Term Schedule classes with a "W".

Last day to drop session B classes. NO REFUNDS after this date.

March 15-19, M-F HOLIDAY: Spring Break. \*

March 23, Tuesday Last day to withdraw from Session B classes with a “W”.

Priority deadline for Summer 2021 Baccalaureate and Associate applications: submit official transcripts, and complete New Student Orientation.

March 25, Thursday Early registration for Summer 2021 Schedule for eligible students-check your student dashboard for eligibility.

March 29, Monday First day to register for Summer 2021Schedule.

**TBA First day to register for Fall 2021 Schedule.**

March 30, Tuesday Deadline to apply/pay for Spring 2021 Commencement Ceremony participation.

April 16, Friday Last day for Total Withdrawal from ALL classes.

**April 23, Friday Last day of Full-Term AND Session B Schedule classes and final exams.**

April 26, Monday Grades due/entered by 8:00 p.m.

Faculty Service Day.

April 27, Tuesday Grades available online.

Faculty Service Day.

April 28, Wednesday Instructional Closing the Loop Day.

Faculty Service Day.

April 30, Friday Spring Commencement: Associate in Arts Degree graduates.

May 1, Saturday Spring Commencement: Associate in Science/Applied Science & Bachelor’s Degree graduates.

**\*** *Official Holiday ­­*– *All offices closed. No classes.*

**++ *Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.***

**SUMMER 2021 Academic Calendar**

March 23, Tuesday Priority deadline for Summer 2021 Baccalaureate applications: submit official transcripts, and complete New Student Orientation and Initial Advising Session.

March 29, Monday First day to register for Summer classes.

March 31, Wednesday Priority deadline for Summer 2021 Associate applications: submit official transcripts, and complete New Student Orientation Schedule.

**TBA First day to register for Fall 2021 Schedule.**

May 3, Monday Faculty report for Full-Term AND Session A.

May 4, Tuesday Registration Deadline for Full-Term (A & B Combined) Schedule AND Session A.

Last day to pay. ++

**May 5, Wednesday Classes Begin: Full-Term AND Session A.**

May 11, Tuesday Last day to drop classes for Full-Term AND Session A.

NO REFUNDS after this date.

May 31, Monday HOLIDAY: Memorial Day. \*

May 30, Sunday Last day to withdraw from Session A classes with a "W". (ONLINE).

June 10, Thursday Last day for Total Withdrawal from Session A classes.

**June 16, Wednesday Last day of Session A classes and final exams.**

Faculty report: Session B classes.

June 17, Thursday Grades due/entered for Session A classes by 8:00 p.m.

June 18, Friday Grades available online: Session A classes.

June 20, Sunday Registration Deadline for Session B classes.

Last day to pay (ONLINE). ++

June 21, Monday **Classes Begin: Session B.**

June 28, Monday Last day to withdraw for Full-Term classes with a "W".

June 29, TuesdayLast day to drop Session B classes.

NO REFUNDS after this date.

July 1, Thursday Priority deadline for Fall 2021 Baccalaureate applications: submit official transcripts, and complete New Student Orientation.

July 5, Monday HOLIDAY: Independence Day Observed. \*

July 15, Thursday Last day to withdraw with a "W" from Session B.

July 22, Thursday Priority deadline for Fall 2021 Associate applications: submit official transcripts, and complete New Student Orientation and Initial Advising Session.

July 28, Wednesday Last day for Total Withdrawal from ALL classes.

**August 3, Tuesday Last day of Full-Term AND Session B classes and final exams.**

August 4, Wednesday Grades due/entered for Full-Term AND Session B by 8:00 p.m.

August 5, Thursday Grades available online.

**\*** *Official Holiday ­­*– *All offices closed. No classes.*

**++ *Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.***

Faculty Service Days Calendar

2020-2021

**FALL 2020 AUGUST**

86 Service Days (10th - New Faculty Report)

75 Instructional Days 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31 (14)

**SEPTEMBER**

1, 2, 3, 4, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30 (21)

**OCTOBER**

1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30 (22)

**NOVEMBER**

2, 3, 4, 5, 6, 9, 10, 12, 13, 16, 17, 18, 19, 20, 23, 24, 30 (17)

**DECEMBER**

1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16 (12)

86

Classes Begin, Full-Term and Session A Schedules: Wednesday, August 19

Classes Begin, Session B Schedule: Wednesday, October 14

Final Exams Begin: Wednesday, December 2

Grades Due/Entered: Wednesday, December 9, 8:00 pm

Commencement: Wednesday, December 16

**SPRING 2021 JANUARY**

79 Service Days 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 21, 22, 25, 26, 27, 28, 29 (19)

71 Instructional Days **FEBRUARY** (Professional Enhancement Day Friday, February 26)

1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26 (20)

**MARCH** (Spring Break: March 15-19)

1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 22, 23, 24, 25, 26, 29, 30, 31 (18)

**APRIL**

1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30 (22)

**MAY**

1  (1) 79

Classes Begin, Full-Term and Session A Schedule: Wednesday, January 6

Classes Begin, Session B Schedule: Tuesday, March 2

Spring Break: Monday – Friday; March 15-19

Final Exams Begin: Monday, April 19

Grades Due/Entered: Monday, April 26; 8:00 pm

Commencements (**Faculty select one (1) of the following dates to attend**):

* Friday, April 30, Associate in Arts.
* Saturday, May 1, Associate in Science/Applied Science and Bachelors.

**SUMMER 2021 MAY**

**Full Term Schedule** 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27 (16)

54 Service Days **JUNE**

50 Instructional Days 1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 17, 21, 22, 23, 24, 28, 29, 30 (18)

**JULY**

1, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29 (16)

**AUGUST**

2, 3, 4, 5 (4)

54

Classes Begin, Full-Term Schedule: Wednesday, May 5

Final Exams Begin: Wednesday, July 28

Grades Due/Entered: Wednesday, August 4; 8:00 pm

**SUMMER 2021 MAY**

**Session “A”** 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27 (16)

29 Service Days **JUNE**

25 Instructional Days 1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 17, 21, 22 (13)

29

Classes Begin, Session A Schedule: Wednesday, May 5

Final Exams Begin: Monday, June 14

Grades Due/Entered: Thursday, June 17; 8:00 pm

**SUMMER 2021 JUNE**

**Session “B”** 16, 17, 21, 22, 23, 24, 28, 29, 30 (9)

29 Service Days **JULY**

25 Instructional Days 1, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29 (16)

**AUGUST**

2, 3, 4, 5 (4)

29

Classes Begin, Session B Schedule: Monday, June 21

Final Exams Begin: Wednesday, July 28

Grades Due/Entered: Wednesday, August 4; 8:00 pm

**SERVICE DAYS - ACADEMIC YEAR TOTAL:** 194

**NOTE:** Days with Shading = Service Days/Non-instructional Days

Days with Borders = Classes Begin

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