

New Faculty Information

Orientation – We're glad you're here! Orientation for new full-time faculty takes place the week before classes start for Fall Term. You will receive an invitation and a schedule of events.

Site abbreviations: ([Campus Maps & Directions](#))

- AC – Allstate Center
- CL – Clearwater Campus
- DO – District Office
- HC – Health Education Center
- CT – Corporate Training
- EP – EpiCenter
- SE – Seminole Campus
- DT – SPC Downtown
- MT – SPC Midtown
- SP – St. Petersburg/Gibbs Campus
- TS – Tarpon Springs Campus
- PAL – The Palladium
- VT – Veterinary Technology Center

Parking decal and college ID – Faculty and staff have assigned parking areas at most sites. To park in the assigned area, you will need a parking decal. Ask the academic assistant in your program office or your campus security officer how to obtain a parking decal.

Procedures differ from site to site. Place the decal on the rear window of your vehicle. All employees are required to have an SPC photo ID. Ask the academic assistant in your program office or a campus security officer how to obtain your photo ID.

Online directory & instructor pages – College employees are responsible for updating their contact information in SPC's online directory. To change your campus, building, room, department, or phone information, go to the [SPC Contact Directory](#). Changes to your name, title, email and fax number must be made by the Technical Support Desk. Please go in and edit your faculty page each semester with current office hours and syllabi for each course.

Link in MySPC <https://web.spcollege.edu/instructors/admin>.

Official college forms – Most college forms are online at Staff Central Forms. If you need a form that is not online, ask your dean, program administrator, academic department chair, or program director.

Change of address – Changes of address and/or telephone numbers are made through MySPC. Under the Employee Services header, click on the Personal Information link to update your

information. Send a copy to the dean, program administrator, academic department chair, or program director.

Help Desk – The computer/technical support phone number is **(727) 341-2795**.

Work orders – There are two types of work orders:

- **Technology-related work orders** (e-mail, network, phone, password reset, printer connections, laptops, software installation, new computer connections, etc.) should be directed to the [Technical Support Desk](#). You will find the Technology-related Work Order on the site.
- **Maintenance-related work orders** (air-conditioning, plumbing, electrical, appliances, cleanup, moving furniture, artwork and bulletin board hanging, etc.) should be requested via the Facilities Work Order form, which is also available on the [Technical Support Desk](#) site.

Inter-campus Mail – The college maintains its own daily service for distributing mail, announcements, memoranda, and materials between the sites and the EpiCenter Services Building.

College travel – SPC encourages and funds travel opportunities that offer professional development for faculty. Your dean, program administrator, academic department chair, or program director will assist you with the application process.

Inventory and property – College equipment may be used off-campus by employees for a college-related activity. Fill out the Temporary Off-Campus Use form and get it approved by your provost/site administrator prior to taking equipment off-site.

Energy conservation – You are encouraged to make every effort to maintain your workspace with a goal toward energy conservation. This includes minimizing the amount of lighting, turning off lights when not in use, turning off computers when not in use, etc. Additionally, the use of personal appliances (coffee-makers, hot plates, etc.) is highly discouraged.

Expectations

[Work Week](#) and [Duty Hours](#)

Absence from class – A faculty member who finds it necessary to miss a class because of illness or for some other reason, must notify, as soon as possible, his/her campus dean, program administrator, academic department chair, or program director.

Together they will plan an alternative arrangement for the class. If the faculty member is absent for illness or personal reasons from an “extra pay” class, a deduction in pay will be made.

- **Faculty meetings** – Campus and college leadership, deans, program administrators, academic department chairs, and/or program directors call faculty meetings. They are conducted periodically and full-time faculty members are expected to attend.
- **Supplemental teaching** – Full-time faculty who want to teach supplemental classes outside their credentialed fields must provide documentation of their credentialed qualifications including, but not limited to, official transcripts and other proof of appropriate certificates and qualifications. Official copies of such documentation will be used by the dean, program administrator, academic department chair, or program director for verification of credentials as well as official record-keeping within our online credentialing system. SPC abides by guidelines from the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC) to determine whether a faculty member is qualified to teach a particular subject.
- **Faculty evaluation** – Full-time and adjunct faculty members are evaluated annually using a set of instructional criteria, classroom observations, individual reflection, and professional growth plans within our [online faculty evaluation system](#). Each evaluation becomes a part of your personnel file with a record of the evaluation maintained within the online faculty evaluation system.

Full-time faculty members who have obtained continuing contract status have the option of having a peer observation in place of a dean observation during the years that your dean is not scheduled to observe you in class. Your dean still will complete the evaluation form each year and every third year will conduct an observation. Adjunct faculty will have a classroom observation conducted by their academic department chair or program director annually.

- **Professional development** – All new full-time faculty will complete a two-year cohort experience through the [SPC Center of Excellence in Teaching and Learning \(CETL\)](#). Year one of the cohort consists of an online and face-to-face professional development course that includes SPC essential resources and enhanced teaching and learning strategies. Year two of the cohort consists of a special college-wide project as determined by academic leadership and facilitated through CETL.

New adjunct faculty will complete the required orientation course online through CETL within their first semester of teaching for SPC.

- **Online/blended instruction requirement** – All full time and adjunct faculty teaching online or in a modality that utilizes the learning management system as an intricate part of instruction, new full-time faculty are required to complete all necessary preparatory courses through [Online Learning and Services](#) related to their teaching modalities prior to the start of their first semester.
- **Change in academic credentials** – When your academic credentials change, Human Resources in conjunction with your dean, program administrator, academic department chair, or program director will determine if a new salary is appropriate. It is your responsibility to notify HR and your dean, program administrator, academic department chair, or program director in writing of the change and provide the appropriate official transcript evidence. Changes in salary schedule grade for instructional personnel may be accomplished throughout the College year. For more information please review [RULE 6Hx23-2.24 CHANGE IN EMPLOYMENT GRADE FOR INSTRUCTIONAL PERSONNEL](#).

Additionally, it is your responsibility to verify the accuracy of the HR determination of the [pay grade](#) before signing a contract. Once a contract is signed, it may not be modified to pay an additional sum retroactively should it later be determined the determination of pay grade was incorrect.

Faculty involvement in campus life

Professional Development Day is an enrichment event that occurs once a year on one of SPC's campuses. It is a duty day.

Graduation takes place at the end of Terms I and II and III summer session. All faculty members are expected to attend at least one graduation each year, preferably the May ceremony at the end of Term II. You may order and pay for appropriate academic regalia at your campus book store.

Committees play an important role at SPC. Any person participating on an official college committee or subcommittee should include scheduled committee activities and meetings as part of the regular work week, to be reflected on your class and office schedule. If committee activities conflict with a teaching schedule and it is necessary that a committee member use a faculty member as a substitute, the substitute also may include the time involved as part of the regular work week.

Committee member appointments are based on your role at the college so specific committee memberships may cease if a committee member moves to a different position or classification.

- **State expectations for college employees** are found in [Chapter 112, Part III of the Florida Statutes](#). SPC faculty members are asked to report known or suspected instances of fraud or other financial, ethical, or improper activities. SPC does not tolerate any type of retaliatory treatment towards anyone who may report suspected activities. See [SPC standards of conduct](#).
- **Conflict of Interest Policy regarding textbook publishers and vendors** - [Florida Statutes, 112.313](#) (Standards of Conduct), and [1004.085](#) (Textbook Affordability) and the College's Board of Trustees' [Procedure 6Hx23-2.031](#) all define the relationship college faculty and staff can have with vendors and organizations with which the College has or may have a business relationship. Further, the statutes and rules provide for specific restrictions on certain activities related to the acceptance of gifts from College vendors. It is the policy of the state and of the College that no trustee or employee shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of his or her College duties.
 - In general, faculty and staff may not solicit or accept gifts or gratuities. (This provision does not apply to items of nominal value or to meals or other amenities that may be provided at an event or conference where employees are participating as representatives of the College.) With very few exceptions, faculty may not accept business travel paid for or reimbursed by vendors doing business with the College.
 - College employees may present at events and conferences and accept a reasonable honorarium as long as they attend and prepare on their personal time. This is true even if the event or conference is sponsored by an entity that does business or seeks to do

business with the College. Faculty members who do accept an honorarium or other compensation, and are later in a position to make a business decision regarding that material or vendor, must disclose such a conflict and remove themselves from the decision-making process.

The following questions and answers are provided to address common scenarios confronting faculty and staff:

1. ***A vendor at a conference invites a small group of individuals from colleges who are “good customers” to dinner, just to say thank you and get feedback. Can the vendor pick up the cost of the meal?*** If the vendor is participating in the conference and is providing a meal to conference attendees, this would not necessarily be considered a gift. In some cases, where a vendor is inviting only certain individuals to accept a meal or travel that the vendor is paying for, a conflict may exist.
2. ***A vendor wants to stop by and review a new edition of a textbook or new software for a group of faculty. He wants to bring in lunch for the group. Can the faculty members accept? What if it’s just a box of donuts?*** This is often done and would not be considered a conflict of interest if provided for a group for purposes of facilitating the review and/or if the provision is of nominal value (such as sandwiches or donuts).
3. ***A publisher wants to hire a faculty member to review an edition of a textbook the college is using to give the company feedback and prepare some updated material to make the next edition better. Can the faculty member take the compensation if he/she completes the work on his/her own time? If the publisher wants several individuals from different institutions to meet in the same area to collaborate on changes, can the faculty member accept travel, lodging, and meals?***
If a faculty member is hired to review a publication or edition of a textbook and would receive an honorarium or fee, and the faculty member is not using that text or publisher in their classroom or program, it would be acceptable for the reviewer to receive the compensation under the condition that the service is performed outside working hours and the faculty member does not have the discretion or opportunity to make current or future decisions regarding the selection of that text for courses at SPC. It would be prudent to disclose the transaction to the dean or chairman of the department and later to withdraw from consideration of future textbook selections that may include that text or publisher.
In the case of a publisher offering travel, hotel, and meals, remember that employees of the college should not accept gifts of travel, lodging, or meals from vendors the institution does business with. However, again, if the faculty member is being reasonably compensated for a service and it is performed on his/her own time, it is not a gift and is allowable under the conditions stated above.
4. ***Are there times when a faculty member may travel on behalf of the College and accept travel and lodging arranged by a vendor?*** There are circumstances under which a faculty member may accept travel arranged by a College vendor. This would occur when the faculty member is traveling and representing the College as a speaker or presenter at an event, or where he/she is receiving anticipated or contracted training, or serving as a member of a professional board, which is convening at a particular place and time. In each case, travel permissions are secured via the TAR in advance of the travel.
5. ***May faculty, invited to take part in an “editorial meeting” or a focus group, accept an honorarium?*** The college’s policy on honorariums would allow an employee to accept such payment provided it was outside working hours. There are, however, some caveats. Faculty

members may accept honorariums for their participation in focus groups. However, they may not participate if they are being asked to review or assess materials that are the same texts or materials that would (or could) be used in their own classrooms, particularly if the faculty member is in the position to select and approve the purchase of those materials. This would create a potential conflict of interest. If the faculty member does accept an honorarium and is asked later to participate in the decision to select that text or vendor, the faculty member should refrain from such participation.

6. ***If a book publisher or other vendor invites a faculty or staff member to a happy hour, tailgate party or dinner to celebrate a successful semester or a newly published book, does this create a conflict of interest?*** Attendance at events such as a happy hour or tailgate party should be discouraged if the publisher is picking up the tab as it may create the appearance of a conflict of interest. However, if an event is celebrating the publication of a new textbook, participation would not necessarily indicate a conflict of interest.
 7. ***Can faculty or staff accept tickets to a sporting event at a pre-game party sponsored by a College vendor?*** This would not be advisable as it could easily be considered a gift with a value above a nominal amount.
 8. ***If a book publisher solicits faculty to fill out a survey on teaching methodology (e.g. accounting, management, marketing) and offers an honorarium, may a faculty member accept?*** Yes, an honorarium may be accepted by faculty for work on a survey or questionnaire as long as the survey is completed outside of work hours.
 9. ***If a book publisher asks a faculty member to review a book and offers an honorarium, may it be accepted?*** (This is a separate issue from when a scholarly journal asks a professor to review a book and then prints the review in an upcoming issue of the journal.) Yes, College employees may receive honoraria for academic peer review of courses. A faculty member may later need to remove himself/herself from the textbook selection process if the text is being considered for use in that department or program.
- **Completing online HR required training in MyCourses** – All current and new employees – budgeted, OPS, adjunct, and percent-of-load – are required to take the following interactive, compliance training online.
 - Preventing Sex-based Discrimination and Sexual Violence
 - Accessibility Services for Faculty and Staff
 - Information Technology (IT) Security Awareness
 - SPC Emergency Plan and ICS Overview for Faculty and Staff

[SPC is drug-free](#) and complies with the federal [Drug-free Schools Act](#). The college also operates in compliance with the **Drug-Free Workplace Act of 1988** and is committed to assuring that SPC, as a workplace, is drug-free and that employees are not involved, while on duty, in the unlawful manufacture, distribution, sale, possession, or use of drugs or other controlled substances in violation of the law.

SPC is also [smoke-free](#).

Outside activities should be examined in a professional and ethical light. Activities determined to be in violation of professional ethics should be promptly abandoned. The administration may question the propriety or conflict of interest of any faculty member's extra-college activities.

Personal financial obligations should be handled in such a manner as to prevent the involvement of the college staff or administration.

Nepotism

Legal services for employees – Should a civil action be brought against an employee of the college for any act or omission arising out of and in the course of the performance of the employee's duties and responsibilities, the Board of Trustees may defray all costs of defending such action. However, if the employee is found to be personally liable and acting outside the scope of employment, costs may be recovered from the employee by the Board.

Outside employment – Employees may receive outside income as long as the employment or contracted work does not create a conflict with SPC duties and responsibilities.

Academics

Course content – SPC courses must be taught so as to comply with previously approved course descriptions, objectives, and content. The objectives and content for a particular course must be the same on all SPC campuses and sites where the course is taught. To view the official description, objectives, and content of any course, go to [course descriptions and college programs](#).

MyCourses overview – SPC uses a learning management system called MyCourses to deliver online/blended courses and support face-to-face classes. MyCourses combines course content with tools such as e-mail, discussion forums, and interactive quizzes in an easy-to-learn, user-friendly interface. All faculty members are required to post a syllabus in each course and to keep a grade book for each course in MyCourses so that students have access to their progress throughout the term. At the end of the term, faculty will review final grades and transfer them automatically from MyCourses into the student information system. All faculty are required to complete the MyCourses Certification for Faculty to ensure a basic understanding of the system. For more information, see the Online Learning and Services website: <https://ols.spcollege.edu/>.

Online Learning and Services acts as a facilitator for technology in the instructional process. Instructional technologists serve all campuses and sites and offer frequent classes in MyCourses and other instructional support software. An extensive knowledge system has been developed to assist faculty with information on MyCourses; it can be accessed from the Online Learning and Services website. Requests for individual consultations with a member of the instructional technology team can also be made from the website.

Syllabus – Faculty members are required to present vital course information for each class via a posted syllabus in the MyCourses. Information must include the instructor's attendance policy, textbooks required, course objectives, the grading policy, academic honesty requirements, accommodations for special needs students, and campus safety and security procedures. For

guidance, please consult with your dean, program administrator, academic department chair, or program director. You can also refer to see the sample syllabus template for classroom instruction or sample syllabus template for online instruction on the [syllabus addendum](#) webpage.

Final examinations – Final examinations must be administered at the time indicated in your syllabus unless a change is approved by the dean, program administrator, academic department chair, or program director. Final examination records and other pertinent course records should be kept at a minimum for the duration of the subsequent regular term (Term I or Term II).

MySPC overview – The [MySPC interface](#) allows you to review your class rosters and class schedule. Your MySPC login is the same as your network login and will automatically change when your network login changes. (Note that the password is case sensitive.) If you forget your password or are locked out of the system, call the Technical Support Desk (727-791-2795) to have your password reset. Once you have successfully logged in, you will see the Faculty Center under Faculty Services. There, you can select the term and see class lists of your students, including student IDs and grading basis (graded, audit, or p/np).

Student attendance records – Attendance and active participation is recorded and submitted through MySPC. Attendance must be taken during the first two weeks of the term and at the 60 percent point of the term and submitted in PeopleSoft.

- **WHEN TO ENTER:** Instructors will have until Wednesday night (11:59 p.m.) of the third week to complete their class attendance for the first two weeks. If it has not been entered and approved by Tuesday night, an e-mail will be sent to the dean, program director, and/or academic department chair responsible for that class on Wednesday morning as a heads up that the instructor has not yet completed attendance reports for all students.
- **60% POINT:** The “SPC 60% Participate” program will not show any class links until the day after the 60 percent deadline date of that class. Instructors will have 10 days after the 60 percent date to enter and approve participation. Attendance also may be recorded in MyCourses, but it is not required.
- You are encouraged to maintain accurate records of student attendance. See [class attendance](#). When your student is a veteran, there are special attendance reporting requirements. Students receiving VA benefits are indicated with a “V” on your class rolls. See [veterans](#).

Recording grades – All faculty members are required to keep a grade book in MyCourses so that students have access to their course progress throughout the term. At the end of the term, faculty will review final grades and transfer them automatically from MyCourses into the student information system. Grades transferred from MyCourses into the student information system will be posted to the student’s record during day’s end processing each night. It is important to enter your students’ grades in a timely manner. Entering them late does much more than test a student’s patience. See possibilities below.

- Student panics, picks up the phone, calls dean/program director, provost, senior vice president, president, etc.

- Student's next term schedule could be affected – prerequisites not met.
- Financial aid reduced for next term due to insufficient credit hours on record.
- Student's application for transfer might be rejected. Once a grade is transferred from MyCourses to MySPC, you may not change a grade online. If you must change a grade, submit a [grade change form](#) to your academic program office. A student has the right to appeal a grade assigned by an instructor. See [student grievances and appeals](#).

Be prepared for natural disasters – The college realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus(es) for an extended period of time, and is planning ways our operations can continue following such an emergency.

Faculty will be prepared by completing *MyCourses for Faculty Certification* prior to teaching in any delivery mode. This will ensure all faculty are able to use the learning management system for the continuation of learning activities.

- Online courses will continue as normal.
- Blended courses will continue with faculty adding online instructional activities to substitute of in-class activities.
- For courses taught in the classroom, if a Standard Course is available, a copy of the course will be made and all faculty who teach the course on-ground will be enrolled to allow them to pull instructional activities into their sections.

Also see [St.Petersburg College Emergency Preparedness](#). You should begin your individual preparations now. Faculty members best prepared to use alternative instruction delivery modes will have the greatest opportunity to be retained in the event of an unfortunate reduction in staff due to a natural disaster.

Special programs and initiatives – Field trips and planned activities for instructional purposes are to be organized in the following manner:

The dean/program director or appropriate supervisor presents a recommendation to the appropriate site administrator. The recommendation should contain the class or group involved, number attending, faculty member(s) in charge, trip destination, mode of transportation, estimated cost, purpose(s) of the trip as related to the instructional program and the expected value of the activity.

- If the trip or activity will cause any student to miss classes in another course, prior clearance must be arranged with those instructors. Once the field trip receives final approval, the dean/program director must coordinate details of the trip or activity through the office of the associate provost or a designated representative.
- Participating students must fill out and sign the [Release of Liability](#) form prior to the activity.
- Study Abroad, located at the SP/Gibbs Campus, allows SPC students to travel to other countries through faculty-led study programs.
- International students are accommodated at special International Student Centers on the Clearwater and SP/Gibbs campuses.

Class speakers or consultants – When the college is paying a faculty member on a full-time basis for a course, another SPC faculty member cannot receive remuneration for participating in that same course except as an approved substitute when the regular faculty member is absent. If an instructor wishes to have an outside speaker appear before a class, he/she is required to obtain approval from the dean, program administrator, academic department chair, or program director well in advance.

Telephones, computers and copy machines – College computers and telephones are public property. Occasional personal use is permitted but regular or frequent use is inappropriate. Use of college computers is subject to review by the college, and upon request, by the public. Inappropriate use may result in disciplinary action. See [acceptable use policy](#).

- Copy machines are owned by a vendor and the college pays a per-copy charge, buys its own paper and staples and is liable for any damage to the machines. The copiers are programmed with a numeric code for each department. The academic assistant in your program administrator's office will know the code for your department. See [photocopying and printing](#).

[Learning Resources: Library and Tutoring Services](#)

The Learning Resources (LR) Department is dedicated to providing the best out-of-class support for St. Petersburg College students, faculty, and staff. Learning Resources is a vital part of SPC's flagship initiative, The College Experience, which seeks to help students finish what they start, from application to graduation. Consisting of two divisions, Libraries and Learning Centers, LR offers free onsite services approximately 70 hours a week, and 24/7 online access to resources and tutoring through the library's website and Smarthinking.

Learning Centers provide both professional and peer tutors to help students understand assignments, develop study skills, review mistakes on tests, improve writing, math, computer, test-taking skills, and more in group and individual sessions. Faculty collaboration and presence in our spaces is welcomed. Find out more about Learning Centers, campus tutor schedules, and online tutoring options including Smarthinking at <https://www.spcollege.edu/tutoring> or by clicking Learning Support Commons under SPC Resources in MyCourses.

SPC Libraries – SPC's libraries provide extensive resources and services to support teaching and learning at the college. Log in to the [library's Web site](#) through MyCourses. Click Library Resources & Services from your course home page. The libraries offer:

- Access to print and electronic collections including books, ebooks, journals, magazines, streamed and audiovisual content. You are encouraged to [suggest titles](#) that support teaching and learning at the college.
Course integrated instruction, workshops and instructional guides embedded in MyCourses. Schedule an [instruction](#) or workshop as needed throughout the session.
- Interlibrary loan services that enable borrowing from across campuses and throughout the nation. SPC faculty and students have borrowing privileges from local public libraries and all public colleges and universities in Florida (college ID required).

- Chat, e-mail, mobile text, and telephone reference via **Ask a Librarian** at <https://askalibrarian.org/>
- Reserve collections of textbooks and required readings. It is the responsibility of faculty members to assure that all copyright clearances have been obtained prior to placing materials on reserve.
- Quiet and collaborative study spaces, Wi-Fi, open computer access, and print/scan/copy services at locations throughout the county.
- Visit <https://go.spcollege.edu/liblocs/> and <https://go.spcollege.edu/tutoring/> to learn more about our locations and services.

[Center Of Excellence For Teaching and Learning](#) – Established in 2010 to support and encourage excellence in teaching and learning at SPC.

Development and revision of courses and programs – The college has a structured curriculum and program development, approval and review process that begins with and is driven by SPC faculty members. There also is a central Curriculum Services Office that provides support to the associated processes. The collegewide **Curriculum and Instruction (C&I)** Committee approves all new, modified and deleted courses and programs. See the [C&I Committee Manual](#) for additional details. Each SPC course outline and content is reviewed every three years. Individual program administrators lead the review process, along with their faculty, and an assigned instructional design technologist. The goal is to ensure that the content being taught is current and aligns with approved C&I documents. Also, before any class can be offered online or blended it must pass a course design review process of its own. The goal of this process is to ensure that online course content is accessible to all types of students and has been developed with the best online education practices.

Copyright – SPC promotes respect for intellectual property rights and encourages compliance with current copyright law and related college policies. Distribution, performance, display, reproduction and transmission are protected rights of content creators. Enriching your teaching and the learning experience of our students by incorporating the works of others requires consideration of these rights. For more information refer to the library's [Copyright Information](#) guide, which links to frequently asked questions, fair use guidelines, tutorials, websites, and creative commons resources. Check with your library or in the [Creative Commons](#) portion of the Copyright Guide for materials licensed for more liberal use.

Research Review Committee reviews, approves and monitors [research studies](#) conducted by employees or others outside the college that involve students, faculty, staff, alumni or other college resources for purposes of protecting human rights and supporting the interests of the college. See the [Conducting Research at SPC](#) website for information about the application process, research definitions, resources and other associated materials. All requests for conducting educational research must be filed with SPC's Department of Institutional Research and Effectiveness.

- [Academic freedom](#)
- [Academic titles](#)
- [Textbook selection and adoption](#)
- [Resale of complimentary textbooks](#)

- [Software Use](#)

Student/Faculty Interactions

[Attendance](#) – It is the responsibility of each faculty member to make sure his/her students are informed of the class attendance and excessive absence policy. This is done in writing via the course syllabus. Taking attendance throughout the term beyond the first 2 week reporting period and the 60% participation report is not required but is strongly encouraged.

[Absences for religious reasons](#) – Students are to notify instructors in advance of an anticipated absence to observe religious holy days. There is no penalty for such absences. Students are responsible for making up work covered during such an absence and should be given a reasonable amount of time to do so. Major class assignments, exams and official ceremonies should be scheduled at times that do not conflict with major religious holy days when possible.

[Release for jury duty](#)

Student illness – If a faculty member should learn of an illness that will keep a student out of classes for several days, it is important to notify the appropriate site administrator so the student's other instructors also may be notified.

Referral services – Faculty should provide information regarding resources if a student is requesting it or seeking assistance. SPC has [Academic Support](#) programs for those who need academic and other types of assistance.

In addition:

[Accessibility Services \(AS\)](#) – You are encouraged to make use of the services of the Accessibility Services staff and the [Faculty and Staff Resource Guide Book](#). The Resource Guide also contains valuable information for faculty on the provision of academic accommodations. [Accessibility Services Coordinators](#) are available on each campus and online.

[Testing services](#) – Faculty members are encouraged to refer students who might profit from specialized testing to counselors, their on-site Testing Center, or an appropriate site administrator.

[Academic advising services](#) – It is the responsibility of faculty members to suggest that a student with a problem, academic or otherwise, see an academic advisor or counselor on campus.

[General education requirements for associate degree programs](#)

Course prerequisites and co-requisites – See [prerequisite courses](#). Co-requisite courses are two or more courses in which a student must enroll and attend during the same term. Student performance in the co-requisite courses is interdependent. If a student withdraws or is

withdrawn from one of the courses, then the student must withdraw or be withdrawn from the other/s.

[Students who wish to transfer from one course section to another](#)

[SPC's grading system](#) Incomplete grades – An incomplete grade becomes an F if work is not completed by the succeeding fall or spring term. For an instructor to extend the time period for a student to upgrade a grade of I, there must be documented evidence of the reason/s for granting the I, a minimum completion of 80 percent of the coursework required for the class, and a form with signatures of the student and teacher. Also, the student must be in good standing in the class. The time period allowed for an extension cannot exceed one academic term. If the student wishes to repeat the course, the incomplete grade will not be counted.

[Audit students](#) are those who attend a class for no credit.

[Withdrawals](#) Students should know that some universities recalculate transfer students' grade point averages by converting all W grades to F grades. Therefore, W grades may be detrimental to students' GPAs at the next school they attend.

[Student rights and responsibilities](#)

[Non-discrimination Statement and policies](#)

[Academic honesty](#)

[Peer-to-peer file sharing](#) and other file sharing methods facilitate collaborative work, creativity and communication of ideas through the posting of files that can be accessed online. However, students need to know that some forms of file sharing violate copyright law. For instance, the downloading and sharing of music, videos, software and other copyrighted materials using peer-to-peer applications over the college network may expose students to legal action and result in stiff penalties and/or disciplinary sanctions.

Disciplinary problems – Faculty members are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could affect the class adversely. Although the responsibility for classroom discipline ordinarily rests with the instructor, each site has an administrator to assist with disciplinary problems. Contact your provost, associate provost or campus executive officer. Also, see the [disciplinary rule](#).

[Students who may pose a threat to themselves or others](#)

Faculty advisors' responsibility to student organizations – Faculty members are expected to cooperate when asked to serve as advisors or sponsors of classes, clubs and organizations. No student group can exist on campus without faculty sponsorship. It is the job of the faculty advisor to make sure the sponsored organization complies with college rules and procedures.

See [student use of college facilities](#). Your campus Student Life and Leadership director can be a great source of help to you. If your organization raises or collects money, it is important to check with the associate vice president of Business Services (727-341-3329) regarding proper procedures for handling finances.

[Student grievances and appeals](#) – Students have the right to appeal certain actions of the college through the student grievance process. Also see <http://www.spcollege.edu/complaint> Also see [grievances and appeals pertaining to alleged discrimination](#).

[Student records](#) – SPC has a strong policy regarding the privacy of students' academic grades and records. Databases and files may be used, released, or shared only by authorized personnel in accordance with college procedures. It is best that you don't release any information from a student's record except as authorized. Also, see [Florida statute](#) (1002.225 f.s.) Federal regulations through the Family Educational Rights and Privacy Act (FERPA) provide students:

- The right to inspect and review education records within 30 days of the day the college receives a request for access.
- The right to request the amendment of a student education record the student believes is inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- It is important to immediately report any student, or someone acting on behalf of a student, who approaches you directly or indirectly seeking an unauthorized grade change or an undocumented change to a student's records.

Student Survey of Instruction (SSI) is SPC's online course evaluation. Its purpose is to acquire students' perceptions of courses, faculty, and instruction for improvement purposes. See the [SSI Information](#) website for more information, administration dates, and assistance on installing the SSI link within your my|Courses. SSI aggregate results and student comments can be accessed through the [SSI Administration](#) website one week after the middle of the semester (for early classes such as first modmester and weekend classes) and one week after the end of the semester for all other classes. The SSI is optional during the summer term.

Collegewide Items of Importance

Equal access/equal opportunity – The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not

discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO at (727) 341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at ea_eo_director@spcollege.edu. See BOT rules and procedures pertaining to [affirmative action](#), [discrimination rule](#) and [procedure](#), [sexual harassment](#), and [harassment and relationships](#).

Discrimination – SPC does not tolerate discrimination as noted above in its employment practices or in the admission and treatment of students. In addition to the policy links above, for reporting contacts on your campus and college wide, see <https://www.spcollege.edu/Discrimination/>. See also <https://www.spcollege.edu/Discrimination/> and https://www.spcollege.edu/sexual_harassment/ as well as the RESPECT posters located in classrooms on all learning sites and in administrative areas of the college's facilities.

Sexual violence and misconduct/Sexual harassment – SPC is committed to preventing sexual violence and sexual harassment on all of its campuses by providing resources to educate students and employees. In addition to the policy links above, for reporting contacts on your campus and college wide, see https://www.spcollege.edu/sexual_harassment/. See also https://www.spcollege.edu/sexual_misconduct/ and <https://www.spcollege.edu/Discrimination/> as well as the RESPECT posters located in classrooms on all learning sites and the SAFETY posters located in prominent areas on each campus.

Accreditation – St. Petersburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, SACS, (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award selected bachelor's degrees in Science and Bachelor's degrees in Applied Science; associate degrees in Arts, associate degrees in Science, and associate degrees in Applied Science; as well as certificates and Applied Technology diplomas. SPC also is accredited by a number of degree and program-specific agencies. See www.spcollege.edu/accreditation.

Quality Enhancement Plan – Essential to SPC's accreditation are our efforts toward continual self-study and improvement. We currently are implementing a plan to enhance learning by improving our students' ability to think critically. To take an active role in this initiative, become a member of your discipline's Academic Roundtable. See www.spcollege.edu/criticalthinking.

Institutional Effectiveness is the integrated, systematic, explicit, and documented process of measuring performance against the SPC mission for the purpose of continuous improvement of academic programs, administrative services, and educational support services. Operationally, the institutional effectiveness process ensures that the stated purposes of the college are accomplished. In other words, did the institution successfully execute its mission, goals, and

objectives? The overarching goal of SPC's institutional effectiveness process is improvement in student outcomes. While there are a number of SACS and state requirements related to assessment and evaluation, SPC seeks to exceed these requirements. Information on the various collegewide assessments, evaluations, and program reviews is available at the [Academic Effectiveness and Assessment website](#), while information on institutional research, such as student demographics and various research briefs, is available at the [Institutional Research, Planning, and Budgeting website](#).

Media – SPC's department of [Marketing and Strategic Communications](#) is responsible for preparing and releasing communications to the news media. Faculty members are urged to release information through this office. This does not preclude the answering of routine questions asked of a faculty member by a reporter. Contact Diana Sabino, department director, at 341-3352, for more information.

Campus Emergency Management Plan – The college is committed to protecting its students, faculty and staff. It is important to become familiar with the Emergency Management Plan and the Emergency Response Guide (yellow flip chart) found in SPC classrooms and offices. Provide your classes with general information about emergency procedures at the beginning of each term and be prepared to take charge of your students should an emergency occur.

Sustainability on campus – You are encouraged to contribute to the college's sustainability efforts by recycling, printing double-sided in black and white and only when necessary, decreasing paper margins and paragraph line spacing, requiring students to submit assignments electronically, using natural light in lieu of electric light when possible, turning off computers at night, setting monitors to turn off after periods of non-use, unplugging any device not in continuous use, carpooling, and using video/teleconference technology when possible. Please encourage your students to follow these same guidelines.

Personnel Practices

Human Resources Contact Information

The HR Website is a comprehensive site maintained by the college's Human Resources Department offering information on benefits, employment processes, payroll, professional development, wellness, and more. To contact a member of the Human Resources department please visit the [Human Resources Contact Directory](#).

Frequently accessed links to the HR Web site:

- [General Compensation Information](#)
- [Classification & Salary Schedules](#)

- [Faculty Credential Evaluation Form](#)
- [Faculty Employment Resources](#)

Contracts

Annual contracts – Annual contracts are for faculty in budgeted positions who do not hold continuing contracts. An employee under an annual contract should not expect automatic continued employment beyond the contract’s term, and the non-renewal of such a contract does not entitle the employee to a hearing or the use of the grievance procedure. See information on the [reappointment or non-reappointment of an annual contract](#). Also see [continuing contracts](#).

An employee otherwise entitled to a continuing contract may be issued an annual contract if he/she doesn’t meet the required standards for a continuing contract or if the required duties and responsibilities of the position have been restricted or will be needed for a limited time.

Supplemental contracts – All supplemental contracts are issued on a contingency basis. If the class is canceled, the contract may be terminated. For more information, see your Instructional Assignment Letter. Also see [Instructional contract other than 12-month](#).

Benefits – The college provides a number of [Benefits](#) that add to a faculty member’s total compensation.

Accidental workplace injuries or illness – Report any workplace injury to your supervisor as quickly as possible. If your supervisor is unavailable, contact Campus Security Dispatch (791-2560). You will be asked to fill out an accident report, which will be sent to Risk Management. If you need medical treatment, risk management will make a referral and authorize treatment.

- **If emergency treatment is needed, call 911 and Campus Security.** Report to the nearest medical facility, inform the staff that you have an occupational injury and refer them to Risk Management for authorization. Notify your supervisor and Risk Management as soon as possible to complete the accident report.

Time off – [Sick](#) leave faculty must be assigned to work at least three days per week to receive credit for sick leave. Sick leave credit is cumulative from year to year. The following time-off topics can be found at

- Vacation leave
- Professional leave
- Sabbatical leave
- Family and medical leave
- Sick leave pool
- Illness in line of duty
- Personal leaves
- Court-related leaves

- Administrative leave from continuing contract
- Military and National Guard leave

Grievances – If you have a complaint relating to an alleged violation of your individual rights, benefits, working conditions, appointment, reappointment, promotion or reassignment, you have the right to be heard. First, discuss your complaint with your program administrator. If you are not satisfied, state your case on the college’s [Grievance Form](#).

Retirement – SPC’s budgeted employees are automatically enrolled in the Florida Retirement System (FRS) and may choose either the traditional FRS Pension Plan or the FRS Investment Plan. Budgeted faculty members may elect to withdraw from the FRS in lieu of the Community College Optional Retirement Program (CCORP). You have 90 days from the commencement of employment or transfer into a CCORP-eligible position to elect to participate in the CCORP plan. If you do not elect to participate, you are automatically a part of the FRS. For information about the plans, see [Benefits](#). See [retirement payout](#) for information about terminal pay.

[Resignations](#)

[SPC organizational chart](#)