Adjunct Faculty Guidebook

2023-2024

Fall Edition

PimaCommunityCollege

Contents

Preface: Adjunct Faculty Guidebook

Welcome to the Adjunct Faculty Guidebook, which provides general information about Pima Community College, campus services, and teaching. It also outlines responsibilities, benefits, support services and resources pertaining to adjunct faculty and our students that apply across campuses.

This guidebook is a resource for you, and is not a policy manual. The Employee Handbook (link here) explains College personnel policies.

- Pima Community College home web page (link here)
- The @PimaNews (link here) Intra-College Electronic Newsletter
- Faculty Services and Resource Centers virtual and campus information; visit their FS&RC Site (link here).

Pima Community College is an equal opportunity, affirmative action employer, and educational institution committed to excellence through diversity.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities. Please contact the PCC Human Resources Office at: hr@pima.edu (link here) or (520) 206-4624 for employee accommodations. Student accommodations are made with the Access and Disability Resources Office, Access & Disability Resources (link here).

This guidebook is reviewed each semester. To propose an edit, please contact Faculty Services at faculty-services@pima.edu.

Thank you for taking the time to review the Adjunct Faculty Guidebook and better understand the College's community and commitments, your employment, and how your experience here at Pima Community College can be exceptional.

Provost's Message

Dear Colleagues:

Welcome to Pima Community College! We are grateful you have accepted our invitation to teach here. The useful information in this Adjunct Faculty Guidebook and the Adjunct Faculty Online Orientation will help you to function effectively within our college and as you reach out to our students.

Pima invests in our Adjunct Faculty with compensated professional development workshops through The Teaching and Learning Center and representation in the Faculty Senate. We will continue to ensure you have support and resources, as well as continuous quality improvement to life-long learning.

Our college is successful because of our Adjunct Faculty. My very first job at Pima was as an Adjunct Faculty member---back in 1997. The accomplishments of our students are made possible by the knowledge and fresh perspectives you bring to the classroom, which enriches and diversifies our students' learning experiences.

Thank you for being a part of our team. We promise to always be here for you, to answer your questions, and address concerns you might have regarding your employment. At Pima, we strive everyday to make your experience with us the best it can possibly be.

Thank you so much. Muchas gracias.

Dr. Dolores Durán-Cerda
Chancellor (Acting)

College Information

- **Mission, History, and Strategic Plan 2021-2025 | Pima Community College (link here)**
- **Diversity | Pima Community College Diversity Statement (link here)**

Pima County Community College District Locations

District Office (Administration)

4905 East Broadway Blvd.
Tucson, AZ 85709-1010
(520) 206-4500

Desert Vista Campus

5901 South Calle Santa Cruz
Tucson, AZ 85709-600
(520) 206-5101

Downtown Campus

1255 North Stone Ave.
Tucson, AZ 85709-3000
(520) 206-7171

East Campus

8181 East Irvington Rd.
Tucson, AZ 85709-4000
(520) 206-7000

West Campus

2202 West Anklam Rd.
Tucson, AZ 85709-0001
(520) 206-6600

Northwest Campus

7600 North Shannon Rd.
Tucson AZ 85709-7200
(520) 206-2200

Additional Locations

PCC Foundation and Alumni

4905 East Broadway Blvd., C-252
Tucson, AZ 85709-1320
(520) 206-4646

Aviation Technology Center

7211 South Park Ave.
Tucson, AZ 85709-6185
(520) 206-5910

Center for the Arts (at West Campus)

2202 West Anklam Rd.
Tucson, AZ 85709-0225
(520) 206-6986

Center for Training and Development

5901 South Calle Santa Cruz
Tucson, AZ 85709-6375
(520) 206-5100

Workforce Development & Continuing Education

4905 East Broadway Blvd, Suite C-130
Tucson, AZ 85709-1050
(520) 206-4982

Davis-Monthan Air Force Base Education Center

5355 East Granite St., Suite 100
Tucson, AZ 85707-3011
(520) 206-4866

El Pueblo Liberty Learning Center

101 West Irvington Rd., Building 7
Tucson, AZ 85714
(520) 206-3737

El Rio Learning Center

1390 West Speedway Blvd.
Tucson, AZ 85745
(520) 206-3800

Maintenance & Security Center

6680 South Country Club Rd.
Tucson, AZ 85709-1700
(520) 206-2733

Public Safety and Emergency Services Institute

29th Street Coalition Center
4355 East Calle Aurora
Tucson, AZ 85711
(520) 206-3501

Pima Community College Foundation

4905 East Broadway Blvd., Suite C-252
Tucson, AZ 85709-1320
(520) 206-4646 or visit them on the web link here.

Governance and Administration

Governing Board

Pima County Community College District is governed by a five-member board representing county electoral districts. Members are elected to serve a six-year term. The Board determines the mission and sets goals for the College.

Pima County Community College District Governing Board Members:

Dr. Wade McLean   District 1
Theresa Riel   District 2
Maria D. Garcia   District 3
Greg Taylor   District 4
Luis L. Gonzales   District 5

Adjunct Faculty Board of Governors Representative and Adjunct Faculty Sub-Committee Chair representing adjunct affairs in Faculty Senate: Dr. Sean HV Mendoza (link here).

Board agendas and meeting minutes are available at Pima Meeting Notices (link here).

Adjunct Faculty Members for All Employee Representative Council (AERC): Lynn Maners (link here), Patrick Moore (link here), AERC (link here).

Chancellor

The Chancellor of the College is charged by the Governing Board with the responsibility for implementing the goals and policies of the College as established by the Board. The Chancellor is expected to design, implement and evaluate an organizational structure for the College. In carrying out the goals and policies, the Chancellor shall place College functions and activities under administrators and establish reporting lines in the manner felt to be most effective to meet the established goals and policies of the Board.

Provost and Executive Vice Chancellor for Academic Affairs

The Provost provides executive level leadership and direction for multiple District programs, including serving as a Chancellor's Cabinet member, setting the strategic direction for the College, and serving as the Chief Academic Officer for the College.

Division Administration and Leadership

Academic Dean

Plan, direct, and evaluate the educational services of an academic or student services division. Serve as the educational leader for the assigned division; responsible for professional development and technical support to faculty and staff; coordinate assigned activities with other College divisions, departments, campuses and outside agencies. Provide positive administrative leadership for the enhancement of the image of the College, campus and departments toward the promotion of a healthy work environment and overall student success.

Department Head[1]

The Department Head is the primary educational leader responsible for assisting the Division Dean in coordinating and developing the disciplines and/or programs in a designated area so that they meet the needs of our students, business/industry, transfer partners, accreditors/approving agencies, and community. The Department Head supports faculty, instructors and staff to promote student success and a healthy work environment.

Discipline Coordinator[1]

The Discipline Coordinator works with area faculty, instructors and staff to lead the academic development of a particular discipline, program, or set of courses to meet the requirements of our students, employees, transfer partners, accreditors/approving agencies, business/industry, and community.

Additional Campus Administrators for each campus can be found in the list of all College Administrators (link here) on the College website.

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1 *While these titles are used in this document to refer to these particular roles it is understood that individuals may be serving in these roles that are in Pima positions with other titles, e.g. Academic Director, Program Director, Program Coordinator. In addition, different external agencies may refer to positions using different language. While collectively these individuals would be referred to as the department heads or discipline coordinators, it is understood that different individuals may use different titles to facilitate their work.*

Adjunct Faculty Duties and Responsibilities

The Adjunct faculty members for Pima Community College have duties and responsibilities as follows:

- Provide instruction and conduct classes in accordance with the philosophy of the College and within the course of study defined by the department.
- Perform necessary educational obligations.
- Be familiar with the philosophy and objectives of the College.
- Cooperate with full-time faculty members in regard to educational matters.
- Attend scheduled meetings called by authorized personnel.
- Assume responsibility to keep certification current.
- Keep accurate records and submit all records when required.
- Meet all assigned classes with adequate preparation.
- Evaluate student performance and conduct fair evaluations applied equally to all students.
- Refer to counseling services any student whose scholastic or personal needs require special attention.

Adjunct Faculty Terms and Conditions

I acknowledge that I have been advised of and accept the following terms and conditions of Adjunct Faculty employment with Pima Community College District (PCCCD).

1. Adjunct Faculty are temporary employees contracted by PCCCD for a temporary classroom instruction assignment not to exceed 10.5 load hours per semester. During the three summer terms-A, B, and C, a full-time faculty member or Adjunct Faculty may be assigned a maximum voluntary load of twelve load hours inclusive of all three summer terms. Exceptions to the maximum instructional assignment must have the written approval of the Campus President or designee.

2. Because student enrollment and full-time faculty loads may not be determined until after the date that an Adjunct Faculty signs a contract, that is contingent upon sufficient student enrollment for the course to be taught and upon the course not being assigned as part of a full-time faculty member's required teaching load. If there is insufficient course enrollment, the contract is void. If the course is assigned to a full-time faculty member to meet that faculty member's required teaching load, the contract is void. If there is sufficient enrollment for the course, and if the course is not required to satisfy the teaching load for a full-time faculty member, the contract is a one-semester teaching assignment, with no express or implied future assignments. A contract provides no guarantee of continued or future employment. The payment amount for a contract is subject to audit and conformance to PCCCD pay policies.

3. PCCCD policies on personnel management, including benefits, apply to Adjunct Faculty only as expressly stated by PCCCD Governing Board policy and as set forth in the Employee Handbook (link here)

4. As an expressed condition of a contract, the Adjunct Faculty agrees to meet and continue to meet-Faculty Standards as established by the College during the term of a contract and to complete and to provide the following on file with the District Office of Contracts and Certification: Completed employment paperwork to include (1) application for employment and (2) official transcripts, licenses and/or certificates applicable to the teaching assignment. Failure by an Adjunct Faculty to comply with these conditions shall allow PCCCD to terminate the contract.

5. Adjunct Faculty are expected to perform in a professional manner and to conduct classes as assigned by the contract. The contract is intended to include the time the instructor spends preparing for and teaching the course and the instructor's time spent to be available to students before and/or after class. If for any reason the Adjunct Faculty cannot conduct his or her class, he or she is held responsible to notify their supervisor,Department Head or appropriate administrator as soon as possible prior to the class meeting time and to schedule an approved make-up class if required. Failure to conduct or make-up a class will result in a proportionate in compensation.

6. The Adjunct Faculty agrees to perform well and faithfully conduct the duties required in accordance with all applicable laws, policies and regulations imposed upon or adopted by Board for Governing of the College District, including any modifications thereto occurring during the period of this contract. The Adjunct Faculty member's employment may be terminated for violations of law or College policy, for failure to fulfill terms and conditions of contract, or when an Adjunct Faculty is absent without having given notice and having received approval from the appropriate administrator.

7. PCCCD Adjunct Faculty are required to attend orientation and workshop meetings as announced and shall engage in designed activities relating to the Student learning Outcomes process.

8. Adjunct Faculty are required to submit a syllabus to the Department Head, Discipline Coordinator or supervising administrator within the College- or Department-stated deadline, submit the 45th day class roster by the designated date for the semester and submit student grades on-line in accordance with established procedures.

9. The approved syllabus with course outline shall be presented during the first class meeting. Course expectations shall be clearly stated and reviewed during the first class meeting. Instructional activities appropriate for the class shall be designed by the Adjunct Faculty to accommodate different learning styles. Student assessment materials (tests, quizzes, homework, etc.) shall be returned in a timely manner with meaningful feedback. Grading shall be based on student achievement and competence. Adjunct Faculty are responsible for proactive student retention.

10. At the end of each semester, all PCCCD materials must be returned. Adjunct Faculty are required to submit a copy of the electronic gradebook and final on-line grade submission to the appropriate administrator by the College established date for the semester. Failure to do so may jeopardize future contracts with the College.

11. Assignment or reassignment of duties within PCCCD shall be and remain the prerogative of the approving Supervising Administrator provided such assignment is consistent with the qualifications of the Adjunct Faculty.

12. Adjunct Faculty will adhere to all PCCCD policies that address code of conduct and standards of behavior for employees as found in the PCC Employee Handbook.

Qualifications

Adjunct Faculty must comply with District-specified standards to teach in a specific discipline. Each discipline Certification requires that official transcripts in sealed envelopes be sent directly to the Faculty Qualifications and Hiring office at the West Campus of Pima Community College. Electronic transcripts, also known as E-scripts, should be emailed directly to the department's email at facultycertification@pima.edu. For occupational certification, a copy of your Arizona occupational license or certificate, and letters verifying employment experience may be required and should be sent to the Faculty Qualifications and Hiring office.

The Tiered System

In the Fall 2022 PCC implemented a two-tiered system for adjunct faculty that affects pay rates for contracted course assignments. Salary adjustments are based on length and/or load hours of service as well as completion of professional development over a three-year lookback period. Tier Two is a salary increase over the Tier One/Base Salary rate. Information is available below with details here (link):

Level	Minimum Requirements
Tier One (Base Salary)	All newly hired, and those who have not completed Tier Two requirements
Tier Two (5% increase from Base Salary)	5 (five) semesters of teaching OR 30 Load Hours at PCC in the past 3 (three) years AND 9 (nine) hours of PCC professional development recorded in MyCareerCenter in the past three (3) years, including the College Directed Training & Refresher as required.

* Base Salary is determined annually by the Governing Board. 2023-2024 Base Salary Rates: Tier One $945.00/ credit hour; Tier Two $992.25/credit hour (Note: 5% increase from 2022-2023).

Getting Started

Health

Pima Community College's top priority is the health of our students, employees, and community. If you feel sick, please don't come to the campus. Should you need to cancel an in-person class, due to illness, please contact your Supervisor and notify the campus Faculty Services & Resource Centers (link here) for notification requests. Faculty should email their students as soon as possible due to any cancellation(s). See "Planned and Unplanned Absences" section in this guidebook.

You may utilize your available sick leave to account for your time and remain in a paid status. Should you need further support and information (including available leave usage and when you can return to work), please contact the Employee Service Center at ESC@Pima.edu or 520-206-4945. During this time, please continue to:

Please contact the Employee Service Center for any health-related questions: (520) 206-4945 or ESC@pima.edu (link here)

In-Person and Virtual Teaching

Please see the Schedule of Classes (link here), as a variety of instructional methods exist:

- Hybrid - Students receive instruction online and in the classroom with reduced time.
- In Person - Students are required to attend lecture and/or lab on specified days and times.
- Online - Students complete class activities online and may have flexible meeting times.
- Self Paced In Person - Students work on-campus each week at their own pace, in the room defined in the class schedule, with faculty guidance.
- Self Paced Independent - Students work off-campus at their own pace, with study materials prepared by College faculty.
- Virtual - Students attend online meetings on specified days and times and complete additional work independently.

The Teaching and Learning Center (TLC) offers professional development workshops and webinars to help faculty with virtual instruction. The TLC will continue to provide ongoing Faculty-to-Faculty Help Hour and Bandwidth Boosters to increase competency for us to thrive in our virtual classrooms. Check TLC's calendar (link here) for offerings.

Pima ID Cards

All employees must obtain a College Employee ID and Access Card, to be worn and displayed while on Pima property. This can also be done online by following the instructions provided on the Pima Card Photo Submission (link here) document and submitting a photo within College Photo Standards. The Facilities Help Desk will process your photo and issue your card. If you have questions, contact the Facilities Help Desk at 206-2733 or Maintinfo@pima.edu. Photos can also be taken at any PCC Faculty Services & Resource Center on campus.

MyPima

MyPima is the PCC portal, providing information and services based on an individual's roles and interests. Newly admitted students, current students and faculty all have different tabs and channels available to them on their dashboard in MyPima.

- Students taking credit course(s) will gain access to MyPima when their application has been accepted by the College, and retain their MyPima account for three (3) years after their last active semester. Students receive an email account when they register for a class.
- Adult Education students will gain access to MyPima when adult education staff enter their registration information in Banner.
- Adjunct Faculty gain access to MyPima when their contracts are created. New Adjunct Faculty members are notified to review and accept their contracts by email sent to their personal email and the College's email accounts.Adjunct Faculty members retain access to MyPima and their College email account for one (1) year after the last semester taught.
- Other employees retain access to MyPima only for the duration of their employment.

MyPima provides faculty members with easy access to email, D2L, class rosters, attendance tracking, 45th day reporting, final grade submission, HR forms and more.

Students use MyPima to access their email, D2L, to register and drop classes, to check payments, final grades, financial aid status, career resources, and more.

MyPima provides online course tools such as chat, discussion boards, announcements, and class email for every course via the My Courses channel. This is on the students Academics tab, and the faculty Teach tab. The faculty members have a MyPima Tutorials channel that provides demonstration videos covering how to use the various course tools. The MyPima Helpdesk (link here) can be contacted at (520) 206-4800.

The College Intranet is accessible via an icon near the top of the MyPima web pages. The Intranet is accessible to all employees, but only when logged in to MyPima. It provides information needed to conduct daily activities including information on assessments, IT, advising and more.

Activating Your Account

You must activate your account before using MyPima. Click on the MyPima icon on the College home page to access the MyPima login screen. Next, click on Activate Your Account and enter your employee ID (9 characters beginning with A) and birth date. Answer the questions and select a password. At the end of the process, you will be given your username. Your MyPima username and password are used to access MyPima, email, Desire2Learn, and when logging into computers on-campus. Your username will also be your PCC email address (username@pima.edu). To activate your MyPima, see the following screenshots. To reach the MyPima Helpdesk (link here), call (520) 206-4800.

1. Go to the Pima website (link here) > Click "MyPima" > Click "Activate your account."

2. Follow instructions under "Start Your Account Activation."

Desire2Learn (D2L/Brightspace)

All Faculty members will utilize Desire2Learn (D2L), the learning management system. Students will automatically have access to your D2L homepage for each course beginning on the first day of class.

For immediate D2L Brightspace Help:

- **Contact the Faculty Services & Resource Centers (available during business hours) at** (520) 206-6511, by email at faculty-services@pima.edu, or submit their work ticket by clicking here (you may be prompted to log in)**.**
- **call** 1 (877) 325-7778 (available 24/7) - D2L-sponsored support
- **live chat** and additional resources here: https://community.brightspace.com/support/s/(link here)
- **submit a PCC help ticket** here (link) - Select "D2L/Brightspace" or "Faculty Services & Resource Centers"

The College offers D2L/Brightspace subscription training. To enroll and get access to on-demand training, follow these steps:

1. Sign in or create a Community (link here) account if you do not have one. For new accounts, select the "Sign up now" link. You must use your organization's domain (i.e. @pima.edu).

2. Go to the Learning Center (or navigate there after logging in by clicking on the "Resources" tab at the top-right and then selecting the "Subscription Training" tab on the widget on the homepage that loads).
3. Click on "Subscription Training (for licensed clients)".

Need help? See this step-by-step guide (link here) for full text documentation or email training@d2l.com (link here).

Email

New adjunct faculty members receive their PCC email account when they accept their Adjunct Faculty contract. They are notified by email (sent to their personal email account & PCC account) when there is a contract waiting to be accepted. Adjunct Faculty retains the email account for 1 year after the last semester in which they taught.

Once you are logged into MyPima, email can be accessed by clicking the "My Email" icon. You can also access your email remotely by using pccmail.pima.edu. If you do not normally use your legal first name, ask your campus HR representative or the Employee Service Center at District Office to add a preferred name to your College (Banner). Or, the MyPima Helpdesk (link here) can be contacted at (520) 206-4800.

Or if you created a Launch Pad, the email icon could be added there as well.

Teaching Contracts

Adjunct contracts are distributed electronically via MyPima. If you do not receive your contract, please contact your Department Head or the Office of the Division Dean. For the first semester of teaching, you will receive notification that a contract is pending via your personal email. Subsequent semesters, the email notification will go to both the College and personal email addresses. Your contract must be approved as soon as possible. You may print a copy of your completed contract from the adjunct faculty contract approval workflow at any time during the semester.

However, your contract could be deemed void if: 1. your class does not run / meet minimum enrollment (half capacity); or 2. is given to full-time faculty to meet their minimum load requirements. You can contact your Department Head with further concerns or questions.

Below are samples of emails informing you to accept or decline your teaching contract(s):

Instructions for viewing and approving your adjunct faculty contracts:

1.   Log in to MyPima, click the 'Employees' tab and select the '@Work' option.
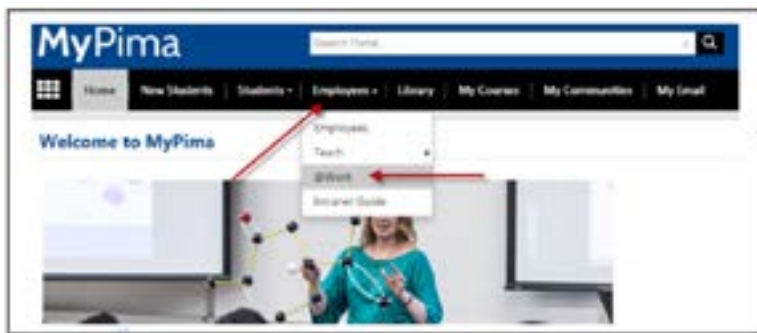
2.   At Quick Links, under Timekeeping & Contracts, click " Faculty Contracts."

3.   Select the appropriate term code.
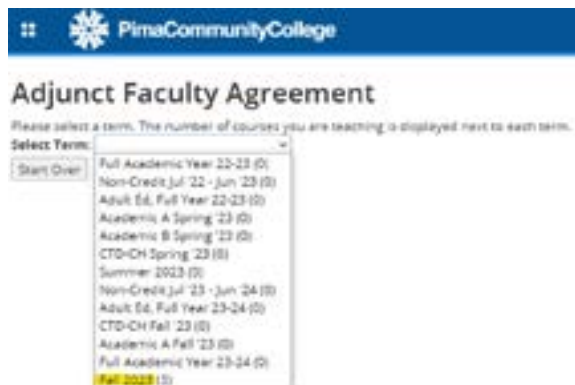
Teaching/Academics

Syllabus

A syllabus must be filed with the department chair and academic dean before classes begin, as well as uploaded and accessible to students through D2L so as to be available on the first day of class.

You must use the most recent College syllabus template, available through MyPima. See the following screenshots for how to access:

Login to MyPima, click the "Employee" tab, and select the "Teach" option.
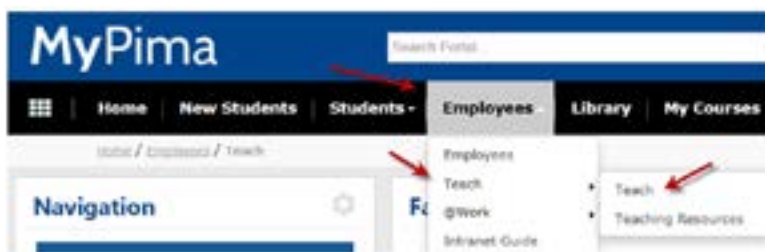
On the left pane side, under "Syllabi" look for the current semester and choose course prefix templates. There, additional resources are also available.

Academic Freedom

The College-developed Board Policy on Academic Freedom (link here).

Public Introduction to FERPA

For all employees of Pima Community College

Law 1

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records_ Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The following text is from the US. Department of Education, FERPA webpage. Retrieved on July 27, 2009. The text has been modified to ensure proper reading in the higher education environment (e.g. the rights of parents for high school students has been edited out).

District Office, Information Security

Compliance

Public directory information at Pima Community College includes the student's name, field of study, dates of attendance, and date of graduation. Students who wish to have directory information withheld by the College may fill out the form in the current Schedule of Classes and submit it to any campus Student Services Center.

For additional information or questions regarding FERPA compliance at Pima Community College, contact the office of the Registrar (520-206-4700)

I have read and agree to abide by the above standards and acknowledge that any action by me which is contrary to the above standards may be cause for discipline, discharge or legal action against me.

Print Name _____   Signature _____   Date _____

Textbook

Contact your Department Head or Discipline Coordinator for textbook information.

OER - Open Educational Resources

What is OER?

"Open Educational Resources (OER) are teaching, learning, and research materials that reside in the public domain or have been released under an open license that permits their free use and re-purposing by others" (Creative Commons).

Integrating OER materials into courses allows students to access these materials at no or low cost, and instructors to modify and edit the materials to align with the course content. Reducing the cost of course materials is also one of Pima Community College's strategic enrollment priorities (SEMP Draft Plan Priority 3.3) Watch this brief Creative Commons video (link here).

For more information, contact a member of the OER Team:

- Open Educational Resources & Course Materials Director: Chelsea James, cjames2@pima.edu
- Faculty Fellow, Open Educational Resources & Open Pedagogy: (vacant)
- Library OER and Affordable Content Liaison: Kris Swank, Faculty Librarian, kswank@pima.edu

Copyright

PCC's Copyright Resources webpage (link here) contains:

- Copyright FAQ (link here)
- Fair Use Checklist (link here)
- Information on *resources that do not need permission* (i.e. Library resources, Creative Commons, Public Domain)
- A sample letter to request permission to use materials
- Copyright Notice to Students
- Related resources and tools

You should also look over PCC's Copyright Practice and Compliance (link here) (AP 6.05.01) and PCC's Intellectual Property Ownership (AP 6.06.01) (link here), the latter whose "purpose is to provide the framework for allocation and protection of the respective ownership rights of the College, its employees and students in the Intellectual Property developed at the College."

How does copyright apply to classroom handouts?

Classroom handouts fall into two categories: ones that require permission and ones that do not. If the handout is a new work for which an instructor could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, an instructor may use that work without obtaining permission.

However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, an instructor must obtain copyright permission to use the work.

Instructors may not copy from works intended to be "consumable" in the course of study or teaching such as workbooks, exercises, standardized tests, answer sheets, and similar materials. These guidelines for classroom handouts also apply to copyright-protected materials that an instructor places on reserve in the library for use by students (i.e. consumables are not permitted on Course Reserves).

Copying shall not be used to create or to replace or substitute for anthologies, compilations, collective works, or course packs. PCC Bookstores can help with the creation of these materials.

The best way to provide students with these materials is through links. You can link from a library database:

(use the PermaLink on the right side of the article) or link to the web. In using a link, you do not have to worry about creating a copy of a copyrighted material. (Note: if the material is ever removed, the link will go dead, so you will need to check your links periodically.) You can easily add links in D2L.

If you have questions on copyright, consult your campus library (link here) and talk to a Librarian.

What is Attendance?

The U.S. Department of Education defines attendance:

I.   Attendance must be "academic attendance" or an "attendance at an academically-related activity." Examples included:

- Physical class attendance where there is direct interaction between instructor and student.
- Submission of an academic assignment.
- Examination, interactive tutorial, or computer-assisted instruction.
- Study group assigned by the College.
- Participation in on-line discussion about academic matters.
- Contact with an instructor to ask a question about an academic subject.

II. Logging into an on-line course is not considered academic attendance unless the student also participates in an academically-related course activity like those described above.

III. Independent study, internships and self-paced courses that are financial aid eligible must also report attendance.

What is the non-attendance reporting period?

Students who are not in attendance for a course during the first seven days of the course should be reported as never attended. The lack of attendance in the Attendance Tracking System will denote students as NA (not attending) and the College will drop students from the course.

Why do we need to report non-attending students?

- The student may receive financial aid that he/she is not entitled to receive and he/she must find a way to repay the College and/or the U.S. Department of Education. This is very difficult for our students and can lead to a hold on their account which prevents continuation of their education at the College.
- Placing the College at risk could result in a loss of accreditation and/or loss of Title IV Eligibility to grant Federal Financial Aid.
- Late reporting of student status, i.e. non-attendance can result in the requirement of returning funds to the Federal and/or State financial aid programs.

What are the consequences for faculty if they fail to report their students' non-attendance appropriately?

An automatic email is sent to faculty if they have not entered attendance. Not entering attendance can affect students' status and financial aid, etc. The Academic Deans are notified when faculty do not report attendance.

What if a student attends class after being reported for non-attendance?

Students who attend one or more class periods within the reporting period (but may or may not attend additional class periods) should NOT be reported as never attended. These students are considered Registered Not Attending (RN) and will automatically place an RN on the student's record. If the student starts attending again, mark him/her as **present** in Attendance Tracking and then his/her status will change back to registered.

What if the student stops attending after the non-attendance reporting period?

A student who attends one or more class periods within the reporting period but attends no other classes should NOT be reported as non-attending. However, a last date of attendance must be entered when inputting final grades. A final grade of "F" requires input of the last date of attendance.

How do I use the Attendance Tracker?

You need to log on to MyPima to use the Attendance Tracker. Please see screenshots below.

- Log into MyPima, click the "Employee" tab and select the "Teach" option.
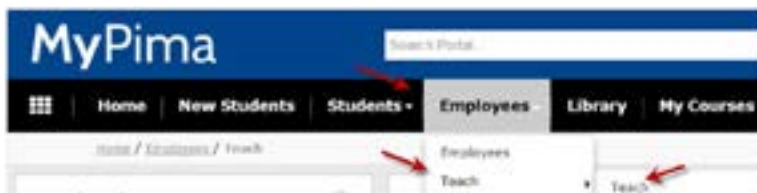
- At "Quick Link-Teach" section under "Attendance / Grades" choose "Attendance tracking" option.

45th Day Reporting

The College 45th day reporting is mandatory and must be completed within a 7 day window through MyPima under Teach tab also available in the Quick Links section under the 45th Day Reporting link. See screenshots below.

- Log into MyPima, click the "Employee" tab and select the "Teach" option.

- At "Quick Links – Teach" section under "Attendance/Grades" choose 45th Day Reporting option
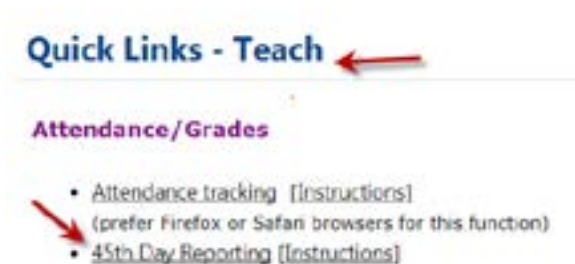
Important Instructions on how to complete 45th day reporting is also available in a link next to the 45th Day Reporting Link. Please read these instructions prior to beginning your 45th day reporting process. Instructors will be notified prior to the 45th day reminding them when to begin reporting and the deadline to complete this process. Adherence to this deadline is important as this is when the College will gather all enrollment data and is reported to the state. Final grading will not be available during 45th day reporting. Students not participating in classes as of the 45th day should be withdrawn by Faculty members at this time. Questions or concerns about withdrawing a student at 45th day please ask your Supervising Administrator.

Maintaining the Emotional Climate of The Classroom

Both the instructor and the students contribute to the atmosphere of the classroom. Any problems should be approached in a rational manner and in a spirit of empathy and mutual respect. If problems persist, you may also discuss the situation with your Department Head or supervising administrator.

Class Breaks

Instructors are to allow a ten-minute break period for every 100 minutes of class time. These breaks are scheduled at the discretion of the instructors with the consideration of student motivation, safety and subject continuity.

Classroom Management Tips

Classroom management can be the key to student success and promoting a positive learning environment. The Student Conduct & Title IX Office created Classroom Management Tips - Lesser Misconduct (link here) with some excerpts below and Examples of Student Behavior Issues - Faculty (link here) to assist all faculty with

classroom management. Instructors have the authority and responsibility to maintain an orderly educational environment, and as such are expected to handle cases of *lesser misconduct* before a student is referred to the formal code of conduct process. *Lesser misconduct* is defined in the Code of Conduct as "any…violation that does not rise to the level of a major violation and warrants a student receiving an educational measure, rather than a disciplinary sanction." With the exception of threatening behavior, please follow these steps to handle disruptive students:

Model Emotions and Moods Conducive To Learning – By showing concern for students, being positive and friendly, having confidence and relaying enthusiasm for course content, using language low in threats that instead validates students' worth, we can see students reflect similar behaviors, as they catch on to how this emotional disposition in the class setting helps us all learn better together. Your professionalism and humanity can affect students' experience of the course and their achievement outcomes.

Clarity in Expectations – Make sure your syllabus outlines appropriate communication and behavior in the classroom, assignments, emails, D2L, office hours, and phone calls. If you clearly define your expectations, you can refer back to the syllabus when disruptions arise.

Consistency in Reactions – There is no one-size-fits-all way to deal with disruptive behavior; the severity of the disruption will dictate your response. However, be as consistent as you can. Apply the same behavioral expectations to all students.

Courtesy and Fairness – Remember that most of the time, a student's disruptive behavior is not personal. When talking to a student about their behavior try to remain calm, and when appropriate listen to the student so they can explain themselves thoroughly. Try to remain objective and unemotional. Much of the time, an angry or emotional person just wants to be heard, and will calm down if they are listened to. *This does not apply to situations where you feel unsafe, feel as though other students are unsafe, or if the student is using abusive language. It is okay to dismiss a student from your class for the day. Please see* PCC Student Code of Conduct (link here), Section VII, for detailed information regarding dismissing the student for the remainder of a class period.

Progressive Discipline – In less serious cases, give students the opportunity to learn from the consequences of their behavior. *Example: you have a student who wants to argue when he doesn't agree with something you or another student has said. Rather than be drawn into arguing with him, you could start by giving a general reminder to the class to be respectful of what others say (use your syllabus to detail this out). If the student persists, you could say something directly to him or ask him to remain after class is dismissed. Detail exactly what you expect, and give examples of respectful* communication. If it continues, depending on the severity, you can try these steps again. Familiarize yourself with the information and procedures in the PCC Student Code of Conduct (link here) regarding lesser misconduct, dismissing a student for the day, and educational measures that can be applied by faculty in issues of lesser misconduct.

If the behavior is severe, affects other students' comfort and safety, is persistent and/or escalates, additional information can be found here (link here), which references the Incident Report process, Title IX and related student conduct resources.

- The Incident Report Form (link here) is for Student Conduct issues that are beyond classroom management or that have persisted after the faculty has tried to manage the behavior. To assist faculty, here are Incident Report Writing Tips (link here).
- The Title IX Form (link here) is to be used if a student discloses having been discriminated against on the basis of sex or gender at the College. This is generally going to be in the form of sexual harassment or assault. Faculty can also reach out to me if a student discloses something that happened to them outside of the College or in their past - in those cases we can provide resources at the very least.

- The CARE Form (link here) is to request that PCC Counseling reach out to a student, or to report a student to the Behavior Assessment Team (BAT). It's important to note that this form *is not* aCAREn emergency reporting system, so if there is an immediate safety concern (danger to self or others) PCC Police should *always* be called first at 520-206-2700. After that call is made, the form can be filled out. If there's no immediate danger, this form can just be completed.

If you have additional questions regarding Student Conduct and Title IX, please contact:

Diane Deskin
- Director, Student Conduct and Title IX
- sddeskin@pima.edu (link here)
- 520-206-7120

Staci Shea
- Manager, Student Conduct and Title IX
- sshea1@pima.edu (link here)
- 520-206-7028

Measuring Student Performance

Individual Grades

The instructor will determine a grade for each student at the end of each semester. A number of techniques can be used to arrive at this final grade and may combine several of these to gain an overall view of the capabilities of the student:

- Participation and completion of class work
- Completion of any work assigned as homework
- Response on scheduled or unscheduled quizzes periodically through the course
- Midterm and/or final examination to test accumulated information
- Special presentations or reports given to the class
- Preparation of papers on topics relevant to class work
- Course projects designed to reflect areas studied during the semester

Student Learning Outcomes (SLOs)

In addition to individual grades, Adjunct Faculty will also complete Course Learning Outcomes (CLO) at the end of every semester for each course. This is an assessment of the most important knowledge and skills students are expected to have upon completing a specific course, or courses within a program or discipline.

The SLO assessment process is based on a faculty-driven continuous improvement model. In this process, faculty members collect assessment data/information on specific outcomes, determine ways to improve on the achievement of those outcomes, implement improvements where necessary, and then continue to assess their students' performance on the assessed outcomes.

As part of this process, all faculty members report assessment results in the MyPima Faculty SLO Interface for Course Learning Outcomes (CLO). Reporting of Program Learning Outcomes (PLO) and General Education Learning Outcomes (GELO) will be determined by your department head/discipline coordinator.

Additional reporting of Program Learning Outcomes (PLO) and General Education Learning Outcomes (GELO) for your discipline will be determined by your department head and/or discipline coordinator.

To access eLumen, log in to MyPima. There, you can add the eLumen icon to your LaunchPad. Or, go to the MyPima Teach page and click on the link for Faculty SLO Interface (eLumen):

Course Management

- Access D2L
- Faculty SLO Interface (eLumen)
- Course Outlines and Objectives
- Waitlists: Summary | Detail
  View: webpage | FAQ

eLumen

Here is a link for eLumen Faculty Training Instructions. Please note: these are instructions with a link upfront to a *training site.* To access your own live e-Lumen page, please see above screenshot.

Grading System

Grades at Pima Community College are recorded at the end of each session according to the following system as also detailed in AP 3.40.01 Grading (link here) :

A—Superior (4 grade points per credit hour)

B—Above Average (3 grade points per credit hour)

C—Average (2 grade points per credit hour)

D—Below Average (1 grade points per credit hour)

F—Failure (0 grade points per credit hour)

RN—Registered Non-Attending, will be placed in the student's record automatically after 10 calendar days, when the Last date of Attendance has not been updated, not including holidays. This may jeopardize students' financial aid or veterans benefits.

W—A student may withdraw from the class by the Official Withdraw date and a grade of "W" will be recorded on the transcript. It is strongly recommended that students speak with a financial aid staff member before deciding if a "W" is the grade that best suits their needs and goals. Dropping or withdrawing a student from class could impact the student's future as it is important to consider how the decrease in credits will affect financial aid or scholarships. The Withdrawal grade is assigned in one of the following ways:

- The student officially withdraws from the class after the drop deadline and on or before the 67% point of the term which is the AP 3.40.01 official withdrawal date.
- The instructor awards the grade as part of the 45th day reporting, if appropriate. A Student Affairs administrator processes an Administrative Withdrawal after the official withdrawal date if requested by the student and only if an exceptional circumstance outside the student's control prevented the student from completing the class.

I— Incomplete—A record of Incomplete as a grade will be made at the student's request and the instructor's option. A student receiving a grade of "I" will be provided with a standard form specifying the work necessary for completion of the course. After the student completes the work, or after the "I" deadline set by the instructor, the instructor submits a Change of Grade form to the campus Student Services Center. If no change of Grade form is submitted within a year, the "I" will be automatically changed to "F."

PLA—Credit by Prior Learning Assessment (not included in GPA calculation) A grade of PLA will be awarded for classes in which students earn credit through the assessment of prior learning, with the exception of credit earned through standardized national examinations.

T—Transfer Credit A T placed next to the grade indicates the grade was transfer credit awarded by Pima for coursework taken at other colleges or universities, or awarded based on meeting minimum cut scores for standardized national exams.

AU—Audit Grades—To audit a class means to enroll in and to attend a class without working for or expecting to receive credit. The symbol for audit, AU, appears on the class enrollment list by the student's name. Students auditing a class must register by the beginning of the class and must receive the written permission of the instructor. Courses audited after fall 2013 will not appear on your transcript.

P—Pass = C or better without grade differentiation ordinarily indicated by the College grading system. A "D" grade may be given at the student's request and the instructor's option.

NA—Non-Attendance (A pseudo grade used for reporting purposes only, not included in a student's academic history) "NA" indicates that a student was registered for the course, but never engaged in the course by the drop deadline. This grade will have the effect of dropping the student from the course and causing a recalculation of the student enrolled credit hours. This grade is not included in the grade point average or completion rate computations nor will it be recorded on a student's transcript. No last date of attendance should be posted in attendance tracker for those students who are given "NA" grades. Students will be notified via their Pima email of the NA drop.

IP—In Progress Work in progress in open entry/open exit course. A record of IP (in progress) as a grade will be made when a student is making satisfactory progress in a course that crosses sections in start and end dates. At the specified end date of the courses, the student will be assigned a grade of 'A," 'B,' 'C,' 'D,' 'F,' 'I,' 'P,' or 'W.'

Incomplete/Change of Grade

For each student receiving a grade of "Incomplete," the instructor must complete the "Incomplete Grade Notification Form" located at the top of the Faculty Final Grade Worksheet for each CRN.

Incompletes are not given in lieu of 'F' grade. Students have one (1) year to complete an "Incomplete." If a student completes the course work the instructor must complete the electronic Grade Change form, located in the Quick Links-Attendance/Grades section of the MyPima Teach Tab.

Adding/Dropping Classes

- Add/Drop dates are posted on the College website (link here).
- On or before the add/drop date, students can make schedule changes through MyPima, or by using a Registration transaction form.
- After the add/drop date, or if the class requires special permission, students must obtain the instructor's written approval and work with their student affairs advisor Additional information can be found (link here).

Final Grade Submission

In addition to grades being accessible in D2L throughout your course, final grades must be recorded in the grade rosters for each class at the end of every semester. Grade rosters are available on-line through MyPima under the Teach tab > Quick Links > Final Grade Submission. Grade rosters include names of those students who have registered for the class. Those students whose names do not appear on the grade roster will not receive a grade for the class. Grades must be submitted by the stated deadline.

Student grades are not to be posted in any public manner, over the phone, over email, or to anyone other than the student. The instructor can only give grades to individual students in person and by inputting the grade online in the appropriate manner by the deadline (so students may access their results directly). Any deviation from this method of delivery of grades to students may involve a violation of the Family Education Rights and Privacy Act (FERPA). To submit final grades, see the following screenshots.

Log into MyPima, click the "Employee" tab and select the "Teach" option.

At "Quick Links – Teach" section under Attendance/Grades, choose "Final Grade Submission" option. Full instructions are located there as well.

Please do not ask students to call the District Enrollment Services & Registrar office to obtain course grades, since release of this information over the telephone is not authorized. Grades reports are not mailed to students. Students may view their final grades once posted and rolled into academic history through their MyPima student accounts.

Gradebooks

Regardless of in-person or virtual teaching, all faculty must:

- fully utilize the gradebook in D2L for all courses (all modalities)
- upload an accessible syllabus to D2L shells for all courses

The adoption of the D2L gradebook in face-to-face courses is required, in part, to better facilitate student success by providing a consistent way for them to access grade information in real time, as their grade is progressing, across all courses. Research shows that students overwhelmingly want and benefit academically

from being able to monitor their classroom performance through accessing online gradebooks (*Geddes, 2009*). This practice also helps support HLC accreditation standards by providing like practices to students in all course modalities.

Many resources are available to assist faculty with this work:

- CLT Custom Training Request Form (link here): Click on the underlined link to request group training. You may also contact the Center for Learning Technology (CLT) Faculty Trainer, Reed Dickson, at 520-206-2386 or rdickson1@pima.edu (link here).
- Pre-Recorded Webinar Training Sessions in D2L Subscription Training

  - Beginning Grades (36 minutes)
  - Intermediate Grades (18 minutes)
  - Advanced Grades (27 minutes)

For instructions to access the Subscription Training, click (link here)

- Subscription Training Live Webinars: See calendar within Subscription Training
- Gradebook FAQ (link here): Click on the underlined link to the FAQs. This document includes information on how to set up the D2L gradebook so that it also provides a letter grade.
- PCC Faculty Services & Resource Centers (link here)
- Need training? Please contact Academic Quality Improvement at pcc-aqi@pima.edu (link here).
- Should you have any questions on the eLumen assessment integration, please contact Wendy Weeks at wweeks@pima.edu (link here).

Gradebooks in D2L Brightspace

All faculty members are required to maintain an up-to-date gradebook in D2L Brightspace. **It is important for faculty members to enter "0" for any assignments students do not complete so that final calculated grades are accurate.** Missing assignments that are not given a "0" will not be reflected in the final grade, as final grades will not assume a missing entry is a "0", and so final grades will not reflect it and instead will convey a higher grade. The student then might not know they are missing an assignment.

Regarding final grade submissions, detailed information should be provided to you by your supervisor or Department Head towards the end of the semester. Also, please see the Grades (link here) information and the Grades (link here) collection of YouTube videos provided by D2L Brightspace.

Weighted System or Points System?

Please visit the PimaOnline Faculty Guide Grades page for information about setting up your gradebook https://onlinefaculty.pima.edu/d2l/grades (link here). A weighted system allows you to create a gradebook that is controlled by the percentage of each item. A points system allows you to create a gradebook that is controlled by the points given to each item. Neither system is better; they are just different.

Planned and Unplanned Absences

If an adjunct faculty member is unable to attend a class:

- Contact the Department Head if help is needed in securing a substitute and/or to alert them to the temporary change in instructor. All substitutes must be current Pima instructors/ faculty members.
- Email/submit a class plan and instructions to the substitute, or whoever will be facilitating the change in instruction.
- The faculty member should also email students if possible.
- Fill out a Web Time Entry Timesheet to reflect your absences.

The class will be canceled if the absence occurs without proper warning and/or a substitute is not available. Call the Faculty Services and Resource Centers (link here) so they can post a sign on the classroom door for in-person classes, alerting students to the cancellation. Currently, the adjunct faculty tiered system does not apply for substitute teaching; all faculty substitutes earn the base pay rate.

Absences From a PimaOnline Course

If teaching a PimaOnline course, please consult specific policies with your program/supervisor.

Deductions for Absences & Substitute Payment

Calculation of the pay amount for the substitute will vary depending on the class type. The formula is explained (on page 4) in the Faculty Compensation (link here) section of the Employee Handbook. **Note: For classes that are being taught virtually, we are still using the "face-to-face" calculation.**

Technical Support

Tech support is available 24 hours/day 7 days/week. Faculty can call the IT Helpdesk at 520-206-4900.

D2L Resources

D2L Resources:

- PimaOnline Faculty Guide (link here)
- PimaOnline Student Guide (link here)

D2L Technical Support 24/7

For faculty and students to use 24 hours a day, 7 days a week:

- D2L Technical Support (link here), includes assistance via email, live chat option, phone
- You can always call D2L for help (available 24/7): 1 (877) 325-7778.

PimaOnline D2L Service Requests

For faculty to use with PimaOnline-specific inquiries. Service Requests (link here) are submitted via the PCC IT Service Request link in MyPima or within a course shell, select "Help" tab and "Submit D2L Work Ticket - Faculty" PimaOnline staff members respond to requests during normal business hours (M-F, 8am-5pm).

D2L Course Cloning

All faculty members have access via D2L to Import, Export, or Copy Components (aka "clone") from one of their previous CRNs to their current CRNs. The practice of self-cloning courses is highly encouraged, as it allows faculty to clone the whole course or selected items. To self-clone a course, faculty may only copy into and out of courses in which they are listed as the Instructor of Record in Banner:

- Log into D2L > select course > click on the setting gear/wrench icon in the right hand upper corner > Import/Export/Copy Components.

Self-Cloning Resources

1. Brief instructional videos can be found here

- Brief Youtube Video here (link here)
- D2L Brightspace link: Import/Export/Copy Components (link here)

2. Links to written instructions:

- Cloning Select Items (link here)

Cloning Assistance

Please submit a Service Request (link here) to PimaOnline for the following to:

- Clone the Course of another instructor
- Clone from the Master Course
- Clone from DEV Space

Student Resources & Community

Student success depends on access to resources. As an adjunct faculty member, you can expect students to ask for academic advice as well as advice on personal problems. This section contains information about the resources available to students (link here), so that you can learn about these services and refer students.

Each campus has a Student Development division which houses the Student Services Center (link here) or information area. Personnel in this area can answer questions and make referrals. Call 520-206-6408 or email virtualsupport@pima.edu (link here)

Advising & Counseling

Every student is assigned an advisor or counselor based on their course of study, unless they are not taking classes for a degree or certificate. However, every student is able to get help by visiting the student services center on campus or emailing questions through Contact an Advisor. (link here)

Advisors and counselors can help with:

- Admission and Registration
- Transcripts and Transferring
- Choosing a Major
- Career Services
- Financial Aid
- Job and Internship Placement
- College Success
- Student Wellness Assistance Program
- Personal Challenges (Substance Abuse, Sexual Assault, Relationships, Anger, etc.)
- Crisis Support
- Referrals off campus for community services

You can learn more about these services by visiting the Advising and Counseling (link here) website.

Wellness

- The on-campus Eastside Health Clinic (link here) is open to Pima students, staff, faculty, and the public. Sliding fees are available for those without insurance.
- Dental Hygiene Clinic (link here) provides low-cost therapeutic and preventive services.
- ULifeline (link here) is an online resource for information on suicide prevention, drugs and mental health.
- Mental health or personal crisis resources (link here).

Aztec Resource Center (ARC) and Food Pantry

To learn effectively, students must have their basic needs met: food, clothing, shelter and safety. Some students have difficulty affording groceries or accessing sufficient and nutritious food to eat every day. Any PCC student or employee, with an A#, facing food and/or hygiene insecurity can come to, or contact, the ARC Resource Center (ARC) Food Pantry at the West Campus and Desert Vista Campus. In addition, the ARC has information about various community services and local community food pantries. For more information, email pcc-arcpantry@pima.edu or call 520.206.6720.

The Immigrant and Refugee Student Resource Center (IRSRC)

PCC's IRSRC (link here) wants to connect immigrant and refugee students to resources that help them start and finish their college careers, regardless of their immigration status. IRSRC can help students find ways to pay for school, complete a DACA renewal application, etc. Also, the University of Arizona Immigrant Student Resource Center has worked with the Tucson Community Rapid Response network to compile some valuable information so people know their rights (link here). For help, contact pcc-irsrc@pima.edu (link here) or call 520-206-7312.

The Learning Centers

Free academic support to all Pima students can be found at the Campus Learning Centers, located at each campus and virtually. The Campus Learning Centers are places of connection and support for all students regardless of their need. Normalizing connections with our Learning Centers helps to build a supportive community with fellow students and contributes to their academic success and learning journey. Students can connect with learning support in-person at each campus, virtually through our Virtual Learning Center, or through our online partner, NetTutor.

Information for PCC Tutoring and Learning Centers can be found at this link (link here) and is also available in the following:

- within D2L on the homepage as a Tutoring Services widget, and
- on the D2L homepage and in your coursepage under the PCC Quicklinks> PCC Tutoring

For more information, contact your local Learning Center Manager, or call us at 520-206-4959 or email pcc-tutoring@pima.edu.

Online Tutoring

Online and distance students can find online tutoring (24/7) through NetTutor in most subjects. You can find the link within your D2L course homepage or (link here).

Online study resources are also available.

Student Success Courses

Student Success courses provide the skills students need for success in a college environment. Academic Advising (link here) can help find a course that is right for a student, such as "How to Study," "Making Career Choices," and "Adult College Re-Entry Skills."

Students Preferred Names

- [Use of Chosen or Preferred Names (link here)](#) - This page describes the purpose, display and value of a preferred name as "...an important component of [student's] identity." It is accessible via the Pima homepage by choosing Student Resources > Student Policies & Complaints.
- Students can now update their own preferred first name through the MyPima Home tab by "Update Personal Information" in the upper right corner.

Personal Info

Display PCC ID

Update Personal Information

Change Password

Student Code of Conduct

Pima Community College Board of Governors adopted policy BP 3.31 Student Conduct and Ethics on December 21, 1988, and subsequent revision in 1995 and 2014. The [Student Code of Conduct (link here)](#) is available on the Pima website. The Student Code of Conduct provides students with information about his/her responsibilities as a student in regard to appropriate behavior and respect for others in the College community. To report a possible Student Code of Conduct violation, visit [this link (link here)](#).

The Vice President of Student Affairs and Dean of Students should also have academic oversight of Student Code of Conduct violations.

Student Complaint Procedure Processes

Pima Community College welcomes student opinions and feedback about our policies, programs, and services in order to make changes that contribute to their success, development, and goal attainment. For more information, see the [Code of Conduct (link here)](#).

In our goal to provide quality instruction and service, PCC provides students access to appropriate College staff and administration to resolve questions and concerns about staff, policies, procedures, or other actions or inactions of the College.

1. Students are strongly encouraged to resolve any concern by talking with the individual or faculty member and his/her/their supervisor if necessary.
2. If the student does not agree with the initial discussion and suggested resolution, he/she/they may file a formal complaint:

    a. with the Office of Dispute Resolution
    b. by using the online Student Complaint form

Students can follow the processes outlined on the [Complaint Processes (link here)](#) page to submit complaints.

Student Life

Participating in activities outside of the classroom enhances the college experience. PCC Student Life provides many opportunities for students to get involved in activities that interest them and that would be valuable to their education. This includes Student Senate, Pima Leadership Institute, and various student clubs, as well as ongoing events, exhibits, and performances. Visit Student Activities (link here), which provides links to social media pages, or PimaEngage (link here) to find out more about Pima's student clubs and organizations. Students can also work with a Student Life Coordinator (link here) to get a new club started. Contact a Student Life Office (link here) at any campus.

Specialized Programs

Pima offers specialized academic opportunities (link here) to learn that extend beyond traditional classrooms and boundaries.

Encourage students to apply for an Honors Certificate (link here) with these benefits:

- official PCC transcript contains "honors certificate" listing, which can open the door to future career and education opportunities after graduation
- faculty mentoring
- small class sizes
- help getting scholarships, awards, and recommendation letters
- leadership and community service opportunities
- flexibility to select honors courses that fit into their course of study
- help entering honors programs at four-year universities

Students interested in studying abroad (and scholarships for these programs) can find more information on the Study Abroad Scholarships and Programs (link here) page.

Access and Disability Resources

PCC's office of Access and Disability Resources (ADR) (link here) works to promote equal access to the learning environment by collaborating with students, faculty, staff, and the community to promote equal access to College programming for students with disabilities.

ADR provides services, accommodations, and academic adjustments mandated by:

- Section 504 of the Rehabilitation Act (Section 504) (1973), the Americans with Disabilities Act (1990)(ADA).
- Americans with Disabilities Act (1990)(ADA).
- Americans with Disabilities Act Amendments Act (2008)(ADAAA).
- Accommodations related to pregnancy, in compliance with Title IX of the Education Amendments Act (Title IX)(1972).

ADR provides training to faculty and staff on using inclusive design principles for creating accessible materials and environments and inclusive teaching approaches for students with disabilities.

Students, faculty and staff members with disabilities can request training or installation of access technology (link here).

ADR holds virtual office drop-in hours (link here) where students, faculty, and staff can connect with staff members to answer questions.

Students can request ADR services by completing an application (link here) or contacting any ADR office (link here) to schedule an appointment (ADRhelp@pima.edu (link here).

Disabilities

The World Health Organization states, "Disability is part of being human. Almost everyone will temporarily or permanently experience disability at some point in their life." The Social Model of Disability reminds us that "disability" is the *repression* of people with impairments. The built world already caters to abledment. People with disabilities have to fight just to receive the same amount of consideration. So while laws refer to "reasonable accommodations," it is more equitable to think of "access rights." You can find a more culturally in-depth and pro-access discussion from a leading disability activist group Sins Invalid, along with their widely-used framework on Disability Justice (link here).

Please consider making your classrooms as accommodating as possible to a variety of our students and their lived experiences. Please listen to students' needs to consider how to make the classroom more equitable. Providing an inviting, accommodating, and more equitable classroom benefits everyone and is more conducive for teaching and learning. If you need assistance and support in doing this, please reach out to ADR and its resources (link here).

Approved Accommodations

In order to maintain compliance with Section 504, ADA, ADAAA, and Title IX, instructors are required to provide approved accommodations as specified in the accommodation notice they receive from ADR.

If you have questions, contact the ADR program specialist identified in the accommodation notice.

Non-Approved Accommodations

All accommodation requests based on disability made by students must be referred to the ADR office. Remember that Section 504, ADA and ADAAA may also cover students with certain medical, physical, or psychological / behavioral conditions.

If a student asks for an accommodation and you are not sure if the reason the student gives is covered by section 504, ADA, ADAAA, contact ADR for more guidance.

Students can request accommodations (link here) at any time through the ADR office.

Referring Students

Refer a student to ADR if a student discloses that they have a disability or a physical, medical, or psychological condition, or if a student makes a request for an accommodation based on disability or a physical, medical, psychological condition.

If you suspect a student has a disability or covered condition, you may consult with an ADR specialist, but do not discuss a student's difficulties with the student in terms of disability unless the student discloses the disability themselves.

All discussions related to disability or a physical, medical, or psychological condition with the student should be conducted in an environment that provides confidentiality.

ADR Resources: Intranet

Note: ADR is now offering virtual office hours (link here). The ADR Intranet page (link here) contains information for faculty on:

- Disability Laws / Rights & Responsibilities
- An "overview for you" video

- Guides for creating accessible resources
- Request Forms
- Email Contact: adrhelp@pima.edu (link here)

Note: You must be logged into MyPima (link here) to view the page. Faculty and students can email further questions to adrhelp@pima.edu (link here).

Sign Language

Student requests for sign language interpreters and/or real time transcription can be made through the website or by emailing interpreting@pima.edu (link here).

To Request a Sign Language Interpreter:

1. Click on Student Resources on the pima.edu (link here) website
2. Select Access and Disability Resources
3. Click the link under "Apply here to request ADR services" (link here)
4. Complete and submit the form.

Veteran Information

Veterans Centers

Every campus has a dedicated room where veterans, active military and their dependents, can study, print work, relax, meet with others, find support, and attend events. They are open 8 a.m.-5 p.m. Monday-Friday. Amenities vary by location, including resources such as:

- Veteran Affairs services representatives who provide direct assistance to veterans with their entitled benefits
- Department of Economic Security staff who provide support to our veteran students.
- Four-year academic institutions enrollment counselors are available throughout the academic terms.
- Local point of contact information on Veteran supportive agencies, such as the Old Pueblo Community Services, La Frontera Center, and the Arizona Department Veteran Services.
- Computer commons, printing services, a quiet room to relax, a conference room for group study sessions and webinars, and a television.

If you have any questions or need assistance with student veterans resources, please contact the Veterans Center at 520-206-7049 or visit the PCC Veterans webpage (link here).

Veterans Benefit Recipients (VBR)

Many Veterans and their dependents may be eligible to use VA Education Benefits (a GI Bill).

- PCC VBRs receive an entitlement in the form of a monthly living stipend.
- PCC VBRs using the Post 9/11 GI Bill receive a books/supplies stipend, in addition to having all or part of their tuition and fees paid.

Entitlements are based on enrollment periods. VBRs are paid from the beginning of a class until the end date.

- Students who receive a "W" grade for a class will have that class terminated from a certification.
- A "W" grade can place the VBR into a VA debt situation.
- The VA will pay for "F" grades up until the Last Day of Attendance.

There is a Veteran Advisor (link here) at each campus for whom each VBR is assigned.

- Faculty with questions or concerns regarding grading should contact their campus Veteran Advisor.
- VBRs with questions about their benefits should contact their assigned Veteran Advisor or our administrative staff located in the M Building at Northwest Campus (phone: 520-206-2266).

Veterans can visit the Military & Veterans (link here) page for help applying to the College and using their benefits.

Computing Resources & Online Learning

- **Pima has a limited number of laptops, tablets, etc available for check out to currently enrolled students.** Use the PCC Library's system to request an item. Please follow updated instructions on the Library's Updates page (link here).
- PimaOnline Faculty Guide (link here) (D2L)
  Basic "getting started" information for teachers using D2L
- Wifi is available (link here) at every campus for faculty and students.
- Computer Software for Students (link here): Free and discounted software

Testing and Assessment Centers

We currently are operating all testing services. Proctored Testing Services are (link here). The Academic Exam Cover Sheet is linked (link here).

PCC's Testing Centers provide placement testing (link here), challenge exams (link here), and other tests (link here). Remote/proctored testing services are also available.

Contacts

- Campus Testing Centers: 520-206-6648 or pcc-virtualtesting@pima.edu
- Davis-Monthan AFB 520-206-4866
- Santa Cruz 520-394-7180 or pcc-santacruzcounty@pima.edu

Computing Commons & Labs

PCC has a limited number of laptops and/or hotspots that can be checked out to students for the upcoming fall semester. Students will need to be registered in classes for the fall semester, then they can fill out a Student Request (link here). All campus locations also offer computers in various locations on campus: see this link (link here).

Other Support

D2L Student Support (link here)

MyPima and Email Support For Students

- Email: mypimahelpdesk@pima.edu (link here)
- Phone: 520-206-4800

MyPima and Email Support For Faculty

- Email: helpdesk@pima.edu (link here)
- Phone: 520-206-4900
- Monday - Thursday, 7 a.m. until 7 p.m.
- Friday 7 a.m. until 5 p.m.
- Saturday 8 a.m. - 2 p.m.

Online: Faculty can also submit IT requests for help by submitting a ticket through MyPima:

- Log into MyPima
- Select @Work / @Work
- Select Service Requests / IT Service Requests

Faculty Resources & Community

Faculty Services and Resource Centers

Campus sites offer computers, adjunct faculty mailboxes, classroom supplies, copy services, and usually have a fridge or small kitchen area.

Staff at these centers, located on each campus, and virtual services can help with:

- D2L/Brightspace
- Google Workspace (Meet, Drive, G-mail, etc.)
- Attendance Tracking
- Other College assistance and referral

Please contact them if you have a question:

- Visit the Faculty Services Site (link here)
- Call 520-206-6511
- Submit a Ticket (link here)

Copy Centers

Adjunct faculty can utilize the campus copy centers, which have self-serve copy machines and copy services. Email or drop off documents with the required form at least 24-hours ahead of time. Each copy center may have its own unique form to be filled out, but it usually requires the following information: pages in the document, number of copies needed, whether to be stapled/collated/double-sided, full citation of sources, and copyright approval (link here). However, *we encourage individuals and departments to use digital options rather than printing paper copies to offer the greatest access and to conserve our human and natural resources.* If you need assistance with D2L or Google applications to support digital access, please contact Faculty Services and Resource Centers at 520-206-6511 or faculty-services@pima.edu (link here).

The Teaching and Learning Center (TLC)

The Teaching and Learning Center contributes to student learning at Pima Community College by promoting a culture of exceptional teaching. As integral to the success of the College, we:

- Host workshops, lectures, learning communities, fellowships, conferences, mentoring, and other professional development opportunities throughout the year
- Sustain a community of colleagues dedicated to the research, scholarship, art, and practice of teaching & learning
- Increase the visibility of existing, and promote new opportunities for, exemplary practices of teaching & learning
- Support equitable working & learning environments to build inclusive classrooms

We strive to enrich and deepen our relationships to teaching and student engagement and we hope to see you at ongoing workshops, webinars, lectures, learning communities, and more throughout the year! **Stipends of $25.00/hour are provided to Adjunct Faculty for attending many events and participating contributes to the professional development requirements for tiered salary considerations.** For more information, visit our site here (link here). You can connect with us anytime: pcc-tlc@pima.edu (link here).

Our Work

Browse our calendar (link here) and site for offerings and check your email for announcements!

- **TLC Newsletters**: Regular, biweekly emails to share upcoming events and information on topics of interest.
- **Workshops and Webinars**: discuss meaningful topics from diverse presenters.
- **Virtual Learning Communities (VLC), fellowships, and teach-ins:** build community and teaching practice.
- **Faculty Help Hours**: Faculty Services & Resource Center staff offer virtual appointments to assist with D2L, Google Workspace, or other questions.
- **Adjunct Faculty Institute (AFI):** a fully compensated semester-long program of training and professional development exclusively for newly-hired adjunct faculty.

  - Part of AFI requires participants complete the **Online Adjunct Faculty Orientation** (1 hour & 30 minutes, asynchronous / self-paced). Compensation is $37.50. This orientation provides adjunct faculty with immediate information about the College, explains your duties and responsibilities, gives teaching and academic information, lists contacts to answer your questions, and highlights the resources available to students and faculty while teaching at the College. You can only begin the orientation after your official work start date on your I-9. To self-enroll and immediately begin the Orientation:
    - Log into D2L > My Courses > Ongoing
    - Or, log into D2L > click on the Waffle to the upper-right > search the list for Adjunct Faculty Orientation (or if available, use the search window to type it in).

Certificates for TLC Professional Development

The TLC offers certificates for new hires completing Adjunct Faculty Institute and Faculty Learning Academy. In addition, we also offer six topics-based certificates (link here) that represent PCC priorities in teaching and learning:

- Improving Teaching & Learning through Grading, Assessment, & Use of Data
- Educational Technologies: Virtual & D2L Tools
- Anti-Racist, Inclusive, & Equitable Pedagogies
- Global Learning
- Contemplative Pedagogy
- Sustainability

To check the current training transcript in MyCareerCenter (link here), please follow these Transcript Instructions (link here).

Attending Workshops

Virtual events

Browse our calendar (link here), choose an offering, and participate by signing up or clicking on a Meeting link. At the webinar, use the link provided by the presenter to access the sign-in sheet, which allows adjunct faculty to be compensated for attending.

For events requiring registration:

1. Log into MyCareerCenter
2. Learning > Professional Development Calendar > Select Event
3. Click "Request" for the specific workshop you wish to attend.

Presenting

The TLC is always considering presenters to facilitate workshops and VLCs on mission-aligned (link here) teaching & learning-related topics. If you are interested, please see the Get Involved page (link here).

Professional Enrichment Funding

Adjunct Faculty Professional Enrichment Funds support adjunct faculty in meeting their professional enrichment goals. Adjunct Faculty currently teaching PCC classes will be able to request up to $1,000.00 a year for any approved professional development activity. Full funding is not guaranteed.

Funding Criteria: funding requests will be evaluated on the following criteria

1. The extent to which the training, conference or other activity would benefit the college and our students.
2. The extent to which the training, conference or other activity would benefit our students with supportive documents.
3. The extent to which the training, conference or other activity would benefit the applicant with supportive documents.
4. The extent to which the requested amount of funds will be utilized (the budget is clearly defined as to the use of funds.

The application for Faculty Enrichment Funds (Adjunct Faculty) can be found in MyPima at link here. Please note, International travel requires prior approval through the international approval process.

Following their Dean's signature, the signed application can be forwarded to the College Faculty Enrichment Fund Committee (CCEF) Chair and Administrative Lead, Brian Stewart, at bstewart@pima.edu (link here). The CCEF Committee will evaluate and respond to the applicant.

Faculty Performance Evaluations

PCC Performance Evaluations for all staff and faculty are conducted on an annual basis and are intended as a formal opportunity to discuss successes and challenges that occurred within the review period. See the Employee Handbook Performance Evaluation (link here). In addition, evaluation information specific to faculty can be found in the MyPima Intranet (link here).

Faculty Senate

The Faculty Senate represents all faculty in the College's governance process. The Senate meets monthly and its members may be either full-time or adjunct faculty. One at-large adjunct faculty representative is elected from each campus for a two-year term and serves on the subcommittee for adjunct faculty affairs. Your Adjunct Faculty representative is Dr. Sean HV Mendoza (smendoza@pima.edu - link here) and is listed on the Faculty Senate Webpage (link here).

All Employee Representative Council (AERC)

The College encourages all employees to submit their comments regarding policy and terms and conditions of employment to the All Employee Representative Council. The AERC (website link here (link here) is a group of representatives from all employee classifications serving two-year terms: full-time and adjunct faculty, exempt and non-exempt staff, temporary employees and administrators. Our Adjunct Faculty Members are Lynn Maners (link here) and Patrick Moore (link here) (Alternate - Sean Mendoza (link here)).

The AERC meets monthly and will review the comments brought forward to determine the appropriate pathway for investigation and resolution. Submit your issue to concern on the online AERC Request form. (link here)

Library

The PCC Library (link here) provides a variety of services for faculty to support research, assist in curriculum development, and enhance student learning:

Library Materials

- The Library has collections of physical books, magazines, DVD's and other media as well as 24/7 Access to online information sources including full-text periodical databases, reference tools, streaming video and audio, ebooks and e-journals.
- Laptops, tablets, hotspots, calculators, safety/lab goggles, chargers and much more are available for your students. (Faculty requests for technology must go through College IT with Department support.)
- ADR technology, such as smartpens, large print keyboards, and recorders are available in collaboration with the ADR Office. (Please contact a librarian for more information- resource availability varies by campus .)
- To borrow physical materials, bring in your PCC photo ID or another government issued photo ID (like a driver's license).
- Online Collections are available both on- and off-campus through the library web pages and the library tab in MyPima.
- Using the Library catalog, faculty, students, and community members can request items located at other PCC campuses be delivered to the campus of your choice. (Exceptions include Reserve material, non-circulating material, and technology like laptops.)
- PCC faculty have reciprocal borrowing privileges at the University of Arizona Libraries. Faculty should provide a copy of their current faculty contract to the UA library circulation desk to receive a borrower's card for free. Check with UA for more info (link here).
- All residents of Pima County are eligible to borrow materials from Pima County Public Library. Check with PCPL for more info (link here).
- An Interlibrary Loan Service (ILL) is available to obtain books and articles not available in the Pima, UofA or Tucson library collections. See the InterLibrary Loan Policy (link here) and contact your campus librarians to obtain materials.

Instruction, Information Literacy & Research Assignment Design

The Library has a comprehensive information literacy program designed to assist students in learning the skills needed for critical thinking and to effectively find, evaluate, and utilize information.

Make an appointment with a librarian to meet with your class and lead sessions on:

- Research topic and keyword selection
- Finding books, articles, data, images, web resources, etc.
- Evaluating information
- Copyright, citation, plagiarism

Work with a librarian to find or to develop customized course materials unique to your academic student learning outcomes:

- Subject or course specific Library Research Guides (link here)
- Screencasts/ tutorials on specific research skills or knowledge
- Pedagogically rich, scaffolded research assignments designed to work with local collections
- OER content, supplemental reading/ viewing materials for courses
- Add an Embedded Librarian to your D2L environment for a richer student support experience. Embedded librarians can be as active or unobtrusive as the instructor wishes. (Reach out to your campus or subject specialist librarians to learn more. (See Librarian Profiles (link here))

Search here for Research Guides (link here) (LibGuides) that are already available. You can also go to MyPima and scroll to the bottom of the Library page to the Research Guides section where you can search by subject area or by class.

Immediately connect with a librarian through the LibChat feature (link here), available 24/7 from PCC Librarians & our Global Partners. You may also contact PCC librarians asynchronously through Ask A Librarian (link here). Both features can also be added to any course in D2L as a widget.

Visit our Faculty Resources Library Homepage (link here).

Library Locations and Contacts

There are five campus libraries, with access to reference help, scanning, printing, and a variety of quiet and group study spaces. Check out our latest newsletter and follow us on social media for updates on programming, displays and other news.

- Instagram
- Facebook

Contact us by phone:

- Desert Vista Campus: 520-206-5095
  Library Department Head, Sol Gomez
- Distance Education: 520-206-2384
  Library Department Head, Keith Rocci
- Downtown Campus: 520-206-7267
  Library Department Head, Emily Besich
- East Campus: 520-206-7693
  Library Department Head, Chuck Becker
- Northwest Campus: 520-206-2250
  Library Department Head, Monique Rodriguez
- West Campus: 520-206-6821
  Library Department Head, Chris Schipper

Copyright Resources

Pima Community College requires faculty, staff and administrators to comply with federal copyright law. College procedures cover a wide range of topics including:

- Requirements related to multiple copies made for classroom use
- Creating course packets
- Using "consumables" (i.e. workbooks, tests)
- Using online resources

Visit PCC's Copyright Resources (link here) about requesting permission from authors, resources available without permission, and FAQs on the Fair Use doctrine. To see if the resources you want to use in your class are allowed without needing permission, utilize Pima Community College's Copyright Fair Use Checklist here. (link here)

EEO/AA/ADA

Equal Employment Opportunity

Pima Community College:

- Is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or other legally protected category.
- Will provide all qualified individuals reasonable accommodations in the work and education environment, and ensure equal access to all programs, activities and facilities.
- Does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law.
- Is committed to creating and maintaining an environment free of discrimination that is unlawful or prohibited by college policy. This applies to college employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity.

For further information on College policy, refer to BP 5.10: Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) (link here)

Harassment and Sexual Harassment

Harassment is defined here (link here) as unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Sexual harassment is defined here (link here) by the Equal Employment Opportunity Commission (link here) as "unwelcome sexual advances, requests for sexual favors and other verbal of physical conduct of a sexual nature" and;

- Can be sexual in one of two ways: It pertains to sexuality or is gender based.
- Creates a hostile environment: Is unwanted or unwelcome behavior and is severe or pervasive enough to affect the work environment.
- Often involves "Quid Pro Quo", Latin for "this for that" i/e. the implication that submission or rejection can affect employment opportunities.
- Can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.
- Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

PCC will not tolerate sexual harassment. The College is committed to providing a workplace and educational environment free from all forms of discrimination and harassment, so that everyone can feel safe and perform to the best of their ability, and is respected and valued for their individual contribution.

Information about filing a charge of discrimination with the U.S. Equal Employment Opportunity Commission is (link here).

Filing a Complaint

The College provides multiple avenues for reporting concerns or filing a complaint of harassment or discrimination:

- Office of Dispute Resolution (link here)**:** The Office of Dispute Resolution (ODR) can be reached at 520-206-4686 or resolution@pima.edu (link here).
- Affirmative Action & Equal Employment Opportunity Office (link here)**:** The Equal Employment Opportunity office (EEO/ADA/AA) can be reached at 520-206-4686, or eeo-all@pima.edu (link here).

Additional information regarding the discrimination complaint process can be found at SPG 1501/AA.

Employee Request for an ADA Job Accommodation

PCC cares about providing support to faculty with disabilities. Under the Americans with Disabilities Act (ADA) an employee may request a" reasonable" job accommodation at any time during their employment with the College. Support for each faculty member's request involves an interactive discussion and individualized analysis to determine effective accommodation(s).

A reasonable accommodation is any modification or adjustment that enables the individual with a disability to enjoy an equal access and opportunity for success. Accommodations are individualized and flexible, based on the nature of the disability and the essential duties of the job.

The College will not discriminate against qualified individuals with disabilities in employment practices and activities, including, but not limited to, application procedures, hiring, promotion, termination, training, compensation and benefits.

For information on the process and to request accommodations, visit PCC's Americans with Disabilities Act (link here). You can also call the EEO/ADA/AA office at 520-206-4539 and email eeo-all@pima.edu (link here) or 504-adahelp@pima.edu (link here).

The Compliance & Ethics Hotline

Employees should take comfort that we work in a safe, secure and ethical workplace. Every employee, regardless of position, shares in the responsibility for promoting a positive environment.

The Compliance and Ethics hotline is managed by an independent company, EthicsPoint, to:

- Enhance communication and empower employees to promote safety, security and ethical behavior.
- Ensure that reports entered in the system are completely confidential.
- Allow employees to remain anonymous if they so choose.

Employees can use EthicsPoint to report observed misconduct, or gain clarity on whether or not something is cause for concern. The College also wants to hear positive comments - things that we are doing well and that could be improved. All reports will be reviewed and responded to appropriately.

There are multiple ways to access EthicsPoint:

- Click on ADMINISTRATION at the bottom of the website and select DISPUTE RESOLUTION
- Go to www.complianceandethicshotline.ethicspoint.com (link here)
- Call the toll-free number 1-855-503-8072. An intake specialist will assist you with reporting.

Wellness Center

PCC Wellness Center (link here) offers employees free workshops/webinars, Yoga Classes, walking clubs, and Health Coaches.

Benefits

The Employee Service Center (ESC) coordinates all benefits and payroll of PCC employees. Additional information can be found in the MyPima intranet at https://mypima.pima.edu/group/mycampus/employees/intranet-guide/intranet?page=/intranet/esc/index.shtml (link here) and https://www.pima.edu/administration/human-resources/benefits/index.html (link here)

Paid Sick Leave

Adjunct Faculty members will use Web Time Entry (WTE) to **report sick leave and all absences.** If the absence qualifies for sick leave usage, and the adjunct faculty member has the accrued sick leave available, then there will be no deduction to biweekly salary.

- Paid sick time is accrued at a rate of 1.0 per 30 hours worked. Hours worked include class preparation, reviewing student work, and grading. Each load hour is equivalent to 2.25 hours worked per week. For example, a three load class taught in the traditional semester would be credited with 114.75 hours worked and accrue 3.83 hours of paid sick leave over the course of a semester.
- Employees can only use sick leave after it is accrued.
- Unused sick leave does carry over, but Adjunct Faculty can only accrue and use no more than 40 hours of sick leave per year. Please view the Sick Leave page in the Employee Handbook for specific details.

Sick leave can be used for you or to care for a family member:
- Mental or physical illness, injuries or health conditions
- A public health emergency
- To address issues related to domestic violence, sexual violence

The definition of family member is:
- Spouse or legally registered domestic partner
- Parent, grandparent, grandchild, sibling, or person who stood in loco parentis of an employee
- A biological, adopted, foster or stepchild of any age
- Any other individual related by blood or affinity whose close relationship is the equivalent of a family relationship

See the Family Medical Leave Act (link here) (FMLA) for more information, or visit the Employee Handbook: Sick Leave (link here).

Emergency Treatment Leave

Leave without loss of pay shall be granted for emergency medical treatment for employees injured during performance of assigned work. Employees who have returned to regular duty will be permitted reasonable time off without loss of pay to attend required physician appointment(s) for treatment of the job related injury. The Employee Service Center must be notified of the incident and the status of the condition in accordance with the College's Occupational Safety and Health Administration (OSHA) and Workers' Compensation reporting requirements.

Eligibility for College Medical and Pharmacy Plan Benefits

A limited number of adjunct faculty are eligible to participate in the College's medical and pharmacy plan. Eligibility is based on working an average of 30 hours or more in the College's look back period. The look back period for on-going employees runs from May to April and for new employees is based on the first 12 months of employment. Employee Service Center (ESC) staff notify eligible employees of their eligibility. For more information please contact the ESC (link here) at (520) 206-4595.

Adjunct Faculty Retirement

Mandatory Retirement Plan Information

Adjunct Faculty who meet eligibility requirements must participate in the mandatory retirement system, either the Arizona State Retirement System (ASRS) defined benefit plan or the Optional Retirement Plan (ORP) defined contribution plan. The retirement eligibility requirement is met when that employee is engaged to work or works at least 20 hours a week for at least 20 weeks in a fiscal year (July 1 through June 30). This is also referred to as the "20/20 criteria" for membership. (A.R.S. § 38- 711(23)(b)) The same criterion is used for ORP membership.

For adjunct faculty, load hours are converted to hours worked to determine eligibility. Each load hour is equal to 2.25 hours worked per week for a traditional semester. For example, a 3-load course is counted as 114.75 worked hours for the course. The work hours are allocated based on the number of weeks the course encompasses. When an employee meets the 20/20 criteria in a fiscal year, retirement deductions begin and continue for the remainder of the fiscal year, regardless of hours worked. Once an adjunct faculty member has been identified as eligible to participate they will be notified via PCC email. Information on the retirement plans available will be included along with due dates and actions items to complete. If no response is received to the email within the allotted time frame (30 days) the employee will be defaulted into ASRS. The retirement plan selected/defaulted is irrevocable over an employee's employment at the college.

There are special rules for early retirees, and those who have retired less than one year ago. If you are an early ASRS retiree you must work less than 20 hours for 20 weeks per year (20/20 rule) in order to keep your monthly pension benefits. If you are within 365 days of your retirement you may not work 20/20. After one year (365 days) a retiree can work an unlimited number of hours while maintaining your monthly benefit, however upon meeting eligibility participation in the ORP will be required. If you received a notice that you are eligible for the retirement plans and you are an early retiree or have retired in the last 365 day please contact the Employee Service Center **immediately**: ESC@pima.edu at (520) 206-4595

Voluntary Retirement Plan Information

All employees have the option to participate in the 403b Tax Sheltered Annuity Plan or 457 plan. Contributions made to these plans are pre tax and your portfolio grows tax free until distributions are taken. PCC does not match contributions to these plans. IRS distribution rules and contribution limits apply to these plans.

Information regarding the college's mandatory and voluntary retirement plans is available on the intranet at MyPima > Employee > Intranet Guide > Employee Service Center > Retirement. Questions can also be addressed to the Employee Service Center (link here) or 206-4595.

Tuition Reduction/Waiver

The Governing Board recognizes the benefits of higher education and supports a tuition and fee waiver program for faculty, adjuncts, full-time and part-time employees--as well as their spouses and qualifying child(ren)--to enroll in, or audit, College credit courses. The waiver extends to the Board-approved, per credit hour Tuition Rate, the Student Services Fee, and the Technology Fee. Program participants shall be responsible for all other costs incurred with registration. The tuition reduction/waiver form is available online under the Employee Services Center (please see screenshot below). For more information, contact the Employee Service Center (link here) at (520) 206-4945.

Under Resources for specific ESC functions are available below, click "benefits."

Then, "Other Forms." Click "Tuition Waiver Request."

Counseling & Employee Assistance Program (EAP)

The EAP provides free short term counseling and referral services to covered employees and their immediate families. Counseling is strictly confidential and covers a wide range of concerns, such as those related to marriage and family, relationships, divorce and separation, financial concerns, personal and interpersonal problems, eldercare issues, alcohol and other drug problems, stress management, work issues, anxiety and depression. Day, evening, and weekend appointments are available. Emergency help is available by phone 24 hours a day.

For details, contact the Employee Service Center: call 520-206-4945 or email esc@pima.edu.

Health Care Resources

The on-campus Eastside Health Clinic (link here) is open to Pima students, staff, faculty, and the public. It is located on the East Campus and is operated by MHC Healthcare. Most major health plans and insurances are accepted. Sliding fees are available for those without insurance.

For dental care, our Dental Hygiene Clinic (link here) provides low-cost therapeutic and preventive services. Care is completed by Pima dental students under the supervision of licensed dentists and dental hygienists. Adults and children are welcome.

Each spring, The **Northwest Campus Massage Clinic** offers quality massage services to students, staff and the public. A 50-minute massage is $20 for Pima employees and students with valid 8-digit A#s ($30 for the public). The clinic is in A211 and appointment dates and times are advertised in the spring in the @PimaNews email newsletter. Appointments are scheduled by calling 520-206-2062. Online prepayment required (debit/credit card). For more information, contact John Sweeney 520-444-6628.

Breastfeeding & Pumping Rooms

Nursing mothers (students and employees) can reserve a lactation room on Pima campuses. Find out more at Pregnant and Parenting Students FAQs | Pima Community College, Tucson, Arizona (link here)

Jury Duty

Paid Jury Duty leave applies to employees who are required to report for service in response to a Jury Duty summons. For policy and information see the Personnel Policy Statement for College Employees (link here).

Voter Leave

Voter Leave Employees may be provided necessary time off with pay, not to exceed three hours, for the purpose of voting in any city, county, state or national elections if there are less than three consecutive hours between the opening of the polls and the beginning of the employee's regular work day or between the end of his/her regular work day and the closing of the polls. Employees must notify their immediate supervisor of their intent to take leave on election day no later than the day prior to the election.

For policy and information see the Personnel Policy Statement for College Employees (link here).

Parking

There is no reserved parking space on the College premises with the exception of those reserved for individuals with disability placards or plates.

Voicemail

Voicemail accounts are available to all adjunct faculty. It is a convenient way to communicate with students, other faculty and College staff. The designated campus representative has to request this account on behalf of the adjunct faculty. Please contact your Faculty/Campus Resource Center to begin the process. The designated campus representative will email you a mailbox number and password. Voice mail accounts can be accessed from any telephone. For questions or concerns please call 206-2718 and leave a message; a technician will be paged.

To log on to your mailbox from your phone:

- Dial **4699** or use button labeled "AVST VOICEMAIL"
- Enter security code when prompted, (default code is 9600)
- See "Working with messages.txt", "VM quick ref.pdf", or follow prompts.

To log on to your mailbox from another college phone:

- Dial **4699** or use button labeled "AVST VOICEMAIL"
- When voicemail answers press # (if you hear "please enter your security code" press * then #)
- Enter mailbox number when prompted, usually your extension number.
- Enter security code when prompted, (default code is 9600)
- See "Working with messages.txt", "VM quick ref.pdf", or follow prompts.

To log on to your mailbox from outside the college:

- Dial 206-4699.
- When voicemail answers press #
- Enter mailbox number when prompted, usually your extension number.
- Enter security code when prompted, (default code is 9600)
- See "Working with messages.txt", "VM quick ref.pdf', or follow prompts.

Additional Information

- **College Calendars**
- **College Catalog**
- **College Schedule of Classes**

Human Resources/Payroll

Change of Personal Information

The instructor's current home address, telephone number(s) and emergency contact information must be listed with the Faculty Qualifications and Hiring Office (link here) at 520-206-4417 or facultycertification@pima. edu (link here). Employed adjunct faculty may go to MyPima for all employee information changes.

Pay Dates

To find Payroll information, see the Faculty Services and Resource Center (link here) > Resources > Compensation (link here).

See the screenshot below to access your Pay Stub:

Direct Deposit

Direct deposit is highly recommended and can be set up over email. Complete a Request for Direct Deposit (link here) and email it to the Employee Service Center: ESC@pima.edu. Contact them with questions regarding paychecks and Banner home address updates: 206-4945.

Otherwise, all paper checks will be mailed to the address on file in the Banner system.

Web Time Entry (WTE)

This timesheet is used to report *all* absences. Each course taught will have a separate timesheet. Rather than a class absence deduction based on contract value divided by the number of times a class meets in a semester, the deduction will be based on an hourly rate (link here). If the absence qualifies for sick leave usage and the adjunct faculty member has accrued sick leave available, there will be no deduction to biweekly salary. The three relevant earn codes to use are:

- Sick leave taken - See qualifying reasons (in the 'Benefits' section).
- Unpaid Class Absence Hours - Use when there is insufficient sick leave banked or for a non sick leave qualifying reason.
- Paid Absence Hrs - Use for absence from class for College mandatory training or at specific request of department heard or administrator. State reason in the comment field.

View detailed instructions (link here) or locate tutorials below the Web Time Entry link. To reach the Employee Service Center, email esc@pima.edu (link here) or call (520) 206-4945.

To access your electronic timesheet, log in to MyPima and select the @Work tab. Timesheets are located in the Quick Links - Timekeeping & Contracts section of the page:

Emergency Procedures

Each campus or center may have special guidelines. In case of fire or other emergencies, contact the Department of Public Safety (link here) at 206-2700 or 911. Appropriate administrators must be notified immediately of accidents or other emergencies, and must complete an accident form. In the case of accidents/incidents, a report must be filed with the Department of Public Safety.

Department of Public Safety or Emergency Services will:

- dispatch personnel to the scene
- administer first aid, if required

- radio for medical and ambulance service, if needed
- contact relatives or friends, if requested

In cases that do not require ambulance transportation or emergency room treatment, parties should contact their personal physicians.

A Note on Vulnerable Communities: As an adjunct faculty member, please consider the effects that policing might have on vulnerable populations among our students and their families.

Emergency Preparedness

The Emergency Preparedness training is offered by the Environmental Health & Safety Department. For information, please follow the steps below:

- Log into MyPima
- At "Employee" tab, choose "Intranet Guide"
- At Folders, choose "Health and Safety"
- At "Health and Safety" choose "Emergency Preparedness, Response, and Fire Safety

From here, you may click the links of the topics of your interest.

Text Alerts & Emergency Messages

To sign up for emergency alerts, text the word alerts to 79516. You will receive a confirmation message. To stop receiving messages, text the word stop to the same number. Certain cell phone providers may charge a fee for delivery of text messages.

Emergency Response Quick Reference Guide

Call 911 to report:

- Fires
- Medical emergencies
- Crime in progress
- Other serious situations affecting public safety, health or environment
- No need to dial '8" from College phone

Fire Alarm in Your Building

(Loud horns and/or white strobe lights flashing from walls and/or ceilings)

Evacuation procedures:

- Take your purse, backpack, keys, jacket, etc., if it is safe
- Follow instructions of Campus Action Team (CAT) members (in bright green vests)
- Close doors behind you but do not lock them
- Do not use elevators
- Proceed to nearest building exit
- Go to designated assembly area outside building
- Remain there until 'all clear" from a PCC police officer, campus president or CAT leader

Report a Fire

(Large, out-of-control, or if smoke is visible)

- Activate nearest fire alarm, if one is not already ringing
- Call 911 from a safe area
- Follow evacuation procedures; see Section 2.
- For small fires (i.e., trash can), if you are trained, use a fire extinguisher, try to extinguish the fire.
- Report all fires, even if found extinguished
- Complete PCC Accident/Injury Report

In Case of Medical Emergency

(e.g., unconsciousness, inability to move, potential spinal injury, seriously broken bone, uncontrolled bleeding, heart attack, inability to breath)

- Call 911
- Provide requested information
- Follow dispatcher's instructions
- If certified, administer any needed first aid
- Do not try to move person in distress
- Tell person in distress help is coming
- Try to make person in distress as comfortable as possible
- Remain with person in distress until help arrives

CALL COLLEGE POLICE 520-206-2700

Any time AFTER you call 911

To report:

- bomb threats
- suspicious person(s)
- medical emergencies when an ambulance is called
- motor vehicle accidents without injuries
- after-hours facilities emergencies

Major Chemical Spill, Leak or Biohazard

- Evacuate immediate area
- Confine fumes by shutting any doors to area

- Activate nearest fire alarm, if one is not already ringing
- Go to safe area
- Call 911
- Provide requested information
- Follow dispatcher's instructions
- Follow evacuation procedures; see Section 2
- Potential exposure to chemical/biological/nuclear agent: Go to safe area but stay away from others to avoid contaminating them

Active shooter in Your Vicinity

Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide out

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

Take action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter
- Call 911 when It Is safe to do so
- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location
- When law enforcement arrives
- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating
- With an active shooter situation
- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Bomb Threat/Suspicious Object(s)

If you receive a telephone bomb threat:

- Remain calm
- Obtain as much information as possible; note specific details

If you observe a suspicious object, package, etc.:

- Do no touch, move or tamper with object(s)
- Call 911 from a safe area
- Keep yourself and others away from object(s)
- Do not use cell phones or radio equipment within 100 feet of object(s)
- If told to evacuate, follow building evacuation procedures

Do not reenter building until "all clear" from a PCC police officer, campus president or CAT leader

The complete Emergency Response Plan is at

- MyPima > Intranet > Health and Safety.

Human Subjects Research

Pima County Community College District is committed to the protection of the College's students, employees, and others who may conduct, or participate in, research projects sponsored by, or associated with, Pima Community College. The Chancellor charges the Office of Institutional Research, Planning and Effectiveness (IRP&E) to evaluate potential research projects to ensure that risk to any party is limited and is safeguarded by standards outlined in the Federal Policy for the Protection of Human Subjects. The Office of Institutional Research, Planning and Effectiveness will evaluate potential research and apply such standards and exemptions as appropriate. Please visit BP 2.11 for the College Board Policy (link here). You may visit the Strategy, Analytics, and Research Website (link here).

Fundraising

The Pima Community College Foundation manages the cultivation, solicitation, and the acknowledgement of charitable gifts for the benefit of the College. For further information, contact the Foundation Office. See the Give to Pima webpage (link here).

Casual Visitors

Permitting friends, relatives or children to spend time in operational areas of the College may be disruptive to normal work routines and increases the potential for accidental injuries. In this regard, adhering to prudent management and safety practices will minimize accidents and potential liability to the College.

The Risk Management office has recommended that casual visitors, whether they are friends, relatives or children of students or College employees, should not be permitted to spend an inordinate amount of time in the operational work areas of the College (offices, classrooms, labs, etc.).

Smoking/Drugs/Alcohol

The College District prohibits smoking in all buildings owned or leased by the District or in College vehicles. Smoking is prohibited within 25 feet of fresh air intake grills, near entrances and exits, and in seating areas of assembly occupancies such as bleachers provided for various District functions (baseball or softball fields, etc.), or any area where flammable materials are handled or stored, or where other significant fire hazards may exist. Smoking is permitted only in designated areas. See BP 8.07 (link here) for additional information.

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on College premises, while conducting College business or at any time which would interfere with the effective conduct of the employee's work for the College. Employees needing help in dealing with such problems are encouraged to seek help. For more information, please see BP 2.20 (link here).

Soliciting and Advertising

Soliciting and advertising in classes are not permitted.

Animals on Campus

Students and employees are not allowed to have Non-Service Animals on campus or at work. Service Animals are allowed on campus and at College activities when they meet the requirements under the Americans with Disabilities Act (ADA) and/or College policy. Service Animals meeting ADA guidelines or College policy are held to behavior and safety requirements. The Access and Disability Resources (ADR) office at each campus will assist with questions related to student issues. The ADR office can be reached at 520-206-6688. The District ADA coordinator will assist with questions related to employee issues. The ADA coordinator can be reached at 520-206-3132. Additional information can be found at BP-3-46 (link here).

Glossary

The following terms are used often at Pima or in higher education. Links provide additional information from both PCC's website and other academics and institutions. The glossary also introduces pedagogical "Best Practices" and teaching methodology resources for further study.

Academic Achievement - Outcomes indicating if a student has achieved their learning goals or an institution has achieved their educational goals.

Active Learning - Engages students through the process of activities and discussions, rather than lectures. It means that students are "doing something," which often involves group work, problem solving, writing exercises, projects, peer-teaching, debates, etc.---all which centers higher-order thinking. A further introduction with examples is here (link here).

Affirmative Action - Re-allocating resources and employment due to wide-spread and ongoing discriminatory practices. "It is the policy of Pima County Community College (link here) District that equal employment opportunity can only be achieved through demonstrated leadership and aggressive implementation of a viable affirmative action program."

Adjunct / Part-Time Faculty - Also referred to as "Contingent Faculty (link here)" teach on a limited-term contract.

Faculty Supplemental Pay Rate - Currently, the adjunct and regular faculty pay rate is $31.00 per hour for supplemental work on weekdays.

Anti-Racist Pedagogy - Anti-racism is the "active process of identifying and eliminating racism by changing systems, organizational structures, policies and practices and attitudes, so that power is redistributed and shared equitably" (National Action Committee on the Status of Women International Perspectives: Women and Global Solidarity). You can watch the webinar "Responding to Racial Bias and Microaggressions in the Classroom" (link here).

Best Practices - A series of data-driven teaching practices generally considered the gold standard of pedagogy. Read more about them (link here) and (link here).

Compensation - Specifically in this orientation, the mention of compensation refers to payment adjuncts receive to complete professional development workshops and training through PCC. The Teaching and Learning Center compensates adjuncts $25.00 for every hour of professional development.

D2L - PCC's online learning environment. Each class has a virtual home in D2L where we are required to keep updated gradebooks.

Disability Justice - To understand more about the limitation of "disability rights" versus the equitable approach of "disability justice," please visit Sins Inavalid's posting on "What Is Disability Justice?" (link here).

Distance Learning - Online courses with virtual instruction that include the use of videos, webinars, online texts, audio, chat rooms, etc. At PCC, these courses are taught through D2L.

Dual Enrollment - PCC Dual Enrollment (link here) courses are the product of partnerships between Arizona's community colleges and high schools. These partnerships allow qualified high school students to take college courses that may count toward both high school and college graduation, offering students the ability to shorten the time required to complete a degree or certificate program.

F2F (Face To Face) - courses taught in person consisting of live interactions, also referred to as traditional classrooms.

FAFSA - Free Application for Federal Student Aid. Financial assistance is available to cover tuition, fees, books and supplies and even the costs of housing and transportation, for students who apply and qualify. More information and the form is link here.

FERPA - Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

First-Generation Student - a student who is the first to attend college in their family (excluding siblings). "First-generation college students are critically important and an increasing population at nearly all institutions of higher education…Ultimately, the term "first-generation" implies the possibility that a student may lack the critical cultural capital necessary for college success because their parents did not attend college. While first-generation students are often quite academically skilled and contribute in many ways to a campus community, navigating the tangled web of college policies, procedures, jargon, and expectations can be a challenge. This pervasive "hidden curriculum" can damage the confidence of first-generation students, lead to struggles in belonging, and result in departure. This opens an opportunity for institutions to provide additional support" Center for First-Generation Student Success (link here).

Full-time Student - A student who generally takes 12 credit hours or more per semester.

HACU - Hispanic Association of Colleges and Universities, for which PCC is an active member.

Hours Worked - Each load hour for an adjunct is equivalent to 2.25 hours worked per week Hours worked includes class preparation, reviewing student work, and grading. For example, a 3 credit course (3 load hours) equals 6.75 hours worked. This is important when calculating accrued sick leave and whether adjuncts are eligible for benefits.

HSI - Hispanic Serving Institute, a designation awarded to PCC that carries with it additional opportunities, programming, and resources.

Learning Accommodations - personalized strategies necessary for a student to reach course objectives, which can include assistive technology, additional time for test-taking, preferential seating, frequent breaks during assessment or instruction, etc. ADA approves these accommodations and notifies the professor, who legally must provide these accommodations.

Learning Outcomes - "Learning outcomes are statements that describe the knowledge or skills students should acquire by the end of a particular assignment, class, course, or program, and help students understand why that knowledge and those skills will be useful to them" (University of Toronto Center for Teaching Support and Innovation (link here).

Metacognition in the Classroom - Thinking about thinking. "In higher education, metacognition is valued for the ways it charges and motivates students with self-regulation of their learning, and enables transference of skills and content through reflection and abstract comprehension. College instructors can support student metacognition through various active learning (link here) techniques, learning frameworks (link here), and opening / closing class exercises (link here) that encourage them to reflect upon and monitor their learning" (Yale Poorvu Center For Teaching and Learning).

Non-traditional Student - Students might be referred to as "non-traditional" if they: put off going to college right after highschool; haven't graduated highschool; are a parent; are financially independent; work full-time; must balance family and work situations with their college education.

OER - Open Educational Resources are publicly accessible online digital materials (videos, textbooks, software, images, etc) used for educational purposes and can be freely redistributed. Many classrooms are replacing costly textbooks with OER.

Opportunity Gap - Circumstances in which people are born determine their level of opportunity within education and in life, as systemic factors of inequality perpetuate lower educational outcomes based on students' race, socioeconomic status, English proficiency, family's level of education, community's access to wealth and resources, etc. Troubling disparities exist between African-American and Hispanic students and their white peers, as well as students from low-income families and those who are better off.

Overload - For adjuncts, this means your load hours exceed the restricted 10.5 per semester, which requires the written approval of your Department Head or Dean. If adjuncts teach more than 21 credit hours over an entire year, the employer must provide benefits.

Part-time Student - A student who generally takes 11 credits or less per semester.

Pedagogy - The methods, practices, and theoretical concepts determining how teachers teach.

Teaching Load - An Adjunct's number of contract hours per semester. Sometimes the contract hours for teachers are different from the credit course hours for students. Most courses are 3 credits and 3 load hours. Payment for adjunct faculty is based on the load of a course.

Problem-Based Learning - "Problem-Based Learning (PBL) is a teaching method in which complex real-world problems are used as the vehicle to promote student learning of concepts and principles as opposed to direct presentation of facts and concepts. In addition to course content, PBL can promote the development of critical thinking skills, problem-solving abilities, and communication skills. It can also provide opportunities for working in groups, finding and evaluating research materials, and life-long learning" (The Power of Problem-Based Learning, B.J. Duch et al).

Widget - An app on an interface that allows access to a service. For example, in Pima's online teaching interface D2L, you can pin the library widget to your homepage so students have easy access to chat with a librarian.