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Preface: Adjunct Faculty Guidebook

The Adjunct Faculty Guidebook provides general information about Pima College, benefits, responsibilities, campus services, and contacts pertaining to adjunct faculty that apply across campuses. While every attempt has been made to accurately reflect the current College policies, changes occur often within such a large institution. Other references have more current information:

- The Pima Community College home web page
- For specific campus information, please see individual campus handbooks
- The @PimaNews weekly intra-College electronic newsletter
- Bulletin boards and individual mail boxes in Adjunct Faculty Resource Centers (FRC)
- The College Employees Personnel Policy Statement

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 when a minimum of five working days advance notice is given. Please contact the PCC Human Resources Office at (520) 206-4624.

The Adjunct Faculty Guidebook is updated at the beginning of each semester. To report a change regarding the information presented in this guidebook, please contact Pima’s Adjunct Faculty Fellow, Lisa Schumaier, at lschumaier@pima.edu.
Dear Colleagues:

Welcome to Pima Community College!

We are so grateful you are working here as an adjunct faculty member. Whether you are newly hired, or returning, we are so glad you are here.

This is an exciting time for us to work in Higher Education, and particularly at Pima Community College. We are going through rapid changes in order to increase student success. We are working to use data to improve outcomes around enrollment, persistence, and completion.

As a comprehensive community college, we offer both academic and career and technical education certificate and degrees. In all areas we are striving to improve program relevancy. It is essential that we support students through their journey.

Major college initiatives for the next few years are:

- Continue our Guided Pathways - informed by the work of Complete College.
- Reduce textbook costs through Open Educational Resources (OER)
- Retention and Completion of students.

The attached guidebook should help provide you resources for your position. I urge you to ask your Department Head or Dean for assistance.

The accomplishments of our students are made possible by the essential knowledge and fresh perspectives that you bring to the classroom. Thank you for being part of our team.

Dolores Durán-Cerda, Ph.D.
Provost and Executive Vice Chancellor
Pima Community College
College Information

College Vision

PCC will be a premier community college committed to providing educational pathways that ensure student success and enhance the academic, economic, and cultural vitality of our students and diverse community.

College Values

To guide Pima Community College, these values characterize the way in which we accomplish our mission:

• **People:** We value our students, employees and the community members we serve, by making decisions that address the needs of those populations.

• **Integrity:** We make a commitment to academic honesty, personal ethics and institutional decision-making that is based on sound moral principles, accountability and transparency.

• **Excellence:** We embrace best practices and value high quality services and programs that lead to successful outcomes for our students through evidence-based continuous improvement practices.

• **Communication:** We are committed to sharing information with internal and external stakeholders in a transparent, timely and meaningful way that is open, honest and civil.

• **Collaboration:** We encourage teamwork and cooperation within the College and with the community to support student success.

• **Open Admissions and Open Access:** We value open admissions and access to our programs and services for all who may benefit from them, regardless of where they are starting from or what their final goal may be.

Mission Statement

PCC is an open-admissions institution providing affordable, comprehensive educational opportunities that support student success and meet the diverse needs of its students and community.

Core Themes and Objectives

**Student Success**

• Support and increase student goal achievement

• Support student progress toward goals

• Enhance course, program, and general education assessment to improve learning

**Access**

• Provide educational pathways and resources that meet student and community needs

• Increase enrollment across the College
Teaching and Program Excellence
- Provide excellent teaching that utilizes best practices to support student success
- Offer relevant and quality programs that provide positive contributions to the economy of the region

Student Services
- Provide quality and appropriate student support services at the campuses
- Provide student-centered admissions and financial aid processes that support student success

Community Engagement
- Promote initiatives that provide opportunities for the development of our students and community
- Engage with national, state and local authorities on initiatives that support the mission of the College
- Develop and enhance partnerships that identify and respond to the educational needs of the community
- Engage with industry and increase the skilled workforce within Pima County

Diversity, Inclusion and Global Education
- Expand and support the diversity of the College’s student population
- Close the achievement gap
- Expand and support the diversity of the College’s workforce
- Develop and increase the student population through global education

Institutional Effectiveness
- Ensure effective and ethical use of the College’s financial resources, technology and infrastructure
- Enhance an evidence-based approach to decision-making that is based on continuous improvement processes

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) 206-5030

**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

**Alumni Association**
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**
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

**Pima Community College Foundation**
4905 East Broadway Blvd., Suite C-252
Tucson, AZ 85709-1320
(520) 206-4646

**Public Safety and Emergency Services Institute**
29th Street Collation Center
4355 East Calle Aurora
Tucson, AZ 85711
(520) 206-3535
**District 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:**

- Mark Hanna District 1
- Demion Clinco District 2
- Maria D. Garcia District 3
- Dr. Meredith Hay District 4
- Luis L. Gonzales District 5

Dr. Sean HV Mendoza
Adjunct Faculty Representative

Board agendas and meeting minutes are available at [Pima Meeting Notices](#).

**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 of Academic and Student Services**

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.

**Campus Administration and Leadership**

**Campus President**

Plan, direct, and review the activities and operations of a College campus. Coordinate assigned activities with other colleges, campuses, and outside agencies, and provide highly responsible and complex administrative support to the Chancellor.

**Vice President and Vice President of Instruction**

Plan, direct, and review the activities and operations of the Instruction and Academic services for a College campus. Coordinate assigned activities with other College departments, campuses, and outside agencies, and provide highly responsible and complex administrative support to a Campus President.
**Vice President of Student Development**

Plan, direct, and review the activities and operations of student services for a College campus. Coordinate assigned activities with admissions and registrations, financial aid, student outreach, other student services as well as outside agencies, and provide highly responsible and complex administrative support to a Campus President. Student Development provides multiple services to support and enhance student learning and success.

**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 highly responsible and complex administrative support to a campus Vice President of Instruction. 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**

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**

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.

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**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

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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.
• 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

1. 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).

2. 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.

3. 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.

4. 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 Personnel Policy Statement for College Employees.

5. 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.

6. 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 the department chair or appropriate campus 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.
7. 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.

8. 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.

9. Adjunct Faculty are required to submit a syllabus to the department chair and supervising administrator within the campus-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.

10. 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.

11. 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.

12. 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.

13. Adjunct Faculty will adhere to all PCCCD policies that address code of conduct and standards of behavior for employees as found in the Personnel Policy Statement for College Employees.

Certification

Adjunct Faculty must comply with District specified standards to teach in a specified discipline. Each division Certification requires that official transcripts in sealed envelopes be sent directly to the Contracts and Certification office at the District Office 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 Contracts and Certification office.
Getting Started

Pima ID Cards

All employees must obtain a College Employee ID and Access Card, which must be worn and displayed while on Pima property. To receive a Pima Card, read the following link for instructions and submit a photo within College Photo Standards, or have your photo taken at a College photo location. The Facilities Help Desk will process your photo and issue your card. If you have questions or would like to schedule a photo appointment at the Maintenance and Security Office at 6680 S. Country Club Road, contact Facilities Help Desk at 206-2733 or PimaCard@pima.edu.

MyPima

MyPima is the College portal, delivering 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 enters 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, class rosters, attendance tracking, 45th day reporting, final grade submission, HR forms and more. Students use MyPima to access to their email, to register and drop classes, to check payments, final grades, financial aid status, 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 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, call (520) 206-4800.

1. Go to the Pima website
2. Click “MyPima”
3. Click “Activate your account.”
4. Follow instruction under “Start Your Account Activation.”

MyPima Course Tools

MyPima course homepages are available to faculty and students before the beginning of every semester. Faculty members are encouraged to post their syllabus to their course homepage as soon as possible. For late-start classes, it is courteous to post a course announcement for students letting them know when you will be available to answer questions. The MyPima Helpdesk can be contacted at (520) 206-4800.
Desire2Learn (D2L/Brightspace)

Faculty members who utilize D2L, the learning management system, need to switch the homepage link from MyPima to D2L for each of their classes. Click on the edit button next to the course title, and then change the selection to D2L. Once you do this, your students will be automatically pointed to your D2L homepage. If you need help accessing D2L:

- Faculty can call: (520) 206-2342
- Email: pimaonline@pima.edu (Your email will be answered by pima@edusupportcenter.com)
- Hours: 24 hours a day, 7 days a week

Email

New adjunct faculty members receive their PCC email account when they accept their Adjunct Faculty contract. As a part of the Adjunct Faculty contract process, 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 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.
Below are samples of email 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 “My Faculty Contracts.”

3. Select the appropriate term code.
Adjunct Faculty Orientation

Online Adjunct Faculty Orientation

Duration: 1 hour & 30 minutes (can be done incrementally)

Register via MyCareerCenter: Go to MyPima > Employees > @Work > @Work > My Career Center > Go to MyCareerCenter home > Search “Adjunct Faculty Orientation”

This course will provide adjunct faculty with information about the College, explain your duties and responsibilities, give teaching and academic information, and highlight the resources available to you while teaching at the College. At the end of this course, you will be able to:

• Describe the Mission, Vision, Values of the College & its core Themes/Objectives
• Describe the organizational structure of the College and its campuses
• Understand your duties and responsibilities
• Access the electronic tools provided for teaching, grading and attendance
• Locate and refer students to resources
• Locate resources provided for faculty
• Access the benefits provided by the College

Teaching/Academics

Syllabus

A syllabus must be filed with the department chair and academic dean, distributed to students and a legal document in the event litigation may arise. Syllabus template is available through MyPima. See the following screenshots.

1. Login to MyPima, click the “Employee” tab, and select “Teach” option.
2. On the left pane side, under “Syllabi” look under “Fall 2017 choose course prefix templates. Additional resources are also available.

Academic Freedom

The College subscribes to the following statement on Academic Freedom:

1. In the course of performing duties consistent with one’s assignments, any Faculty member is entitled to freedom of discussion provided the discussion has educational value and is relevant to the course or educational support service.

2. Any Faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of her/his primary responsibilities. (Please refer to Board Policy BP-2701, Copyright, and Board Policy BP-2702, Copyright Ownership.)

3. The College Faculty member is a citizen, a member of a learned profession, and a member of an educational institution. When she/he speaks or writes as a citizen, or exercises legal or constitutional rights, she/he shall be free from institutional censorship or discipline. However, in extramural utterances, the Faculty member has an obligation not to imply that she/he is an institutional spokesperson.

4. Textbooks and other classroom materials shall be selected by the departmental Faculty. Major purchases of equipment directly related to the Faculty member’s subject or service area shall be made with the review of the Faculty from that area.

Textbook

Contact your department chair for textbook information.
**OER - Open Educational Resources**

**What are OER?**

Open Educational Resources (OER) are educational materials that may be in a digital or physical format that reside in the public domain or are available under an open license. This permits no-cost access with no or limited distribution and editing restrictions. 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. Pima's OER initiative is PimaGoOpen and helps remove financial roadblocks such as high cost of textbooks, thus making it easier for students to achieve their goals and complete degree and certificate programs.

- Visit the slideshow.
- For more information, see Open Educational Resources.

**Copyright**

PCC's Copyright Resources webpage contains:

- Copyright FAQ
- Fair Use Checklist
- 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 (AP 6.05.01) and PCC's Intellectual Property Ownership (AP 6.06.01), 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, just stop by or call your campus library 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
   - Initial contact with 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?

Vice President of Instruction and 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. Final grades of “F” and “W” require input of the last date of attendance.

How do I use the Attendance Tracker?

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

4. Log into MyPima, click the “Employee” tab and select “Teach” option.

5. 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.

1. Log into MyPima, click the “Employee” tab and select “Teach” option.

2. 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.
Classroom Management/Rules

**Class Breaks**

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

**Classroom Discipline**

Both the instructor and the students contribute to the atmosphere of the classroom. It is the instructor’s responsibility to maintain the class in an orderly fashion and to make the course worthwhile. It is the student's responsibility to learn, to meet schedules, and to turn in required projects and papers.

Any problems should be approached in a matter-of-fact, rational manner and in a spirit of mutual respect. See the [Student Rights and Responsibilities](#) information.

If problems persist, you may also discuss the situation with your department chair or supervising administrator.

**Tips For Lesser Misconduct**

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:

- **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. Don’t skip this step! It may also be helpful to review your expectations for appropriate communication and behavior at the beginning of the semester.

- **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](#), 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](#) 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 persistent and/or escalates, file a formal code of conduct incident report. **Incident Report Form**

If you have additional questions regarding Title IX and student conduct, please contact:

- Diane Deskin
  - Advanced Program Manager
  - Title IX and Student Conduct
  - sddeskin@pima.edu
  - 520-206-7120

- Staci Shea
  - Assistant Program Manager
  - Title IX and Student Conduct
  - sshea1@pima.edu
  - 520-206-7028

### Measuring Student Performance

#### Individual Grades

The Adjunct Faculty member will determine a grade for each student at the end of each semester. The instructor can use a number of techniques 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 Student Learning Outcomes (SLOs) 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. SLO information can be found [here](#).
Grading System

Grades at Pima Community College are recorded at the end of each session according to the following system:

- **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 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.

**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.”

**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.

**X**—Credit by Exam. An X placed next to a grade (i.e. XA) indicates the grade was earned through the successful completion of a proficiency test/exam.

**NA**—Non-Attendance (A pseudo grade used for reporting purposes only, not included in 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 Notification of Incomplete Grade Status form. It is a link found at the top of final grade submission form, download, complete and submit it to the office of the Supervising Administrator/Dean or through the Adjunct Faculty office at each campus.

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 a Change of Grade form, which student is submitted to the office of the Supervising Administrator.

Adding/Dropping Classes

- Add/Drop dates are posted on the College website 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 fill out a Registration Transaction form and obtain the instructor’s signature.
- Registration Transaction forms are available on-line or at any College Student Services Centers. See the copy of the Registration Transaction form or further details.

Final Grade Submission

At the end of each semester (and summer session) the grade rosters for each of your classes are available on-line through your MyPima under the Teach tab, under Quick Links section, 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. The instructor should only give grades to students in person and input the grade on-line 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 grade, see the following screenshots.

Log into MyPima, click the “Employee” tab and select “Teach” option.
At “Quick Links – Teach” section under Attendance/Grades, choose “Final Grade Submission” option.

Please do not ask students to call the District Enrollment Services & Registrar office to obtain course grades. 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 and eLumen

By the start of courses for Fall 2019, 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 is required, in part, to better facilitate student success by providing a consistent way for them to access grade information 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.

Anyone utilizing external gradebooks of any kind must convert to the D2L gradebook. Some publisher gradebooks can be "pushed" to D2L. Your efforts toward the adoption of the D2L gradebook for all courses also supports the eLumen assessment integration. All assessment data is required to be recorded in eLumen.

Many resources are available to assist faculty with this work:

- **CLT Custom Training Request Form**: Click on the underlined link to request group training. You may also contact the Center for Learning Technology (CLT) Faculty Trainer, Reed Dickson, at 520-206-6596 or rdickson1@pima.edu.
- **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 here.**
• Subscription Training Live Webinars: See calendar within Subscription Training
• Gradebook FAQ: 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.
• D2L Instructional Designers deployed to campuses.
• Need training? Please contact Academic Quality Improvement at pcc-aqi@pima.edu.
• Should you have any questions on the eLumen assessment integration, please contact Wendy Weeks at wweeks@pima.edu.
• For questions about the D2L gradebook/syllabus initiative and D2L training opportunities, please contact Reed Dickson at rdickson1@pima.edu or 520-206-6596.

Gradebooks in D2L Brightspace
All faculty members must 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. Once the course is finished and final grades have been submitted, the adjunct faculty member must submit a copy of the gradebook to the discipline division support person for archive purposes. Also, please see the Grades information and the Grades collection of YouTube videos provided by D2L Brightspace.

Weighted System or Points System?
Here is a link to some information regarding decisions to be made when setting up your gradebook. 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.

Building a Weighted Gradebook in D2L
Click on this link to access the step-by-step instructions for building a weighted gradebook in D2L.

Planned and Unplanned Absences
If an adjunct faculty member is unable to attend a class:
3. 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 faculty members.
4. Email/submit a class plan and instructions to the substitute, or whoever will be facilitating the change in instruction.
5. The class will be canceled if the absence occurs without proper warning and/or a substitute is not available. Call the Faculty Resource Center (FRC) or Campus Resource Center (CRC) so they can post a sign on the classroom door alerting students to the cancelation. The faculty member should also email students if possible.
6. Fill out a Web Time Entry Timesheet to reflect your absences.

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 of 21.44/hour. 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:

2. Unpaid Class Absence Hours - Use when there is insufficient sick leave banked or for a non sick leave qualifying reason.
3. 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.

Additional information and tutorials can be found just below the Web Time Entry link. For training, contact Employee Service Center at esc@pima.edu or by phone: (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:

Absences From An Online Course

If a faculty member teaching a fully online course is unable to fulfill their online teaching obligations for more than 48 hours on consecutive business days (excluding holidays), they must contact their PimaOnline Department Head to arrange coverage. Each absent day must be reported the absence in Web Time Entry. The PimaOnline Department Head will use the Class Absence/Sick Time Calculator to determine the amount of time to report. If the absence is for a sick leave qualifying reason and there is sufficient accrued sick leave, the earn code ‘sick leave’ should be used. Otherwise, the earn code ‘class absence deduct’ should be used.

Technical Support

Tech support is available 24 hours/day 7 days/week. Faculty can call: 520-206-2342.
D2L Resources

Click on D2L Brightspace Ease of Use Training Resources to access various topics, such as:

- Logging in
- Content (including Importing from Another Course)
- Working with Files
- Assessment Tools (including Grade Book set up)
- “Toggling”

You may also refer to our D2L Brightspace Faculty Support website that contains information on every single aspect of the D2L Brightspace course management system. Additionally, if you or your students are interested, we also host a D2L Brightspace Student Guide that offers the students new to D2L Brightspace a comprehensive review of the D2L Brightspace course management system.

To access D2L, go to d2l.pima.edu and enter your Pima credentials for username and password. You may also access D2L via MyPima > Teach > Teach > Course Management.

D2L Course Cloning: Each campus has a SPOC (Single Point of Contact) for D2L cloning requests. For assistance, contact the SPOC at the campus where the class will be taught. Provide the CRN Source and Semester Code. Your requests will be added to a cloning spreadsheet for the Center for Learning Technology (CLT) to process. Here is a list of Campus SPOCs:

- DC - Mike Rom, 206-7335
- DV - Kathleen Marks, 206-5112
- EC - Steve Kelley, 206-7647
- NW - Sandee Seitzinger, 206-2111
- WC - Lynn Strakbein, 206-3241
- Pima Online - Linda Cordier, 206-2316

To clone a course yourself, you may only copy in to and out of courses in which you are listed as the instructor. Refer to Export/Copy Components for instructions.

Student Resources

As an adjunct faculty member, you can expect students to ask for academic advice as well as advice on personal problems. You may want to refer students to Student Development, or you may want to contact Student Development to learn more about the services. You can find information about Student Code of Conduct at: http://www.pima.edu/current-students/code-of-conduct/. You may also arrange to have a counselor visit your classroom for a presentation about these campus services. Counselors can also refer students off campus for a variety of community services.

Each campus has a Student Development division which houses the Student Services Center or information area. The Student Services Center personnel in this area can answer questions and make referrals.
Advising/Counseling Student Development

On most campuses, The Student Development division includes admissions and registration, advising and counseling, assessments and testing, career services, disabled student resources, financial aid, job placement, and student life and veterans services. You can learn more about these services by visiting the Advising and Counseling website.

Aztec Resource Center (ARC) 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 facing food and/or hygiene insecurity can come to the Aztec Resource Center (ARC) Food Pantry at the West Campus and Desert Vista Campus. In addition, the ARC has information about community services for housing and clothing resources in addition to local community food pantries and meal services. Contact any Student Life Office for details.

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 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, complete an Incident Report Form and submit it to the Office of Vice Presidents of Student Affairs and Engagement at the Downtown campus.

Student Complaint Procedure Processes

Pima Community College welcomes your opinions and feedback about our policies, programs, and services in order to make changes that contribute to your success, development, and goal attainment. For more information, see the Code of Conduct.

Pima Community College in its goal to provide quality instruction and service provides students access to appropriate College staff and administration to resolve questions and concerns about PCC staff, policies, procedures, or other actions or inactions of the College. The student complaint process can be found here.

Access and Disability Resources

Pima Community College’s office of Access and Disability Resources (ADR) 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), and the Americans with Disabilities Act Amendments Act (2008) (ADAAA). ADR also provides accommodations related to pregnancy, in compliance with Title IX of the Education Amendments Act (Title IX) (1972). In addition, ADR provides training to faculty and staff on using inclusive design principles for creating accessible materials and environments for students with disabilities. For more information, visit the ADR website.

Concerns About 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. At the same time, accommodations must be reasonable and
not alter fundamental requirements of the curriculum. If you are concerned about the reasonableness of an accommodation or the impact an accommodation may have on the fundamental requirements of the curriculum, contact the ADR program specialist identified in the accommodation notice. Note, however, that you must provide the accommodation as specified in the accommodation notice until the concern is resolved through the ADR office.

**Students Who Request 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, or ADAAA, contact ADR for more guidance. If a student makes a request for an accommodation based on a disability or other covered condition that has not been approved by ADR, the instructor is not obligated to honor the request, but should let the student know about ADR. Students can request accommodations at any time through the ADR office, although accommodations are not usually made retroactive.

**Referral of Students:** Refer a student to ADR if a student discloses that they have a disability or a physical, medical, 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.

**Resources for Faculty:** Additional information is available on the ADR intranet site by clicking 'Academic Services' and then 'Access and Disability Resources.' ADR intranet content includes ADR Overview video, disability laws, creating accessible documents, universal/accessible design, access technologies, and faculty consultation on accessibility issues. Additional information on ADR is also available on the ADR webpages. ADR email available here. Requests for sign language interpreters and/or real time transcription can be sent here.

**Veteran Information**

**Veteran’s Center**

The Veterans Center is located at the Downtown Campus, RV Bldg, Room 150. The Veteran Center offers a place for student veterans, active duty military personnel and their dependents to receive academic advising, tutoring, studying, and an atmosphere to relax between classes. The Veterans Center also offers community resources such as: Veteran Affairs services representatives, who provide direct assistance to veterans with their entitled benefits, the Department of Economic Security staff, who also provide support to our veteran students, 4-year academic institutions enrollment counselors, are available throughout the academic terms. The Veteran Center also provides handouts with "local point of contact" to Veteran supportive agencies such as the Old Pueblo Community Services, La Frontera Center, and the Arizona Department Veterans Services. The Veteran Center offers a computer commons, printing services, a quiet room to relax, a conference for group study sessions and webinars, and a television. The College now also provides Veteran students spaces at the Desert Vista Campus and East Campus to obtain services and supports similar to what they would get at the Veteran Center. If you have any questions or need some assist with student veterans resources, please contact the Veterans Center at 520-206-7049.
VA Education Benefits (GI Bill)

Many veterans and their dependents may be eligible to use VA Education Benefits (a GI Bill). These PCC Veteran Benefit Recipients (VBR) receive an entitlement in the form of a monthly living stipend and for those 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. The entitlements are based on enrollment periods and 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. Any questions or concerns regarding grading should be directed to a Veteran Advisor. There is a Veteran Advisor on each of the campuses and each VBR is assigned to a Vet Advisor. VBRs with questions about their benefits should be directed to their assigned Vet Advisor or to our administrative staff located in the M Building on the NW Campus (206-2266).

Other Support Resources

Campus/Faculty Resource Centers (CRC/FRC)

These centers are considered a “homebase” for adjunct faculty, since no private offices are available. Mailboxes and classroom supplies are typically located here, as well as a break room, and possibly a small kitchen area. Also, faculty are able to use computers, make copies, receive technological assistance and help with a variety of forms and procedures. Please check each campus for their specific list of services: Campus Faculty Support Services.

Copy Centers

To copy syllabi and substantial handouts for the classroom, please contact your campus copy center. Email or drop off documents with the required form at least 48 hours ahead of when they should be delivered to your mailbox. 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, whether to be stapled/collated, full citation of sources and copyright approval. Contacts for each campus copy center are here: Campus Faculty Support Services.

Tutoring/Learning Centers

- Desert Vista 520-206-5061
- Downtown 520-206-7311
- East 520-206-7863
- Northwest 520-206-2126
- West 520-206-6819
Testing and Assessment Centers

- Desert Vista  520-206-5045
- Davis-Monthan AFB 520-206-4866
- Downtown  520-206-7254
- East  520-206-7874
- Northwest  520-206-2212
- West  520-206-6648

Computing Commons & Labs

- Desert Vista  520-206-5091 (Room D 105, Atrium)
- Downtown  520-206-7311 (Room LB 155)
- East  520-206-7861 (Room LB 116/117)
- Northwest  520-206-2127 (Room B2)
- West  520-206-6042 (Room C 202)

Teaching and Learning Center (TLC)

Ongoing Adjunct Professional Development Workshops are available throughout the year through the Teaching and Learning Center (TLC). Stipends are provided for attending. To view workshops and register, log into MyCareerCenter, browse trainings for TLC events, and click “request” for the specific workshop you wish to attend. Virtual Professional Development Opportunities are also available. TLC newsletters are emailed periodically with additional information. For questions, contact TLC’s coordinator Dr. Mays Imad: mimad@pima.edu.

Library

The PCC Library provides a variety of services and resources in support of teaching, learning, research and engagement. Take a look at our Research Guide for Faculty at the Pima website.

Instruction, Information Literacy Skills Development & Research Assignment Design:

Make an appointment with a librarian to bring your class into a campus library or to have the librarian come to your classroom or into your D2L course to 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 develop course materials such as:

- Subject or course specific Library Research Guides (http://libguides.pima.edu/)
- 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

**Collections, Reserves & Research consultation**

Books, magazines, DVDs and other resources are available for use and checkout at the campus libraries. E-books, full text articles, streaming media, and more are available both on and off-campus through MyPima. Your College ID is your PCC Library card. You can request items from other campuses to be delivered to your campus. The Library welcomes suggestions for items to add to the collections.

The Library maintains Reserve collections—materials your students can check out for a limited time and use in the library (or on campus) only. The Library purchases many high use textbooks, calculators, and other items such as laptops or tablets for Reserve checkout. You may also bring in or select items to be put on Reserve at your campus library.

Schedule a research consultation with a librarian for assistance with your own research or encourage struggling students to work with a librarian in a one on one interaction. Librarians are available in person at the campus libraries, by phone, or online using the Ask a Librarian link from the Library web page.

Interlibrary loan service (ILL) is provided by the PCC libraries to obtain books and articles not available in the Pima Library collections. Contact your campus librarians to obtain material via ILL. Also, **PCC Faculty have reciprocal borrowing privileges at the University of Arizona Library.** Simply take a copy of your current faculty contract OR a PCC ID card to the UA library circulation desk to receive a borrower’s card.

**Contact any campus library for more information:**

- 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, Theresa Stanley
- East Campus: 520-206-7693
  Library Department Head, Chuck Becker
- Northwest Campus: 520-206-2250
  Library Department Head (Acting), Monique Rodriguez
- West Campus: 520-206-6821
  Library Department Head, Chris Schipper
Additional Information

EEO/AA/ADA

**Equal Employment Opportunity**

The 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. The college will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities. The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. The College is committed to creating and maintaining an environment free of discrimination that is unlawful or prohibited by College policy. This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity.

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

The Office of Dispute Resolution (ODR) can be reached at 520-206-4589 or resolution@pima.edu or the webpage at https://www.pima.edu/administrative-services/dispute-resolution/index.html.

The Equal Employment Opportunity office (EEO/ADA/AA) can be reached at 520-206-4539, the EEO email, or the EEO webpage.

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

**Employee Request for an ADA Job Accommodation**

Under the Americans with Disabilities Act (ADA) an employee may request a reasonable job accommodation at any time during their employment with the College. Each request involves an interactive discussion and individualized analysis to determine effective reasonable accommodation(s).

To obtain information on requesting a workplace accommodation please contact the EEO/ADA/AA office at 520-206-4539, EEO email, ADA email, or through the webpage.

Additional information can be found at SPG 1501.

**Emergency Procedures**

Each campus or center may have special guidelines. Please consult the specific campus handbook. In case of fire or other emergencies, contact the Department of Public Safety 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. For further information about the Department of Public Safety visit their web page.

**Emergency Preparedness**

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

4. Log into MyPima
5. At "Employee" tab, choose “Intranet Guide”
6. At Folders, choose “Health and Safety”

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

**Emergency Response Quick Reference Guide**

1. **Calling 911**
   
   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

2. **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

3. **Report a Fire**
   (Large, out-of-control or smoky tire)
   - 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

4. **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
5. **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

6. **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

7. **Bomb Threat/Suspicious Object(s)**

   • **If you receive a telephoned bomb threat:**
     - Remain calm
     - Obtain as much information as possible; note specific details
   
   • **If you observe a suspicious object, package, etc.:**
     - Do not 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.

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**Faculty Senate**

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 campus representative is listed on the [Faculty Senate Webpage](#).

**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](#). You may visit the [IRP&E website](#).
Fundraising/Solicitation

The Pima Community College Foundation is responsible for managing 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.

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 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.

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 520-206-4539. Additional information can be found at BP-3-46.

The Compliance and Ethics Hotline

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

Pima’s Compliance and Ethics Hotline was implemented on September 17, 2012. The hotline is managed by an independent firm, EthicsPoint, to enhance communication and empower you to promote safety, security,
and ethical behavior. The College partnered with EthicsPoint to ensure that reports entered in the system are completely confidential.

The system allows College employees to communicate their concerns and enabled them to remain anonymous if they so choose. Employees can use the EthicsPoint Reporting System to report misconduct that is observed, or gain clarity on whether or not something is cause for concern. The College wants to hear positive comments as well--things that the College is doing well or that could be improved. All reports will be reviewed and responded to appropriately.

Click on the link provided on the College's Intranet site for automatically be connected to your EthicsPoint secure landing page. For public internet accesses from home, public library, neighbor, etc.), go to the Compliance and Ethics Hotline website and click on appropriate link under “To Make a Report.” You could also call a toll-free number 1-855-503-8072. An intake specialist will assist you with reporting.

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 Certification office at 520-206-4417 their email. Employed adjunct faculty may go to MyPima for all employee information changes except name change. Name changes require a copy of Social Security card or Court order. Please contact Faculty Certification office for detail.

Pay Dates

To get to Payroll date information, you may contact Faculty Certification Office or Faculty Resource Center at the campus. Below please see contact information of the faculty resource centers.

- Desert Vista Campus
  - Faculty Resource Center, DV A111
  - Mailcode: 6030
  - Phone: 206-5147
- Downtown Campus
  - Faculty Resource Center, DC CC222
  - Mailcode: 3130
  - 206-7314
- East Campus
  - Adjunct Faculty Office, EC E5 519
  - Mailcode: 4000
  - Phone: 206-7645
- Northwest Campus
  - Campus Resource Center, NW B219
  - Mailcode: 7390
  - Phone: 206-2127
- West Campus
  - Faculty Resource Center, WC A215
  - Mailcode: 0115
  - Phone: 206-6723
- Davis-Monthan Air Force Base Education Center
- Adult Learning Centers
Pay Day

Paydays follow the Pima Community College pay schedule. Direct deposit is highly recommended. Paychecks not direct deposited can be picked up from your Banner designated office; if you are unable to pick up the check it will be mailed to you at the close of business. See the screen shot below for the instruction to access to your Pay Stub:

Benefits

Paid Sick Leave

As of July 1, 2017, the College has implemented paid sick leave for all employees as mandated by The Fair Wages and Healthy Families Act (also known as AZ Proposition 206). The law mandates that all employees earn at least 1 hour for every 30 hours worked.

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.
Sick leave can be used for you or a family member:

- Mental or physical illness, injury or health condition
- Care for a family member who has a mental or physical illness
- 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

Other Eligible Benefits

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 at 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 if 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
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.

**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 pretax 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 retirements 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 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 at (520) 206-4945 or Facebook.

Under Resources for specific ESC functions are available below, click “benefits.”
Then, “Other Forms.” Click “Tuition Waiver Request.”

### Jury Duty

For policy and information see the Personnel Policy Statement for College Employees.

### Parking

There is no reserved parking space on the College premises with the exception of handicapped plates/tags.

### 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. Only one account will be issued. 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:**
1. Dial 4699 or use button labeled “AVST VOICEMAIL”
2. Enter security code when prompted, (default code is 9600)
3. See “Working with messages.txt”, “VM quick ref.pdf”, or follow prompts.

**To log on to your mailbox from another college phone:**
1. Dial 4699 or use button labeled “AVST VOICEMAIL”
2. When voicemail answers press # (if you hear “please enter your security code” press * then #)
3. Enter mailbox number when prompted, usually your extension number.
4. Enter security code when prompted, (default code is 9600)
5. See “Working with messages.txt”, “VM quick ref.pdf”, or follow prompts.

**To log on to your mailbox from outside the college:**
1. Dial 206-4699.
2. When voicemail answers press #
3. Enter mailbox number when prompted, usually your extension number.
4. Enter security code when prompted, (default code is 9600)
5. See “Working with messages.txt”, “VM quick ref.pdf”, or follow prompts.
Public Introduction to FERPA

For all employees of Pima Community College

I. 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.

1. 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.

2. 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.

3. 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
II. 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 (520-206-460).

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 ________________