

Adjunct Faculty Guidebook

2021-2022

Fall Edition



PimaCommunityCollege

/// Keep striving.

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Preface: Adjunct Faculty Guidebook

The Adjunct Faculty Guidebook provides general information about Pima Community College, benefits, responsibilities, campus services, teaching, and contacts pertaining to adjunct faculty that apply across campuses.

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

The Fall 2021 version of the guidebook includes information on virtual and in-person operations as well as where to access PCC's most recent COVID-19 health guidelines.

These following references contain the most up-to-date information:

- ["Welcome Back To Campus: What To Know About Fall 2021"](#) for all information relating to COVID and campus safety protocols
- [Pima Community College home web page](#)
- The [@PimaNews Intra-College Electronic Newsletter](#)
- Bulletin boards and individual mail boxes in Faculty Services and Resource Centers (also, visit their [new virtual home](#)).

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

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

This guidebook is revised each semester. To propose an edit, please contact Lisa Schumaier - Director, Adjunct Faculty Institute (AFI) and Fellow, The Teaching and Learning Center (TLC) - at lschumaier@pima.edu.

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

Provost's Message

Dear Colleagues:

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

Pima Community College is an award-winning institution helping to lead in innovative solutions to challenges facing community colleges nationwide:

- Pima's prestigious designation as a Hispanic Serving Institution (HSI) has created additional opportunities and programming.
- Pima has won the Bellwether Award for higher education innovation that produces substantial results.
- Pima is the first community college to have won the Association of International Education Administrators (AIEA) Annual Award for Innovation in Internationalization (2019).
- Pima has won the Association of Community College Trustees' (ACCT) 2019 Pacific Regional Equity Award for furthering diversity, equity and inclusion.

Our college is successful because of our Adjunct Faculty. My very first job at Pima was as an Adjunct Faculty member---back in 1997. The accomplishments of our students are made possible by the knowledge and fresh perspectives you bring to the classroom, which enriches and diversifies our students' learning experiences. Pima invests in our Adjunct Faculty--the largest professoriate on campus--with compensated professional development workshops through The Teaching and Learning Center and representation in the Faculty Senate. We will continue to ensure you have better support and resources, as well as continuous quality improvement to life-long learning.

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

Thank you so much. Muchas gracias.

Dr. Dolores Durán-Cerda
Provost and Executive Vice Chancellor

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

PCC Diversity Statement

Pima Community College welcomes, celebrates, and fosters the diversity and contributions of students, faculty, staff and administrators.

We cherish the diversity of our community and, in addition to equal opportunity and educational access for all, we respect and are inclusive of all beliefs, values, abilities, personal experiences and preferences, cultural and socioeconomic backgrounds, and worldviews. We believe our differences are our strength and a source of innovation, excellence, and competitiveness.

We understand that the "community" in the community college of the 21st Century extends beyond local political boundaries, thus we aspire to build a community of responsible global citizens.

We believe that the ultimate objective of diversity is the achievement of equality and social justice. Furthermore, social justice has no borders and is an essential right of the human race.

Therefore we recruit, retain and develop the potential of students and employees from historically marginalized groups in the US and from any origin in the world regardless of ethnicity, religion, disability, political views, gender, gender identity, sexual orientation, social status and other characteristics.

-- Approved by Chancellor Lee Lambert January 2015

Hispanic-Serving Institution

Pima Community College is proud to be designated as an Hispanic-Serving Institution. We are an active member of the [Hispanic Association of Colleges and Universities](#) (HACU), an association of more than 400 colleges and universities committed to Hispanic higher education success.

Pima County Community College District Locations

District Office (Administration)

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

Desert Vista Campus

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

Downtown Campus

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

East Campus

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

West Campus

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

Northwest Campus

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

Additional Locations

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) 206-3501

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:

Catherine Ripley	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 Board of Governors Representative and Adjunct Faculty Sub-Committee Chair representing adjunct affairs in Faculty Senate.

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

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

Division Administration and Leadership

Academic Dean

Plan, direct, and evaluate the educational services of an academic or student services division. Serve as the educational leader for the assigned division; responsible for professional development and technical support to faculty and staff; coordinate assigned activities with other College divisions, departments, campuses and outside agencies; provide 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 Head¹

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.

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

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

Adjunct Faculty Duties and Responsibilities

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

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

Adjunct Faculty Terms and Conditions

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.

Qualifications

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 Faculty Qualifications and Hiring office at the West Campus of Pima Community College. Electronic transcripts, also known as E-scripts, should be emailed directly to the department's email at facultycertification@pima.edu. For occupational certification, a copy of your Arizona occupational license or certificate, and letters verifying employment experience may be required and should be sent to the Faculty Qualifications and Hiring office.

Getting Started

Protocols During the Coronavirus Pandemic

The pandemic has had a tremendous impact on College operations. For Fall 2021, campuses are open and in-person instruction is offered again, in addition to ongoing virtual learning. Many virtual services for faculty and student are still available. **As of the beginning of Fall 2021, masks are required for everyone inside buildings on campus and in class.**

As the pandemic persists, our situation continues to be fluid. For more details and the most up-to-date information, please consult the "[Welcome Back To Campus: What To Know About Fall 2021](#)" for all related COVID and campus safety protocols.

Health

Pima Community College's top priority is the health of our students, employees, and community. If you were exposed to someone with COVID-19 symptoms or who tested positive, check with your primary care physician and consult [Pima County Health Department](#), [the CDC](#), and [Arizona Department of Health Services](#) for current guidance. If you currently have COVID-19 symptoms or have tested positive, you need to stay home, away from campus, and comply with PCC's [COVID-19 Self-Reporting Requirements](#).

The Employee Service Center is PCC's contact point for all health-related information, including COVID-19 questions. If you have COVID-19 symptoms, or have been exposed to someone with COVID, you need to stay home and comply with PCC's [COVID-19 Self-Reporting Requirements](#). If you exhaust all of your leave while recovering, the College allows employees to be paid for up to an additional 10 work days. Should you need further support and information (including about sick or paid leave and when you can return to work), please contact The Employee Service Center at ESC@Pima.edu or 520-206-4945.

During this time, please continue to:

- refer to PCC's [COVID-19 Updates](#)
- read emails regarding emerging protocols as the situation unfolds over the next many semesters
- follow all safety guidelines outlined by Pima County, the CDC, Arizona Department of Health Services, and PCC.
- contact the Employee Service Center or your Department Head with additional questions.

In-Person and Virtual Teaching

Please see the [Schedule of Classes](#), as a variety of methods have been devised:

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

The Teaching and Learning Center (TLC) has offered professional development workshops and webinars to help faculty with virtual instruction. The [Webinar Recording Archive](#) offers access to these sessions, which were recorded during our transition to distance learning. The TLC will continue to provide ongoing Faculty-to-Faculty Help Hour and Bandwidth Boosters to directly address our ongoing transition and to increase competency for us to thrive in our virtual classrooms. [Check TLC's calendar](#) for offerings!

PCC also created [Virtualized Teaching Amidst COVID-19: A Growing FAQ & Resource List To Support Pima Community College Faculty](#).

A Dean's sub-group recently completed a support document for faculty titled [Best Practices Guide for Hybrid and Virtual Instruction](#).

Pima ID Cards

All employees must obtain a College Employee ID and Access Card, which must be worn and displayed while on Pima property. This can also be done online by following the instructions provided on the [Pima Card Photo Submission](#) document and submitting a photo within College Photo Standards. The Facilities Help Desk will process your photo and issue your card. If you have questions, contact the Facilities Help Desk at 206-2733 or PimaCard@pima.edu.

MyPima

MyPima is the PCC 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, D2L, class rosters, attendance tracking, 45th day reporting, final grade submission, HR forms and more.

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

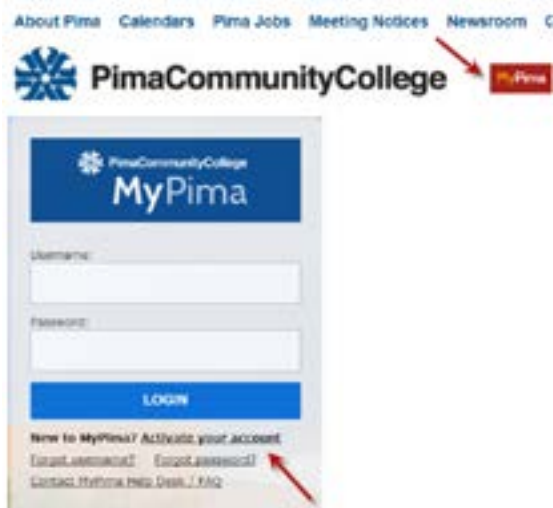
MyPima provides online course tools such as chat, discussion boards, announcements, and class email for every course via the My Courses channel. This is on the students Academics tab, and the faculty Teach tab. The faculty members have a MyPima Tutorials channel that provides demonstration videos covering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

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

Activating Your Account

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



Desire2Learn (D2L/Brightspace)

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

For immediate D2L Brightspace Help:

- call 1 (888) 772-0325 (available 24/7)
- live chat here: <https://community.brightspace.com/support/s/>

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

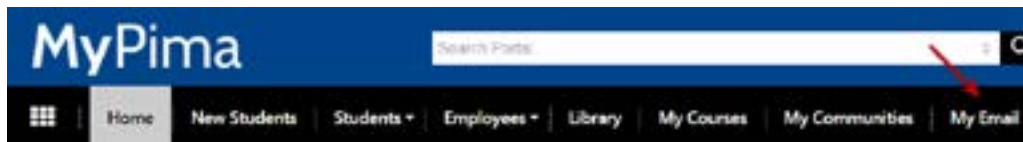
1. Start with this [video](#).
2. Create a [Community](#) account if you do not have one. You must use your organization's domain (i.e. @pima.edu).
3. Go to [LearnStore](#), click checkout, then login. Fill in the invoice details and click proceed. DO NOT click “Are you purchasing this item on behalf of someone else”.
4. Go to [Community](#), click on Learning Center, and click Access Now Subscription Training blue widget. Bookmark this page for future access.

Need help? [Click here](#) for full text documentation or email_training@d2l.com.

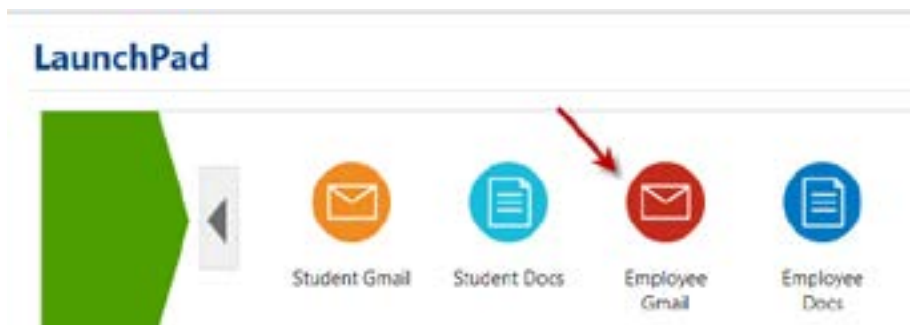
Email

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

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



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

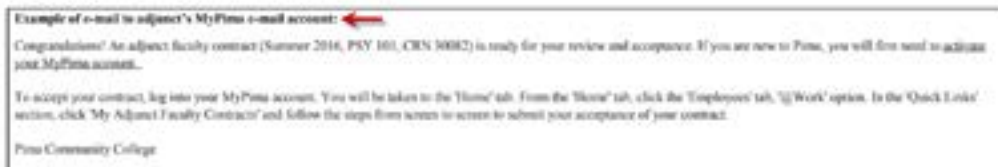


Teaching Contracts

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

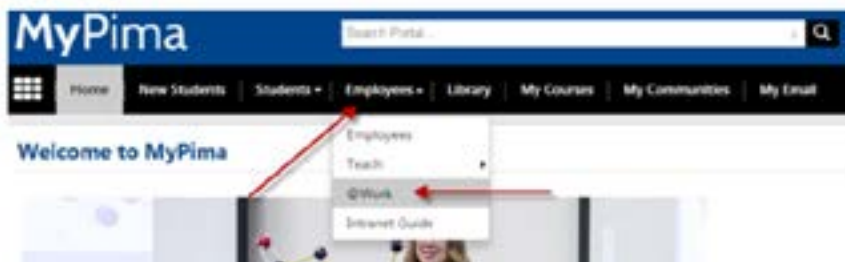
However, your class might not run and your contract could be deemed void if: 1. it does not meet minimum enrollment (half capacity); or 2. is given to full-time faculty to meet their minimum load requirements. You can contact your Department Head with further concerns or questions.

Below are samples of 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.

The screenshot shows a web form titled "Select Term". Below the title is a red horizontal line. Underneath, there is a small icon and the text "Select the Term for processing then press the Submit Term button." Below this is a dropdown menu labeled "Select a Term" with "Fall 2020" selected. A red arrow points to the dropdown arrow. At the bottom left is a "Submit" button.

Adjunct Faculty Orientation

Online Adjunct Faculty Orientation

Duration: 1 hour & 30 minutes (asynchronous, self-paced)

Compensation: \$37.50 and a certificate will be awarded

To self-enroll and immediately begin the Orientation:

- Log into D2L > My Courses > Ongoing
- Or, log into D2L > click on the Waffle to the upper-right > search the list for Adjunct Faculty Orientation (or if available, use the search window to type it in).

This course will provide adjunct faculty with information about the College, explain your duties and responsibilities, give teaching and academic information, list contacts to answer your questions, and highlight the resources available to students and faculty 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

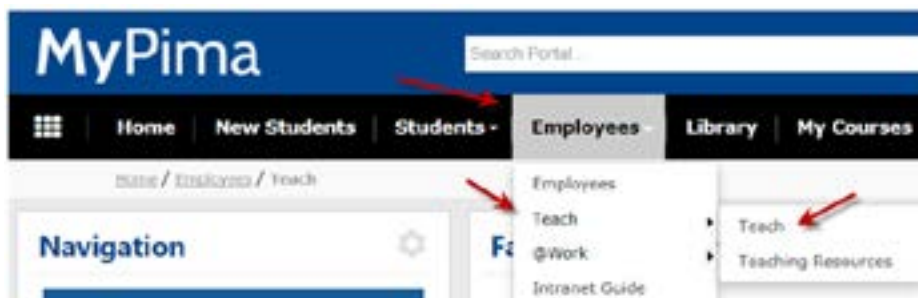
Teaching/Academics

Syllabus

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

Syllabus template is available through MyPima. See the following screenshots for how to access:

Login to MyPima, click the “Employee” tab, and select the “Teach” option.



On the left pane side, under “Syllabi” look under “Fall 2021” and choose course prefix templates. Additional resources are also available.



Additional Resources:

- [Syllabus review and storage](#)
- [Finding your syllabus template](#)
- [Tips for working with the templates](#)
- [Additional / Optional information](#)

Academic Freedom

The College-developed [Board Policy on Academic Freedom](#).

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, consult 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
 - 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?

The 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.

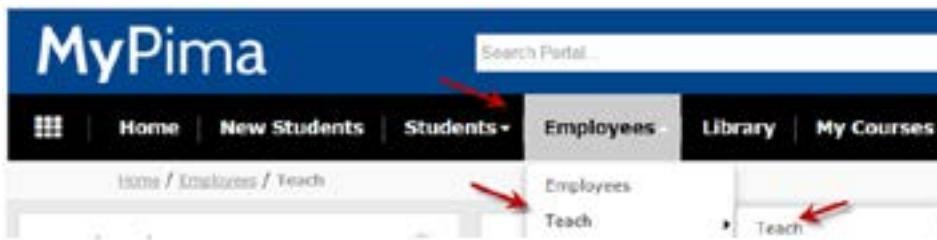
What if the student stops attending after the non-attendance reporting period?

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 to use the Attendance Tracker. Please see screenshots below.

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



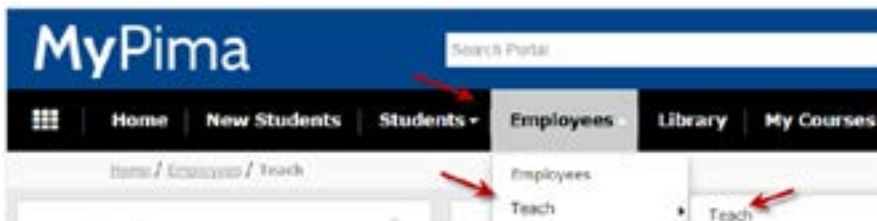
2. At “Quick Link-Teach” section under “Attendance / Grades” choose “Attendance tracking” option.



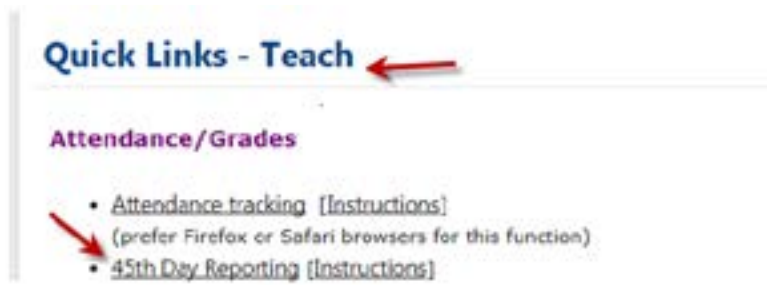
45th Day Reporting

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

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



At “Quick Links – Teach” section under “Attendance/Grades” choose 45th Day Reporting option



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

Classroom Management and Maintaining the Emotional Climate of The Classroom

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.

Class Breaks

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

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:

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

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

can refer back to the syllabus when disruptions arise. 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 severe, affects other students' comfort and safety, 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 instructor will determine a grade for each student at the end of each semester. A number of techniques can be used to arrive at this final grade and may combine several of these to gain an overall view of the capabilities of the student:

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

Student Learning Outcomes (SLOs)

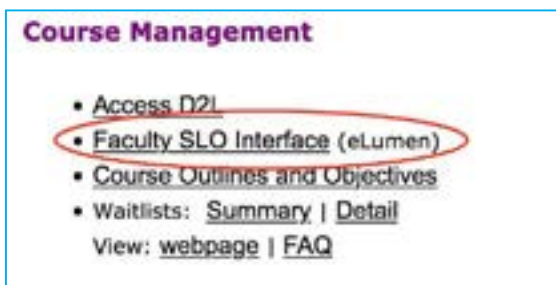
In addition to individual grades, Adjunct Faculty will also complete Course Learning Outcomes (CLO) at the end of every semester for each course. This is an assessment of the most important knowledge and skills students are expected to have upon completing a specific course, or courses within a program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

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

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

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

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



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 the final grade submission form: download, complete, and submit it to the office of the Supervising Administrator/Dean or by contacting the [Faculty Services and Resource Center](#).

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 is submitted to the office of the Supervising Administrator.

Adding/Dropping Classes

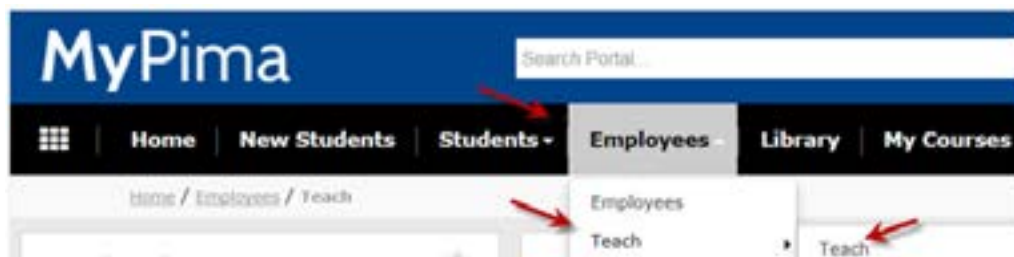
- Add/Drop dates are posted on the College website [here](#).
- On or before the add/drop date, students can make schedule changes through MyPima, or by using a Registration transaction form.
- After the add/drop date, or if the class requires special permission, students must fill out a Registration 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

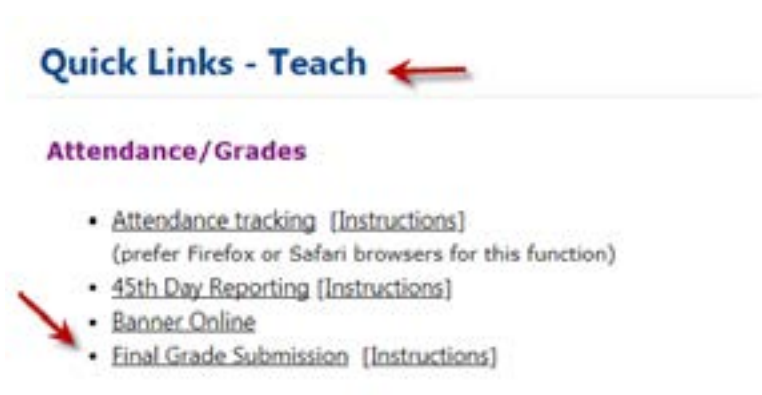
In addition to grades being accessible in D2L throughout your course, final grades must be recorded in the grade rosters for each class at the end of every semester. Grade rosters are available on-line through MyPima under the Teach tab > Quick Links > Final Grade Submission. Grade rosters include names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

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

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



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



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

Gradebooks and eLumen

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

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

The adoption of the D2L gradebook in face-to-face courses is required, in part, to better facilitate student success by providing a consistent way for them to access grade information in real time, as their grade is progressing, across all courses. Research shows that students overwhelmingly want and benefit academically from being able to monitor their classroom performance through accessing online gradebooks (*Geddes, 2009*). This practice also helps support HLC accreditation standards by providing like practices to students in all course modalities.

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 520-206-2386 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-agi@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 are required to maintain an up-to-date gradebook in D2L Brightspace. **It is important for faculty members to enter “0” for any assignments students do not complete so that final calculated grades are accurate. Missing assignments that are not given a “0” will not be reflected in the final grade, as final grades will not assume a missing entry is a “0”, and so final grades will not reflect it and instead will convey a higher grade. The student then might not know they are missing an assignment.**

Regarding final grade submissions, detailed information should be provided to you by your supervisor or Department Head towards the end of the semester. Also, please see the [Grades](#) 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:

- Contact the Department Head if help is needed in securing a substitute and/or to alert them to the temporary change in instructor. All substitutes must be current Pima instructors/ faculty members.
- Email/submit a class plan and instructions to the substitute, or whoever will be facilitating the change in instruction.
- The faculty member should also email students if possible.
- Fill out a Web Time Entry Timesheet to reflect your absences.
- The class will be canceled if the absence occurs without proper warning and/or a substitute is not available. Call the [Faculty Services and Resource Center](#) so they can post a sign on the classroom door for in-person classes, alerting students to the cancelation.

Absences From An Online Course

If a faculty member teaching a PimaOnline course is unable to fulfill their online teaching obligations for more than 48 hours on consecutive business days (excluding holidays), they must contact their Department Head to arrange coverage. Each absent day must be reported in Web Time Entry timesheets. For PimaOnline instructors, the 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.

Deductions for Absences & Substitute Payment

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

Technical Support

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

D2L Resources

D2L Resources:

- [PCC D2L Brightspace Faculty Reference Guide](#)
- [PCC Student Resource Guide for Online & Virtual Learning](#)

D2L Technical Support 24/7

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

- [D2L Technical Support](#), includes assistance via email, live chat option, phone
- You can always call D2L for help (available 24/7): 1 (888) 772-0325

PimaOnline D2L Service Requests

For faculty to use with PimaOnline-specific inquiries. [Service Requests](#) are submitted via the PCC IT Service Request link in MyPima. PimaOnline staff members respond to requests during normal business hours (M-F, 8am-5pm).

D2L Course Cloning

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

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

Self-Cloning Resources

1. Brief instructional videos can be found here via D2L Brightspace link:
 - [Import/Export/Copy Components](#)
2. Links to written instructions:
 - [Cloning Whole Course](#)
 - [Cloning Select Items](#)

Cloning Assistance

Please submit a [Service Request](#) to PimaOnline for the following to:

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

Student Resources & Community

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

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

Advising & Counseling

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

Advisors and counselors can help with:

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

You can learn more about these services by visiting the [Advising and Counseling](#) website.

Wellness

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

Aztec Resource Center (ARC) and Food Pantry

To learn effectively, students must have their basic needs met: food, clothing, shelter and safety. Some students have difficulty affording groceries or accessing sufficient and nutritious food to eat every day. Any PCC student facing food and/or hygiene insecurity can come to, or contact, the Aztec Resource Center (ARC) Food Pantry at the West Campus (phone: 520-206-6630) and Desert Vista Campus (phone: 520-206-5025).

In addition, the ARC has information about community services for housing and clothing resources in addition to local community food pantries and meal services.

The Learning Centers

Every student deserves a variety of academic support to assist them in achieving their educational goals. Normalize “asking for help” with students so they feel comfortable seeking free tutoring at any campus. It is also a great way to find a supportive community of fellow students who contribute to their academic success.

Students can set up live one-on-one or group appointments with Pima tutors now:

- Call to connect to Learning Center staff at (520) 206-4959.
- Email The Learning Center staff at: pcc-tutoring@pima.edu.
- Submit a tutoring [request online](#).
- Submit essays for review to writing tutors. Click on this [link](#), fill out the form, upload the paper for any class, and a PCC Writing Tutor will review the paper and return it with comments and suggestions within 48-hours.

This information can be found online:

- tutoring schedules are at www.pima.edu/tutoring
- a tutoring widget in D2L for all courses
- on the D2L homepage under Virtual Student Support Services/Tutoring

For more information, contact Ed Gallagher, Program Manager for the Learning Centers: egallagher@pima.edu or (520) 206-2126.

Online Tutoring

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

[Online study resources](#) are also available.

Student Success Courses

Student Success courses provide the skills students need for success in a college environment. [Counselors](#) can help find a course that is right for a student, such as “How to Study,” “Making Career Choices,” and “Adult College Re-Entry Skills.”

Students Preferred Names

The Registrar indicated that they are currently working on a process for students to update their preferred name through their MyPima. In the meantime, students looking to add a preferred name can complete the Change of Student Data Form. The student can then submit the form to the Registrar by either uploading it through their MyPima (Students > Register and Pay > Registrar File Upload Tool) or by emailing it directly to registrar@pima.edu.

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 Advanced Program Manager, Diane Deskin: email sddeskin@pima.edu or call 520-206-7120.

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

Student Complaint Procedure Processes

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

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

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

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

Student Life

Participating in activities outside of the classroom enhances the college experience. PCC Student Life provides many opportunities for students to get involved in activities that interest them and that would be valuable to their education. This includes Student Senate, Pima Leadership Institute, and various student clubs, as well as ongoing events, exhibits, and performances. Visit [Student Activities](#), which provides links to [social media pages](#).

Specialized Programs

Pima offers [specialized academic opportunities](#) to learn that extend beyond traditional classrooms and boundaries.

Encourage students to apply for an [Honors Certificate](#) with these benefits:

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

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

Access and Disability Resources

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

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

Students, faculty and staff members with disabilities can request training or installation of [access technology](#).

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

Approved Accommodations

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

If you 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: You must provide the accommodation as specified in the accommodation notice until the concern is resolved through the ADR office.)

Non-Approved Accommodations

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

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

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.

Referring Students

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

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

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

ADR Resources: Intranet

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

- Disability Laws / Rights & Responsibilities
- An "overview for you" video
- Guides for creating accessible resources
- Request Forms
- Email Contact: adrhelp@pima.edu

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

Sign Language

Requests for sign language interpreters and/or real time transcription can be made through the website or by emailing interpreting@pima.edu.

To Request a Sign Language Interpreter:

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

Veteran Information

Veteran's Centers

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

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

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

Veterans Benefit Recipients (VBR)

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

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

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

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

There is a [Veteran Advisor](#) at each campus for whom each VBR is assigned.

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

Veterans can visit the [Military & Veterans](#) page for help applying to the College and using their benefits.

Computing Resources & Online Learning

- **Pima has a limited number of laptops, tablets, etc available for check out to currently enrolled students.** Use the PCC Library's system to request an item. Please follow updated instructions on the [Library's COVID-19 Info and Updates page](#).
- [Student Resource Guide for Transition to Online Learning](#) (D2L)
Basic "getting started" information for teachers transitioning to D2L
- [Wifi is available](#) at every campus for faculty and students.
- [Computer Software for Students](#): Free and discounted software

HEERF/CARES Act Funding

Pima Community College has been selected to distribute funds to students who have been affected by the COVID-19 pandemic. These funds have been authorized by the CARES Act, and are referred to as the Higher Education Emergency Relief Fund (HEERF). To find out how to receive funding and eligibility, visit the [FAQ page](#).

Testing and Assessment Centers

We currently are operating all testing services. Proctored Testing Services are [here](#).

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

Locations

- 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

PCC has a limited number of laptops and/or hotspots that can be checked out to students for the upcoming fall semester. Students will need to be registered in classes for the fall semester, then they can fill out a [Student Request](#).

Locations

- Desert Vista 520-206-5160 (Room F 203)
- Downtown 520-206-7311 (Room LB 155)
- Northwest 520-206-2127 (Room B2)
- West 520-206-6042 (Room C 202)

Other Support

[D2L Technical Support](#)

- Telephone: 1-877-325-7778
- Website: [D2L End User Support](#)

MyPima and Email Support For Students

- Email: mypimahelpdesk@pima.edu
- Phone: 520-206-4800

MyPima and Email Support For Faculty

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

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

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

Faculty Resources & Community

Faculty Services and Resource Centers

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

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

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

Please contact them if you have a question:

- visit the [Faculty Services Web Site](#)
- call 520-206-6511
- [submit a Ticket](#).

Copy Centers

Adjunct faculty can have copies of their syllabi and substantial handouts made by contacting their 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](#).

The Teaching and Learning Center (TLC)

The TLC offers you a community of colleagues and professionals committed to data-driven research regarding the best practices in teaching and learning. We strive to enrich and deepen our relationship to teaching and student engagement through a variety of professional development opportunities. Ongoing workshops, webinars, lectures, learning communities, and conferences are available throughout the year. Stipends of \$25.00/hour are provided to Adjuncts for attending.

Our Guiding Principles

The following guiding principles were created by the TLC for faculty and when developing professional development programming and opportunities.

The Pima Community College Educator strives to:

- A. Know their students and engage them as partners and co-creators of knowledge;
- B. Promote relevance of the materials presented in their courses;
- C. Create community and foster a sense of belonging;
- D. Design equitable, engaging, and inclusive learning activities;
- E. Identify and correct racist and discriminatory policies, practices, curricula, both in the classroom and at the institution;

- F. Assess to advance learning;
- G. Promote student persistence;
- H. Use innovative educational technologies;
- I. Engage in reflective practice;
- J. Engage in sharing of scholarship with PCC community, and beyond;
- K. Stay current with disciplinary knowledge;
- L. Stay current with discipline-specific pedagogy;
- M. Comply with national, state and college requirements.

Our Work

Browse [our calendar](#) or sign up for offerings through email announcements!

- TLC Newsletters: emailed periodically to share relevant articles and videos, upcoming events and additional information on participating.
- Webinars: covering a variety of urgent topics by diverse presenters, last 1-2 hours, and take place on Zoom or Google Hangouts. The Webinar Archive provides [links to past programs](#), and most thoroughly records our transition to online learning during the Coronavirus Pandemic.
- Faculty-to-Faculty Help Hour: offering immediate help related to online teaching and technology.
- Remote Teaching Bandwidth Booster: Boost your virtual and online teaching “Bandwidth” with short sessions on particular topics that augment your existing knowledge and supplement the TE 125 class.
- Virtual Learning Communities (VLC): facilitated by a member of the TLC or Pima’s faculty that focuses on reading and discussing a specific book or article.
- Tuesday’s Tips: weekly email series during the semester that discuss cutting-edge themes in the study of teaching and learning, provide thoughtful strategies to implement in your classrooms, and are aimed at increasing student success and retention.
- TeachLearnPima Podcast: a series of informal interviews produced by our Coordinator Dr. Mays Imad with educators, Pima students, academics, researchers, scientists, and writers. [Tune in](#) for conversations about the most relevant topics at Pima and in higher education today--personally told and centered on listening to each other’s experiences.

Attending Workshops

Virtual events

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

For events requiring registration

1. log into MyCareerCenter
2. search trainings for TLC events
3. click “request” for the specific workshop you wish to attend.

Presenting

The TLC is always considering faculty presenters to facilitate webinars on various topics related to excellence in teaching and learning that align with the [TLC's Guiding Principles for PCC Educators](#). If you are interested, please complete the following [google form](#).

Contact us! You can email questions to our Coordinator Dr. Mays Imad: mimad@pima.edu. Your Adjunct Faculty Fellow for the TLC is Lisa Schumaier: lschumaier@pima.edu.

Faculty Senate

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

Library

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

- Collections of physical books, magazines, DVD's and other media (available for curbside pickup/ delivery).
- Access to online information sources including full-text periodical databases, reference tools, streaming video and audio, ebooks and ejournals.
- ADR technology, such as smartpens, large print keyboards, recorders, spell checkers, and braille books. (Please contact a librarian for more information.)
- Students and faculty can checkout laptops, ipads, calculators,
- When campus libraries are open, we provide computers, scanning and printing, study rooms with SmartBoards, and other group and solo study spaces.

Your College ID card is your Library card, needed to borrow physical materials.

Online Collections are available both on and off-campus through the library web pages and the library tab in MyPima.

Interlibrary Loan

- Faculty and students can request items located at other PCC campuses. (Curbside pickup/delivery will begin at West Campus only and expand as safe staffing allows.)
- [PCC faculty have reciprocal borrowing privileges at the University of Arizona Libraries. Faculty should provide](#) a copy of their current faculty contract to the UA library circulation desk to receive a borrower's card for free. [Check with UA for more info.](#)
- An Interlibrary Loan Service (ILL) is provided to obtain books and articles not available in the Pima, UofA or Tucson library collections. (ILL services have been suspended at many of our partner institutions. Hopefully, ILL services will resume online over the fall semester.) See the [InterLibrary Loan Policy](#) and contact your campus librarians to obtain materials.

Instruction, Information Literacy Skills Development & Research Assignment Design

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

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

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

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

- Subject or course specific [Library Research Guides](#)
- 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

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

Immediately connect with a librarian through [the LibChat feature](#), available Monday through Thursday, 9am-5pm, and Friday 10am-2pm. After hours, contact librarians through [Ask A Librarian](#). Both features can also be added to any course in D2L as a widget.

Visit our [Faculty Resources Library Homepage](#).

Pima librarians post regular updates to [Twitter](#) and [Instagram](#).

Library Locations and Contacts

The following phone numbers correspond to each campus:

- | | |
|---|---|
| • Desert Vista Campus: 520-206-5095
Library Department Head, Sol Gomez | • East Campus: 520-206-7693
Library Department Head, Chuck Becker |
| • Distance Education: 520-206-2384
Library Department Head, Keith Rocci | • Northwest Campus: 520-206-2250
Library Department Head, Kris Swank |
| • Downtown Campus: 520-206-7267
Library Department Head, Theresa Stanley | • West Campus: 520-206-6821
Library Department Head, Chris Schipper |

Copyright Resources

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

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

Visit [PCC's Copyright Resources](#) for information on the Fair Use doctrine, requesting permission, resources available without permission, and FAQs.

Equal Employment Opportunity

Pima Community College:

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

For further information on College policy, refer to [BP 5.10: Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment \(including Sexual Harassment\)](#).

Sexual Harassment

Sexual harassment is defined by the [Equal Employment Opportunity Commission](#) as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature” and;

- Can be sexual in one of two ways: It pertains to sexuality or is gender based.
- Creates a hostile environment: Is unwanted or unwelcome behavior and is severe or pervasive enough to affect the work environment.
- Often involves “Quid Pro Quo”, Latin for “this for that” i/e. the implication that submission or rejection can affect employment opportunities.

PCC will not tolerate sexual harassment.

The College is committed to providing a workplace and educational environment free from all forms of discrimination and harassment, so that everyone can feel safe and perform to the best of their ability, and is respected and valued for their individual contribution.

Filing a Complaint

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

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

Additional information regarding the discrimination complaint process can be found at [SPG 1501/AA](#).

Employee Request for an ADA Job Accommodation

PCC cares about providing support to faculty with disabilities. Under the Americans with Disabilities Act (ADA) an employee may request a reasonable job accommodation at any time during their employment with the

College. Support for each faculty member's request involves an interactive discussion and individualized analysis to determine effective accommodation(s).

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

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

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

The Compliance & Ethics Hotline

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

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

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

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

There are multiple ways to access EthicsPoint:

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

Wellness Center

[PCC Wellness Center](#) offers employees free workshops/webinars, Yoga Classes, and Health Coaches.

Benefits

Paid Sick Leave

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

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

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

- Mental or physical illness, injuries or health conditions
- A public health emergency
- To address issues related to domestic violence, sexual violence

The definition of family member is:

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

See the [Family Medical Leave Act \(FMLA\)](#) for more information, or visit the [Employee Handbook: Sick Leave](#).

Emergency Treatment Leave

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

Eligibility for College Medical and Pharmacy Plan Benefits

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

Adjunct Faculty Retirement

Mandatory Retirement Plan Information

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

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

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

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.



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

Resources for specific ESC functions are available below:

- [Payroll](#)
- [Web Time Entry](#)
- [Benefits](#)

Then, “Other Forms.” Click “Tuition Waiver Request.”



Counseling & Employee Assistance Program (EAP)

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

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

Health Care Resources

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

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

Breastfeeding & Pumping Rooms

Nursing mothers can reserve a lactation room on Pima campuses. Find out more about PCC [lactation room procedures](#) and [how to make reservations](#).

Jury Duty

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

Voter Leave

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

For policy and information see the [Personnel Policy Statement for College Employees](#).

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. 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.

Additional Information

[College Calendars](#)

[College Catalog](#)

[College Class Schedule](#)

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 or facultycertification@pima.edu. Employed adjunct faculty may go to MyPima for all employee information changes.

Pay Dates

To find Payroll information, see the [Faculty Services and Resource Center > Resources > Compensation](#). Below are pay dates for fall 2020:

Number of Paydays	Pay Dates
1	09/04/20
2	09/18/20
3	10/02/20
4	10/16/20
5	10/30/20
6	11/13/20
7	11/27/20
8	12/11/20
9	12/23/20

See the screenshot below to access your Pay Stub:



Direct Deposit

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

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

Web Time Entry (WTE)

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

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

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

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



Emergency Procedures

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

Department of Public Safety or Emergency Services will:

- dispatch personnel to the scene
- administer first aid, if required
- radio for medical and ambulance service, if needed
- contact relatives or friends, if requested

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

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

Emergency Preparedness

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

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



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

Text Alerts & Emergency Messages

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

Emergency Response Quick Reference Guide

Call 911 to report:

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

Fire Alarm in Your Building

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

Evacuation procedures:

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

Report a Fire

(Large, out-of-control or 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

In Case of Medical Emergency

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

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

CALL COLLEGE POLICE 520-206-2700

Any time AFTER you call 911

To report:

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

Major Chemical Spill, Leak or Biohazard

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

Active shooter in Your Vicinity

Evacuate

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

Hide out

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

Take action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter
- Call 911 when it is safe to do so
- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location
- When law enforcement arrives
- Remain calm and follow instructions

- Put down any items in your hands (i.e., bags, jackets)
- Raise hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating
- With an active shooter situation
- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Bomb Threat/Suspicious Object(s)

If you receive a 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.

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

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 520-206-3132. Additional information can be found at [BP-3-46](#).

Public Introduction to FERPA

For all employees of Pima Community College

Law 1

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

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

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

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

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

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

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

District Office, Information Security

Compliance

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

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

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

Print Name _____

Signature _____ Date _____

Glossary

The following terms are used often at Pima or in higher education. Links provide additional information from both PCC's website and other academics and institutions. The glossary also introduces pedagogical "Best Practices" and teaching methodology resources for further study. An Adjunct Faculty Guidebook "Reading List" is forthcoming in Spring 2021.

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

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

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

Adjunct / Part-Time / Lecturer - Also referred to as "[Contingent Faculty](#)," teach on a limited-term contract. Around 70% of the professoriate at PCC is comprised of adjunct faculty.

Adjunct Faculty Load Hour Rate - Currently, it is \$31.00 per hour for work on weekdays.

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

Best Practices - Also referred to as "high impact practices" and includes Active Learning.

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

D2L - PCC's online learning environment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Opportunity Gap -Circumstances in which people are born determine their level of opportunity within education and in life, as systemic factors of inequality perpetuate lower educational outcomes based on students’ race, socioeconomic status, English proficiency, family’s level of education, community’s access to

wealth and resources, etc. Troubling disparities exist between African-American and Hispanic students and their white peers, as well as students from low-income families and those who are better off.

Overload - For adjuncts, this means your load hours exceed the restricted 10.5 per semester, which requires the written approval of your Department Head or Dean.

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

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

Teaching Load - An Adjunct's number of contract hours per semester. For example, teaching two 3-credit hour courses means you have 6 load hours. (Sometimes the contract hours for teachers are different from the credit course hours for students). Full-time faculty discuss teaching load in slightly different terms, accounting for the entire year since their class schedules are predetermined, and often refer to their teaching load as a 5/5, which means they teach 5 classes the first semester and 5 classes the second semester.

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

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