Adjunct Faculty Guidebook 2017-18

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

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Please contact the PCC Human Resources Office at (520) 206-4624.
Table of Contents

The Purpose of the Adjunct Faculty Guidebook ....................................................................................... 3
Provost’s Message ........................................................................................................................................ 4
College Information ................................................................................................................................... 5
  College Mission, Vision, Values, and Core Themes and Objectives .......................................................... 5
  Pima County Community College District Locations ................................................................................. 6
  Additional Locations .................................................................................................................................. 7
  District Administration ............................................................................................................................... 8
    Governing Board
    Chancellor
    Provost and Executive Vice Chancellor of Academic and Student Services
Campus Administration and Leadership ...................................................................................................... 9
  Campus President
  Vice President and Vice President of Instruction
  Vice President of Student Development
  Academic Dean
  Department Head
  Discipline Coordinator
Adjunct Faculty Duties and Responsibilities ............................................................................................... 10
  Duties and Responsibilities of Adjunct Faculty ......................................................................................... 10
  Adjunct Faculty Terms and Conditions ..................................................................................................... 10
  Certification .............................................................................................................................................. 12
  MyPima .................................................................................................................................................... 12
    Activating Your Account ......................................................................................................................... 13
    MyPima Course Tools .............................................................................................................................. 13
    Desire2Learn (D2L/Brightspace) ........................................................................................................... 13
    Email .................................................................................................................................................... 13
Teaching Contracts ..................................................................................................................................... 14
Adjunct Faculty Orientation ......................................................................................................................... 16
Teaching/Academics .................................................................................................................................. 16
  Grading Policy ......................................................................................................................................... 16
  Adding/Dropping Classes .......................................................................................................................... 17
  Incomplete/Change of Grade ...................................................................................................................... 17
  End of Semester Procedure ........................................................................................................................ 18
  Appeal of Grades ...................................................................................................................................... 19
  Class Rosters ............................................................................................................................................ 19
  What is attendance? ................................................................................................................................. 19
    What is the non-attendance reporting period? .......................................................................................... 19
    Why do we need to report non-attending students? ................................................................................. 19
    Consequences if faculty fail to report their students’ non-attendance appropriately ......................... 19
  Student attends class after being reported for non-attendance ............................................................. 20
  Students stop attending after the non-attendance reporting period ..................................................... 20
  How do I use the Attendance Tracker? .................................................................................................... 20
45th Day Reporting .................................................................................................................................. 21
Measuring Student Performance .................................................................................................................. 22
Syllabus ....................................................................................................................................................... 22
Academic Freedom ..................................................................................................................................... 23
Textbook .................................................................................................................................................... 23
Classroom Management/Rules................................................................. 23
Classroom Discipline ............................................................................. 23
Class Breaks .......................................................................................... 24
Student Resources .................................................................................. 24
Advising/Counseling ............................................................................. 24
Student Code of Conduct ....................................................................... 24
Student Complaint Procedures .............................................................. 24
Access and Disability Resources (ADR) .................................................. 25
Veteran Information ............................................................................... 26
Other Support ...................................................................................... 27
D2L Technical Support .......................................................................... 27
Tutoring/Learning Centers .................................................................... 27
Testing Assessment Centers ................................................................ 27
Computing Commons and Labs .............................................................. 27
Library .................................................................................................... 28

Additional Information ......................................................................... 29
College Calendar .................................................................................... 29
College Catalog ...................................................................................... 29
College Class Schedule ......................................................................... 29
EEO/AA/ADA .......................................................................................... 29
  Equal Employment Opportunity ......................................................... 29
  Employee Request for an ADA Job Accommodation ......................... 30
Emergency Procedures .......................................................................... 30
Emergency Preparedness ....................................................................... 30

Emergency Response Quick Reference Guide .................................. 31-33
Faculty Senate ....................................................................................... 34
Human Subjects Research ..................................................................... 34
Fundraising/Solicitation ....................................................................... 34
Casual Visitors ....................................................................................... 34
Smoking/Drugs/Alcohol .......................................................................... 34
Soliciting and Advertising .................................................................... 35
Animals on Campus ............................................................................... 35
Compliance and Ethics Hotline .............................................................. 35
Human Resources/Payroll ....................................................................... 36
  Change of Personal Information .......................................................... 36
  Pay dates .............................................................................................. 36
  Pay day ............................................................................................... 37
Benefits .................................................................................................. 37
  Paid Sick leave and Class Absence – NEW for 2017-2018 Academic Year... 37
Other Eligible Benefits .......................................................................... 38
  Eligibility for College Medical and Pharmacy Plan Benefits .................. 38
  Adjunct Faculty Retirement ................................................................ 38
  Tuition Reduction/Waiver .................................................................. 39
  Jury Duty .............................................................................................. 39
Parking .................................................................................................... 39
Voicemail ................................................................................................ 39
Introduction to FERPA .......................................................................... 40

Index ....................................................................................................... 42
The Purpose of the Adjunct Faculty Guidebook

The Adjunct Faculty Guidebook provides some basic information about the College, benefits, responsibilities, campus services and contacts pertaining to adjunct faculty that apply across campuses. For specific campus information see individual campus handbooks. The guidebook contains the following information:

- General College information
- Adjunct faculty duties and responsibilities
- Teaching/academics information and policies
- Resources

While every attempt has been made to accurately reflect the current College policies, changes occur often within such a large institution. Other references have more current information:

- The Pima Community College home web page http://www.pima.edu
- The @PimaNews weekly intra-College electronic newsletter http://www.pima.edu/faculty-staff/pimanews/
- Bulletin boards and individual mail boxes in Adjunct Faculty Resource Centers
Dear Colleagues,

Welcome to Pima Community College!

We are grateful that you have chosen to accept our invitation to teach as an adjunct faculty member at PCC. Whether you are a newly hired adjunct faculty member or have been a valued member of the College community, we are glad you are at Pima!

We promise to always be here to meet your needs, answer your questions, and address concerns you might have regarding your employment at Pima. We strive every day to make your experience with us the best it can possibly be.

Our students, faculty, staff and administrators appreciate the deep experience and insight you bring to our classrooms, and we are grateful you are on board. Adjunct faculty are a major reason for the success of the College. You enrich and diversify our students’ learning experiences. I hope that you will find the 2017-2018 Adjunct Faculty Guidebook to be a useful, informative resource.

The Guidebook details support services available at our Adjunct Faculty Services Centers. It also contains the College’s administrative structure, as well as up-to-date policies that apply to adjunct faculty. In addition, it describes the duties and responsibilities of adjunct faculty, and lists how and where to get answers to your questions. The useful information contained in this Guidebook will help you to function effectively within our College and as you reach out to our students.

The accomplishments of our students are made possible by the essential knowledge and fresh perspectives that you bring to the classroom. Your contributions and dedication to our students are invaluable. Thank you for being a part of our team. Know that we are here for you throughout the year.

Sincerely,

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

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.

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.

Core Themes and Objectives

Student Success
- Support and increase student goal achievement
- Support student progress toward goals
- Enhance course, program and general education assessment to improve learning

Access
- Provide educational pathways and resources that meet student and community needs
- Increase enrollment across the College

Teaching and Program Excellence
- Provide excellent teaching that utilizes best practices to support student success
- Offer relevant and quality programs that provide positive contributions to the economy of the region
Student Services

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

Community Engagement

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

Diversity, Inclusion and Global Education

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

Institutional Effectiveness

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

Pima County Community College District Locations

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

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

**Community Campus**
401 North Bonita Ave.
Tucson, AZ 85709-5000
(520) 206-3933

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

**Desert Vista Campus**
5901 South Calle Santa Cruz
Tucson, AZ 85709-600
(520) 206-5030

**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 College 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

Continuing Education
401 North Bonita Ave.
Tucson, AZ 85709-5505
(520) 206-6579

Davis-Monthan Air Force Base
Education Center
5355 East Granite St., Suite 100
Tucson, AZ 85707-3011
(520) 206-4866

El Rio Learning Center
1390 West Speedway Blvd.
Tucson, AZ 85745
(520) 206-3800

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

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

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

Pima Community College Adult Basic Education
29th Street Collation Center
4355 East Calle Aurora
Tucson, AZ 85711
(520) 206-6500

Workforce & Business Development
401 North Bonita Ave.
Tucson, AZ 85709-5500
(520) 206-6569
District Administration

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

Pima County Community College District Governing Board Members:
Mark Hanna District 1
Demion Clinco District 2
Sylvia M. Lee, Ph.D. District 3
Meredith Hay, Ph.D. District 4
Luis Gonzales District 5

Board agendas and meeting minutes are available at: https://www.pima.edu/meeting-notices/index.html.

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

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

Additional District Administrators:
http://www.pima.edu/about-pima/college-organization/
Campus Administration and Leadership

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

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

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

Academic Dean
Plan, direct, and evaluate the educational services of an academic or student services division. Serve as the educational leader for the assigned division; responsible for professional development of 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.

Additional Campus Administrators:
http://www.pima.edu/about-pima/college-organization/

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

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

* This title may refer to a Pima employee who has a different official title, e.g., Academic Director, Program Director or Program Coordinator. In addition, an individual may self-identify by a different title to facilitate work. Also, an external agency may identify one of these individuals differently.
Adjunct Faculty Duties and Responsibilities

Duties and Responsibilities of Adjunct Faculty

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

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

Adjunct Faculty Terms and Conditions

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

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

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

3. PCCCD policies on personnel management, including benefits, apply to Adjunct Faculty only as expressly stated by PCCCD Governing Board Policy and as set forth in the Personnel Policy Statement for College Employees (https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/common-policy.html).
4. As an expressed condition of a contract, the Adjunct Faculty agrees to meet and continue to meet Faculty Standards as established by the College during the term of a contract and to complete and to provide the following on file with the District Office of Contracts and Certification: Completed employment paperwork to include (1) application for employment and (2) official transcripts, licenses and/or certificates applicable to the teaching assignment. Failure by an Adjunct Faculty to comply with these conditions shall allow PCCCD to terminate the contract.

5. Adjunct Faculty are expected to perform in a professional manner and to conduct classes as assigned by the contract. The contract is intended to include the time the instructor spends preparing for and teaching the course and the instructor’s time spent to be available to students before and/or after class. If for any reason the Adjunct Faculty cannot conduct his or her class, he or she is held responsible to notify 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.

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

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

8. Adjunct Faculty are required to submit a syllabus to the department 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.

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

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

11. Assignment or reassignment of duties within PCCCD shall be and remain the prerogative of the approving Supervising Administrator provided such assignment is consistent with the qualifications of the Adjunct Faculty.
12. Adjunct Faculty will adhere to all PCCCD policies that address code of conduct and standards of behavior for employees as found in the Personnel Policy Statement for College Employees.

**Certification**

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

For more information: [http://www.pima.edu/administrative-services/faculty-contracts/index.html](http://www.pima.edu/administrative-services/faculty-contracts/index.html)

**MyPima**

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

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

MyPima provides faculty members with easy access to email, class rosters, attendance tracking, 45th day reporting, final grade submission, HR forms and more. Students use MyPima to access to their email, to register and drop classes, to check payments, final grades, financial aid status, and more.

MyPima provides online course tools such as chat, discussion boards, announcements, and class email for every course via the My Courses channel. This is on the students Academics tab, and the faculty Teach tab. The faculty members have a MyPima Tutorials channel that provides demonstration videos covering how to use the various course tools.

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

1. Go to [www.pima.edu](http://www.pima.edu)
2. Click on on the red MyPima button
3. Click “Activate your account”
4. Follow the instructions under “Start Your Account Activation”

MyPima Course Tools
MyPima course homepages are available to faculty and students before the beginning of every semester. Faculty members are encouraged to post their syllabus to their course homepage as soon as possible. For late-start classes, it is courteous to post a course announcement for students letting them know when you will be available to answer questions.

Desire2Learn (D2L/Brightspace)
Faculty members who utilize D2L, the learning management system, need to switch the homepage link from MyPima to D2L for each of their classes. Click on the edit button next to the course title, and then change the selection to D2L. Once you do this, your students will be automatically pointed to your D2L homepage.

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

Once you are logged into MyPima, email can be accessed by clicking the My Email button on the navigation bar. You can also access your email remotely by using [pccmail.pima.edu](http://pccmail.pima.edu). If you do not normally use your legal first name, ask your campus Human Resources representative or the Employee Service Center at District Office to add a preferred name to your College (Banner) record.
Teaching Contracts

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

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

**Example of email to adjunct’s personal Email account:**

Congratulations! An adjunct faculty contract (Summer 2016, PSY 101, CRN 30082) is ready for your review and acceptance. If you are new to Pima, you will first need to activate your MyPima account.

To accept your contract, log into your MyPima account. You will be taken to the “Home” tab. From the “Home” tab, click the “Employees” tab, “@Work” option. In the “Quick Links” section, click “My Adjunct Faculty Contracts” and follow the steps from screen to screen to submit your acceptance of your contract.

Pima Community College

**Example of email to adjunct’s personal Email account:**

Congratulations! An adjunct faculty contract (Summer 2016, PSY 101, CRN 30082) is ready for your review and acceptance. If you are new to Pima, you will first need to activate your MyPima account.

To accept your contract, log into your MyPima account. You will be taken to the “Home” tab. From the “Home” tab, click the “Employees” tab, “@Work” option. In the “Quick Links” section, click “My Adjunct Faculty Contracts” and follow the steps from screen to screen to submit your acceptance of your contract.

Pima Community College
Instructions for viewing and approving your adjunct faculty contracts:

1. Log into MyPima, click the “Employee’s” tab and select the “@Work” option.

![MyPima](image)

2. At “Quick Links”, under Timekeeping & Contracts, click “My Faculty Contracts.”

![Quick Links](image)

**Quick Links**

Remember: use the MyPima Intranet Guide page to access Intranet documents.

**Timekeeping & Contracts**

- My Faculty Contracts [Instructions]

3. Select the appropriate Term

![Select Term](image)
Adjunct Faculty Orientation

Adjunct Faculty Orientation is a College-wide event combining Adjunct Faculty Orientation and Teaching Strategies workshops sponsored by the Office of the Provost. It occurs twice a year, in August and January. If you are not notified of the date and time of the orientation on your campus, please contact your Department Head or the Office of the Division Dean for further information. Should you not be able to attend an orientation in-person, the orientation materials should be available online. Please contact the Provost’s Office for information.

Teaching/Academics

Grading Policy

Grades earned 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 student’s financial aid or veterans benefits.

A student may withdraw him/herself 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. Visit https://www.pima.edu/paying-for-school/financial-aid/managing-award/dropping-or-withdrawing.html to determine how dropping or withdrawing from class could impact the student’s future as it is important for him/her to consider how the decrease in credits will affect the student’s 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.’

The information on grading policy can also be found in Board Policy BP 3.40, Grading, at https://www.pima.edu/about-pima/policies/board-policies/docs-bp-03/BP-3-40.pdf

Adding/Dropping Classes

- Add/Drop dates are posted on the College website at: https://www.pima.edu/new-students/register-for-classes/drop-add-withdrawal.html
- 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 https://www.pima.edu/new-students/register-for-classes/drop-add-withdrawal.html for a copy of the Registration Transaction form or further details.

Incomplete/Change of Grade

For each student receiving a grade of “Incomplete,” the instructor must complete the Notification of Incomplete Grade Status form. It is a link found at the top of final grade submission form, download, complete and submit it to the office of the Supervising Administrator/Dean or through the Adjunct Faculty office at each campus.

Incompletes are not given in lieu of ‘F’ grade. Students have one (1) year to complete an “Incomplete.” If a student completes the course work the instructor must complete a Change of Grade form, which student is submitted to the office of the Supervising Administrator.
**End of Semester Procedure**

At the end of each semester (and summer session) the grade rosters for each of your classes are available on-line through your MyPima under the Teach tab, under Quick Links section, Final Grade Submission. Grade rosters include names of those students who have registered for the class. Those students whose names do not appear on the grade roster will not receive a grade for the class. Grades must be submitted by the stated deadline.

Student grades are not to be posted in any public manner. The instructor should only give grades to students in person and input the grade on-line by the deadline so students may access their results directly. Any deviation from this method of delivery of grades to students may involve a violation of the family Education Rights and Privacy Act (FERPA). To submit final grade, follow the instructions on the next page.

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

Quick Links - Teach

**Attendance/Grades**

- Attendance tracking [Instructions]
  (prefer Firefox or Safari browsers for this function)
- 45th Day Reporting [Instructions]
- Banner Online
- Final Grade Submission [Instructions]

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

There is an appeal process for grade challenges. Please refer to the Student Rights and Responsibilities document. For more information, please see [https://www.pima.edu/current-students/code-of-conduct](https://www.pima.edu/current-students/code-of-conduct).

Class Rosters

Class rosters are available through MyPima under the Teach tab, under the Quick Links- Teach section, through the Final Grade Submission link.

What is Attendance?

The U.S. Department of Education defines attendance:

1. Attendance must be “academic attendance” or an “attendance at an academically-related activity.” Examples included:
   - Physical class attendance where there is direct interaction between instructor and student
   - Submission of an academic assignment
   - Examination, interactive tutorial, or computer-assisted instruction
   - Study group assigned by the College
   - Participation in on-line discussion about academic matters
   - Initial of contact with instructor to ask a question about an academic subject

2. 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.

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

What is the non-attendance reporting period?

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

Why do we need to report non-attending students?

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

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

Vice President of Instruction and Academic Deans are notified when faculty do not report attendance.
What if a student attends class after being reported for non-attendance?
Students who attend one or more class periods within the reporting period (but may or may not attend additional class periods) should NOT be reported as never attended. These students are considered Registered Not Attending (RN) and will automatically place an RN on the student’s record. If the student starts attending again, mark him/her as present in Attendance Tracking and then his/her status will change back to registered.

What if the student stops attending after the non-attendance reporting period?
A student who attends one or more class periods within the reporting period but attends no other classes should NOT be reported as non-attending. However, a last date of attendance must be entered when inputting final grades. Final grades of “F” and “W” require input of the last date of attendance.

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

1. Log into MyPima, click the “Employee” tab and select the “Teach” Option.
2. At “Quick Links – 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 period. The reporting is accessed through MyPima under Teach tab, also available in the Quick Links section under the 45th Day Reporting link.

1. Log into MyPima, click the “Employees” tab and select the “Teach” option
2. At the “Quick Links – Teach” section, under “Attendance/Grades”, choose “45th Day Reporting”

Important Instructions for 45th Day Reporting are available at 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 — this is when the College gathers all enrollment data to be reported to the state. Final grading will not be available during 45th day reporting period. Students not participating in classes as of the 45th day should be withdrawn by faculty members at this time. For questions or concerns about withdrawing a student at 45th day, please ask your Supervising Administrator.

Measuring Student Performance

The Adjunct Faculty member is obligated to respond to the grading policies of the College and must determine a grade for each student at the end of each semester. The instructor can, however, use number of techniques to arrive at this final grade:

- 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

The instructor may combine several of these to gain an overall view of the capabilities of the student. Questions or concerns about measuring student performance please see your supervising administrator.

The Student Learning Outcomes (SLOs) process involves assessment of the most important knowledge and skills that 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) in each course section, every semester. 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.
Student Learning Outcomes information can be found on the PCC Intranet:

1. Log into MyPima, click the “Employees” tab and choose “Intranet Guide”
2. On the Intranet Guide page, choose the “Academic Resources” folder
3. Choose “Student Learning Outcomes” from the list.

Syllabus

A syllabus must be filed with the department chair and academic dean for approval. The approved syllabus with course outline shall be presented during the first class meeting. Syllabus templates are available through MyPima. Follow the instructions below:

1. Log into MyPima, click the “Employees” tab and select the “Teach” option.
2. On the left pane side, under “Syllabi” look under “Fall 2017” and choose prefix templates.

Additional resources are also available:
- Syllabus review and storage
- Finding your syllabus template
- Tips for working with the templates
- Additional/Optional information
**Academic Freedom**

The College subscribes to the following statement on Academic Freedom:

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

2. Any Faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of her/his primary responsibilities. (Please refer to Board Policy BP-6.05, Copyright, and Board Policy BP-6.06, Copyright Ownership.)

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

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

**Textbooks**

Contact your department chair for textbook information.

**Classroom Management/Rules**

**Classroom Discipline**

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

If problems occur discuss the situation with your department chair or supervising administrator. Any problems should be approached in a matter-of-fact, rational manner and in a spirit of mutual respect. See the Student Code of Conduct for information: [https://www.pima.edu/current-students/code-of-conduct/index.html](https://www.pima.edu/current-students/code-of-conduct/index.html)
Class Breaks
Instructors, Adjunct Faculty members included, will allow a ten-minute break period for every 100 minutes of regular class time. These breaks are scheduled at the discretion of the instructors with the consideration of student motivation, safety and subject continuity.

Student Resources
As an adjunct faculty member, you can expect students to ask for academic advice as well as advice on personal problems. You may want to refer students to Student Development, or you may want to contact Student Development to learn more about the services. You can find information about Student Code of Conduct at: https://www.pima.edu/current-students/code-of-conduct/index.html. You may also arrange to have a counselor visit your classroom for a presentation about these campus services. Counselors can also refer students off campus for a variety of community services. Each campus has a Student Development division which houses the Student Services Center or information area. The Student Services Center personnel in this area can answer questions and make referrals.

Advising/Counseling Student Development
On most campuses, the Student Development division includes admissions and registration, advising and counseling, assessments and testing, career services, disabled student resources, financial aid, job placement, and student life and veterans services. You can learn more about these services by visiting the Advising and Counseling website at https://www.pima.edu/new-students/advising.html.

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 at the following website: https://www.pima.edu/current-students/code-of-conduct/index.html. 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 the Office of Vice Presidents of Student Affairs and Engagement at the Downtown campus.

Student Complaint Procedure Processes
Pima Community College welcomes your opinions and feedback about our policies, programs, and services in order to make changes that contribute to your success, development, and goal attainment. For more information: https://www.pima.edu/current-students/code-of-conduct/index.html

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

https://www.pima.edu/current-students/complaint-processes/index.html
Access and Disability Resources

Pima Community College’s office of Access and Disability Resources (ADR) works to promote equal access to the learning environment by collaborating with students, faculty, staff, and the community to promote equal access to College programming for students with disabilities. ADR provides services, accommodations, and academic adjustments mandated by Section 504 of the Rehabilitation Act (Section 504) (1973), the Americans with Disabilities Act (1990)(ADA), and the Americans with Disabilities Act Amendments Act (2008) (ADAAA). ADR also provides accommodations related to pregnancy, in compliance with Title IX of the Education Amendments Act (Title IX) (1972). In addition, ADR provides training to faculty and staff on using inclusive design principles for creating accessible materials and environments for students with disabilities.

Concerns about Approved Accommodations

In order to maintain compliance with Section 504, ADA, ADAAA, and Title IX, instructors are required to provide approved accommodations as specified in the accommodation notice they receive from ADR. At the same time, accommodations must be reasonable and not alter fundamental requirements of the curriculum. If you are concerned about the reasonableness of an accommodation or the impact an accommodation may have on the fundamental requirements of the curriculum, contact the ADR program specialist identified in the accommodation notice. Note, however, that you must provide the accommodation as specified in the accommodation notice until the concern is resolved through the ADR office.

Students Who Request Non-approved Accommodations

All accommodation requests based on disability made by students must be referred to the ADR office. Remember that Section 504, ADA, and ADAAA may also cover students with certain medical, physical, or psychological/behavioral conditions. If a student asks for an accommodation and you are not sure if the reason the student gives is covered by section 504, ADA, or ADAAA, contact ADR for more guidance. If a student makes a request for an accommodation based on a disability or other covered condition that has not been approved by ADR, the instructor is not obligated to honor the request, but should let the student know about ADR. Students can request accommodations at any time through the ADR office, although accommodations are not usually made retroactive.

Referral of Students for Accomodations

Refer a student to ADR if a student discloses that they have a disability or a physical, medical, psychological condition or if a student makes a request for an accommodation based on disability or a physical, medical, psychological condition. If you suspect a student has a disability or covered condition you may consult with an ADR specialist, but do not discuss a student’s difficulties with the student in terms of disability unless the student discloses the disability themselves. All discussions related to disability or a physical, medical, or psychological condition with the student should be conducted in an environment that provides confidentiality.

ADR Resources for Faculty

Additional information is available on the ADR intranet site by clicking ‘Academic Services’ and then ‘Access and Disability Resources’. ADR intranet content includes ADR Overview video, disability laws, creating accessible documents, universal/accessible design, access technologies, and faculty consultation on accessibility issues. Additional information on ADR is also available on the ADR webpages: https://www.pima.edu/current-students/disabled-student-resources/index.html

Email questions to: adrhelp@pima.edu
Requests for sign language interpreters and/or real time transcription contact interpreting@pima.edu

For more information, visit: https://www.pima.edu/current-students/disabled-student-resources/index.html.

Veterans Information

Many veterans and their dependents may be eligible to use VA Education Benefits (a GI Bill). These PCC Veteran Benefit Recipients (VBR) receive an entitlement in the form of a monthly living stipend and for those using the Post 9/11 GI Bill receive a books/supplies stipend in addition to having all or part of their tuition and fees paid. The entitlements are based on enrollment periods and VBRs are paid from the beginning of a class until the end date. Students who receive a "W" grade for a class will have that class terminated from a certification. A "W" grade can place the VBR into a VA debt situation. The VA will pay for "F" grades up until the Last Day of Attendance. Any questions or concerns regarding grading should be directed to a Veteran Advisor. There is a Veteran Advisor on each of the campuses and each VBR is assigned to a Vet Advisor. VBRs with questions about their benefits should be directed to their assigned Vet Advisor or to our administrative staff located in the M Building on the Northwest Campus 520-206-2266.

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

D2L Technical Support
- Phone: 520-206-4800 (24 hours/day 7 days/week)
- Email: MyPimaHelpDesk@pima.edu. Your email reply will be from pima@edusupportcenter.com

Tutoring/Learning Centers
- Desert Vista 520-206-5061
- Downtown 520-206-7311
- East 520-206-7863
- Northwest 520-206-2126
- West 520-206-6819

Testing and Assessment Centers
- Community 520-206-6454
- 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
- Community 520-206-6323
- Desert Vista 520-206-5091 (Room D 105, Atrium)
- Downtown 520-206-7311 (Room LB 155)
- East 520-206-7861 (Room LB 116/117)
- Northwest 520-206-2127 (Room B2)
- West 520-206-6042 (Room C 202)
Library

The PCC Libraries provide a variety of services for faculty to support research, assist in curriculum development, and enhance student learning.

Library Collections
The Pima Community College Libraries provide a variety of services to assist in curriculum development, enhance student learning, and to support faculty research. PCC libraries have collections of books, magazines, DVDs and other media at all campuses except Community Campus. The libraries provide access to online information sources including full-text periodical databases, reference tools, streaming video and audio, ebooks and e-journals. Access to online collections is available both on and off-campus through the library web pages and the library tab in MyPima. To borrow physical materials, faculty must get a college ID card at any campus cashier office. You can request items from other campuses to be delivered to your campus. PCC Faculty have reciprocal borrowing privileges at the University of Arizona Library. Simply take a copy of your current faculty contract OR a PCC ID card to the UA library circulation desk to receive a borrower's card. Interlibrary loan service (ILL) is provided by the PCC libraries to obtain books and articles not available in the Pima, UA, or TPPL library collections. Contact your campus librarians to obtain material via ILL. PCC Librarians are able to assist in curriculum development or professional research by identifying appropriate resources and by assisting in developing search strategies and creating course-specific online research guides.

Library Instruction
The PCC Libraries have a comprehensive information literacy program designed to assist students in learning the skills needed to effectively find, evaluate, utilize information, and teach critical thinking. Library instruction sessions can be customized to meet your needs for face-to-face and online courses that meet academic student learning outcomes. Librarians can support your courses through technology platforms (e.g. http://libguides.pima.edu/).

Contact any campus librarian to plan and schedule a session for your students:

- Community Campus: 520-206-6323
- Desert Vista Campus: 520-206-5095
- Downtown Campus: 520-206-7267
- East Campus: 520-206-7693
- Northwest Campus: 520-206-2250
- West Campus: 520-206-6821
- Outside the Tucson Area: 800-860-PIMA ext. 6821
Additional Information

College Calendars

https://www.pima.edu/calendars/index.html

College Catalog

https://www.pima.edu/programs-courses/college-catalog/

College Class Schedule

https://www.pima.edu/programs-courses/class-schedules/

EEO/AA/ADA

Equal Employment Opportunity

The College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or other legally protected category. The college will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College BP 5.10  https://www.pima.edu/about-pima/policies/board-policies/docs-bp-05/BP-5-10.pdf programs, activities and facilities. The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. The College is committed to creating and maintaining an environment free of discrimination that is unlawful or prohibited by College policy. This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity.

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

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

The Equal Employment Opportunity office (EEO/ADA/AA) can be reached at 520-206-4539, or eeo-all@pima.edu or the webpage:

https://www.pima.edu/administrative-services/equal-employment-opportunity/index.html

Additional information regarding the discrimination complaint process can be found at:

Employee Request for an ADA Job Accommodation

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

To obtain information on requesting a workplace accommodation please contact the EEO/ADA/AA office at 520-206-4539, or eeo-all@pima.edu or 504-adahelp@pima.edu or through the webpage

https://www.pima.edu/administrative-services/equal-employment-opportunity/index.html

Additional information can be found at:


Emergency Procedures

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

Department of Public Safety or Emergency Services will:

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

In cases that do not require ambulance transportation or emergency room treatment, parties should contact their personal physicians. For further information about the Department of Public Safety visit their web page at www.pima.edu/dps

Emergency Preparedness

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

1. Log into MyPima
2. Click the “Employees” tab, choose “Intranet Guide”
3. At the Intranet Guide list of folders, choose “Health and Safety”
Emergency Response Quick Reference Guide

1. Calling 911

Call 911 to report:
- Fires
- Medical emergencies
- Crime in progress
- Other serious situations affecting public safety, health or environment
- No need to dial “8” from College phone

2. Fire Alarm in Your Building

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

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

3. Report a Fire

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

4. In Case of Medical Emergency

(e.g., unconsciousness, inability to move, potential spinal injury, seriously broken bone, uncontrolled bleeding, heart attack, inability to breath)
- Call 911
- Provide requested information
- Follow dispatcher’s instructions
- If certified, administer any needed first aid
- Do not try to move person in distress
- Tell person in distress help is coming
- Try to make person in distress as comfortable as possible
- Remain with person in distress until help arrives
5. **Major Chemical Spill, Leak or Biohazard**

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

6. **Active Shooter in Your Vicinity**

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

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

**Take action**
- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

**Call 911 when it is safe to do so**
- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

**When law enforcement arrives**
- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

**With an active shooter situation**
- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort
7. Bomb Threat/Suspicious Object(s)

If you receive a telephoned bomb threat:
- Remain calm
- Obtain as much information as possible; note specific details

If you observe a suspicious object, package, etc.:
- Do not touch, move or tamper with object(s)
- Call 911 from a safe area
- Keep yourself and others away from object(s)
- Do not use cell phones or radio equipment within 100 feet of object(s)
- If told to evacuate, follow building evacuation procedures

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

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

The complete Emergency Response Plan is at
MyPima > Intranet > Health and Safety.
Faculty Senate

Faculty Senate represents all faculty in the College’s governance process. The Senate meets monthly and its members may be either full-time or adjunct faculty. One at-large adjunct faculty representative is elected from each campus for a two-year term and serves on the subcommittee for adjunct faculty affairs. Your campus representative is listed on the Faculty Senate Webpage.

Human Subjects Research

Pima County Community College District is committed to the protection of the College's students, employees, and others who may conduct, or participate in, research projects sponsored by, or associated with, Pima Community College. The Chancellor charges the Office of Institutional Research, Planning and Effectiveness (IRP&E) to evaluate potential research projects to ensure that risk to any party is limited and is safeguarded by standards outlined in the Federal Policy for the Protection of Human Subjects. The Office of Institutional Research, Planning and Effectiveness will evaluate potential research and apply such standards and exemptions as appropriate. Please visit Board Policy BP 2.11, Research Involving Human Subjects, for the College Board Policy [https://www.pima.edu/about-pima/policies/board-policies/docs-bp-02/BP-2-11.pdf]. You may visit the IRP&E website at [https://www.pima.edu/administrative-services/planning-institutional-research/](https://www.pima.edu/administrative-services/planning-institutional-research/).

Fundraising/Solicitation

The Pima Community College Foundation is responsible for managing the cultivation, solicitation, and the acknowledgement of charitable gifts for the benefit of the College. For further information, contact the Foundation Office. See [https://www.pima.edu/give-to-pima/index.html](https://www.pima.edu/give-to-pima/index.html).

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, *Smoking, E-Cigarette and Tobacco Product Use Limitations on College Property*, for additional information [https://www.pima.edu/about-pima/policies/board-policies/docs-bp-08/BP-8-07.pdf](https://www.pima.edu/about-pima/policies/board-policies/docs-bp-08/BP-8-07.pdf)

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 Board Policy BP 2.20, *Drug-Free Environment*: [https://www.pima.edu/about-pima/policies/board-policies/docs-bp-02/BP-2-20.pdf](https://www.pima.edu/about-pima/policies/board-policies/docs-bp-02/BP-2-20.pdf)

**Soliciting and Advertising**

Soliciting and advertising in classes is not permitted.

**Animals on Campus**

Students and employees are not allowed to have Non-Service Animals on campus or at work. Service Animals are allowed on campus and at College activities when they meet the requirements under the Americans with Disabilities Act (ADA) and/or College policy. Service Animals meeting ADA guidelines or College policy are held to behavior and safety requirements. The Access and Disability Resources (ADR) office at each campus will assist with questions related to student issues. The ADR office can be reached at 520-206-6688. The District ADA coordinator will assist with questions related to employee issues. The ADA coordinator can be reached at 520-206-4539. Additional information can be found at: [https://www.pima.edu/about-pima/policies/board-policies/docs-bp-03/BP-3-46.pdf](https://www.pima.edu/about-pima/policies/board-policies/docs-bp-03/BP-3-46.pdf)

**The Pima Compliance and Ethics Hotline**

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

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

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

Click on the link provided on the College’s Intranet site for automatically be connected to your *EthicsPoint* secure landing page. For public internet accesses from home, public library, neighbor, etc.), go to [http://www.complianceandethicshotline.ethicspoint.com](http://www.complianceandethicshotline.ethicspoint.com) and click on appropriate link under “To Make a Report.” You could also call a toll-free number 1-855-503-8072. An intake specialist will assist you with reporting.
Human Resources/Payroll

Change of Personal Information
The instructor’s current home address, telephone number(s) and emergency contact information must be listed with the Faculty Certification office (phone number: 520-206-4417, email: facultycertification@pima.edu). Employed adjunct faculty may go to MyPima for all employee information changes except name change. Name changes require a copy of Social Security card or Court order. Please contact Faculty Certification office for details.

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

**Community Campus:** [https://www.pima.edu/campuses-centers/community-campus/index.html](https://www.pima.edu/campuses-centers/community-campus/index.html)
Campus Resource Center, CC B138
Tucson, AZ 85709
Campus code 5063
206-3967

**Desert Vista Campus:** [https://www.pima.edu/campuses-centers/desert-vista-campus/index.html](https://www.pima.edu/campuses-centers/desert-vista-campus/index.html)
Faculty Resource Center, DV A111
Tucson, AZ 85709
Campus code 6030
206-5147

**Downtown campus:** [https://www.pima.edu/campuses-centers/downtown-campus/index.html](https://www.pima.edu/campuses-centers/downtown-campus/index.html)
Faculty Resource Center, DC CC222
Tucson, AZ 85709
Campus code 3130
206-7314

**East Campus:** [https://www.pima.edu/campuses-centers/east-campus/index.html](https://www.pima.edu/campuses-centers/east-campus/index.html)
Adjunct Faculty Office, EC E5 519
Tucson, AZ 85709
Campus code 4000
206-7645

**Northwest Campus:** [https://www.pima.edu/campuses-centers/northwest-campus/index.html](https://www.pima.edu/campuses-centers/northwest-campus/index.html)
Campus Resource Center, NW B219
Tucson, AZ 85709
Campus code 7390
206-2127

**West Campus:** [https://www.pima.edu/campuses-centers/west-campus/index.html](https://www.pima.edu/campuses-centers/west-campus/index.html)
Faculty Resource Center, WC A215
Tucson, AZ 85709
Campus code 0115
206-6723

**Davis-Monthan Air Force Base Education Center:** [https://www.pima.edu/campuses-centers/DMAFB-education-center/index.html](https://www.pima.edu/campuses-centers/DMAFB-education-center/index.html)
Adult Basic Education Learning Centers: [https://www.pima.edu/campuses-centers/adult-learning-centers/index.html](https://www.pima.edu/campuses-centers/adult-learning-centers/index.html)

### Pay Day

Paydays follow the Pima Community College pay schedule. Direct deposit is highly recommended. Each pay day, you will receive an advise of your direct deposit in you Pima email. Paychecks not direct deposited can be picked up from your Banner designated office; if you are unable to pick up the check it will be mailed to you at the close of business.

To view your Pay Stub:

1. Log into MyPima and choose the Employees tab, then the @Work tab.
2. In the Quick Links section, under Timekeeping & Contacts, choose My Pay Stub

### Benefits

#### Paid Sick Leave and Class Absences—New for 2017-18

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

Adjunct Faculty members will use Web Time Entry (WTE) to report all absences. The following is a brief WTE overview. 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. For Fall Semester the hourly rate is $21.54/hour. If the absence qualifies for sick leave usage and the adjunct faculty member has the accrued sick leave available there will be no deduction to biweekly salary.

The three relevant earn codes to use are:

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

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. The formula used is each load hour is equivalent to 2.25 hours worked per week. For example, a three load class taught in the traditional semester would be credited with 114.75 hours worked and accrue 3.83 hours of paid sick leave over the course of a semester. Employees can only use sick leave after it is accrued.

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

- Mental or physical illness, injury or health condition
- Care for a family member who has a mental or physical illness
- A public health emergency
- To address issues related to domestic violence, sexual violence
The definition of family member is:

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

For more information or questions, call or email the Employee Service Center: 520-206-4595, esc@pima.edu.

Other Eligible Benefits

Eligibility for College Medical and Pharmacy Plan Benefits

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

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 esc@pima.edu or 206-4595.

Tuition Reduction/Waiver
The Governing Board and the Administration promote professional development opportunities that will enhance classroom teaching excellence. The adjunct faculty tuition reduction program permits tuition reductions for up to six credit hours per semester while the adjunct faculty member is under active contract with the College to teach class(es) and excludes zero-load contracts. Semester is defined as Fall, Spring, and Summer (A, B, C). No tuition reductions are provided for spouse or children.
Tuition waiver/reduction guidelines are located in The College Employees Personnel Policy Statement (Common), Section III Benefits. For more information, visit https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/common-policy.html (under I. Educational Benefits/Tuition Waiver, then 2. Adjunct faculty Contract with the College District to Teach Classes).
The tuition reduction/waiver form is available on the College intranet:
1. Log into MyPima and choose the Employees tab and then Intranet Guide.
2. On the Intranet Guide page, choose the Employee Service Center folder
4. On the Benefits page, under “Other Forms”, choose “Tuition Waiver Request”

Jury Duty
For policy and information see the Personnel Policy Statement for College Employees at: https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/common-policy.html

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

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

**To log on to your mailbox from your phone:**
- Dial 4699 or use button labeled "AVST VOICEMAIL"
- Enter security code when prompted, (default code is 9600)
- See "Working with messages.txt", "VM quick ref.pdf", or follow prompts.

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

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

1. Law

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

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

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

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

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

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

1 The following text is from the U.S. 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).
2. 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 (520-206-4640).

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
Index

45th Day Reporting.................................................................21
Academic Dean.........................................................................9
Academic Freedom .................................................................23
Access and Disability Resources (ADR)........................................25
Activating Your MyPima Account..................................................13
Adding/Dropping Classes........................................................17
Additional Information Section....................................................29
Additional College Locations....................................................7
Adjunct Faculty Duties and Responsibilities .................................10
Adjunct Faculty Orientation......................................................16
Adjunct Faculty Retirement.......................................................38
Adjunct Faculty Terms and Conditions........................................10
Advising/Counseling ................................................................24
Animals on Campus..................................................................35
Appeal of Grades .....................................................................19
Attendance Tracker ...................................................................20
Attendance ................................................................................19
Benefits ....................................................................................37
Campus Administration and Leadership ........................................9
Campus President .....................................................................9
Casual Visitors .........................................................................34
Certification ..............................................................................12
Chancellor ................................................................................8
Change of Personal Information ................................................36
Class Breaks ............................................................................24
Class Rosters ............................................................................19
Classroom Discipline ..............................................................23
Classroom Management/Rules ..................................................23
College Calendar ........................................................................29
College Catalog .........................................................................29
College Class Schedule ............................................................29
College Information ....................................................................5
College Mission Statement .........................................................5
College Values ...........................................................................5
College Vision ...........................................................................5
Compliance and Ethics Hotline ..................................................35
Computing Commons and Labs .................................................27
Core Themes and Objectives ......................................................5
D2L Technical Support .............................................................27
Department Head .....................................................................9
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desire2Learn (D2L/Brightspace)</td>
<td>13</td>
</tr>
<tr>
<td>Discipline Coordinator</td>
<td>9</td>
</tr>
<tr>
<td>District Administration</td>
<td>8</td>
</tr>
<tr>
<td>Duties and Responsibilities of Adjunct Faculty</td>
<td>10</td>
</tr>
<tr>
<td>EEO/AA/ADA</td>
<td>29</td>
</tr>
<tr>
<td>Eligibility for College Medical and Pharmacy Plan Benefits</td>
<td>38</td>
</tr>
<tr>
<td>Email</td>
<td>13</td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>30</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>30</td>
</tr>
<tr>
<td>Emergency Response Quick Reference Guide</td>
<td>31-33</td>
</tr>
<tr>
<td>Employee Request for an ADA Job Accommodation</td>
<td>30</td>
</tr>
<tr>
<td>End of Semester Procedures</td>
<td>18</td>
</tr>
<tr>
<td>Equal Employment Opportunity</td>
<td>29</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>34</td>
</tr>
<tr>
<td>FERPA</td>
<td>40</td>
</tr>
<tr>
<td>Fundraising/Solicitation</td>
<td>34</td>
</tr>
<tr>
<td>Governing Board</td>
<td>8</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>16</td>
</tr>
<tr>
<td>Human Resources/Payroll</td>
<td>36</td>
</tr>
<tr>
<td>Human Subjects Research</td>
<td>34</td>
</tr>
<tr>
<td>Incomplete/Change of Grade</td>
<td>17</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>39</td>
</tr>
<tr>
<td>Library</td>
<td>28</td>
</tr>
<tr>
<td>Measuring Student Performance</td>
<td>21</td>
</tr>
<tr>
<td>MyPima Course Tools</td>
<td>13</td>
</tr>
<tr>
<td>MyPima</td>
<td>13</td>
</tr>
<tr>
<td>Non-attendance reporting period</td>
<td>20</td>
</tr>
<tr>
<td>Other Support</td>
<td>27</td>
</tr>
<tr>
<td>Paid Sick leave and Class Absence – NEW for 2017-2018 Academic Year</td>
<td>37</td>
</tr>
<tr>
<td>Parking</td>
<td>39</td>
</tr>
<tr>
<td>Pay dates</td>
<td>36</td>
</tr>
<tr>
<td>Pay day</td>
<td>37</td>
</tr>
<tr>
<td>Pima County Community College District Locations</td>
<td>6</td>
</tr>
<tr>
<td>Provost and Executive Vice Chancellor of Academic and Student Services</td>
<td>8</td>
</tr>
<tr>
<td>Provost’s Message</td>
<td>4</td>
</tr>
<tr>
<td>Purpose of the Adjunct Faculty Guidebook</td>
<td>3</td>
</tr>
<tr>
<td>Smoking/Drugs/Alcohol</td>
<td>34</td>
</tr>
<tr>
<td>Soliciting and Advertising</td>
<td>35</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>24</td>
</tr>
<tr>
<td>Student Complaint Procedures</td>
<td>24</td>
</tr>
<tr>
<td>Student Resources</td>
<td>24</td>
</tr>
<tr>
<td>Syllabus</td>
<td>22</td>
</tr>
<tr>
<td>Teaching Contracts</td>
<td>14</td>
</tr>
</tbody>
</table>
Teaching/Academics ........................................................................................................................................ 16
Testing Assessment Centers .......................................................................................................................... 27
Textbooks .................................................................................................................................................... 23
Tuition Reduction/Waiver ............................................................................................................................. 39
Tutoring/Learning Centers ........................................................................................................................... 27
Veteran Information .................................................................................................................................. 26
Vice President of Instruction ......................................................................................................................... 9
Vice President of Student Development ...................................................................................................... 9
Vice President .............................................................................................................................................. 9
Voicemail ................................................................................................................................................... 39