

CHIPOLA COLLEGE

FACULTY HANDBOOK

For Full-Time and Adjunct Faculty

Revised March 2026

3094 Indian Circle
Marianna, Florida 32446-2053
(850) 526-2761
www.chipola.edu

A Level II baccalaureate degree granting institution and comprehensive public state college

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, sex, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Questions about compliance with Title IX or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence, should contact the College's Civil Rights Compliance Officer and Title IX Coordinator:

Wendy Pippen, Associate Vice President of Human Resources, Civil Rights Compliance/Title IX Officer, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183, 850-718-2269, pippenw@chipola.edu

Chipola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees, Associate in Arts degrees, Associate in Science degrees, and Certificates of Training. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Chipola College.

FOREWORD

Chipola College's most important mission is teaching and learning. This handbook provides faculty members with up-to-date and useful information regarding college policies and procedures that enhance their instructional effectiveness. The college strives to provide instructional support systems to assist faculty and students in achieving their learning objectives.

This handbook is a single document which makes important information impacting instruction available to both full-time and adjunct faculty members. Deans/directors may provide additional information that will assist faculty with specific departmental procedures.

The Faculty Handbook is intended to provide timely information to faculty. In order to keep the handbook comprehensive and current, a systematic review will be conducted periodically. Announcements will be sent to deans and executive offices of the college when updates are made.

IMPORTANT NOTICE: All policies, course requirements, and the contents of this handbook are subject to revision. Chipola College Board Policies and College Administrative Procedures (CAPs) take precedence over this handbook in case of discrepancy. Faculty should review the most current policies and procedures at www.chipola.edu.

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SECTION I: COLLEGE ORGANIZATION

History and Mission

College History

Chipola College, established in 1947, is one of Florida's oldest community colleges. Originally founded as Chipola Junior College, the institution has served the educational needs of Northwest Florida for over seven decades. The college transitioned to offering approved baccalaureate degrees in 2003, becoming one of Florida's state colleges authorized to grant selected four-year degrees.

The college serves five counties in rural Northwest Florida: Calhoun, Holmes, Jackson, Liberty, and Washington Counties. This service district represents a largely rural, economically disadvantaged region, and Chipola College remains committed to providing accessible, affordable, quality higher education to all residents.

College Motto

A Higher Degree of Success

Vision

Chipola College promotes learning and student achievement through excellence, opportunity, and progress.

Mission

Chipola College provides access to quality learning opportunities toward baccalaureate degrees, associate degrees, and certificates and facilitates the economic, social, and cultural development of the College's service area.

The College Catalog includes most of the vital information you need, including academic regulations relating to students, course descriptions, and a listing of important dates.

INSTITUTIONAL GOALS

Chipola has adopted the following institutional goals and objectives:

GOAL 1: INCREASE ENROLLMENT, RETENTION, AND COMPLETION

Objective 1.1: Ensure students have access to support services needed to be successful at the college

Objective 1.2: Minimize barriers to enrollment, retention, and completion

GOAL 2: PROVIDE A HIGH-QUALITY DISTANCE LEARNING PROGRAM

Objective 2.1: Provide high-quality online courses

Objective 2.2: Ensure students taking online course have access to high-quality academic support services

GOAL 3: PREPARE STUDENTS FOR CONTINUED LEARNING AND CAREERS

Objective 3.1: Provide students foundational competencies needed to successfully continue their educations

Objective 3.2: Prepare students for employment

GOAL 4: PROVIDE A HIGH-QUALITY DUAL ENROLLMENT PROGRAM

Objective 4.1: Provide high-quality dual enrollment courses in district high schools

GOAL 5: PROVIDE AN APPEALING CAMPUS ENVIRONMENT

Objective 5.1: Provide an aesthetically pleasing campus environment

Objective 5.2: Provide a safe, secure, and supportive learning environment

GOAL 6: MANAGE RESOURCES RESPONSIBLY

Objective 6.1: Use resources appropriately

GOAL 7: FACILITATE REGIONAL DEVELOPMENT

Objective 7.1: Contribute to the region's economic development

Objective 7.2: Contribute to the region's cultural and social development

GOAL 8: REMAIN A LEADING INSTITUTION IN THE FLORIDA COLLEGE SYSTEM

Objective 8.1: Provide students a high-quality overall educational experience.

Accreditation

Regional Accreditation

Chipola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees, Associate in Arts degrees, Associate in Science degrees, and Certificates of Training. This accreditation was most recently reaffirmed in 2023 through the college's Fifth-Year Reaffirmation process.

Questions about the accreditation of Chipola College may be directed in writing to: Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097, Phone: (404) 679-4500, Website: www.sacscoc.org

Programmatic Accreditations

Chipola College's specialized programs maintain the following programmatic accreditations:

- Registered Nursing- Accreditation Commission for Education in Nursing (ACEN)
- Bachelor of Science in Nursing-Accreditation Commission for Education in Nursing (ACEN)
- Practical Nursing-Candidacy with Accreditation Commission for Education in Nursing (ACEN)
- All Nursing Programs-Approval Agency-Florida Board of Nursing
- Paramedic Program - Commission on Accreditation of Allied Health Education Programs (CAAHEP); Commission on Accreditation for EMS Professions
- Criminal Justice Programs - Criminal Justice Standards and Training Commission, FDLE
- Emergency Medical Services – Florida Dept. of Health-Bureau of Emergency Medical Services
- School of Education-Approval Agency-Florida Department of Education
- School of Business and Technology-National Security Agency (NSA); National Centers of Academic Excellence in Cybersecurity
- Public Service
 - Corrections: Florida Department of Corrections
 - Law Enforcement: Florida Department of Law Enforcement (FDLE)
 - Fire Fighting: Florida State Fire College
- Automotive Technology – Automotive Service Excellence (ASE) Education Foundation
- Cosmetology-Approval Agency-Florida Department of Education; Florida Board of Cosmetology
- Welding Program – American Welding Society (AWS); National Center for Construction Education and Research (NCCER)

District Board of Trustees

The District Board of Trustees is the chief governing and policy-making body of Chipola College. The Board is composed of nine citizens appointed by the Governor of Florida. Board members serve four-year staggered terms and may be reappointed.

Powers and Responsibilities

The Board, after considering recommendations submitted by the President, is authorized to:

- Establish rules in accordance with the Administrative Procedures Act
- Ensure proper operation, improvement, and management of the College
- Approve the annual budget and major expenditures
- Approve faculty and staff appointments as recommended by the President
- Establish long-range goals and strategic plans for the College

Authority: Board Policy 1.010"; "Florida Statutes §1001.64"; "2.18.25 BOT Agenda & Handouts

Administrative Structure

President

As chief executive officer of the college, the President is charged with carrying out the policies of the Board and administering the college in the most efficient and effective manner possible. The President provides oversight and strategic direction for the college's academic, student development, workforce development, and administrative operations.

Authority: Board Policy 1.020; Board Policy 1.010, Section VI

Administrative Organization

The college is organized into functional divisions reporting to the President:

- Vice President of Instructional Affairs
- Vice President of Administrative and Business Affairs
- Associate Vice President of Student Affairs
- Associate Vice President of Human Resources and Civil Rights Compliance Officer/Title IX Coordinator
- Associate Vice President of Information Technology

Academic programs are administered by deans/directors who report to the Vice President of Instructional Affairs. Each dean oversees multiple academic disciplines and programs.

Authority: Organizational Chart 2025-2026; Administrator Handbook Section 2.4

Role of Faculty in College Governance

Faculty members play a fundamental role in Chipola College's governance system. Faculty share decision-making responsibilities through the governance council, curriculum committee and various college committees and task forces.

Authority: Board Policy 1.020(IV); Board Policy 2.005; Florida Statutes §§1001.64(4), 1001.64(18)

Chipola Faculty Association (CFA)

The United Faculty of Florida (UFF)/Chipola Faculty Association (CFA) is the exclusive collective bargaining agent for full-time faculty. The UFF-CFA negotiates with the Board of Trustees on matters related to wages, hours, and terms and conditions of employment. Full-time faculty should be familiar with the UFF-CFA collective bargaining agreement, which is available through the UFF-CFA representatives and accessible in online college forms.

Authority: UFF-CFA Agreement 2024–2025, Article I (Recognition); PERC Certification Order 8H-RC-764-4040; Florida Statute §447.203 (Public Employee Relations Commission Act)

Governance Council

The Governance Council facilitates shared governance at Chipola College by serving as the coordinating body, communication system, and decision review process for the governance system. Composed of representatives of the primary internal constituents of the institution, the Governance Council provides a forum for information sharing and a process for collegial review of major policies and issues, which shall be supplementary to the administrative decision-making process.

Authority: Board Policy 1.020(IV); Governance Council Bylaws

Curriculum Committee

The Curriculum and Courses of Study Committee is a standing committee responsible for reviewing and recommending all curriculum changes, including new course proposals, course modifications, program changes, and degree requirements. Faculty participation in curriculum development ensures that academic standards and instructional quality are maintained.

Authority: Board Policy 2.005 (Delegation to Faculty the Responsibility for Curricula, Academic Standards, and Professional Performance Review); CAP 1.1 (College Committees – Excerpt, CCS Committee); Florida Administrative Code Rule 6A-14.030 series

Other Committees

Full-Time faculty serve on various college committees addressing institutional effectiveness and assessment, strategic planning, professional development, technology integration, and student success initiatives. The President appoints faculty members to committees in consultation with deans and in accordance with the UFF-CFA collective bargaining agreement.

Authority: UFF-CFA Agreement 2024–2025, Article VII (Committees); Board Policy 1.020(V); Governance Council Bylaws

SECTION II: GENERAL PROCEDURES AND INFORMATION

This section provides information about campus facilities, services, and general procedures that apply to all faculty members.

Campus Facilities and Services

Classrooms and Equipment

Classrooms are equipped with standard instructional technology including projectors, document cameras, and internet connectivity. Faculty should notify their dean/director if classroom equipment is malfunctioning or if additional equipment is needed.

Classes must meet in the rooms and at the times published in the schedule. Any changes to scheduled meeting times or locations must be approved in advance by the dean/director and the Vice President of Instructional Affairs.

Authority: UFF-CFA Agreement 2024–2025, Article VI, §6.08 (Faculty Amenities and Safety); Board Policy 6.010 (Use of College Facilities and Equipment); Florida Administrative Code Rule 6A-14.0247

Library Services

The Chipola College Library provides resources and services to support classroom instruction, including research databases, print and electronic materials, interlibrary loan services, and research assistance. Library staff are available to provide instruction in information literacy and research skills.

Authority: Board Policy 6.010 (Use of College Facilities and Equipment); 2025-2026 Chipola College Catalog

Bookstore

The College Bookstore provides textbooks and course materials. Faculty must submit textbook orders by established deadlines to ensure materials are available when students register. Textbook adoptions are coordinated through department deans.

Authority: 2025-2026 Chipola College Catalog (Student Center, Cafeteria, and Bookstore); Board Policy 6.010

Parking

Faculty parking is available in designated spaces. Faculty must register vehicles and display parking permits as required. Contact Campus Security for parking permits and information.

Authority: UFF-CFA Agreement 2024–2025, Article VI, §6.08 (Faculty Amenities and Safety); 2025-2026 Chipola College Catalog (Parking); Board Policy 6.010

Keys and Building Access

Deans must request in writing office and building keys for full-time and adjunct faculty. Keys must not be duplicated or transferred to others. Lost keys must be reported immediately to the Facilities and Campus Operations Office at (850) 718-2254.

Authority: Board Policy 6.010 (Use of College Facilities and Equipment); Florida Administrative Code Rule 6A-14.0247

Safety and Security

Campus Security

Chipola College maintains campus security through an agreement with the Jackson County Sheriff's Department. Security personnel are on duty during all hours of operation. Campus facilities fall within the jurisdiction of the local law enforcement and any criminal activity on campus is referred to campus security or local law enforcement for investigation. Faculty can contact campus security at (850) 718-2222.

Authority: Board Policy 6.030 (Campus Safety or Security); 2025-2026 Chipola College Catalog (Safety & Security section); Florida Statute §240.319; Florida Administrative Code Rule 6A-14.0247

Accidents and Emergencies

All non-work-related accidents, injuries, or emergencies on campus must be reported immediately to Campus Security and to the dean/director. All work-related accidents, injuries or emergencies should be reported to Human Resources/Risk Management by calling (850)718-2269. Emergency procedures are posted in all classrooms and offices. Faculty should familiarize themselves with evacuation routes and emergency protocols as outlined in the Emergency Procedures Checklist. In case of emergency, faculty should contact campus security, or for more critical situations, dial 911.

Authority: Board Policy 6.030 (Campus Safety or Security); 2025-2026 Chipola College Catalog (Accident, Illness, Medical Services); Florida Administrative Code Rule 6A-14.0247

Inclement Weather and College Closures

In the event of severe weather or other emergencies requiring campus closure, announcements will be made through the Chipola Alert system (<http://www.chipola.edu/alerts>), local media, the college website, Canvas notifications, and emergency text alerts. Faculty should monitor these communications and follow instructions from college administration.

Authority: Board Policy 6.030 (Campus Safety or Security); 2025-2026 Chipola College Catalog (Campus Safety item 16)

Resources

Canvas Learning Management System

Canvas is the official learning management system for all courses at Chipola College. All faculty are required to use Canvas for:

- Posting course syllabi
- Recording student attendance
- Communicating with students
- Recording grades
- Maintaining electronic records of assignments and assessments

Online courses must utilize Canvas as the primary delivery system. Training and support for Canvas are available through the Office of Distance Learning.

Chipola College classrooms are equipped with some of the following:

- instructor podium
- PC with Windows (internet connection)
- DVD/VCR
- LCD projector with speakers
- Retractable screen
- High-definition monitor
- Television

Email and Communication

Upon completion of Chipola Administrative Procedure (CAP 1.2), all faculty are assigned a Chipola College email account (@chipola.edu). This is the official means of communication for college business. Faculty must check email daily when classes are in session, respond to student emails within 24-48 hours during the work week, and use college email for all official college business and student communication.

For network security, email passwords must be changed every 180 days. Passwords are case-sensitive and should include numbers or special characters.

Authority: CAP 1.2 (Network, Internet and Lab Acceptable Use); Florida Statute §815 (Florida Computer Crimes Act)

What is DUO?

DUO is a multi-factor authentication (MFA) system that provides an additional layer of security when accessing Chipola College's computer systems, email, Canvas, and other online resources. As part of the College's cybersecurity insurance requirements and commitment to protecting institutional data and student information, all faculty members are required to use DUO to verify their identity when logging into college systems.

Authority: CAP 1.2 (Network, Internet and Lab Acceptable Use); FERPA, 20 U.S.C. §1232g and 34 CFR Part 99; Chipola College Cybersecurity Insurance Requirements; Florida Statute §815 (Florida Computer Crimes Act)

Faculty Responsibilities

As a Chipola College employee with access to the administrative computer system, you are responsible for:

- Completing the DUO enrollment process when prompted
- Keeping your registered devices up to date
- Never sharing your DUO authentication with another person
- Responding to DUO authentication prompts only when you are actively attempting to log in
- Denying any unexpected authentication requests, which may indicate someone is attempting to access your account
- Protecting your sign-on credentials and DUO authentication method

According to CAP 1.2, protection of your sign-on password and authentication procedure is critical for security. Your password combined with DUO authentication is the only protection for your account and the only way the computer system can verify that you are who you say you are.

Authority: CAP 1.2 (Network, Internet and Lab Acceptable Use), Sections II, III, and IV; FERPA, 20 U.S.C. §1232g and 34 CFR Part 99; Chipola College Cybersecurity Insurance Requirements

Getting Help with DUO

If you experience issues with DUO or need assistance with enrollment:

- Contact the IT Help Desk at 850-718-2300
- Visit the Help Desk in Building A, Suite 122
- Email the Help Desk (contact information available on the Chipola website)

If you are unable to access your authentication device, the Help Desk can provide temporary bypass codes or assist with re-enrollment.

Authority: IT Operational Procedures (pursuant to CAP 1.2)

KnowBe4 Security Awareness Training

Chipola College uses KnowBe4, a security awareness training platform, to help protect the institution from cyber threats such as phishing attacks, malware, and data breaches. All faculty members are required to complete annual security awareness training through KnowBe4 as part of the College's cybersecurity insurance requirements and commitment to maintaining a secure computing environment. The training educates employees on how to recognize and respond to common cyber threats, including fraudulent emails, suspicious links, and social engineering tactics. Throughout the year, faculty may receive simulated phishing emails designed to test your ability to identify suspicious communications and reinforce security practices; if you click on a simulated phishing email, you will receive immediate feedback and additional training resources to help you recognize similar threats in the future. Completing your annual KnowBe4 training and responding appropriately to security tests is essential to protecting student data, institutional information, and the college network. For questions about KnowBe4 or to report a suspicious email, contact the IT Help Desk at 850-718-2300.

Authority: CAP 1.2 (Network, Internet and Lab Acceptable Use); Chipola College Cybersecurity Insurance Requirements; FERPA, 20 U.S.C. §1232g and 34 CFR Part 99

Campus Mail

Mail will be delivered to department mailboxes on campus. A specific location for campus mail will be provided by the dean/director. The dean/director will request a phone extension and email after the faculty member completes CAP 1.2 form and submits it to Help Desk in the Information Technology (I.T.) department. Email is required for communication with the department, as well as personnel in other college departments.

Authority: CAP 1.2 (Network, Internet and Lab Acceptable Use); IT Operational Procedures

IT Help Desk

For technology assistance, contact the IT Help Desk at 850-718-2300. The Help Desk provides support for email and password issues, Canvas technical problems, network connectivity, and software and hardware support. The Helpdesk is available in the fall and spring semesters from 7:30 a.m. to 6:30 p.m., Monday through Friday, for college students, faculty, and staff. Summer hours are Monday through Thursday.

Authority: IT Operational Procedures (pursuant to CAP 1.2)

ID Cards AND Centegix Badges

All full-time faculty are required to obtain a photo identification (ID) card from the Student Activities Office located in the Student Services Building (Bldg A), Room A-107. The photo ID

card serves as your official College identification for campus access, admission to College-sponsored activities, and use of facilities including the library. Faculty are required to carry their ID cards at all times while on campus. Adjunct faculty may obtain a photo ID card on a semester-by-semester basis if necessary. The photo ID is free of charge for all faculty.

Authority: Board Policy 3.190 (Identification Cards); Florida Statute §1001.64(8); Florida Administrative Code Rule 6A-14.0261

As part of Chipola College's campus safety and security initiatives, all full-time faculty members are required to participate in Centegix security badge training and carry a Centegix badge while on campus. Centegix is a wearable emergency alert system that allows faculty to quickly summon help in the event of a medical emergency, security threat, or other crisis situation. Before receiving a Centegix badge, full-time faculty must complete mandatory training conducted by IT staff, which covers proper use of the badge, when and how to activate emergency alerts, and what to expect when help is dispatched. Once training is completed, full-time faculty will be issued their Centegix badge by IT staff. The badge must be worn and accessible at all times while on campus. For questions about Centegix training or badge issuance, contact the IT Help Desk at 850-718-2300.

Authority: Board Policy 6.030 (Campus Safety or Security); Florida Statute §§240.319, 1001.64; Florida Administrative Code Rule 6A-14.0247

Drug-Free/Alcohol Free Campus and Workplace

It is the policy of Chipola College (Policy 4.280) to promote and maintain a drug-free campus and workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on college premises. No smoking or vaping is allowed on campus property.

Authority: Board Policy 4.280 (Drug Free Workplace and Use or Possession of Alcoholic Beverage or Other Abused Substance); Board Policy 6.020 (Designation of Non-Smoking Areas); Board Policy 3.320 (Smoking and Tobacco Use); Drug-Free Workplace Act of 1989 (PL 101-226); Drug-Free Schools and Communities Act, 20 U.S.C. §1145g; Florida Statute §1001.64; Florida Statute Chapter 386; Florida Statute Chapter 893

SECTION III: PROFESSIONAL RESPONSIBILITIES

This section outlines the professional expectations and ethical standards for all faculty at Chipola College. These standards apply equally to full-time and adjunct faculty members.

General Faculty Expectations

All faculty members are expected to:

- Possess working knowledge of the Chipola College Policies, Procedures, and Chipola College Catalog
- Acknowledge and comply with college deadlines, activities, and the academic calendar
- Enforce Gordon Rule requirements for designated courses
- Follow Chipola College withdrawal and resignation policies
- Maintain academic competencies and rigor for all courses
- Follow the approved course syllabus and learning outcomes

- Maintain portfolio of examinations and student work in Canvas
- Follow Chipola College grading scale and policies
- Utilize Canvas as the official communication tool with students
- Record student attendance for each class meeting in Canvas

Authority: Board Policy 4.310 (Compliance with College Policies); Board Policy 2.005 (Delegation to Faculty the Responsibility for Curricula, Academic Standards, and Professional Performance Review); UFF-CFA Agreement 2024–2025, Article VI (Faculty Working Conditions); Florida Administrative Code Rule 6A-14.092 (Textbook and Course Material Affordability and Transparency); 2025-2026 Chipola College Catalog; Florida Statute §1001.64

Primary Learning Assessments and Evaluation

Each semester students in each section of a course must complete an assignment that will be counted as part of the grade for the course and can be used by the department to determine if the student outcomes of a course, discipline, and program are being achieved. The Dean/Director of each department approves the assignment agreed upon by the department and provides the assignment to all faculty at the beginning of each semester. All of these assignments must be completed and/or assessed in Canvas. The Office of Compliance, Assessment and Grants will retrieve the data for analysis, informing deans of areas for course, department, and discipline improvement. This link will take you to the assigned learning assessments.

Authority: Board Policy 1.020(IV); SACSCOC Core Requirement 8.1; HLC Criteria for Accreditation, Criterion 4 (Teaching and Learning: Evaluation and Improvement); CoMPASS Strategic Plan

Tutoring (Free) ACE

The Academic Center for Excellence (ACE), located in Building L, provides free tutoring and is equipped with computer workstations. Study groups and test review sessions are offered for almost every subject. ACE lab hours are posted each semester at the room entrance and on the website. The ACE is a support center for those students who need extra assistance in raising their level of competency in order to succeed in college. No appointment is necessary. Refer struggling students to ACE for assistance.

Authority: 2025-2026 Chipola College Catalog (Academic Center of Excellence section); Title III – Strengthening Institutions Grant (U.S. Department of Education, 2006)

Academic Freedom

It is the policy of the College and the UFF-CFA to maintain and encourage academic freedom. In the exercise of this freedom, the faculty shall be free to discuss fully his or her own subjects frankly and forthrightly and to engage freely in scholarly and creative activity and publish the results. Academic freedom is accompanied by the corresponding responsibility to provide objective and skillful exposition of one's own subjects and to be mindful of community and professional standards. Each faculty member shall encourage the student to study varying points of view and respect the student's right to form his/her judgement.

Faculty should be mindful of the following legislation as they provide instruction in the general education courses: Section 1007.25 (3)(c), F.S., states, “General education core courses may not distort significant historical events or include a curriculum that teaches identity politics, violates s.1005.05, or is based on theories that systemic racism, sexism, oppression, and privilege are

inherent in the institutions of the United States and were created to maintain social, political, and economic inequities.”

Section 1007.55(1), F.S. includes the following: “The Legislature finds it necessary to ensure that every undergraduate student of a Florida public postsecondary educational institution graduates as an informed citizen through participation in rigorous general education courses that promote and preserve the constitutional republic through traditional, historically accurate, and high-quality coursework. General education courses should provide broad foundational knowledge to help students develop intellectual skills and habits that enable them to become more effective and lifelong learners. Courses with a curriculum based on unproven, speculative, or exploratory content are best suited as elective or specific program prerequisite credit, not general education credit.”

Non-general education courses are not bound by this legislation.

Authority: UFF-CFA Agreement 2024–2025, Article IV, §4.10 (Academic Freedom); Florida Statute §1007.25(3)(c); Florida Statute §1007.55(1)

Regular and Substantive Interaction

Federal regulations require that online and distance education courses include regular and substantive interaction between faculty and students. Regular and substantive interaction means that faculty members must initiate contact with students on a predictable schedule and engage with students about course content in ways that help students achieve the learning outcomes. This is not simply making course materials available or responding only to student-initiated questions; rather, faculty must actively facilitate learning through ongoing, meaningful engagement. At Chipola College, all online courses must meet the Proficient LMS Standards developed by the eLearning Committee, which include specific requirements for regular and substantive interaction in Canvas.

Faculty teaching online courses are expected to demonstrate regular and substantive interaction through multiple methods, including but not limited to: posting weekly announcements that address course content and learning objectives; providing timely and substantive feedback on assignments (typically within one week of submission); actively participating in or moderating discussion forums with content-focused responses that advance student learning; responding to student emails and Canvas messages within 48 hours (excluding weekends and holidays); hosting virtual office hours or providing opportunities for synchronous interaction when appropriate; and regularly monitoring student progress and reaching out proactively to students who may be struggling. Faculty should ensure course materials are available in a timely manner and that they remain active and responsive throughout the duration of the course. Meeting these legal requirements for regular and substantive interaction by including appropriate strategies in the course and posting in Canvas is important as non-compliance can affect the college’s federal financial aid. To continue teaching online courses, faculty must have proof of regular and substantive interaction. For specific guidance on meeting Proficient LMS Standards for online courses and implementing regular and substantive interaction in Canvas, consult with your department dean/director or contact the Director of eLearning at 850-718-2371.

Authority: 34 CFR §600.2 (Definition of Distance Education); 34 CFR §668.2; Higher Education Act, Title IV; Chipola College Proficient LMS Standards (eLearning Committee)

Accessibility in Courses

Chipola College is committed to making all programs, facilities, and course materials accessible to students with disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Faculty play a critical role in ensuring equal access by creating accessible course content, implementing approved accommodations promptly and confidentially, and fostering an inclusive learning environment. Students with disabilities are encouraged to voluntarily contact the Office of Students with Disabilities (Building A, Room 104) to determine eligibility for reasonable accommodations; once approved, faculty will receive official notification outlining specific accommodations required, which cannot be applied retroactively to completed assignments. Faculty responsibilities include: providing course materials in accessible formats (electronic documents for screen readers, captioned videos, sufficient color contrast); designing accessible Canvas content with proper heading structures, alt text for images, and accessible document formats; allowing appropriate flexibility for assignment deadlines, testing conditions, or attendance; and maintaining open communication while respecting student privacy. Faculty should never ask students to disclose disability details or require documentation directly—all accommodation arrangements are coordinated through the Office of Students with Disabilities. The faculty have access to Ally in their Canvas courses. This program assists in ensuring that all content in Canvas courses meets 100% accessibility. To align with current legislation requiring all web-based content to be 100% accessible, Chipola courses that do not meet 100% accessibility score will not be published. For questions about accessibility requirements, accommodation implementation, or creating accessible course materials, contact the Office of Students with Disabilities or consult with your department dean/director.

Authority: Americans with Disabilities Act (ADA), 42 U.S.C. §12101 et seq.; Section 504, Rehabilitation Act of 1973, 29 U.S.C. §794; Board Policy 2.110 (Substitute Admission and Graduation Requirements for Students with Disabilities); Board Policy 1.070 (Discrimination Grievance Policy); CAP 4.18 (ADA and Requests for Reasonable Accommodation); Florida Statutes §§1007.263(5), 1007.264, 1007.265

Honorlock

Chipola College uses Honorlock, an online proctoring service, to maintain academic integrity for online and distance education courses. Faculty teaching online courses must include proctored exam components and should inform students that proctored exams are required through the Proctored Testing Information module in Canvas. Students are required to use desktop or laptop computers with Google Chrome browser (mobile devices and iPads are not supported), have a minimum internet speed of 1.5 Mbps download and 750 Kbps upload, and complete a system check prior to taking proctored exams. Students should be directed to complete an Online Proctored Practice Quiz early in the semester to test their equipment and become familiar with the Honorlock system. Faculty should clearly identify which exams or components are proctored and include specific dates for completion in their course syllabus. Students who experience technical issues can contact Honorlock Tech Support at 1-844-243-2500 or use the live chat feature on the Honorlock Dashboard, available 24/7. Failure to follow proper online testing requirements may result in a zero grade for the exam and additional academic consequences as outlined in the Student Governance section of the Chipola College catalog. For assistance with setting up Honorlock in Canvas or questions about proctored testing requirements, contact the Director of eLearning at 850-718-2371.

Authority: 2025-2026 Chipola College Catalog (Online Proctored Testing, Student Governance section); Chipola College Academic Honor Code; Chipola College Proficient LMS Standards (eLearning Committee); ADN Nursing Student Handbook

Dropout Detective

Chipola College uses Dropout Detective, a mandatory early alert and student tracking system, to identify at-risk students and facilitate timely interventions that support student retention and success. Faculty play a critical role in this process by recording student attendance in Canvas, which automatically feeds into Dropout Detective and triggers notifications to academic advisors when concerning patterns emerge. In addition to attendance tracking, faculty have the opportunity to provide valuable context by adding comments about students who may be struggling, such as noting missing assignments, missed exams, poor academic performance, lack of engagement, or other behaviors that may indicate a student is at risk of dropping out. When faculty submit information through Dropout Detective, academic advisors receive immediate notifications and can proactively reach out to students to provide support services, academic counseling, referrals to campus resources, or other interventions designed to help students overcome barriers to success. Faculty should monitor student progress throughout the semester and promptly document any concerns in Dropout Detective to ensure advisors have the information they need to intervene early and effectively. This collaborative approach between faculty and advisors is essential to Chipola's commitment to student retention and completion. For questions about Dropout Detective or assistance with the system, contact the Director of eLearning, at 850-718-2371.

Authority: 34 CFR §668.22 (Return of Title IV Funds/Attendance Verification); 34 CFR §668.21 (Satisfactory Academic Progress); 2025-2026 Chipola College Catalog (Class Attendance – Title IV Requirements); Chipola College CoMPASS Strategic Plan (Student Retention and Completion Goals)

Testing Center

The Chipola College Testing Center provides proctored testing services to support faculty and students in a variety of testing situations. Faculty may utilize the Testing Center for make-up exams when students are unable to take scheduled exams due to personal or professional commitments that conflict with class exam times, though the Testing Center may not be used to test an entire class at one time. The Testing Center also provides monitoring assistance for diagnostic placement tests and can assist with testing for students in programs using self-paced modes of instruction. Students schedule proctored make-up exams through the Testing Center using RegisterBlast (www.registerblast.com/chipola/Exam) to select a specific time and day that works within their schedule and the Testing Center's availability. To use Testing Center services, faculty should complete the appropriate form (Testing Center Proctor Form) and send to the Testing Center to coordinate arrangements and ensure that all necessary materials and instructions are provided to Testing Center staff. The Testing Center maintains secure testing protocols to ensure academic integrity and provides a professional testing environment that accommodates students' needs while upholding the college's standards for assessment.

Authority: Board Policy 3.220 (Testing and Evaluation); 2025-2026 Chipola College Catalog (Testing section); Florida Statute §1001.64; Florida Statute §1007.263; Florida Administrative Code Rule 6A-10.040

Family Educational Rights and Privacy Act (FERPA)

Chipola abides by the Family Educational Rights and Privacy Act (FERPA) of 1974. The privacy of student records is guaranteed by this federal law that requires colleges and universities to maintain the confidentiality of student education records. Personnel shall not violate the confidentiality of college records except as provided by Federal Law, Florida Law, Florida Statutes, and State Board of Education Regulations. To insure awareness of this policy, faculty need to complete the online FERPA training by linking to the Enrollment Services Department from the Chipola home page, then clicking on FERPA for staff. Faculty continuing in their position must complete this training at the beginning of each fall semester. New faculty hires, including adjuncts, must complete the training before beginning work.

Authority: Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99; Board Policy 3.330 (Student Records); Board Policy 1.005 (Data and Communications Integrity); Board Policy 1.080 (Source of Official Information, Forms, and Records); Florida Statute §1001.64(8); Florida Statute §1002.225; Florida Statute §1002.22

Class Cancellation

Sometimes a class that has been scheduled does not generate sufficient enrollment to stay in the schedule. The department dean/director will notify instructors if a course must be canceled.

Authority: Board Policy 3.080 (Refunds), Section V.A.5; Administrative/Operational Practice (VP of Instructional Affairs)

Final Examinations

Finals are administered in all academic courses at the conclusion of the semester. Final exams follow a specific time schedule, and faculty members are expected to follow the published schedule. Multi-section courses have a departmental final. If teaching a single-section course, the instructor should check with the department dean to see if they are responsible for developing the final or if the dean will provide copies of the exam. **Final exams are not to be given early.** The final exam for all academic night classes is given at the last class meeting of the term. Online course finals may be given any time during the final exam window. If a student is unable to take the final during the prescribed exam date/time, the final will be scheduled during the make-up period. Any exceptions are to be approved by the Vice President of Instructional Affairs. The Testing Center will work with adjunct faculty who have students who need to make up exams. Students will schedule a proctored make-up exam through the Testing Center using **RegisterBlast** to schedule a time and day.

Authority: Board Policy 2.005 (Delegation to Faculty the Responsibility for Curricula, Academic Standards, and Professional Performance Review); Board Policy 2.030 (Grading System); 2025-2026 Chipola College Academic Calendar; Florida Statute §1001.64(4); Florida Statute §1001.64(18); Florida Administrative Code Rule 6A-14.0261

Professional Conduct and Ethics

Code of Ethics

Each employee of Chipola College must comply with Board policies, College Administrative Procedures, Florida Administrative Code, Florida Statutes, and Federal laws and regulations. Upon acceptance of employment, all employees are deemed to have given consent to these policies and laws.

Authority: Board Policy 4.310 (Compliance with College Policies); Board Policy 1.007 (Conflict of Interest); Florida Statutes §§1001.64, 1001.65, 1012.80; Florida Statutes Chapter 112, Part III (Code of Ethics for Public Officers and Employees); Florida Administrative Code Rule 6A-14.0261

Conflict of Interest

Faculty members must avoid conflicts of interest and situations where personal interests could interfere with professional judgment. Faculty must not use their position for personal gain or engage in activities that could compromise their professional responsibilities.

Faculty members are prohibited from selling instructional materials to students, accepting compensation for tutoring students enrolled in their own classes, or requiring personally authored textbooks for the classes they teach.

Authority: Board Policy 1.007 (Conflict of Interest); Board Policy 1.006 (Antifraud); UFF-CFA Agreement 2024–2025, Article IV, §§4.05–4.07 (Outside Employment, Consultant Fees, Royalties); Florida Statute Chapter 112, Part III (Code of Ethics for Public Officers and Employees); Florida Statutes §§112.311, 112.313, 112.317; Florida Administrative Code Rule 6A-14.0261

Non-Discrimination and Harassment

Chipola College does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, veteran's status, disability, sex, genetic information, marital status, pregnancy, or any other protected class. All forms of harassment, including sexual harassment, are strictly prohibited.

Faculty members must maintain professional relationships with students and colleagues. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute prohibited sexual harassment.

Any employee who experiences or witnesses discrimination or harassment should report it immediately to the Title IX Coordinator: Wendy Pippen, Associate Vice President of Human Resources and Civil Rights Compliance Officer/Title IX Coordinator, Building A, Room 183, 850-718-2269, pippenw@chipola.edu

Faculty Attendance, Absences, and Substitutes

Faculty are expected to meet all assigned classes in the rooms and at the times listed in the college schedule. No changes can be made in these assignments without approval of the dean/director.

Full-Time Faculty Absences

Full-time faculty who must miss class are required to notify their dean/director as soon as possible. If time permits, the dean will arrange for a substitute and complete an Absence Report form, indicating the assignment and the substitute's name. Faculty should plan content for the missed class to ensure a positive learning experience for students. Instructors should have a make-up module in the Canvas course in case they must be absent unexpectedly. Any of these assignments can be used by the substitute to provide instruction in the instructor's absence. Upon return to duty, faculty must submit a leave form through my.chipola to their immediate supervisor. When possible, leave applications should be submitted prior to the absence.

Authority: Board Policy 1.060 (Equal Opportunity); Board Policy 1.070 (Discrimination Grievance Policy); Board Policy 4.420 (Sexual Harassment); Board Policy 4.421 (Harassment); Title IX of the Education Amendments of 1972, 20 U.S.C. §1681; Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act (ADA), 42 U.S.C. §12101; Age Discrimination in Employment Act; Florida Statutes §§1000.05, 1001.64(18), 1006.53, 1012.86; Florida Administrative Code Rule 6A-14.0262

Adjunct Faculty Absences

Adjunct faculty who must miss a class should notify their dean as soon as possible. If time permits, the dean will arrange for a substitute, who will be paid by the college. The absent adjunct professor's salary will be adjusted accordingly.

Authority: Board Policy 4.040 (Employee Classifications), Section II.A (Adjunct); UFF-CFA Agreement 2024–2025, Article VI, §6.03 (Substitution); UFF-CFA Agreement 2024–2025, Article XII, §12.09 (Substitute Pay); Florida Statute §1001.64; Florida Administrative Code Rule 6A-14.0261

Office Hours and Accessibility

Full-time faculty must schedule, post and adhere to regular duty schedule hours in accordance with the UFF-CFA collective bargaining agreement and be available to students for consultation. A minimum of ten office hours should be scheduled across multiple days to accommodate diverse student schedules.

Adjunct faculty must provide contact information and make arrangements to be accessible to students outside of class time. This information must be included in the course syllabus.

Authority: UFF-CFA Agreement 2024–2025, Article VI, §6.06 (Duty Schedule); Florida Statute §1001.64; Florida Administrative Code Rule 6A-14.0261

SECTION IV: ACADEMIC ISSUES AND PROCEDURES

This section provides detailed information about academic policies and procedures that faculty must follow in their instructional responsibilities.

Simple Syllabus

Chipola College utilizes Simple Syllabus as a centralized system for creating, managing, and posting course syllabi in compliance with Florida legislation that requires the posting of syllabi 45 days prior to the first day of class. Simple Syllabus streamlines the syllabus creation process by providing a standardized template that ensures all required components are included. Faculty members are required to create their course syllabi using Simple Syllabus and ensure each is completed and published no later than 45 days prior to the start of the semester.

The course syllabus created in Simple Syllabus should be accessible to students either through Canvas or via a link to the Syllabi Directory on the college website. The assignment schedule created in Canvas must be included in the course syllabus. Faculty should consult with their department dean/director for specific instructions on how to utilize Simple Syllabus and to ensure their syllabi meet all college and state requirements. For technical assistance with Simple Syllabus, contact the IT Help Desk at 850-718-2300.

Course Syllabi Requirements

Revision Purpose: This revision adds an explicit citation to Florida Administrative Code Rule 6A-14.092 and its minimum required syllabus elements, directly linking faculty obligations to the governing state regulation. The existing 15-component list is retained and restructured to show it meets and exceeds the state minimum.

Course Syllabi Requirements

Every faculty member must create, post, and distribute a comprehensive course syllabus in compliance with *Florida Administrative Code Rule 6A-14.092, Textbook and Course Material Affordability and Transparency*. Pursuant to that Rule, all course syllabi must be publicly posted at least **forty-five (45) days prior to the first day of class** for each term and made easily accessible to current and prospective students. Faculty must also provide the syllabus to all enrolled students on or before the first day of class. The syllabus is the primary document through which a faculty member communicates course requirements, policies, and expectations; it is the contract with the student.

Authority: Florida Administrative Code Rule 6A-14.092 (Textbook and Course Material Affordability and Transparency), amended March 4, 2026; Florida Statute §1004.085 (Textbook and Instructional Materials Affordability); Florida Statute §1006.73 (Florida Postsecondary Academic Library Network)

State-Mandated Minimum Syllabus Elements (Rule 6A-14.092)

Rule 6A-14.092(4)(a) requires that **all** course syllabi must include, at a minimum, the following elements:

1. The course curriculum: a) student learning outcomes that explain what content is covered in the course b) how the instructor presents the content as a means of achieving mastery of the student learning outcomes.
2. The goals, objectives, and student expectations of the course;
3. The required and recommended textbooks and instructional materials;
4. Student major assignments, including at a minimum: the assignment title, a brief narrative description of the assignment, and, if applicable, any required readings; and
5. How student performance will be measured and evaluated, including the grading scale and methodology.

Faculty members are responsible for ensuring their course syllabus satisfies each of these state-mandated elements. Failure to include any of these elements constitutes non-compliance with state law.

Authority: Florida Administrative Code Rule 6A-14.092(4)(a) (Textbook and Course Material Affordability and Transparency); Florida Statute §1004.085

Chipola College Required Syllabus Components

In addition to the state minimum requirements above, Chipola College requires all course syllabi to include the following components. These requirements meet and exceed Rule 6A-14.092 and reflect the college's commitment to clear communication with students:

College-wide: These items are embedded in the syllabus template.

- **Course Information:** Course prefix, number, title, credit hours, semester/year, meeting times and location

- **Course Description:** Official catalog description
- **Prerequisites and Corequisites:** As listed in the college catalog
- **Academic Integrity Statement:** Reference to college policy on academic dishonesty
- **Disability Services Statement:** Information about accommodations
- **Technology Requirements:** Specific software, hardware, or technology skills needed
- **Disclaimer:** Statement that the syllabus is subject to change at the instructor's discretion with appropriate written notice to students

Instructor: Faculty add each item to the syllabus

- **Instructor Contact Information:** Name, office location, phone, email, and office hours
- **Required Textbooks and Materials:** Title, author, edition, and ISBN OR indicate Zero Text Cost
- **Student Learning Outcomes:** course-level specific, measurable outcomes students will achieve; module-level outcomes
- **Course Requirements:** Assignments, projects, examinations, and participation expectations; this should be a tentative schedule of topics, readings, and due dates
- **Grading Scale and Evaluation Methods:** How final grades will be calculated
- **Attendance Policy:** Specific expectations for class attendance
- **Make-up Work and Late Assignment Policies**

Authority: Florida Administrative Code Rule 6A-14.092(4)(b) ("Course syllabi may include other information specific to the institution"); Board Policy 2.005 (Delegation to Faculty the Responsibility for Curricula, Academic Standards); Board Policy 2.030 (Grading System); Board Policy 2.110 (Substitute Admission and Graduation Requirements for Students with Disabilities); Board Policy 3.100 (Class Attendance); 2025-2026 Chipola College Catalog (Academic Honor Code); Americans with Disabilities Act (ADA), 42 U.S.C. §12101 et seq.; Section 504, Rehabilitation Act of 1973

Limited Exceptions to the 45-Day Posting Requirement

Consistent with Rule 6A-14.092(4)(c), the following limited exceptions to the 45-day syllabus posting deadline are recognized. In these cases, a *master course syllabus* — containing course content, learning outcomes, and requirements — may be posted temporarily and must be replaced immediately once the final section syllabus is available:

- A faculty member has not yet been assigned to teach the course section before the 45-day deadline; or
- The course section is added after the 45-day deadline.

Note: Individualized courses — such as directed independent studies, internships, and performance courses — are exempt from the 45-day syllabus posting requirement pursuant to Rule 6A-14.092(5). Faculty teaching such courses should consult with their dean/director regarding applicable syllabus expectations.

Regulatory Authority: *Florida Administrative Code Rule 6A-14.092, Textbook and Course Material Affordability and Transparency (amended March 4, 2026); § 1004.085, Florida Statutes.*

Course Expectations

On the first day of class, faculty should:

- review the course syllabus and the requirements for the course
- discuss the required textbook and/or materials to be sure that students have purchased the correct items; If a textbook or materials are listed on the syllabus and purchased by the students, the instructor must use the text.
- demonstrate for students how to log in to Canvas and discuss how the course is organized
- begin covering course content

During the semester, faculty **must**

- utilize multiple and varied assignments
- record attendance regularly.
- provide timely and adequate feedback on assignments and progress
- announce deadlines for assignments
- provide written information to students regarding any deadline changes
- administer the department final exam
- maintain student work in Canvas

Authority: Board Policy 2.005 (Delegation to Faculty the Responsibility for Curricula, Academic Standards, and Professional Performance Review); Board Policy 3.100 (Class Attendance); Florida Administrative Code Rule 6A-14.092(2)(c) (Textbook Use Confirmation); Florida Statute §1004.085 (Textbook and Instructional Materials Affordability); Florida Statute §1001.64(18); 34 CFR §668.22 (Federal Financial Aid Attendance Requirements)

Textbooks

A desk copy for adjunct faculty should be obtained as soon as possible from the department dean/director. Faculty must use the approved textbook(s) listed on the syllabus for all classes. If a textbook is listed on the syllabus, do not tell students they do not need a textbook; the instructor must use the text or go through the proper channels to have the book or material removed. Any desired change in textbook use must be pursued through the department dean/director. Textbooks are generally used for a minimum of three years but may depend on the publisher. For information about the bookstore, click on the following link (<http://chipolacc.bncollege.com>).

Authority: Florida Administrative Code Rule 6A-14.092 (Textbook and Course Material Affordability and Transparency); Florida Statute §1004.085 (Textbook and Instructional Materials Affordability); Florida Statute §1006.73 (Florida Postsecondary Academic Library Network)

Gordon Rule Courses

Courses designated as meeting Gordon Rule requirements (writing or mathematics) must include specific language in the syllabus indicating that the course requires students to demonstrate college-level writing skills and complete a minimum of 6,000 words of writing (for writing courses) or solve mathematical problems (for mathematics courses).

Class Times

Each class must meet for 50 minutes for each credit hour per week. For example, a three-credit hour course must meet for 150 minutes per week. Face-to-face courses meet for 75 minutes two days per week with no break. Evening classes, which meet for three hours one day per week,

have a mid-point break of 30 minutes. Online classes should require 150 minutes of online work per week for a three-credit hour class. All classes must begin and end on time. Faculty should engage students with course content for the entirety of the class session. If the class meets through Zoom or Teams, the instructor must meet with the students at the designated day and time.

Authority: Florida Administrative Code Rule 6A-10.030 (Communication and Computation Skills); Florida Statute §1007.25 (General Education Courses; Common Prerequisites; Other Degree Requirements); 2025-2026 Chipola College Catalog

Grading and Assessment

Grading Scale

Chipola College uses the following standard grading scale, which all faculty must follow. The only exception to this grading scale is the nursing programs.

Grade	Percentage	Quality Points	Description
A	90-100	4.0	Excellent
B	80-89	3.0	Good
C	70-79	2.0	Average
D	60-69	1.0	Below Average
F	0-59	0.0	Failing

Gordon Rule courses require a grade of "C" or better to satisfy degree requirements.

Faculty must record grades in Canvas throughout the semester. If a student has not submitted an assignment, the instructor should place a zero in the grade book until the student has submitted the work and been issued a grade. Before the withdrawal deadline, faculty must document on the unsatisfactory grade form, contact with any student who has a grade of D, F, or I.

Authority: Board Policy 2.030 (Grading System); Florida Statute §1001.64; Florida Statute §1004.68(1); 2025-2026 Chipola College Catalog

Final Grade Submission

By the established deadline at the end of each semester, faculty will record the final course grade through the my.chipola portal located on the college website. A grade must be recorded for every student listed on the final grade roster. Failure to submit grades by the deadline may result in disciplinary action. Instructions can be found under "*Chipola College Instructional Resources*" in Canvas. You will be required to fill in the "Last Date of Attendance" (LDOA) for those students who earn an "F" or "I" grade.

Authority: Board Policy 2.030 (Grading System); Board Policy 4.310 (Compliance with College Policies); 34 CFR §668.22 (Return of Title IV Funds); 34 CFR §668.21 (Attendance); Florida Statute §1001.64; Chipola College Academic Calendar

Incomplete Grades

An Incomplete (I) grade may be assigned when a student has completed a substantial portion of the course (typically 80-90%) but is unable to complete all requirements due to extenuating circumstances. Faculty must:

- Discuss the incomplete grade with the dean/director before assigning
- Confer with student to complete an Incomplete Grade Contract specifying work to be completed and deadline
- Submit a Change of Grade form when the student completes the work

Incomplete grades, which average as an F into the student's grade point average, must be resolved by the end of the next semester or they automatically convert to an F.

Authority: Board Policy 2.030 (Grading System); 2025-2026 Chipola College Catalog; Florida Statute §1001.64

Attendance Policies

Regular attendance and class participation are significant factors in student success. Faculty are required to maintain accurate attendance records for all students in every class meeting.

Attendance Recording

Faculty must record attendance in Canvas for every class meeting. This is critical for:

- Compliance with federal financial aid regulations
- Verification of veteran benefits
- Determining last date of attendance for withdrawal purposes
- Early alert interventions for students at risk

Authority: Board Policy 3.100 (Class Attendance); 34 CFR §668.21 (Attendance); 34 CFR §668.22 (Return of Title IV Funds); 38 CFR §21.4253 (Veterans Benefits Certification); Florida Statute §1001.64; Chipola College Dropout Detective System

Excessive Absences

Faculty should establish clear attendance expectations in the course syllabus. When a student has excessive absences that may jeopardize their success in the course, faculty should:

- Contact the student through Canvas or email to discuss the absences
- Submit an early alert through Dropout Detective
- Make an administrative referral if the student fails to respond or continues not attending

Authority: Board Policy 3.100 (Class Attendance); Board Policy 2.005 (Delegation to Faculty); 34 CFR §668.22 (Return of Title IV Funds); Chipola College Dropout Detective Early Alert System (Institutional Practice); 2025-2026 Chipola College Catalog

Withdrawals

Students may withdraw from courses through the published withdrawal deadline. The grade shows as a W on the transcript. Administration may administratively withdraw students for non-attendance. Students are permitted a maximum of two withdrawals in the same course. Upon the third attempt in the same course, a student will not be permitted to withdraw and will be assigned a final grade other than "W" (withdraw). No refund of fees will be given for withdrawals, audits, or resignations.

Authority: Board Policy 2.070 (Withdrawal or Resignation of Students); Board Policy 2.040 (Repeated Course Grades); Board Policy 2.030 (Grading System); Board Policy 3.080 (Refunds);

Academic Integrity

All forms of academic dishonesty are prohibited at Chipola College. Faculty are responsible for promoting academic integrity and addressing violations.

Forms of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- Plagiarism - using another person's words, ideas, or data without proper attribution
- Cheating - using unauthorized materials or assistance during examinations or assignments
- Fabrication - falsifying data, citations, or other information
- Facilitating academic dishonesty - helping another student commit academic dishonesty
- Unauthorized collaboration - working with others when individual work is required

Authority: Chipola College Academic Honor Code (2025-2026 Chipola College Catalog, Student Governance Section); Board Policy 3.300 (Academic and Disciplinary Standing); Florida Statute §1006.60; Florida Statute §1006.62

Turnitin

Chipola College subscribes to Turnitin, the leading originality checking and plagiarism prevention service used by millions of students, faculty, and thousands of institutions worldwide. Turnitin encourages best practices for using and citing other people's written material. Student papers submitted to Turnitin will be electronically stored in the Standard Paper Repository, hosted by Turnitin.

To view instructions for creating a **Turnitin** Assignment in Canvas as well as using the GradeMark feature in **Turnitin**, access the "*Chipola College Instructor Resources*" in Canvas:

1. Log in to Canvas.
2. Select "*Chipola College Instructor Resources*" from the Courses list.
3. Select Canvas Resources.
4. Select Turnitin.
5. View the instructional videos and handouts.

Note: Students have access to **Turnitin** instructions for students in the "Student Resources" link located in the left course navigation of their course in Canvas.

Authority: Chipola College Academic Honor Code (2025-2026 College Catalog, Student Governance section); Board Policy 3.300 (Academic and Disciplinary Standing); Institutional Practice (eLearning/Canvas Integration)

Faculty Response to Academic Dishonesty

When faculty have reason to believe that an act of academic dishonesty has occurred:

- Faculty must give the student informal notice and an opportunity to be heard before imposing sanctions
- Faculty may impose minimum academic penalties, including loss of credit for the assignment or reduction in assignment grade
- Faculty should document the incident and notify their dean/director in writing
- For serious or repeated violations, the dean/director, in consultation with the Associate Vice President of Student Affairs, may impose additional disciplinary sanctions.

Authority: Chipola College Academic Honor Code (2025-2026 College Catalog, Student Governance section); Board Policy 3.300 (Academic and Disciplinary Standing); Florida Statute §1006.60; Florida Statute §1006.62

Students with Disabilities

The Office for Students with Disabilities provides assistance to qualified students with special needs. Students or prospective students seeking reasonable accommodations must self-identify and provide appropriate documentation of the disability to the Office for Students with Disabilities. Students are encouraged to begin this process at least one month prior to the start of enrollment. Students who seek accommodations from an instructor must present the accommodation form to the instructor, and those who seek accommodations after a class has begun may not receive accommodations retroactively for assignments already completed.

Authority: Americans with Disabilities Act (ADA), 42 U.S.C. §12101 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; Board Policy 2.110 (Substitute Admission and Graduation Requirements for Students with Disabilities); CAP 4.18 (ADA and Requests for Reasonable Accommodation, March 2025); Florida Statutes §§1007.263(5), 1007.264, 1007.265; Florida Administrative Code Rule 6A-10.041; 2025-2026 Chipola College Catalog

SECTION V: FACULTY PERSONNEL ISSUES

This section addresses personnel matters for full-time and adjunct faculty. All full-time faculty and adjuncts should review Board Policies and College Administrative Procedures for complete details.

Full-Time Faculty Provisions

Full-time faculty should review and be familiar with the UFF-CFA collective bargaining agreement as it is the primary governing document for workplace and employment matters.

Authority: UFF-CFA Agreement 2024–2025; PERC Certification Order 8H-RC-764-4040; Florida Statute §447.203 (Public Employees Relations Act); Florida Statute §447.401

Employment Contracts

Full-time faculty are employed under either annual contracts or continuing contracts. Annual contracts are for one academic year and may or may not be renewed. Continuing contracts (tenure) provide ongoing employment and will be awarded in accordance with the current State Board Rule 6A-14.0411 and can only be terminated for just cause or financial exigency as defined in Florida law.

Authority: Board Policy 4.060 (Award of Tenure and Evaluation of Tenured and Tenure Track Faculty); Board Policy 4.320 (Non-Renewal of Annual Contract); Board Policy 4.330 (Suspension,

Dismissal or Return to Annual Contract for Cause); CAP 4.14 (Guidelines for Faculty Applying for Continuing Contract); UFF-CFA Agreement 2024–2025, Article XIII; Florida Administrative Code Rule 6A-14.0411; Florida Statute §1001.65

Workload and Duty Hours

Full-time faculty workload includes:

- Standard teaching load: 72 work load points per academic year (10 ½ months – fall spring, and one summer session)
- Work load points are calculated by adding the credit hours with the contact hours for each course assigned
- Office hours: Minimum of ten required hours posted for student consultation during fall and spring semesters
- Professional responsibilities: Committee service, curriculum development, assessment activities
- Professional development: Participation in required training and professional development activities
- Total minimum weekly duty schedule hours: 30 duty hours per week of class, office and campus time combined
- Overload points (points beyond 72 points) earn additional compensation, but overload is not guaranteed.

Authority: UFF-CFA Agreement 2024–2025, Article VI (Faculty Working Conditions), §§6.01–6.06; Board Policy 2.006 (Definition of Credit Hour); Florida Statute §1001.64

Salary and Compensation

Full-time faculty salaries are based on a salary schedule considering academic credentials and years of full-time experience. The current salary schedule is in the UFF-CFA collective bargaining agreement.

Full-time and adjunct faculty are paid on a monthly schedule on the last college business day of each calendar month. Direct deposit is a required condition of employment.

Authority: UFF-CFA Agreement 2024–2025, Article XII (Compensation and Fringe Benefits), §§12.01–12.05; Board Policy 4.040 (Employee Classifications); Board Policy 4.080 (Salary Administration); Florida Statute §1001.64

Leave Provisions

Full-time faculty are entitled to the following leave benefits:

- Sick Leave - earn 1 day per month (6 hours/month) for August to April, credited in August each academic year; to earn sick leave for summer sessions (May, June, July), faculty must work on campus, 30 hours/week and are credited for this leave in August annually at the completion of the summer sessions.
- Personal Leave – allowed to use 4 days (24 hours) of earned/available sick leave for personal, non-illness related reason(s).

- Bereavement Leave – up to 2 days a year of leave for the death of an immediate family member, not charged to sick leave.
- Professional Leave (see UFF-CFA collective bargaining agreement for details)
- Jury Duty: Paid leave for legal and civic duty obligations not related to personal business.

Authority: UFF-CFA Agreement 2024–2025, Article XI (Leave and Temporary Assignment of Duty), §§11.01–11.09; Board Policy 4.140 (Leave of Absence); Florida Statute §1001.64

Benefits

Full-time faculty receive comprehensive benefits including:

- Health Insurance: College contributes toward employee and dependent coverage
- Life Insurance: Basic coverage provided by the college
- Optional supplement benefit insurances, paid by the employee, such as dental, vision, hospitalization, cancer/intensive care, accident, disability, and flexible benefits such as FSA/HSA.
- State Retirement: Florida Retirement System (FRS) with pension or investment plan options
- Tuition Waiver: Tuition may be waived for one Chipola College course per semester

Authority: UFF-CFA Agreement 2024–2025, Article XII, §§12.18–12.20; Board Policy 4.390 (Employee Insurance); Board Policy 4.400 (Payroll Deductions); Board Policy 3.070 (Fee Waivers and Exemptions); Florida Statutes §§110.123, 112.08, 112.0801, 1009.26; Florida Statutes Chapter 121 (Florida Retirement System)

Educational Requirements of Instructors

Faculty Credentials and Qualifications

All faculty members, whether full-time or adjunct, must meet the credentialing standards established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Higher Learning Commission (HLC), and the Commission for Public Higher Education (CPHE).

Faculty Credentials and Qualifications

All faculty members, whether full-time or adjunct, must meet the credentialing standards established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

General Credentialing Requirements

For transfer-level courses: Faculty must hold a master's degree with at least 18 graduate semester hours in the teaching discipline, OR a master's degree with a major in the teaching discipline.

For career and technical education programs not designed for transfer:

Faculty must hold appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree must be at the same level at which the faculty member is teaching.

Authority: SACSCOC Principles of Accreditation, Standard 6.2.a (Faculty Qualifications); HLC Criteria for Accreditation, Criterion 3.C; UFF-CFA Agreement 2024–2025, Article XII, §12.02 (Ranks); Florida Statute §1007.271 (Dual Enrollment); Florida Administrative Code Rule 6A-14.0261

Transcript Requirements

All faculty must provide official transcripts showing:

- Degree(s) earned
- Major field(s) of study
- Graduate coursework in teaching discipline (if applicable)
- Institutional accreditation information

Transcripts must be sent directly from the degree-granting institution to Chipola College Human Resources Office. Unofficial transcripts or transcripts in opened envelopes will not be accepted for credentialing purposes.

Authority: SACSCOC Principles of Accreditation, Standard 6.2.a (Faculty Qualifications); HLC Criteria for Accreditation, Criterion 3.C; Board Policy 4.020 (Certification of Personnel); CAP 4.1 (Hiring Procedures); UFF-CFA Agreement 2024–2025, Article XII, §§12.02–12.03; Florida Administrative Code Rule 6A-14.0261

Evaluation Process

All full-time faculty are evaluated annually. The evaluation process includes:

- Student evaluations of instruction conducted each semester
- Classroom observations by dean or designee
- Review of instructional materials and course syllabi
- Annual performance review conference with supervisor

Results of evaluations may be used in the areas of professional development, contract renewal decisions, and progression toward continuing contract (tenure).

Authority: UFF-CFA Agreement 2024–2025, Article VIII (Evaluation of Faculty), §§8.01–8.03; Board Policy 4.060 (Award of Tenure and Evaluation of Tenured and Tenure Track Faculty); Board Policy 4.430 (Employee Performance Evaluation); CAP 4.7 (Personnel Evaluation Process); Florida Statute §1001.65; Florida Administrative Code Rule 6A-14.0411

Administrative Evaluation of Instruction

The supervising administrator documents evaluation of a faculty member by completing a performance evaluation form. A copy of the evaluation form is given to the employee during a conference between the administrator and the faculty member. The evaluation is signed by both parties. The faculty member's signature signifies only awareness of the evaluation but not necessarily agreement with it. Additional details of the faculty evaluation include the right of the faculty member to write a rebuttal and have it attached to the evaluation form.

Authority: UFF-CFA Agreement 2024–2025, Article VIII (Evaluation of Faculty), §§8.01–8.02; Board Policy 4.430 (Employee Performance Evaluation); CAP 4.7 (Personnel Evaluation Process); Florida Statute §1001.65

Classroom Observation

Each faculty member is formally observed by the department dean/director in the classroom, laboratory, and/or shop a minimum of one time during the fall or spring semester. Faculty members can waive the observation; however, first year instructors at Chipola College must have a classroom observation by the dean or designee.

Authority: UFF-CFA Agreement 2024–2025, Article VIII (Evaluation of Faculty), §8.02; Board Policy 4.060 (Award of Tenure and Evaluation of Tenured and Tenure Track Faculty); CAP 4.7 (Personnel Evaluation Process)

Student Evaluation of Faculty

After the mid-point during the fall and spring semesters, students will have an opportunity to complete an online student evaluation of all classes in which they are enrolled. Faculty will be notified of the evaluation period. Faculty are encouraged to make announcements in class of this evaluation period to remind students to complete the online evaluation. Evaluations are not distributed to faculty or department supervisors until after the semester ends. Evaluations completed by five or fewer students will not be shared with the faculty member.

Authority: UFF-CFA Agreement 2024–2025, Article VIII (Evaluation of Faculty), §8.03; Board Policy 4.060 (Award of Tenure and Evaluation of Tenured and Tenure Track Faculty); Board Policy 4.430 (Employee Performance Evaluation); CAP 4.7 (Personnel Evaluation Process)

Tenure

Tenure refers to continuing contract status available to full-time, non-grant funded faculty who meet established criteria. (CAP 4.14) Faculty on annual contract become eligible to submit application for tenure consideration after five years of continuous, satisfactory service at Chipola College. All service shall be continuous, except for leave duly authorized and granted.

The tenure process outlined in CAP 4.14 includes:

- Evaluation of teaching effectiveness through student evaluations and classroom observations
- Review of professional development and service contributions
- Assessment of scholarly service, activities and community engagement
- Recommendation by Dean and Vice President of Instructional Affairs to the President
- President's recommendation to the Board of Trustees for final approval.

Authority: Board Policy 4.060 (Award of Tenure and Evaluation of Tenured and Tenure Track Faculty); CAP 4.14 (Guidelines for Faculty Applying for Continuing Contract); UFF-CFA Agreement 2024–2025, Article XIII; Florida Administrative Code Rule 6A-14.0411; Florida Statute §1001.65

Professional Development

Full-time faculty are encouraged to participate in professional development activities for the purpose of increasing the success of educators; providing continuous support for education professionals; intervention for education professionals who need improvement in knowledge, skills and performance. The college supports professional development through:

- Staff and Program Development (SPD) funds for conference attendance
- Tuition reimbursement for graduate coursework
- On-campus workshops and training sessions
- Professional organization memberships
- Monthly faculty meetings

Adjunct faculty are encouraged to attend the monthly faculty meetings.

Authority: Board Policy 4.150 (Professional Development); Board Policy 4.060 (Award of Tenure and Evaluation of Tenured and Tenure Track Faculty), Section V.B; UFF-CFA Agreement 2024–2025, Article XI, §11.08 (Professional Leave); CAP 4.14 (Guidelines for Faculty Applying for Continuing Contract); Florida Statute §1012.98; Florida Administrative Code Rule 6A-14.0261

ADJUNCT FACULTY PROVISIONS

Adjunct faculty are part-time instructional personnel employed on a term-by-term basis. Adjunct faculty are essential members of the Chipola instructional team and are expected to maintain the same high standards of teaching and professionalism as full-time faculty.

Employment Requirements

Before beginning employment, adjunct faculty must:

- Complete all employment paperwork and pre-employment fingerprint process through Human Resources
- Provide official transcripts directly from degree-granting institutions to Chipola College Human Resources.
- Attend required new adjunct faculty orientation (if available)
- Complete CAP 1.2 for email and computer technology training for Canvas and email systems
- Complete FERPA training

All required employment paperwork/documentation, fingerprint results and official transcripts must be received and credentials approved before an adjunct faculty member can teach.

Authority: Board Policy 4.011 (Background Checks); Board Policy 4.020 (Certification of Personnel); Board Policy 4.040 (Employee Classifications); CAP 4.1 (Hiring Procedures); CAP 4.2 (Background Checks for Employees); CAP 1.2 (Network, Internet and Lab Acceptable Use); FERPA, 20 U.S.C. §1232g and 34 CFR Part 99; Florida Statutes §§1001.64, 1001.65, 768.096

Teaching Load Limitations

Adjunct faculty may teach a maximum of 12 semester credit hours per term (fall and spring each) and a maximum of 4 semester credits per summer term in an academic year. This limitation is established to maintain adjunct status under federal regulations.

Authority: Board Policy 4.040 (Employee Classifications), Section II.A; Affordable Care Act (ACA), 26 U.S.C. §4980H; IRS Notice 2012-58; 26 CFR §54.4980H; Florida Statute §1001.64

Compensation

Adjunct faculty are compensated based highest degree in the assigned teaching discipline and the number of assigned credit plus contact hours taught. Payment during each academic semester or term is divided equally over the months in the term and paid on the last college business day of each month within the term. Direct deposit is the required form of payment. Adjunct faculty who complete substitute teaching receive compensation at the board approved substitution pay rate. Adjunct faculty who must be absent from their teaching assignment will have their regular pay adjusted accordingly for the classes missed.

Authority: Board Policy 4.040 (Employee Classifications), Section II.A; Board Policy 4.080 (Salary Administration); UFF-CFA Agreement 2024–2025, Article XII, §12.09 (Substitute Pay); UFF-CFA Agreement 2024–2025, Article VI, §6.03 (Substitution); Florida Statutes §§1001.64, 1001.65, 1012.82; Florida Administrative Code Rule 6A-14.0261

Office Space and Resources

Adjunct faculty are provided access to:

- Department space for meeting with students
- Computer and printer access in department offices
- Campus email account (@chipola.edu)
- Canvas learning management system access
- Library resources and services
- Faculty mailbox in department office

Adjunct faculty teaching on campus may be provided with a phone extension and voicemail as deemed necessary by the supervising dean/director. All adjunct faculty must check campus email daily.

Authority: UFF-CFA Agreement 2024–2025, Article VI, §6.08 (Faculty Amenities and Safety); Board Policy 6.010 (Physical Facilities); CAP 1.2 (Network/Internet and Lab Use); SACSCOC Principles of Accreditation (adequate resources for instruction); Florida Statute §1001.64

Student Accessibility

Adjunct faculty must be accessible to students outside of class time. At minimum, adjunct faculty should:

- Provide contact information (email, phone) in the course syllabus
- Respond to student emails within 24-48 hours during the work week
- Be available before and/or after class for brief student consultations
- Schedule appointments with students who need extended assistance

Authority: SACSCOC Principles of Accreditation, Standard 6.2.c (Faculty Accessibility); HLC Criteria for Accreditation, Criterion 3.C; 34 CFR §600.2 (Regular and Substantive Interaction); Board Policy 2.005 (Delegation to Faculty); Florida Administrative Code Rule 6A-14.092 (Syllabus Requirements); Chipola Proficient LMS Standards

Professional Development

Adjunct faculty are encouraged to participate in professional development opportunities. The college offers:

- Canvas training and technology workshops
- Discipline-specific professional development sessions
- Monthly faculty meetings
- Departmental meetings

Authority: Board Policy 4.150 (Professional Development); SACSCOC Principles of Accreditation, Standard 6.3 (Faculty Development); HLC Criteria for Accreditation, Criterion 3.C; CAP 1.2 (Network/Internet and Lab Use); Florida Statute §1012.98; Florida Administrative Code Rule 6A-14.0261

CONCLUSION

This Faculty Handbook provides essential information to support your success as a member of the Chipola College instructional team. Faculty are encouraged to consult with deans, review Board Policies and CAPs, and participate in professional development opportunities.

Chipola College is committed to providing quality education to the residents of Northwest Florida. Your dedication, expertise, and commitment to student success are essential to fulfilling this mission.

Thank you for your service to Chipola College and to our students.

A Higher Degree of Success

ACKNOWLEDGMENT

This handbook is provided to assist faculty in understanding their roles, responsibilities, confidentiality, conflict of interest, and the regulatory environment in which Chipola College operates. It does not supersede any applicable law, State Board of Education rule, Board of Trustees policy, or collective bargaining agreement. Faculty members are encouraged to consult with the Office of Assessment, Compliance & Grants, the AVP of Human Resources, or the VP of Instruction of their respective division for guidance on specific situations.

By receiving this handbook, all faculty acknowledge their responsibility to be familiar with and comply with its contents.

Faculty Signature: _____ Date: _____

Printed Name: _____ Title: _____