FACULTY PERSONNEL MATTERS

FACULTY CONTRACTS

Full-time Faculty Contract Lengths
There are five full-time faculty contracts as indicated below. It is understood that the instructional loads may vary by division. The 196-day contract is the benchmark contract. For those instructors who transfer from one contract length to another, their 196-day daily rate will be multiplied by the number of days in the assigned contract.

1. 164-day - Term I and II. 30 college credit hour load, or its equivalent.

2. 164B-day - Term I and II. Equivalent load of a 196-day contract. 36 college credit hour load, or its equivalent.

3. 196-day - Term I and II and IIIA or IIIB. 36 college credit hour load, or its equivalent.

4. 228-day - Term I, II, and III. 42 college credit hour load, or its equivalent.

5. 12-Month - Fiscal Year. Contract issued to instructors in programs operative throughout the academic year and to department chairs.

164B-day Contract
The provisions of the 164B-day contract are:

- A base annual salary equal to the instructor’s base annual if issued a 196-day contract. (The daily rate of pay being equal to the instructor’s daily rate if issued a 196-day contract.)

- Employed one hundred sixty-four (164) “duty” days during Terms I and II (includes two paid non-duty days as per the Academic Calendar).

- A minimum of 45 total duty hours per week (the 196-day equivalent of 37.5 hours per week).

- A minimum of 39 total hours per week on campus (the 196-day equivalent of 32.5 hours per week).

- Thirty hours available to students per week (the 196-day equivalent of 25 hours per week required by the State).

- A maximum of one overload course per term.
Chapter III
Faculty Personnel Matters

- Sixty (60) hours of accrued sick leave.
- A year of creditable service with the Florida Retirement System.

Issuance of Continuing Contracts (FAC 6A-14.0411)
Continuing contracts are to be awarded for service in an instructional capacity only. The Board of Trustees shall provide a continuing contract for each instructional employee in a community college who is in a tenure-track position and classified under the provisions of Rule 6A-14.002(1) FAC who meets all of the following requirements (see Appendix C). For the purpose of contracts, counselors and librarians shall be considered instructional personnel.
  - Has completed three years of satisfactory service in the same college during a period not in excess of five successive years
  - Has been reappointed for the fourth year without any reservations or specifications
  - Has been recommended by the president for a continuing contract based on successful performance of duties and demonstration of professional competence.

Termination of Continuing Contract (FAC 6A-14.0411(6))
Any faculty member on a Continuing Contract – instructor, counselor, or librarian - may be suspended or dismissed by the Board upon recommendation of the President at any time during the college year, provided that the employee may not be dismissed during the college year without opportunity to be heard at a public hearing after at least fourteen (14) days notice of the charges against the employee and of the time and place of hearing; and provided further that the charges must be based on immorality, misconduct in office, incompetence, gross insubordination, willful neglect of duty, drunkenness, or conviction of any crime involving moral turpitude.

Rank
The faculty at Seminole State College is not organized by professional rank.

Salary Schedule
Seminole State’s Salary Schedule is available online at the Human Resources Web page: http://www.seminolestate.edu/hr/.

FACULTY SELECTION PROCESS
(SEMINOLE STATE COLLEGE PROCEDURE 2.0100)
Faculty are hired through a process designed to ensure appointment of highly qualified instructors for all positions. Notification of a position vacancy is listed on the Seminole State website, under Human Resources. Positions are also listed in the Florida Department of Education Position Vacancy Listing and in various other
publications such as *The Chronicle of Higher Education*, *Black Issues in Higher Education*, *The Orlando Sentinel*, and *The Orlando Times*.

After the application deadline, the appropriate administrator arranges for a review of the applications. A committee composed primarily of full-time faculty is appointed by the President, upon the recommendation of the dean and the Vice President, Educational Programs/CLO, to screen and recommend candidates. The committee reviews applications and interviews prospective faculty. During the interview process, the committee will evaluate the applicant's qualifications and competence to teach the courses as well as proficiency in oral and written communications in the language in which the course is taught. Some committees require that the applicant teach a mini-lesson.

Once the committee review process is complete, the committee chair makes the initial recommendation for appointment, which requires concurrence by hiring manager's supervisor and the dean. The recommendation must then be approved by the Vice President, Educational Programs/CLO and the President, who obtains approval from the District Board of Trustees. The Equity Coordinator signs the recommendation to advise the President that the process has complied with all equity requirements.

### ACADEMIC AND PROFESSIONAL PREPARATION

**Faculty Competency Requirements**

Both full-time and part-time faculty must meet the following criteria for academic and professional preparation. For the purpose of applying the criteria, a full-time faculty member is one whose major employment is with the institution, whose primary assignment is in teaching, and whose employment is based on a contract for full-time employees.

Seminole State College has defined the competency requirements as follows:

#### I. **Credentials for Faculty in Arts & Sciences**

- **College Credit Courses**
  
  Credential requirements for full-time and part-time faculty are the same:

  OPTIONS
  1. Eighteen (18) graduate semester hours in the discipline taught and a Master's degree
  2. A Master's degree with a major in the discipline taught specified on the transcript.
  3. In exceptional cases, documented proof of both of the following must be in the personnel file.
     a. Outstanding professional experience in the discipline
b. Demonstrated contributions to the teaching discipline
4. Demonstration and request for exception will take the form of a portfolio.

- **College Preparatory Courses**
  Credential requirements for full-time and part-time faculty are the same. Faculty must have documentation of both of the following:
  1) Baccalaureate degree in a discipline related to their teaching assignment AND
  2) Either teaching experience in a discipline related to their teaching assignment or documented graduate training in remedial education.

II. **Credentials for Professional, Occupational & Technical Areas**

- **A.S. Degree Programs Designated Transfer (Nursing R.N.) and Individual Courses Commonly Used in AA or AS Transfer Programs (Accounting Principles ACG prefix.)**
  Credential requirements for full-time and part-time faculty are the same as for A.A. degree faculty:

  OPTIONS
  1. Eighteen (18) graduate semester hours in the discipline taught and a Master's degree
  2. A Master's degree with a major specified on the transcript in the discipline taught
  3. In exceptional cases, documented proof of both of the following must be in the personnel file.
     a. Outstanding professional experience in the discipline
     b. Demonstrated contributions to the teaching discipline

- **Non-Transfer A.S. Degree Programs (Information Technology, Automotive, Construction, Business, etc.)**
  Full-time and part-time faculty teaching courses in Associate in Science credit programs must possess appropriate academic preparation or academic preparation and work experience.

  OPTIONS
  1. Eighteen (18) graduate semester hours in the field taught and a Master's degree
  2. A Master's degree with a major specified on the transcript in the field taught.
  3. Baccalaureate degree in field taught or a related discipline with appropriate, documented work experience of at least two (2) years in the field.
4. Associate degree in field taught or a related field with appropriate, documented work experience of at least four (4) years in the field.
5. Baccalaureate degree in field taught or a related discipline and at least two levels of certification from recognized industry leaders and at least one (1) year of appropriate, documented work experience in the field.
6. Associate degree in field taught or a related field and at least two levels of certification from recognized industry leaders and at least three (3) years of appropriate, documented work experience in the field.
7. In exceptional cases, outstanding, documented professional experience in and demonstrated contributions to teaching or training in the field may be presented in lieu of formal academic preparation.

- **College Credit Certificate Programs**
  Full time and part time faculty teaching courses in non-degree, non-transfer certificate programs will possess one of the following options as credentials:

  **OPTIONS**
  1. Eighteen (18) graduate semester hours in the field taught and a Master's degree
  2. A Master's degree with a major specified on the transcript in the field taught
  3. Baccalaureate degree with appropriate, documented work experience of at least two (2) years in the field.
  4. Associate degree with appropriate, documented work experience of at least four (4) years in the field.
  5. Baccalaureate degree and at least two levels of certification from recognized industry leaders and at least one (1) year of appropriate, documented work experience in the field.
  6. Associate degree and at least two levels of certification from recognized industry leaders and at least three (3) years of appropriate, documented work experience in the field.
  7. At least six years of appropriate documented work experience in the field and at least 12 hours of college credit work completed.
  8. At least five years of appropriate, documented work experience in the field and specialized training such as completion of at least two certifications from recognized industry leaders.

- **Post Secondary Adult Vocational (PSAV) Programs**
  Full time and part time faculty teaching courses in non-degree, non-transfer PSAV certificate programs will possess one of the following options as credentials:

  **OPTIONS**
  1. Eighteen (18) graduate semester hours in the field taught and a Master's degree.
2. A Master's degree with a major specified on the transcript in the field taught.
3. Baccalaureate degree with appropriate, documented work experience of at least two (2) years in the field.
4. Associate degree with appropriate, documented work experience of at least four (4) years in the field.
5. Baccalaureate degree and at least two levels of certification from recognized industry leaders and at least one (1) year of appropriate, documented work experience in the field.
6. Associate degree and at least two levels of certification from recognized industry leaders and at least three (3) years of appropriate, documented work experience in the field.
7. At least six years of appropriate documented work experience in the field and at least 12 hours of college credit work completed.
8. At least five years of appropriate, documented work experience in the field and specialized training such as completion of at least two certifications from recognized industry leaders or completion of a PSAV certificate at least one year in length.
9. For Apprenticeship Programs only: At least six years of appropriate documented work experience in the field and evidence of continuing education in the industry.

III. Credentials for Faculty in the Adult Education Division

- **Adult Education Courses (ABE, GED, Adult High School, ESOL)**
  Credential requirements for full-time and part-time faculty are the same. Faculty must have a baccalaureate degree. Plus, if possible to document it, they should have attributes or experiences that help them relate to the particular needs of the adults they each.

- **College Credit Courses (English for Academic Purposes (EAP1500+ Series) and Dual Enrollment Courses, if any, staffed by any Adult Education Faculty)**
  Credential requirements for full-time and part-time faculty are the same:

  OPTIONS
  1. Eighteen (18) graduate semester hours in the discipline taught and a Master's degree
  2. A Master's degree with a major in the discipline taught specified on the transcript
  3. In exceptional cases, documented proof of both of the following must be in the personnel file:
     a. Outstanding professional experience in the discipline
     b. Demonstrated contributions to the teaching discipline

- **College Preparatory Courses (EAP 0400 series)**
Credential requirements for full-time and part-time faculty are the same. Faculty must have documentation of both of the following:
   a. Baccalaureate degree in a discipline related to their teaching assignment
      AND
   b. either teaching experience in a discipline related to their teaching assignment or documented graduate training in remedial education.

**Professional Development and Maintenance of Qualifications** ([Seminole State College Policy 2.030](#))

It is the policy of the Board that the College establishes a program for the professional development and maintenance of qualifications of College personnel. Seeking new information and ideas in teaching and maintaining knowledge in one’s field are a part of quality teaching and administration. The President or designee shall be responsible for establishing this program in accordance with College procedures.

**Staff and Program Development (SPD)**

SPD funds are available for full and part-time faculty. Faculty can apply for money for study, travel to conferences, and curriculum and instruction projects. For more detailed information, check the SPD "Annual Plan" for regulations and procedures. This plan is available from the Office of Human Resources.

**Learning Connection**

The Office of Training and Development within Seminole State's Human Resource Office provides all employees with development and training opportunities. The Learning Connection is the hub to educational programs, training courses, and online documentation designed to help you be yourself, only better. Additional information regarding classes are located on the web site [www.seminolestate.edu](http://www.seminolestate.edu). Click on Human Resources and then click on Learning Connection.

**Sabbatical Leave** ([Seminole State College Procedure 2.2300](#))

Sabbatical leave is an extended professional leave during which time an employee is relieved of regular job responsibilities to pursue professional development. Sabbatical leaves are funded with Staff and Program Development (SPD) funds. A minimum of five years of full-time service at the college as of the starting date of the requested leave is required. An employee may be granted sabbatical leave only once during a 5-year period. For more information, please contact the Human Resources office.
Chapter III
Faculty Personnel Matters

FACULTY EVALUATION

Full-Time Faculty (Seminole State College Procedure 2.1500)
The faculty evaluation process is intended to encourage and support professional
development as well as to promote personal reflection, planning, and
experimentation on the part of each faculty member. It also provides a positive
environment and collegial context for review of teaching purposes, strategies and
materials. The procedure also provides a basis for any personnel action. The
procedure includes the completion of the Faculty Goals and Accomplishments Form
(Appendix D), a report of the Student Perception of Instruction, and Student
Comment Sheet, all of which are reviewed by the department chair. The department
chair completes the Faculty Observation Form (Appendix E).

Adjunct Faculty Evaluation
The adjunct teaching faculty evaluation process is intended to improve the teaching
and learning environment. The procedure includes the department chair’s review of
the report on the Student Perception of Instruction, student comment sheets, and the
completed Faculty Observation form (Appendix E), whose criteria include
demonstration of knowledge of subject matter, effective management of instruction,
ability to stimulate interest in the subject matter, encouragement of student
participation, and use of appropriate methods of instruction.

Department Chair, Librarian, Counselor, and Program Manager Evaluation
(Seminole State College Procedure 2.1501)
Non-instructional personnel and faculty receive an appropriate yearly appraisal by
their immediate supervisor based upon job responsibilities and duties.

Faculty Grievance Procedure
Refer to Florida Administrative Code 6A-14.0411 (included in Appendix J).

NON-DISCRIMINATION POLICIES

Non-Discrimination (Seminole State College Policy 1.060)
The Board affirms its equal opportunity policy in accordance with the provisions of
the Florida Educational Equity Act and all other relevant state and federal laws,
rules, and regulations. Discrimination on basis of race, color, creed, national origin,
age, sex, veterans status, disability, sexual orientation or marital status against a
student or an employee is prohibited. The College accepts the commitment to
provide equal access and equal opportunity for all services made available by the
College and to conduct all educational programs and activities without
discrimination. In addition, the College continues to ensure that applicants for
employment and employees are treated without regard to their race, color, creed,
national origin, age, sex, veterans status, disability, sexual orientation or marital status. This commitment will be achieved through goals and objectives stated in the College's Equity Update and through adherence to the Florida Educational Equity Act and Rules of the State Board of Education. Implementation of goals and objectives will be regulated by the Coordinator of Equity, the Disabilities Support Manager, the Director of Human Resources, and the Equity Committee. Complaints alleging discrimination shall be submitted to the Coordinator of Equity via phone at (407) 708-2069 or mail at 100 Weldon Blvd., Sanford, FL 32773.

Harassment Policy (Seminole State College Policy 2.090)
In order to maintain the college community as a place of work and study for college personnel and students, harassment on the basis of gender, race, national origin, religion, disability, or age is prohibited.

Harassment includes:
1. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual’s race, ethnic background, gender, religion, disability condition or age which has the purpose or effect of creating an intimidating, hostile or offensive education or work environment; has the purpose or effect of unreasonably interfering with the individual’s work or school performance or participation; or otherwise adversely affects an individual’s employment or educational opportunities.
2. The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition on an individual's employment or education; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating a intimidating, hostile or offensive working or educational environment.

The President has established a procedure for potential redress of college personnel and students who wish to file a complaint dealing with alleged harassment. Complaints should be filed with the Coordinator of Equity.

ADA Considerations (Seminole State College Policy 1.060)
It is the policy of Seminole State College to comply with the American with Disabilities Act (ADA), by accommodating persons with disabilities. Persons who require reasonable accommodations for a disability should contact either the Disabilities Support Manager at (407) 708-2109 or the Human Resource Office at (407) 708-2101. Seminole State College is an equal access/equal opportunity institution and does not discriminate against persons with disabilities.
OTHER EMPLOYMENT ISSUES

Employment of Employees as Consultants (Seminole State College Policy 2.190)
When employed as consultants by outside agencies, personnel must take leave other than temporary duty elsewhere.

Outside Employment (Seminole State College Policy 2.160)
Any outside employment shall be a matter of record with the employee's supervisor. An employee shall not accept outside employment which will in any way interfere with his/her duties at the college.

Grant-Funded Positions
Position assignments, appointment dates, and rates of pay for persons whose positions are funded by a grant, special project, or contract with an outside agency shall be subject to the policies and procedures determined by the funding source in accordance with established college policies and procedures. An employee who is assigned to a grant-funded position will be paid at a salary that is equal to or less than that of an employee who is similarly situated in a regularly established position funded through college dollars.

Drug Free Workplace (Seminole State College Policy 2.100)
The college is committed to providing a drug free environment for all its employees. Therefore, college employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace. Employees who violate the provisions of the rule are subject to disciplinary action up to and including dismissal. All such disciplinary action may be appealed through the provisions of the college grievance procedures.

Payroll Information
Faculty are encouraged to have their net pay automatically direct-deposited into their checking and/or savings accounts at any banking institution in the United States. Otherwise, pay checks are mailed to employees’ home addresses on pay day. Faculty may view and print their pay statements by logging onto MySeminoleState web site. Information regarding this is provided on the Payroll Services web page: http://www.seminolestate.edu/ofb/payroll/

Full-time faculty members are paid once a month on the last day of the month. If the last day of the month is not a workday, the checks will be posted on the last workday prior to the last day.
Part-time faculty members are paid once a month on the 15th of the month. If the 15th day of the month is not a workday, the checks will be posted on the last workday prior to the 15th day.

**Social Security Alternative for Adjuncts**

Temporary part-time employees are automatically enrolled in the Social Security Alternative Plan. You pay only the Medicare portion of social security taxes, not the OASDI portion, which saves you 6.2% in payroll taxes. Because you are in an alternative plan, your time in the SSA is not reported as covered work periods to the social security administration. Your contributions to the SSA are 7.5% of your compensation. These contributions are deducted from your pay before income taxes are calculated, which reduces your income taxes. This is the maximum contribution allowed by the regulations.

Participation in this plan may result in your contributions to your personal IRA account **not being allowed by the IRS as a tax savings plan**. You are encouraged to consult with your tax advisor or accountant regarding this.

### STUDENT ACTIVITIES

A variety of student activities are available throughout the academic year. All Seminole State employees are encouraged to enjoy these activities. Regular student activities include:

- Activity Period Events - held Wednesdays at mid-day
- Art Gallery Exhibits
- College Theatre
- Concerts and Recitals
- Film Series
- Intramural Sporting Events
- Lectures and Poetry Readings
- Planetarium Shows - (for information call extension 2409)
- Sporting Events (Baseball, Softball and Golf) - (for more information call extension 2090)
- Brain Bowl Tournaments

An official calendar of Fine Arts activities is available through the Box Office by calling 407-708-2040 or visiting Seminole State’s web page [Community Events Calendar](http://www.seminolestate.edu/community-events).

### HEALTH BUILDING FACILITIES

Faculty may use the Health Building Exercise Room times and dates are posted at the web site: [www.seminolestate.edu/athletics](http://www.seminolestate.edu/athletics). Click on strength training then click
on membership policies. Men’s and women’s locker rooms (with showers) are provided and personal lockers can be assigned, as they are available. All facilities are closed on weekends. Please stop by room SLM H-101 to obtain a yearly pass.