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8 **UNITED STATES DISTRICT COURT**  
9 **DISTRICT OF ARIZONA**

10 Pima Community College District, a public  
11 community college,

12 Plaintiff,

13 v.

14 Edip Yuksel, an individual,

15 Defendant.

Case No.

**COMPLAINT**

16  
17 Plaintiff, Pima Community College District (“PCC” or “Plaintiff”), alleges the  
18 following facts in support of Plaintiff’s claims against Defendant, Edip Yuksel (“Yuksel”  
19 or “Defendant”):

20 **PARTIES, JURISDICTION AND VENUE**

21 1. PCC is a public community college in Pima County, Arizona, with several  
22 campuses in locations in the Tucson area.

23 2. PCC is informed and believes and therefore alleges that Defendant is an  
24 individual whom, at all relevant times, resided in Pima County, Arizona.

25 3. This Court has subject matter jurisdiction over PCC’s Copyright Act claims  
26 pursuant to 28 U.S.C. §§ 1331 and 1338(a).

27 4. This Court has supplemental jurisdiction over PCC’s pendent state law claims  
28 pursuant to 28 U.S.C. § 1367 in that its claims arise from a common nucleus of operative

1 facts such that the administration of PCC's state law claims with its federal copyright claims  
2 furthers the interest of judicial economy.

3 5. This Court also has jurisdiction over these claims and venue is proper because  
4 the events giving rise to the allegations in the Complaint occurred in Arizona.

5 **GENERAL ALLEGATIONS OF FACTS**

6 6. PCC is a comprehensive educational institution serving students and  
7 employers throughout Pima County in Arizona and beyond.

8 7. PCC is in rapid transition to a high-tech institution serving the needs of the  
9 region's growing aerospace, defense and healthcare industries. Developing Centers for  
10 Excellence in key areas such as Applied Technology, Information Technology and Health  
11 Professions, PCC is focused on strengthening partnerships and expanding employer  
12 engagement in order to ensure that today's students are prepared now and for many years  
13 to come.

14 ***PCC's Policies and Procedures***

15 8. PCC requires all of its employees to execute various employment agreements  
16 ("Employment Agreements"), which acknowledge that the employee's conduct and work  
17 product are governed by various PCC policies and procedures, including PCC's  
18 Administrative Procedures. Correct and accurate copies of the Employment Agreements are  
19 attached hereto as **Exhibit A**.

20 9. PCC's Governing Board enacts, rescinds and modifies policies for the  
21 College. This authority is given by the Arizona State Legislature pursuant to ARS 15-  
22 1445(1).

23 10. PCC's Administrative Procedures provide specific guidance to PCC  
24 employees in implementing and enacting Board policies in the day-to-day operations of  
25 PCC.

26 11. PCC's Administrative Procedures include "*AP Title: Family Educational*  
27 *Rights and Privacy Act (FERPA), Educational Records Compliance and Procedures (AP*  
28 *3.11.01)*," ("FERPA Procedure"), which facilitates compliance with the Family Educational

1 Rights and Privacy Act 20 U.S.C. § 1232g. A correct and accurate copy of the FERPA  
2 Procedure is attached hereto as **Exhibit B**.

3 12. The FERPA Procedure prohibits PCC's faculty and staff from releasing  
4 educational records without a student's prior written consent, unless otherwise authorized  
5 by FERPA or any superseding laws. *See* **Exhibit B**.

6 13. PCC's Administrative Procedures includes "*AP Title: Intellectual Property*  
7 *Ownership (AP 6.06.01)*" ("IP Ownership Procedures"). The purpose of the IP Ownership  
8 Procedures "is to provide the framework for allocation and protection of the respective  
9 ownership rights of the College, its employees and students in the Intellectual Property  
10 developed at the College." A correct and accurate copy of the IP Ownership Procedures is  
11 attached hereto as **Exhibit C**.

12 14. The IP Ownership Procedures provides that "all Intellectual Property  
13 developed by College Employees within the scope of their employment with the College is  
14 owned by the College." *See* **Exhibit C**.

### 15 ***Defendant's Breach of the Employment Agreements***

16 15. Defendant has demonstrated a recurring and persistent pattern of behavior  
17 that knowingly and willfully violates PCC's agreements, policies, and procedures.

18 16. PCC hired Defendant as an instructor in its Department of Philosophy.

19 17. Upon being hired by PCC, and as a condition of his employment, Defendant  
20 agreed to comply with PCC's Administrative Procedures, including the FERPA Procedure  
21 and the IP Ownership Procedures. *See* **Exhibits A-C**.

22 18. Defendant continuously violated the Employment Agreements and PCC's  
23 Administrative Procedures, and persistently engaged in a pattern of refusing to delete  
24 unlawful and unauthorized recordings of PCC students.

25 19. Upon information and belief, between 2015, and 2022, Defendant made video  
26 recordings of several class sessions while teaching at PCC. The recordings capture  
27 Defendant's class session in audio visual recordings, and more importantly, capture various  
28 PCC students throughout the class sessions ("Recordings").

1        20. Upon information and belief, several of the students captured in the  
2 Recordings were minors and did not have the legal capacity to act as an adult at the time  
3 the Recordings were made.

4        21. Defendant, without authorization from PCC, reproduced, published, and  
5 uploaded the Recordings so that they could be viewed by the general public online at  
6 YouTube.com and Defendant's website, [www.19.org](http://www.19.org).

7        22. PCC has made several efforts to convince Defendant to voluntarily remove  
8 the Recordings from the Internet, including several written requests. A correct and accurate  
9 copy of the Memorandum of Expectations is attached hereto as **Exhibit D**. Correct and  
10 accurate copies of PCC's Written Request to Yuksel to Remove the Recordings are attached  
11 hereto as **Exhibit E**.

12        23. In August 2019, Defendant attended in-person meetings with PCC  
13 representatives regarding Defendant's unauthorized online publication of the Recordings.

14        24. At a meeting with PCC representatives on August 5, 2019, Defendant  
15 acknowledged his unauthorized publications of the Recordings were violations of PCC's  
16 Administrative Procedures, agreed to remove the Recordings and signed a "Memorandum  
17 of Expectations" describing his past violative conduct. *See* **Exhibit D**.

18        25. In October 2022, PCC terminated Defendant's employment because of his  
19 continued violations of PCC's Administrative Procedures, his failure to remove the  
20 Recordings, and his failure to abide by the terms he had agreed to in the Memorandum of  
21 Expectations.

22        26. Despite his termination from PCC, Defendant continues to reproduce and  
23 publish the Recordings online without proper authorization.

24        27. Per federal law (FERPA), PCC may not receive federal funds if it permits the  
25 release of educational records without the required student consent. 20 USC 1232g(b).  
26 Further, PPC's mission and core values include protecting the "**rights of all persons.**" *See*  
27 Mission & History, <https://www.pima.edu/about-pima/mission-history/index> (last visited  
28



on May 19, 2023). Therefore, PCC has an obligation to protect the rights of its students from being violated.

**FIRST CLAIM FOR RELIEF**  
**(Federal Copyright Infringement per 17 U.S.C. § 106)**

28. Plaintiff hereby incorporates by reference each and every allegation set forth in the foregoing paragraphs as if fully alleged herein.

29. This Court has subject matter jurisdiction over the copyright infringement claim pursuant to 28 U.S.C. §§ 1331, 1338(a).

30. PCC is the sole copyright owner and assignee of the Recordings.

31. Defendant executed the Employment Agreements with PCC, which assigned all employee work product to PCC, including the rights to the Recordings. *See Exhibits A and C*. Any and all such recordings were created by Defendant acting as an employee of PCC, including his classroom activities within the scope of his employment, and therefore constitute works for hire under copyright law.

32. PCC filed applications for copyright registration from the United States Copyright Office regarding two of the Recordings, namely: “Edip Yüksel (T) Salaklara karşı Solaklara Destek” published February 7, 2018, available via YouTube at URL <https://www.youtube.com/watch?v=NPe6e1YmNNU>, and “Edip Yuksel (E) Basic elements of an argument” published February 16, 2017 available via YouTube at URL <https://www.youtube.com/watch?v=aqdkPHIZwaE>. These two Recordings include many features that are typical of the Recordings that PCC has repeatedly asked Defendant to remove from publication, such as: being recorded by Defendant, in a PCC classroom, during a PCC class session led by Defendant, and including as subject matter the identifiable faces, voices, and in some cases names of individual PCC students.

33. The U.S. Copyright office issued registrations to PCC regarding the foregoing two examples of the Recordings, namely U.S. Copyright Registration Nos. PA0002412013 and PA00002412214. Correct and accurate copies of U.S. Copyright Registration Nos.

1 PA0002412013 and PA00002412214 are attached hereto as **Exhibit F**. The validity of  
2 PCC's copyrights in these Recordings are presumed as a matter of law.

3 34. Defendant willfully and deliberately reproduced, without authorization or  
4 consent, the Recordings online, including on YouTube and on Defendant's website at  
5 www.19.org.

6 35. Defendant has reproduced and publicly performed the Recordings, in  
7 violation of PCC's exclusive rights as forth under 17 § U.S.C. 106. Defendant has willfully  
8 refused PCC's repeated requests to remove the Recordings from YouTube and otherwise  
9 from the Internet, and to cease and desist from further infringing activities in the future. On  
10 information and belief, based on his persistent and willful refusals, Defendant's infringing  
11 activities will not stop unless this Court enters an appropriate permanent injunction against  
12 such activities.

13 36. As a direct and proximate result of Defendant's persistent and continuous  
14 infringement of the Recordings, PCC has suffered, and will continue to suffer, irreparable  
15 injury to its business, reputation, and goodwill.

16 37. As a direct and proximate result of Defendant's persistent and continuous  
17 copyright infringement, PCC has been required to retain the services of an attorney and is  
18 entitled to an award of reasonable attorneys' fees and costs incurred in the litigation of this  
19 claim.

20 **SECOND CLAIM FOR RELIEF**  
21 **(Breach of Contract)**

22 38. Plaintiff hereby incorporates by reference each and every allegation set forth  
23 in the foregoing paragraphs as if fully alleged herein.

24 39. Defendant executed the Employment Agreements with PCC, wherein  
25 Defendant agreed to agree to comply with PCC's Administrative Procedures, including the  
26 FERPA Procedure and the IP Ownership Procedures. *See Exhibits A-C*.

1       40. Defendant executed the Employment Agreements with PCC assigned all  
2 employee work product to PCC, including the rights to the Recordings. *See Exhibits A and*  
3 **C.**

4       41. Defendant breached the Employment Agreements by making unauthorized  
5 publications of the Recordings.

6       42. Defendant acknowledged his unauthorized publications of the Recordings  
7 were violations of PCC's Administrative Procedures by agreeing to remove the Recordings  
8 and signing the Memorandum of Expectations on August 5, 2019. **Exhibit D.**

9       43. As a direct and proximate result of Defendant's persistent and continuous  
10 breaches of the Employment Agreements, PCC has suffered, and will continue to suffer,  
11 irreparable injury to its business, reputation, and goodwill.

12       44. As a direct and proximate result of Defendant's persistent and continuous  
13 breaches of the Employment Agreements, PCC has been required to retain the services of  
14 an attorney and is entitled to an award of reasonable attorneys' fees and costs incurred in  
15 the litigation of this claim. PCC is entitled to reimbursement of its reasonable attorneys'  
16 fees and expenses pursuant to A.R.S. § 12-341.01.

17                                   **REQUEST FOR RELIEF**

18       **WHEREFORE**, Plaintiff respectfully request the following relief:

19       1. Entry of an injunction requiring that Defendant, his officers, agents, servants,  
20 employees, owners and representatives, and all other persons, firms or corporations in active  
21 concert or participation with them, be preliminarily and permanently enjoined and  
22 restrained from publishing, reproducing, or publicly performing the Recordings in any  
23 manner;

24       2. Entry of an order requiring that Defendant, his officers, agents, servants,  
25 employees, owners and representatives, and all other persons, firms or corporations in active  
26 concert or participation with them, destroy and deliver up for destruction all the Recordings;

27       3. For actual, compensatory, consequential, statutory, and incidental damages  
28 according to proof at trial;

5. For Plaintiff to be awarded its reasonable attorneys' fees and expenses, pursuant to the Copyright Act and A.R.S. § 12-341.01, and for taxation of all costs against Defendant;

**Dated:** July 31, 2023.

By: s/ Fredric D. Bellamy  
 Scott A. Holcomb  
 Fredric D. Bellamy  
 Cameron C. Stanley  
*Attorneys for Plaintiff*  
*Pima Community College*  
*District*

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UNITED STATES DISTRICT COURT  
DISTRICT OF ARIZONA

## Civil Cover Sheet

This automated JS-44 conforms generally to the manual JS-44 approved by the Judicial Conference of the United States in September 1974. The data is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. The information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is authorized for use only in the District of Arizona.

**The completed cover sheet must be printed directly to PDF and filed as an attachment to the Complaint or Notice of Removal.**

**Plaintiff(s): Pima Community College District**

County of Residence: Pima

County Where Claim For Relief Arose: Pima

**Defendant(s): Edip Yuksel**

County of Residence: Pima

Plaintiff's Atty(s):

**Fredric D. Bellamy  
Dickinson Wright PLLC  
1850 North Central Avenue, Suite 1400  
Phoenix, Arizona 85004  
602-285-5000**

Defendant's Atty(s):

II. Basis of Jurisdiction:

**3. Federal Question (U.S. not a party)**

III. Citizenship of Principal Parties

(Diversity Cases Only)

Plaintiff:- N/A

Defendant:- N/A

IV. Origin :

**1. Original Proceeding**

V. Nature of Suit:

**820 Copyrights**

VI. Cause of Action:

**28 U.S.C. §§ 1331 and 1338(a); copyright infringement**

VII. Requested in Complaint

Class Action: **No**

Dollar Demand: **Preliminary injunction**

Jury Demand: **No**

VIII. This case is not related to another case.

**Signature: s/ Fredric D. Bellamy**

**Date: 7/31/2023**

**If any of this information is incorrect, please go back to the Civil Cover Sheet Input form using the *Back* button in your browser and change it. Once correct, save this form as a PDF and include it as an attachment to your case opening documents.**

Revised: 01/2014

# **Exhibit A**

## Adjunct Faculty Terms and Conditions

1. I acknowledge that I have been advised of and accept the following terms and conditions of Adjunct Faculty employment with Pima Community College District (PCCCD).
2. Adjunct Faculty are temporary employees contracted by PCCCD for a temporary classroom instruction assignment not to exceed 10.5 load hours per semester. During the three summer terms-A, B, and C, a full-time faculty member or Adjunct Faculty may be assigned a maximum voluntary load of twelve load hours inclusive of all three summer terms. Exceptions to the maximum instructional assignment must have the written approval of the Campus President or designee.
3. Because student enrollment and full-time faculty loads may not be determined until after the date that an Adjunct Faculty signs a contract, that is contingent upon sufficient student enrollment for the course to be taught and upon the course not being assigned as part of a full-time faculty member's required teaching load. If there is insufficient course enrollment, the contract is void. If the course is assigned to a full-time faculty member to meet that faculty member's required teaching load, the contract is void. If there is sufficient enrollment for the course, and if the course is not required to satisfy the teaching load for a full-time faculty member, the contract is a one-semester teaching assignment, with no express or implied future assignments. A contract provides no guarantee of continued or future employment. The payment amount for a contract is subject to audit and conformance to PCCCD pay policies.
4. PCCCD policies on personnel management, including benefits, apply to Adjunct Faculty only as expressly stated by PCCCD Governing Board policy and as set forth in the [Personnel Policy Statement for College Employees](#).
5. As an expressed condition of a contract, the Adjunct Faculty agrees to meet and continue to meet-Faculty Standards as established by the College during the term of a contract and to complete and to provide the following on file with the District Office of Contracts and Certification: Completed employment paperwork to include (1) application for employment and (2) official transcripts, licenses and/or certificates applicable to the teaching assignment. Failure by an Adjunct Faculty to comply with these conditions shall allow PCCCD to terminate the contract.
6. Adjunct Faculty are expected to perform in a professional manner and to conduct classes as assigned by the contract. The contract is intended to include the time the instructor spends preparing for and teaching the course and the instructor's time spent to be available to students before and/or after class. If for any reason the Adjunct Faculty cannot conduct his or her class, he or she is held responsible to notify the department chair or appropriate campus administrator as soon as possible prior to the class meeting time and to schedule an approved make-up class if required. Failure to conduct or make-up a class will result in a proportionate in compensation.
7. The Adjunct Faculty agrees to perform well and faithfully conduct the duties required in accordance with all applicable laws, policies and regulations imposed upon or adopted by Board for Governing of the College District, including any modifications thereto occurring during the period of this contract. The Adjunct Faculty member's employment may be terminated for violations of law or College policy, for failure to fulfill terms and conditions of contract, or when an Adjunct Faculty is absent without having given notice and having received approval from the appropriate administrator.
8. PCCCD Adjunct Faculty are required to attend orientation and workshop meetings as announced and shall engage in designed activities relating to the Student learning Outcomes process.
9. Adjunct Faculty are required to submit a syllabus to the department chair and supervising administrator within the campus-stated deadline, submit the 45th day class roster by the designated date for the semester and submit student grades on-line in accordance with established procedures.

10. The approved syllabus with course outline shall be presented during the first class meeting. Course expectations shall be clearly stated and reviewed during the first class meeting. Instructional activities appropriate for the class shall be designed by the Adjunct Faculty to accommodate different learning styles. Student assessment materials (tests, quizzes, homework, etc.) shall be returned in a timely manner with meaningful feedback. Grading shall be based on student achievement and competence. Adjunct Faculty are responsible for proactive student retention.
11. At the end of each semester, all PCCCD materials must be returned. Adjunct Faculty are required to submit a copy of the electronic gradebook and final on-line grade submission to the appropriate administrator by the College established date for the semester. Failure to do so may jeopardize future contracts with the College.
12. Assignment or reassignment of duties within PCCCD shall be and remain the prerogative of the approving Supervising Administrator provided such assignment is consistent with the qualifications of the Adjunct Faculty.
13. Adjunct Faculty will adhere to all PCCCD policies that address code of conduct and standards of behavior for employees as found in the Personnel Policy Statement for College Employees.



# Adjunct Faculty Guidebook

2019-2020

Fall Edition



PimaCommunityCollege

/// Keep striving.

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## Preface: Adjunct Faculty Guidebook

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

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

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

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

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

## Provost's Message

### Dear Colleagues:

Welcome to Pima Community College!

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

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

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

Major college initiatives for the next few years are:

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

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

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

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

## College Information

### College Vision

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

### College Values

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

- **People:** We value our students, employees and the community members we serve, by making decisions that address the needs of those populations.
- **Integrity:** We make a commitment to academic honesty, personal ethics and institutional decision-making that is based on sound moral principles, accountability and transparency.
- **Excellence:** We embrace best practices and value high quality services and programs that lead to successful outcomes for our students through evidence-based continuous improvement practices.
- **Communication:** We are committed to sharing information with internal and external stakeholders in a transparent, timely and meaningful way that is open, honest and civil.
- **Collaboration:** We encourage teamwork and cooperation within the College and with the community to support student success.
- **Open Admissions and Open Access:** We value open admissions and access to our programs and services for all who may benefit from them, regardless of where they are starting from or what their final goal may be.

### Mission Statement

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

### Core Themes and Objectives

#### Student Success

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

#### Access

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

**Teaching and Program Excellence**

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

**Student Services**

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

**Community Engagement**

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

**Diversity, Inclusion and Global Education**

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

**Institutional Effectiveness**

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

**Pima County Community College District Locations****District Office (Administration)**

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

**Desert Vista Campus**

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

**Downtown Campus**

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

**East Campus**

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

**West Campus**

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

**Northwest Campus**

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

## Additional Locations

### **Alumni Association**

4905 East Broadway Blvd., C-252  
Tucson, AZ 85709-1320  
(520) 206-4646

### **Aviation Technology Center**

7211 South Park Ave.  
Tucson, AZ 85709-6185  
(520) 206-5910

### **Center for the Arts**

2202 West Anklam Rd.  
Tucson, AZ 85709-0225  
(520) 206-6986

### **Center for Training and Development**

5901 South Calle Santa Cruz  
Tucson, AZ 85709-6375  
(520) 206-5100

### **Workforce Development & Continuing Education**

4905 East Broadway Blvd, Suite C-130  
Tucson, AZ 85709-1050  
(520) 206-4982

### **Davis-Monthan Air Force Base Education Center**

5355 East Granite St., Suite 100  
Tucson, AZ 85707-3011  
(520) 206-4866

### **El Pueblo Liberty Learning Center**

101 West Irvington Rd., Building 7  
Tucson, AZ 85714  
(520) 206-3737

### **El Rio Learning Center**

1390 West Speedway Blvd.  
Tucson, AZ 85745  
(520) 206-3800

### **Maintenance & Security Center**

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

### **Pima Community College Foundation**

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

### **Public Safety and Emergency Services Institute**

29th Street Collation Center  
4355 East Calle Aurora  
Tucson, AZ 85711  
(520) 206-3535



## District Administration

### Governing Board

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

#### Pima County Community College District Governing Board Members:

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

Dr. Sean HV Mendoza

Adjunct Faculty Representative

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

### Chancellor

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

### Provost and Executive Vice Chancellor of Academic and Student Services

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

## Campus Administration and Leadership

### Campus President

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

### Vice President and Vice President of Instruction

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

## **Vice President of Student Development**

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

## **Academic Dean**

Plan, direct, and evaluate the educational services of an academic or student services division. Serve as the educational leader for the assigned division; responsible for professional development and technical support to faculty and staff; coordinate assigned activities with other College divisions, departments, campuses and outside agencies; provide highly responsible and complex administrative support to a campus Vice President of Instruction. Provide positive administrative leadership for the enhancement of the image of the College, campus and departments toward the promotion of a healthy work environment and overall student success.

## **Department Head<sup>1</sup>**

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

## **Discipline Coordinator<sup>1</sup>**

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

# **Adjunct Faculty Duties and Responsibilities**

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

- Provide instruction and conduct classes in accordance with the philosophy of the College and within the course of study defined by the department
- Perform necessary educational obligations
- Be familiar with the philosophy and objectives of the College
- Cooperate with full-time faculty members in regard to educational matters
- Attend scheduled meetings called by authorized personnel

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

- Assume responsibility to keep certification current
- Keep accurate records and submit all records when required
- Meet all assigned classes with adequate preparation
- Evaluate student performance and conduct fair evaluations applied equally to all students
- Refer to counseling services any student whose scholastic or personal needs require special attention

## Adjunct Faculty Terms and Conditions

1. I acknowledge that I have been advised of and accept the following terms and conditions of Adjunct Faculty employment with Pima Community College District (PCCCD).
2. Adjunct Faculty are temporary employees contracted by PCCCD for a temporary classroom instruction assignment not to exceed 10.5 load hours per semester. During the three summer terms-A, B, and C, a full-time faculty member or Adjunct Faculty may be assigned a maximum voluntary load of twelve load hours inclusive of all three summer terms. Exceptions to the maximum instructional assignment must have the written approval of the Campus President or designee.
3. Because student enrollment and full-time faculty loads may not be determined until after the date that an Adjunct Faculty signs a contract, that is contingent upon sufficient student enrollment for the course to be taught and upon the course not being assigned as part of a full-time faculty member's required teaching load. If there is insufficient course enrollment, the contract is void. If the course is assigned to a full-time faculty member to meet that faculty member's required teaching load, the contract is void. If there is sufficient enrollment for the course, and if the course is not required to satisfy the teaching load for a full-time faculty member, the contract is a one-semester teaching assignment, with no express or implied future assignments. A contract provides no guarantee of continued or future employment. The payment amount for a contract is subject to audit and conformance to PCCCD pay policies.
4. PCCCD policies on personnel management, including benefits, apply to Adjunct Faculty only as expressly stated by PCCCD Governing Board policy and as set forth in the [Personnel Policy Statement for College Employees](#).
5. As an expressed condition of a contract, the Adjunct Faculty agrees to meet and continue to meet-Faculty Standards as established by the College during the term of a contract and to complete and to provide the following on file with the District Office of Contracts and Certification: Completed employment paperwork to include (1) application for employment and (2) official transcripts, licenses and/or certificates applicable to the teaching assignment. Failure by an Adjunct Faculty to comply with these conditions shall allow PCCCD to terminate the contract.
6. Adjunct Faculty are expected to perform in a professional manner and to conduct classes as assigned by the contract. The contract is intended to include the time the instructor spends preparing for and teaching the course and the instructor's time spent to be available to students before and/or after class. If for any reason the Adjunct Faculty cannot conduct his or her class, he or she is held responsible to notify the department chair or appropriate campus administrator as soon as possible prior to the class meeting time and to schedule an approved make-up class if required. Failure to conduct or make-up a class will result in a proportionate in compensation.

7. The Adjunct Faculty agrees to perform well and faithfully conduct the duties required in accordance with all applicable laws, policies and regulations imposed upon or adopted by Board for Governing of the College District, including any modifications thereto occurring during the period of this contract. The Adjunct Faculty member's employment may be terminated for violations of law or College policy, for failure to fulfill terms and conditions of contract, or when an Adjunct Faculty is absent without having given notice and having received approval from the appropriate administrator.
8. PCCCD Adjunct Faculty are required to attend orientation and workshop meetings as announced and shall engage in designed activities relating to the Student learning Outcomes process.
9. Adjunct Faculty are required to submit a syllabus to the department chair and supervising administrator within the campus-stated deadline, submit the 45th day class roster by the designated date for the semester and submit student grades on-line in accordance with established procedures.
10. The approved syllabus with course outline shall be presented during the first class meeting. Course expectations shall be clearly stated and reviewed during the first class meeting. Instructional activities appropriate for the class shall be designed by the Adjunct Faculty to accommodate different learning styles. Student assessment materials (tests, quizzes, homework, etc.) shall be returned in a timely manner with meaningful feedback. Grading shall be based on student achievement and competence. Adjunct Faculty are responsible for proactive student retention.
11. At the end of each semester, all PCCCD materials must be returned. Adjunct Faculty are required to submit a copy of the electronic gradebook and final on-line grade submission to the appropriate administrator by the College established date for the semester. Failure to do so may jeopardize future contracts with the College.
12. Assignment or reassignment of duties within PCCCD shall be and remain the prerogative of the approving Supervising Administrator provided such assignment is consistent with the qualifications of the Adjunct Faculty.
13. Adjunct Faculty will adhere to all PCCCD policies that address code of conduct and standards of behavior for employees as found in the Personnel Policy Statement for College Employees.

## Certification

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

## Getting Started

### Pima ID Cards

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

### MyPima

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

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

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

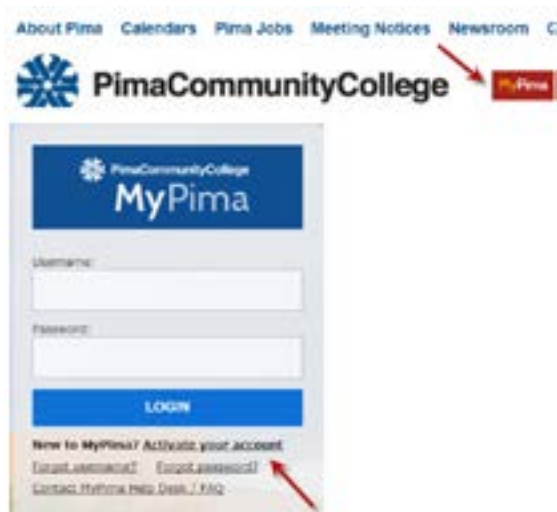
MyPima provides online course tools such as chat, discussion boards, announcements, and class email for every course via the My Courses channel. This is on the students Academics tab, and the faculty Teach tab. The faculty members have a MyPima Tutorials channel that provides demonstration videos covering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

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

## Activating Your Account

You must activate your account before using MyPima. Click on the MyPima icon on the College home page to access the MyPima login screen. Next, click on Activate Your Account and enter your employee ID (9 characters beginning with A) and birth date. Answer the questions and select a password. At the end of the process, you will be given your username. Your MyPima username and password are used to access MyPima, email, Desire2Learn, and when logging into computers on-campus. Your username will also be your PCC email address (username@pima.edu). To activate your MyPima, see the following screenshots. [To reach the MyPima Helpdesk](#), call (520) 206-4800.

1. Go to [the](#) Pima website
2. Click “MyPima”
3. Click “Activate your account.”



4. Follow instruction under “Start Your Account Activation.”



## MyPima Course Tools

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

## Desire2Learn (D2L/Brightspace)

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

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

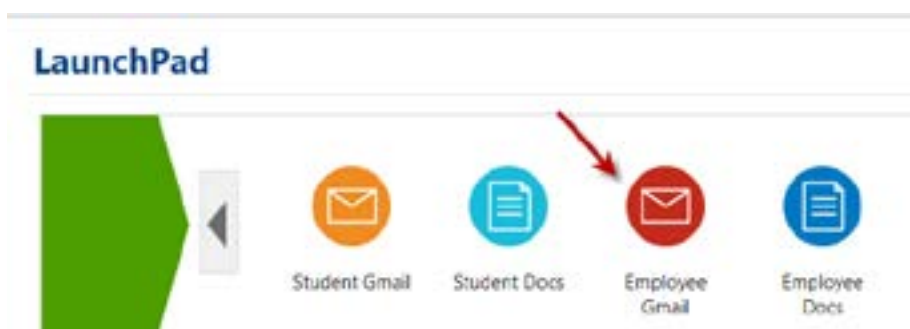
## Email

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

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



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



## Teaching Contracts

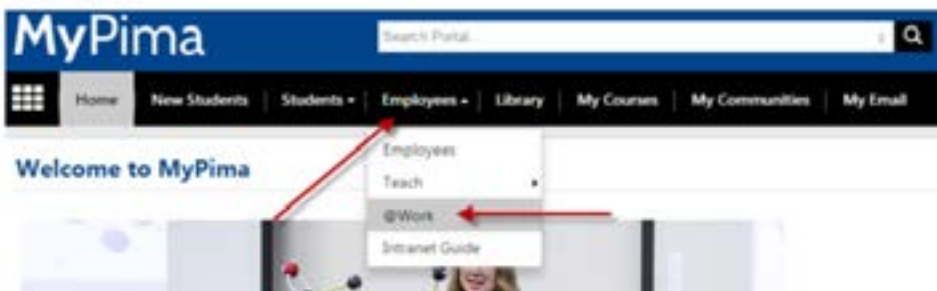
Adjunct contracts are distributed electronically via MyPima. If you do not receive your contract, please contact your Department Head or the Office of the Division Dean. For the first semester of teaching, you will receive notification that a contract is pending via your personal email. Subsequent semesters,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

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



## Instructions for viewing and approving your adjunct faculty contracts:

1. Log in to MyPima, click the 'Employees' tab and select the '@Work' option.



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



3. Select the appropriate term code.





## Adjunct Faculty Orientation

### Online Adjunct Faculty Orientation

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

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

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

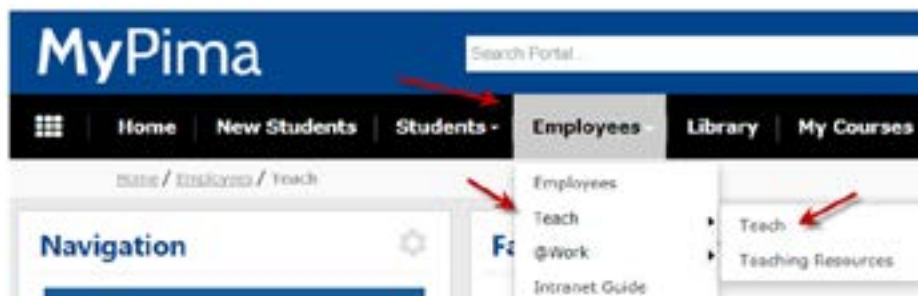
- Describe the Mission, Vision, Values of the College & its core Themes/Objectives
- Describe the organizational structure of the College and its campuses
- Understand your duties and responsibilities
- Access the electronic tools provided for teaching, grading and attendance
- Locate and refer students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

## Teaching/Academics

### Syllabus

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

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



2. On the left pane side, under “Syllabi” look under “Fall 2017” choose course prefix templates. Additional resources are also available.



### Additional Resources:

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

## Academic Freedom

The College subscribes to the following statement on Academic Freedom:

1. In the course of performing duties consistent with one's assignments, any Faculty member is entitled to freedom of discussion provided the discussion has educational value and is relevant to the course or educational support service.
2. Any Faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of her/his primary responsibilities. (Please refer to Board Policy BP-2701, Copyright, and Board Policy BP-2702, Copyright Ownership.)
3. The College Faculty member is a citizen, a member of a learned profession, and a member of an educational institution. When she/he speaks or writes as a citizen, or exercises legal or constitutional rights, she/he shall be free from institutional censorship or discipline. However, in extramural utterances, the Faculty member has an obligation not to imply that she/he is an institutional spokesperson.
4. Textbooks and other classroom materials shall be selected by the departmental Faculty. Major purchases of equipment directly related to the Faculty member's subject or service area shall be made with the review of the Faculty from that area.

## Textbook

Contact your department chair for textbook information.

## OER - Open Educational Resources

### What are OER?

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

- Visit the [slideshow](#).
- For more information, see [Open Educational Resources](#).

## Copyright

PCC's Copyright Resources webpage contains:

- [Copyright FAQ](#)
- [Fair Use Checklist](#)
- Information on *resources that do not need permission* (i.e. Library resources, Creative Commons, Public Domain)
- A sample letter to request permission to use materials
- Copyright Notice to Students
- Related resources and tools

You should also look over [PCC's Copyright Practice and Compliance](#) (AP 6.05.01) and [PCC's Intellectual Property Ownership \(AP 6.06.01\)](#), the latter whose "purpose is to provide the framework for allocation and protection of the respective ownership rights of the College, its employees and students in the Intellectual Property developed at the College."

### How does copyright apply to classroom handouts?

Classroom handouts fall into two categories: ones that require permission and ones that do not. If the handout is a new work for which an instructor could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, an instructor may use that work without obtaining permission.

However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, an instructor must obtain copyright permission to use the work.

Instructors may not copy from works intended to be "consumable" in the course of study or teaching such as workbooks, exercises, standardized tests, answer sheets, and similar materials. These guidelines for classroom handouts also apply to copyright-protected materials that an instructor places on reserve in the library for use by students (i.e. consumables are not permitted on Course Reserves).

Copying shall not be used to create or to replace or substitute for anthologies, compilations, collective works, or course packs. PCC Bookstores can help with the creation of these materials.

The best way to provide students with these materials is through links. You can link from a library database: (use the PermaLink on the right side of the article) or link to the web. In using a link you do not have to worry about creating a copy of a copyrighted material. (Note: if the material is ever removed, the link will go dead, so you will need to check your links periodically.) You can easily add links in D2L.

If you have questions on copyright, just stop by or call your [campus library](#) and talk to a Librarian.

## What is Attendance?

The U.S. Department of Education defines attendance:

- I. Attendance must be “academic attendance” or an “attendance at an academically-related activity.”  
Examples included:
  - Physical class attendance where there is direct interaction between instructor and student
  - Submission of an academic assignment
  - Examination, interactive tutorial, or computer-assisted instruction
  - Study group assigned by the College
  - Participation in on-line discussion about academic matters
  - Initial contact with instructor to ask a question about an academic subject
- II. Logging into an on-line course is not considered academic attendance unless the student also participates in an academically-related course activity like those described above.
- III. Independent study, internships and self-paced courses that are financial aid eligible must also report attendance.

## What is the non-attendance reporting period?

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

## Why do we need to report non-attending students?

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

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

Vice President of Instruction and Academic Deans are notified when faculty do not report attendance.

### What if a student attends class after being reported for non-attendance?

Students who attend one or more class periods within the reporting period (but may or may not attend additional class periods) should NOT be reported as never attended. These students are considered Registered Not Attending (RN) and will automatically place an RN on the student's record. If the student starts attending again, mark him/her as **present** in Attendance Tracking and then his/her status will change back to registered.

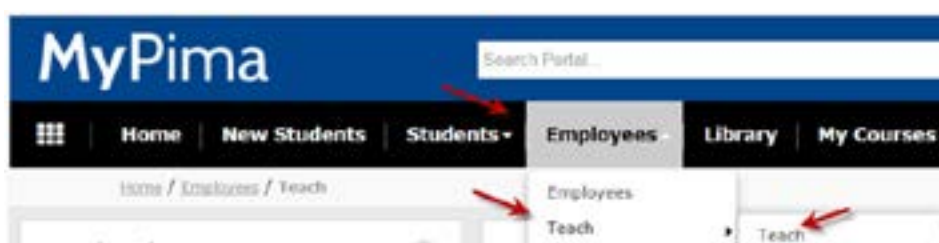
### What if the student stops attending after the non-attendance reporting period?

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

### How do I use the Attendance Tracker?

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

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



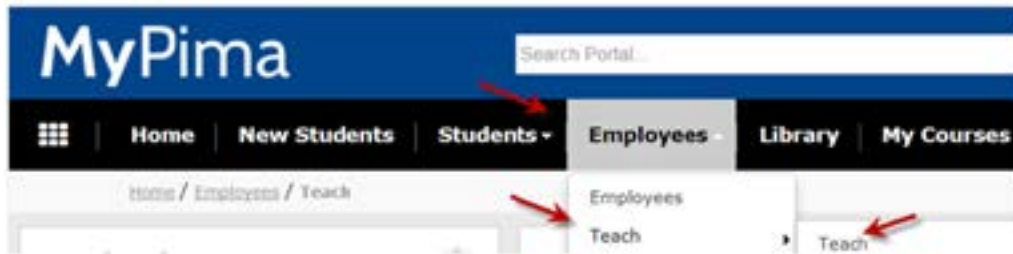
5. At "Quick Link-Teach" section under "Attendance / Grades" choose "Attendance tracking" option.



## 45th Day Reporting

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

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



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



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

## Classroom Management/Rules

### Class Breaks

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

### Classroom Discipline

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

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

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

### Tips For Lesser Misconduct

Instructors have the authority and responsibility to maintain an orderly educational environment, and as such are expected to handle cases of *lesser misconduct* before a student is referred to the formal code of conduct process. *Lesser misconduct* is defined in the Code of Conduct as "any...violation that does not rise to the level of a major violation and warrants a student receiving an educational measure, rather than a disciplinary sanction." With the exception of threatening behavior, please follow these steps to handle disruptive students:

**Clarity in Expectations** – Make sure your syllabus outlines appropriate communication and behavior in the classroom, assignments, emails, D2L, office hours, and phone calls. If you clearly define your expectations, you can refer back to the syllabus when disruptions arise. Don't skip this step! It may also be helpful to review your expectations for appropriate communication and behavior at the beginning of the semester.

**Consistency in Reactions** – There is no one-size-fits-all way to deal with disruptive behavior; the severity of the disruption will dictate your response. However, be as consistent as you can. Apply the same behavioral expectations to all students.

**Courtesy and Fairness** – Remember that most of the time, a student's disruptive behavior is not personal. When talking to a student about their behavior try to remain calm, and when appropriate listen to the student so they can explain themselves thoroughly. Try to remain objective and unemotional. Much of the time, an angry or emotional person just wants to be heard, and will calm down if they are listened to. *This does not apply to situations where you feel unsafe, feel as though other students are unsafe, or if the student is using abusive language. It is okay to dismiss a student from your class for the day. Please see [PCC Student Code of Conduct](#), Section VII, for detailed information regarding dismissing the student for the remainder of a class period.*

**Progressive Discipline** – In less serious cases, give students the opportunity to learn from the consequences of their behavior. *Example: you have a student who wants to argue when he doesn't agree with something you or another student has said. Rather than be drawn into arguing with him, you could start by giving a general reminder to the class to be respectful of what others say (use your syllabus to detail this out). If the student persists, you could say something directly to him or ask him to remain after class is dismissed. Detail exactly what you expect, and give examples of respectful communication. If it continues, depending on the severity, you can try these steps again. Familiarize yourself with the information and procedures in the [PCC Student Code of Conduct](#) regarding lesser misconduct, dismissing a student for the day, and educational measures that can*

be applied by faculty in issues of lesser misconduct. If the behavior is persistent and/or escalates, file a formal code of conduct incident report. [Incident Report Form](#).

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

- Diane Deskin
  - Advanced Program Manager
  - Title IX and Student Conduct
  - [sddeskin@pima.edu](mailto:sddeskin@pima.edu)
  - 520-206-7120
- Staci Shea
  - Assistant Program Manager
  - Title IX and Student Conduct
  - [sshea1@pima.edu](mailto:sshea1@pima.edu)
  - 520-206-7028

## Measuring Student Performance

### Individual Grades

The Adjunct Faculty member will determine a grade for each student at the end of each semester. The instructor can use a number of techniques to arrive at this final grade and may combine several of these to gain an overall view of the capabilities of the student:

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

### Student Learning Outcomes (SLOs)

In addition to individual grades, Adjunct Faculty will also complete Student Learning Outcomes (SLOs) at the end of every semester for each course. This is an assessment of the most important knowledge and skills students are expected to have upon completing a specific course, or courses within a program or discipline. The SLO assessment process is based on a faculty-driven continuous improvement model. In this process, faculty members collect assessment data/information on specific outcomes, determine ways to improve on the achievement of those outcomes, implement improvements where necessary, and then continue to assess their students' performance on the assessed outcomes. As part of this process, all faculty members report assessment results in the MyPima Faculty SLO Interface for Course Learning Outcomes (CLO). Reporting of Program Learning Outcomes (PLO) and General Education Learning Outcomes (GELO) will be determined by your department head/discipline coordinator. SLO information can be found [here](#).



## Grading System

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

**A**—Superior (4 grade points per credit hour)

**B**—Above Average (3 grade points per credit hour)

**C**—Average (2 grade points per credit hour)

**D**—Below Average (1 grade points per credit hour)

**F**—Failure (0 grade points per credit hour)

**RN**—Registered Non- Attending, will be placed in student's record automatically after 10 calendar days, when the Last date of Attendance has not been updated, not including holidays. This may jeopardize students' financial aid or veterans benefits.

**W**—A student may withdraw from the class by the Official Withdraw date and a grade of "W" will be recorded on the transcript. It is strongly recommended that students speak with a financial aid staff member before deciding if a "W" is the grade that best suits their needs and goals. Dropping or withdrawing a student from class could impact the student's future as it is important to consider how the decrease in credits will affect financial aid or scholarships.

**I**— Incomplete—A record of Incomplete as a grade will be made at the student's request and the instructor's option. A student receiving a grade of "I" will be provided with a standard form specifying the work necessary for completion of the course. After the student completes the work, or after the "I" deadline set by the instructor, the instructor submits a Change of Grade form to the campus Student Services Center. If no change of Grade form is submitted within a year, the "I" will be automatically changed to "F."

**AU**—Audit Grades—To audit a class means to enroll in and to attend a class without working for or expecting to receive credit. The symbol for audit, AU, appears on the class enrollment list by the student's name. Students auditing a class must register by the beginning of the class and must receive the written permission of the instructor. Courses audited after fall 2013 will not appear on your transcript.

**P**—Pass = C or better without grade differentiation ordinarily indicated by the College grading system. A "D" grade may be given at the student's request and the instructor's option.

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

**NA**—Non-Attendance (A pseudo grade used for reporting purposes only, not included in student's academic history) "NA" indicates that a student was registered for the course, but never engaged in the course by the drop deadline. This grade will have the effect of dropping the student from the course and causing a recalculation of the student enrolled credit hours. This grade is not included in the grade point average or completion rate computations nor will it be recorded on a student's transcript. No last date of attendance should be posted in attendance tracker for those students who are given "NA" grades. Students will be notified via their Pima email of the NA drop.

**IP**—In Progress Work in progress in open entry/open exit course. A record of IP (in progress) as a grade will be made when a student is making satisfactory progress in a course that crosses sections in start and end dates. At the specified end date of the courses, the student will be assigned a grade of 'A,' 'B,' 'C,' 'D,' 'F,' 'I,' 'P,' or 'W.'

## Incomplete/Change of Grade

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

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

## Adding/Dropping Classes

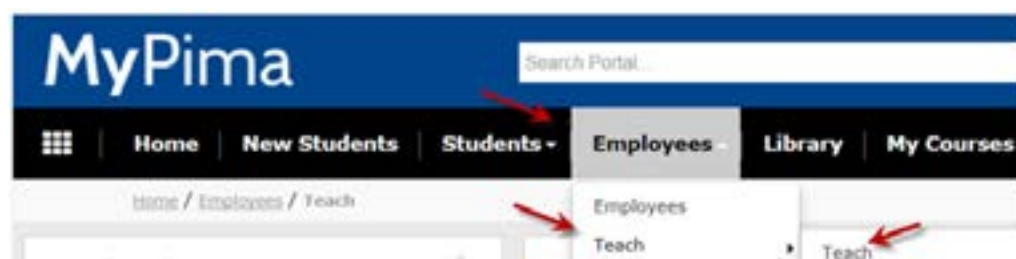
- Add/Drop dates are posted on the College website [here](#).
- On or before the add/drop date, students can make schedule changes through MyPima, or by using a Registration transaction form.
- After the add/drop date, or if the class requires special permission, students must fill out a Registration Transaction form and obtain the instructor’s signature.
- Registration Transaction forms are available on-line or at any College Student Services Centers. See the copy of the [Registration Transaction form](#) or further details.

## Final Grade Submission

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

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

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



At “Quick Links – Teach” section under Attendance/Grades, choose “Final Grade Submission” option.

## Quick Links - Teach

### Attendance/Grades

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

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

## Gradebooks and eLumen

By the start of courses for Fall 2019, all faculty must:

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

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

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

Many resources are available to assist faculty with this work:

- [CLT Custom Training Request Form](#): Click on the underlined link to request group training. You may also contact the Center for Learning Technology (CLT) Faculty Trainer, Reed Dickson, at 520-206-6596 or [rdickson1@pima.edu](mailto:rdickson1@pima.edu).
- Pre-Recorded Webinar Training Sessions in D2L Subscription Training
  - Beginning Grades (36 minutes)
  - Intermediate Grades (18 minutes)
  - Advanced Grades (27 minutes)
- *For instructions to access the Subscription Training, click [here](#).*

- Subscription Training Live Webinars: See calendar within Subscription Training
- [Gradebook FAQ](#): Click on the underlined link to the FAQs. This document includes information on how to set up the D2L gradebook so that it also provides a letter grade.
- D2L Instructional Designers deployed to campuses.
- Need training? Please contact Academic Quality Improvement at [pcc-agi@pima.edu](mailto:pcc-agi@pima.edu).
- Should you have any questions on the eLumen assessment integration, please contact Wendy Weeks at [wweeks@pima.edu](mailto:wweeks@pima.edu).
- For questions about the D2L gradebook/syllabus initiative and D2L training opportunities, please contact Reed Dickson at [rdickson1@pima.edu](mailto:rdickson1@pima.edu) or 520-206-6596.

## Gradebooks in D2L Brightspace

All faculty members must maintain an up-to-date gradebook in D2L Brightspace. It is important for faculty members to enter “0” for any assignments students do not complete so that final calculated grades are accurate. Once the course is finished and final grades have been submitted, the adjunct faculty member must submit a copy of the gradebook to the discipline division support person for archive purposes. Also, please see the [Grades](#) information and the [Grades](#) collection of YouTube videos provided by D2L Brightspace.

### Weighted System or Points System?

Here is a [link](#) to some information regarding decisions to be made when setting up your gradebook. A weighted system allows you to create a gradebook that is controlled by the percentage of each item. A points system allows you to create a gradebook that is controlled by the points given to each item. Neither system is better; they are just different.

### Building a Weighted Gradebook in D2L

Click on this [link](#) to access the step-by-step instructions for building a *weighted* gradebook in D2L.

## Planned and Unplanned Absences

If an adjunct faculty member is unable to attend a class:

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

### Web Time Entry (WTE)

This timesheet is used to report *all* absences. Each course taught will have a separate timesheet. Rather than a class absence deduction based on contract value divided by the number of times a class meets in a semester the deduction will be based on an hourly rate of 21.44/hour. If the absence qualifies for sick leave usage and

the adjunct faculty member has accrued sick leave available there will be no deduction to biweekly salary. The three relevant earn codes to use are:

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

Additional information and tutorials can be found just below the Web Time Entry link. For training, contact Employee Service Center at [esc@pima.edu](mailto:esc@pima.edu) or by phone: (520) 206-4945. To access your electronic timesheet, log in to MyPima and select the @Work tab. Timesheets are located in the Quick Links - Timekeeping & Contracts section of the page:



## Absences From An Online Course

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

## Technical Support

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

## D2L Resources

Click on [D2L Brightspace Ease of Use Training Resources](#) to access various topics, such as:

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

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

To access D2L, go to [d2l.pima.edu](http://d2l.pima.edu) and enter your Pima credentials for username and password. You may also access D2L via MyPima > Teach > Teach > Course Management.

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

- DC - [Mike Rom](#), 206-7335
- DV - [Kathleen Marks](#), 206-5112
- EC - [Steve Kelley](#), 206-7647
- NW - [Sande Seitzinger](#), 206-2111
- WC - [Lynn Strakbein](#), 206-3241
- Pima Online - [Linda Cordier](#), 206-2316

To clone a course yourself, you may only copy in to and out of courses in which you are listed as the instructor.

Refer to [Export/Copy Components](#) for instructions.

## Student Resources

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

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

## Advising/Counseling Student Development

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

## Aztec Resource Center (ARC) Food Pantry

To learn effectively, students must have their basic needs met: food, clothing, shelter and safety. Some students have difficulty affording groceries or accessing sufficient and nutritious food to eat every day. Any PCC student facing food and/or hygiene insecurity can come to the Aztec Resource Center (ARC) Food Pantry at the West Campus and Desert Vista Campus. In addition, the ARC has information about community services for housing and clothing resources in addition to local community food pantries and meal services. Contact any Student Life Office for details.

## Student Code of Conduct

Pima Community College Board of Governors adopted policy BP 3.31 Student Conduct and Ethics on December 21, 1988, and subsequent revision in 1995 and 2014. The [Student Code of Conduct](#) is available on the Pima website. The Student Code of Conduct provides students with information about his/her responsibilities as a student in regard to appropriate behavior and respect for others in the College community. To report a possible Student Code of Conduct violation, complete an [Incident Report Form](#) and submit it the Office of Vice Presidents of Student Affairs and Engagement at the Downtown campus.

## Student Complaint Procedure Processes

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

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

## Access and Disability Resources

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

**Concerns About Approved Accommodations:** In order to maintain compliance with Section 504, ADA, ADAAA, and Title IX, instructors are required to provide approved accommodations as specified in the accommodation notice they receive from ADR. At the same time, accommodations must be reasonable and

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

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

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

**Resources for Faculty:** Additional information is available on the ADR intranet site by clicking 'Academic Services' and then 'Access and Disability Resources'. ADR intranet content includes ADR Overview video, disability laws, creating accessible documents, universal/accessible design, access technologies, and faculty consultation on accessibility issues. Additional information on ADR is also available on the [ADR webpages](#).

ADR email available [here](#).

Requests for sign language interpreters and/or real time transcription can be sent [here](#).

## Veteran Information

### Veteran's Center

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



## VA Education Benefits (GI Bill)

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

## Other Support Resources

### Campus/Faculty Resource Centers (CRC/FRC)

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

### Copy Centers

To copy syllabi and substantial handouts for the classroom, please contact your campus copy center. Email or drop off documents with the required form at least 48 hours ahead of when they should be delivered to your mailbox. Each copy center may have its own unique form to be filled out, but it usually requires the following information: pages in the document, number of copies, whether to be stapled/collated, full citation of sources and copyright approval. Contacts for each campus copy center are here: [Campus Faculty Support Services](#).

### Tutoring/Learning Centers

- Desert Vista 520-206-5061
- Downtown 520-206-7311
- East 520-206-7863
- Northwest 520-206-2126
- West 520-206-6819

## Testing and Assessment Centers

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

## Computing Commons & Labs

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

## Teaching and Learning Center (TLC)

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

## Library

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

### **Instruction, Information Literacy Skills Development & Research Assignment Design:**

Make an appointment with a librarian to bring your class into a campus library or to have the librarian come to your classroom or into your D2L course to lead sessions on:

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

Work with a librarian to find or develop course materials such as:

- Subject or course specific Library Research Guides (<http://libguides.pima.edu/>)
- Screencasts/ tutorials on specific research skills or knowledge
- Pedagogically rich, scaffolded research assignments designed to work with local collections
- OER content, supplemental reading/ viewing materials for courses

## **Collections, Reserves & Research consultation**

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

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

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

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

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

- Desert Vista Campus: 520-206-5095  
Library Department Head, Sol Gomez
- Distance Education: 520-206-2384  
Library Department Head, Keith Rocci
- Downtown Campus: 520-206-7267  
Library Department Head, Theresa Stanley
- East Campus: 520-206-7693  
Library Department Head, Chuck Becker
- Northwest Campus: 520-206-2250  
Library Department Head (Acting), Monique Rodriguez
- West Campus: 520-206-6821  
Library Department Head, Chris Schipper

## Additional Information

### College Calendars

[College Calendars](#)

### College Catalog

[College Catalog](#)

### College Class Schedule

[College Class Schedule](#)

## EEO/AA/ADA

### Equal Employment Opportunity

The College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or other legally protected category. The college will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College [BP 5.10.2](#) programs, activities and facilities. The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. The College is committed to creating and maintaining an environment free of discrimination that is unlawful or prohibited by College policy. This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity.

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

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

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

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

### Employee Request for an ADA Job Accommodation

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

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

Additional information can be found at [SPG 1501](#).

## Emergency Procedures

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

Department of Public Safety or Emergency Services will:

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

In cases that do not require ambulance transportation or emergency room treatment, parties should contact their personal physicians. For further information about the Department of Public Safety visit their [web page](#).

## Emergency Preparedness

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

4. Log into MyPima
5. At “Employee” tab, choose “Intranet Guide”
6. At Folders, choose “Health and Safety”
7. At “Health and Safety” choose “Emergency Preparedness, Response, and Fire Safety”



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

## Emergency Response Quick Reference Guide

### 1. **Calling 911**

Call 911 to report:

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

### 2. **Fire Alarm in Your Building**

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

Evacuation procedures:

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

### 3. **Report a Fire**

(Large, out-of-control or smoky tire)

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

### 4. **In Case of Medical Emergency**

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

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

#### • **CALL COLLEGE POLICE 520-206-2700**

Any time AFTER you call 911

To report:

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

- after-hours facilities emergencies

5. **Major Chemical Spill, Leak or Biohazard**

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

6. **Active shooter in Your Vicinity**

• **Evacuate**

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

• **Hide out**

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

• **Take action**

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

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

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

- **If you receive a telephoned bomb threat:**

- Remain calm
- Obtain as much information as possible; note specific details

- **If you observe a suspicious object, package, etc.:**

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

**Do not reenter building until "all clear" from a PCC police officer, campus president or CAT leader**

The complete Emergency Response Plan is at

- MyPima > Intranet > Health and Safety.

## Faculty Senate

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

## Human Subjects Research

Pima County Community College District is committed to the protection of the College's students, employees, and others who may conduct, or participate in, research projects sponsored by, or associated with, Pima Community College. The Chancellor charges the Office of Institutional Research, Planning and Effectiveness (IRP&E) to evaluate potential research projects to ensure that risk to any party is limited and is safeguarded by standards outlined in the Federal Policy for the Protection of Human Subjects. The Office of Institutional Research, Planning and Effectiveness will evaluate potential research and apply such standards and exemptions as appropriate. Please visit BP 2.11 for the [College Board Policy](#). You may visit the [IRP&E website](#).



## Fundraising/Solicitation

The Pima Community College Foundation is responsible for managing the cultivation, solicitation, and the acknowledgement of charitable gifts for the benefit of the College. For further information, contact the Foundation Office. See the [Give to Pima webpage](#).

## Casual Visitors

Permitting friends, relatives or children to spend time in operational areas of the College may be disruptive to normal work routines and increases the potential for accidental injuries. In this regard, adhering to prudent management and safety practices will minimize accidents and potential liability to the College.

The Risk Management office has recommended that casual visitors, whether they are friends, relatives or children of students or College employees, should not be permitted to spend an inordinate amount of time in the operational work areas of the College (offices, classrooms, labs, etc.).

## Smoking/Drugs/Alcohol

***The College District prohibits smoking in all buildings owned or leased by the District or in College vehicles.*** Smoking is prohibited within 25 feet of fresh air intake grills, near entrances and exits, and in seating areas of assembly occupancies such as bleachers provided for various District functions (baseball or softball fields, etc.), or any area where flammable materials are handled or stored, or where other significant fire hazards may exist. Smoking is permitted only in designated areas. See [BP.8.07](#) for additional information.

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on College premises, while conducting College business or at any time which would interfere with the effective conduct of the employee's work for the College. Employees needing help in dealing with such problems are encouraged to seek help. For more information, please see [BP.2.20](#).

## Soliciting and Advertising

Soliciting and advertising in classes are not permitted.

## Animals on Campus

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

## The Compliance and Ethics Hotline

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

Pima's Compliance and Ethics Hotline was implemented on September 17, 2012. The hotline is managed by an independent firm, *EthicsPoint*, to enhance communication and empower you to promote safety, security,

and ethical behavior. The College partnered with *EthicsPoint* to ensure that reports entered in the system are completely confidential.

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

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

## Human Resources/Payroll

### Change of Personal Information

The instructor's current home address, telephone number(s) and emergency contact information must be listed with the Faculty Certification office at 520-206-4417 their [email](#). Employed adjunct faculty may go to MyPima for all employee information changes except name change. Name changes require a copy of Social Security card or Court order. Please contact Faculty Certification office for detail.

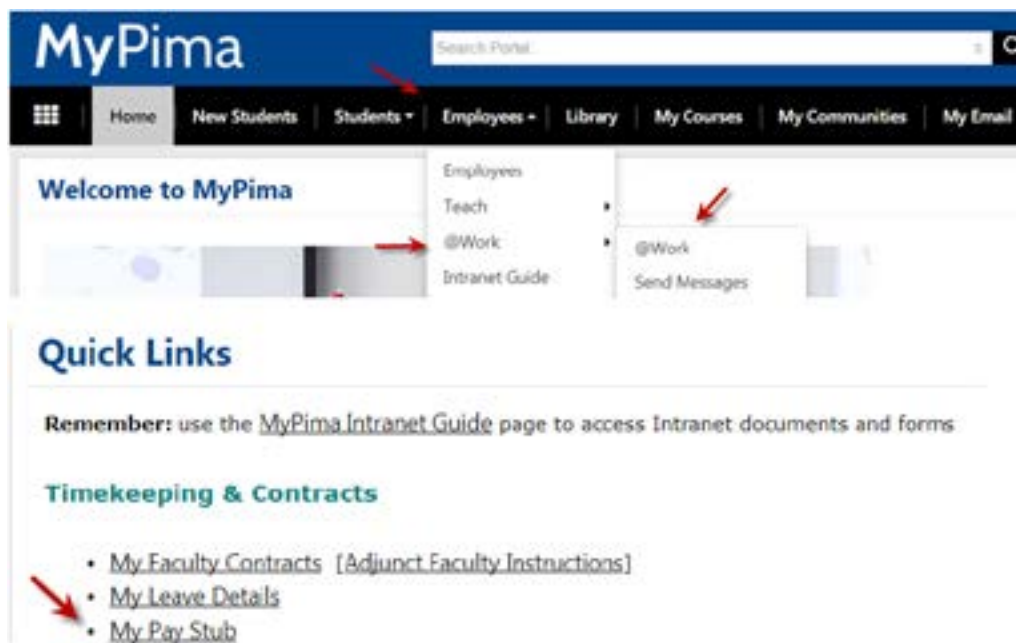
### Pay Dates

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

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

## Pay Day

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



## Benefits

### Paid Sick Leave

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

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

Paid sick time is accrued at a rate of 1.0 per 30 hours worked. Hours worked include class preparation, reviewing student work, and grading. Each load hour is equivalent to 2.25 hours worked per week. For example, a three load class taught in the traditional semester would be credited with 114.75 hours worked and accrue 3.83 hours of paid sick leave over the course of a semester. Employees can only use sick leave after it is accrued.

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

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

**The definition of family member is:**

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

**Other Eligible Benefits****Eligibility for College Medical and Pharmacy Plan Benefits**

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

**Adjunct Faculty Retirement****Mandatory Retirement Plan Information**

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

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

There are special rules for early retirees, and those who have retired less than one year ago. If you are an early ASRS retiree you must work less than 20 hours for 20 weeks per year (20/20 rule) in order to keep your monthly pension benefits. If you are within 365 days of your retirement you may not work 20/20. After one year (365

days) a retiree can work an unlimited number of hours while maintaining your monthly benefit, however upon meeting eligibility participation in the ORP will be required. If you received a notice that you are eligible for the retirement plans and you are an early retiree or have retired in the last 365 day please contact the Employee Service Center **immediately**.

## Voluntary Retirement Plan Information

All employees have the option to participate in the 403b Tax Sheltered Annuity Plan or 457 plan. Contributions made to these plans are pretax and your portfolio grows tax free until distributions are taken. PCC does not match contributions to these plans. IRS distribution rules and contribution limits apply to these plans.

Information regarding the college's mandatory and voluntary retirements plans is available on the intranet at:

MyPima/Employee/Intranet Guide/Employee Service Center/retirement. Questions can also be addressed to the [Employee Service Center](#) or 206-4595.

## Tuition Reduction/Waiver

The Governing Board recognizes the benefits of higher education and supports a tuition and fee waiver program for faculty, adjuncts, full-time and part-time employees--as well as their spouses and qualifying child(ren)--to enroll in, or audit, College credit courses. The waiver extends to the Board-approved, per credit hour Tuition Rate, the Student Services Fee, and the Technology Fee. Program participants shall be responsible for all other costs incurred with registration. The tuition reduction/waiver form is available online under the Employee Services Center (please see screenshot below). For more information, contact the [Employee Service Center](#) at (520) 206-4945 or [Facebook](#).



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

### Resources for specific ESC functions are available below:

- [Payroll](#)
  - [Web Time Entry](#)
  - [Benefits](#)
- A red arrow points to the 'Benefits' link.

Then, "Other Forms." Click "Tuition Waiver Request."

### Other Forms

[Application to Request Donated Leave](#)

[Emergency Buy-out of Annual Leave Request](#)

[Request to Donate Leave Form](#)

[Tuition Waiver Request](#)

## Jury Duty

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

## Parking

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

## Voicemail

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

### To log on to your mailbox from your phone:

1. Dial **4699** or use button labeled "AVST VOICEMAIL"
2. Enter security code when prompted, (default code is 9600)
3. See "Working with messages.txt", "VM quick ref.pdf", or follow prompts.

### To log on to your mailbox from another college phone:

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

### To log on to your mailbox from outside the college:

1. Dial 206-4699.
2. When voicemail answers press #
3. Enter mailbox number when prompted, usually your extension number.
4. Enter security code when prompted, (default code is 9600)
5. See "Working with messages.txt", "VM quick ref.pdf", or follow prompts.

## Public Introduction to FERPA

### For all employees of Pima Community College

#### I. Law 1

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

1. Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
2. Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

District Office, Information Security

## II. Compliance

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

For additional information or questions regarding FERPA compliance at Pima Community College, contact the office of the Registrar (520-206-460)

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Adjunct Faculty Guidebook

2020-2021

Fall Edition



PimaCommunityCollege

/// Keep striving.

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## Preface: Adjunct Faculty Guidebook

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

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

The Fall 2020 version of the guidebook includes COVID-19 health protocols and how to access virtual services and resources during the pandemic. It retains information on traditional in-person operations that would otherwise be applicable. However, most **in-person operations at the College are on hold for Fall 2020 and until further notice. Please refer to virtual instructions and contacts for each department at PCC.**

This guidebook is updated at the beginning of each semester. To report a change or request inclusion of additional procedures or services, please contact Lisa Schumaier, The Teaching and Learning Center's Adjunct Faculty Fellow, at [lschumaier@pima.edu](mailto:lschumaier@pima.edu).

In the meantime, the following references might contain more up-to-date information:

- [Pima Community College home web page](#).
- The [@PimaNews Intra-College Electronic Newsletter](#).
- Bulletin boards and individual mail boxes in Faculty Services and Resource Centers (closed during the pandemic - visit their [new virtual home](#)).

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

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

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

## Provost's Message

To watch a video of the Provost delivering this message, please visit [PimaCCvideos](#).

### Dear Colleagues:

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

Pima Community College is an award-winning institution helping to lead in innovative solutions to challenges facing community colleges nationwide. This year we were recognized with a Bellwether Award in Developmental Education for how effectively we prepare students for the rigors of college-level coursework. Pima's prestigious designation as a Hispanic Serving Institution (HSI) has created additional opportunities and programming: the college received a \$3.1 million HSI-STEM grant to attract Hispanic and low income students to STEM fields. Our Chancellor also joined Excelencia in Education's Presidents for Latino Student Success to leverage collective expertise and resources, foster partnerships, and amplify current efforts at the national level. The Aspen Institute named Pima among the nation's top 150 community colleges for high achievement and performance, making us eligible to compete for a \$1 million prize that awards Excellence in Equitable Outcomes for Students in and After College.

PCC's commitment to diversity is apparent through its mission statement and the development of a Diversity, Equity, and Inclusion Strategic Plan, for which we've hired an Executive Director to help pursue our goals for recruiting diverse faculty and staff as well as enrolling and retaining a diverse pool of students. We also host several student clubs celebrating personal identity and culture. Pima is at the heart of the Tucson community, and it is our responsibility to take this seriously. This is why we sponsor programs like Upward Bound, Educational Talent Search, and Student Support Services TRIO programs. By including the greater community, and sharing our resources and knowledge, we can work together to create a more equitable society in which we can all thrive.

The world will likely be forever changed by the current pandemic. COVID-19 has accelerated the need to leverage technology to improve student access to education and student support services. Our faculty and staff are undergoing a level of professional development that will help establish a sustainable future within educational and virtual interdependence. It has also become apparent: social justice is an answer to the times. You are a part of a premier institution addressing issues and difficult questions to current struggles. PCC is not "business as usual." We are correcting bias, racism, opportunity gaps, and social inequities through education. Pima College will survive this pandemic by increasing our commitments to each other.

Adjunct Faculty are the main reason for the success of the college. My very first job at Pima was as an Adjunct Faculty member--back in 1997. The accomplishments of our students are made possible by the essential knowledge and fresh perspectives you bring to the classroom, which enriches and diversifies our students' learning experiences. In a recent Hanover Pulse Survey, 92% of students agree: faculty make them feel welcome in their classes. Pima invests in Adjunct Faculty--the largest professoriate on campus--with compensated professional development workshops through The Teaching and Learning Center and representation in the Faculty Senate. We will continue to ensure you have better support and resources, as well as continuous quality improvement to life-long learning.

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

Thank you so much. Muchas gracias.

Dr. Dolores Duran-Cerda

Provost and Executive Vice Chancellor

## College Information

### College Vision

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

### College Values

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

- **People:** We value our students, employees and the community members we serve, by making decisions that address the needs of those populations.
- **Integrity:** We make a commitment to academic honesty, personal ethics and institutional decision-making that is based on sound moral principles, accountability and transparency.
- **Excellence:** We embrace best practices and value high quality services and programs that lead to successful outcomes for our students through evidence-based continuous improvement practices.
- **Communication:** We are committed to sharing information with internal and external stakeholders in a transparent, timely and meaningful way that is open, honest and civil.
- **Collaboration:** We encourage teamwork and cooperation within the College and with the community to support student success.
- **Open Admissions and Open Access:** We value open admissions and access to our programs and services for all who may benefit from them, regardless of where they are starting from or what their final goal may be.

### Mission Statement

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

### Core Themes and Objectives

#### Student Success

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

#### Access

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

#### Teaching and Program Excellence

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

### **Student Services**

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

### **Community Engagement**

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

### **Diversity, Inclusion and Global Education**

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

### **Institutional Effectiveness**

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

## **PCC Diversity Statement**

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

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

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

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

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

## **Hispanic-Serving Institution**

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

## Pima County Community College District Locations

### **District Office (Administration)**

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

### **Desert Vista Campus**

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

### **Downtown Campus**

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

### **East Campus**

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

### **West Campus**

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

### **Northwest Campus**

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

## Additional Locations

### **Alumni Association**

4905 East Broadway Blvd.,  
C-252  
Tucson, AZ 85709-1320  
(520) 206-4646

### **Aviation Technology Center**

7211 South Park Ave.  
Tucson, AZ 85709-6185  
(520) 206-5910

### **Center for the Arts**

2202 West Anklam Rd.  
Tucson, AZ 85709-0225  
(520) 206-6986

### **Center for Training and Development**

5901 South Calle Santa Cruz  
Tucson, AZ 85709-6375  
(520) 206-5100

### **Workforce Development & Continuing Education**

4905 East Broadway Blvd,  
Suite C-130  
Tucson, AZ 85709-1050  
(520) 206-4982

### **Davis-Monthan Air Force Base Education Center**

5355 East Granite St.,  
Suite 100  
Tucson, AZ 85707-3011  
(520) 206-4866

### **El Pueblo Liberty Learning Center**

101 West Irvington Rd.,  
Building 7  
Tucson, AZ 85714  
(520) 206-3737

### **El Rio Learning Center**

1390 West Speedway Blvd.  
Tucson, AZ 85745  
(520) 206-3800

### **Maintenance & Security Center**

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

### **Pima Community College Foundation**

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

### **Public Safety and Emergency Services Institute**

29th Street Collation Center  
4355 East Calle Aurora  
Tucson, AZ 85711  
(520) 206-3501



## District Administration

### Governing Board

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

#### Pima County Community College District Governing Board Members:

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

Dr. Sean HV Mendoza: Adjunct Faculty Board of Governors Representative and Adjunct Faculty Sub-Committee Chair representing adjunct affairs in Faculty Senate.

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

### Chancellor

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

### Provost and Executive Vice Chancellor

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

## Division Administration and Leadership

### Academic Dean

Plan, direct, and evaluate the educational services of an academic or student services division. Serve as the educational leader for the assigned division; responsible for professional development and technical support to faculty and staff; coordinate assigned activities with other College divisions, departments, campuses and outside agencies; provide highly responsible and complex administrative support to a campus Vice President of Instruction. Provide positive administrative leadership for the enhancement of the image of the College, campus and departments toward the promotion of a healthy work environment and overall student success.

## **Department Head<sup>1</sup>**

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

## **Discipline Coordinator,**

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

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

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

## Adjunct Faculty Duties and Responsibilities

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

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

## Adjunct Faculty Terms and Conditions

1. I acknowledge that I have been advised of and accept the following terms and conditions of Adjunct Faculty employment with Pima Community College District (PCCCD).
2. Adjunct Faculty are temporary employees contracted by PCCCD for a temporary classroom instruction assignment not to exceed 10.5 load hours per semester. During the three summer terms-A, B, and C, a full-time faculty member or Adjunct Faculty may be assigned a maximum voluntary load of twelve load hours inclusive of all three summer terms. Exceptions to the maximum instructional assignment must have the written approval of the Campus President or designee.
3. Because student enrollment and full-time faculty loads may not be determined until after the date that an Adjunct Faculty signs a contract, that is contingent upon sufficient student enrollment for the course to be taught and upon the course not being assigned as part of a full-time faculty member's required teaching load. If there is insufficient course enrollment, the contract is void. If the course is assigned to a full-time faculty member to meet that faculty member's required teaching load, the contract is void. If there is sufficient enrollment for the course, and if the course is not required to satisfy the teaching load for a full-time faculty member, the contract is a one-semester teaching assignment, with no express or implied future assignments. A contract provides no guarantee of continued or future employment. The payment amount for a contract is subject to audit and conformance to PCCCD pay policies.
4. PCCCD policies on personnel management, including benefits, apply to Adjunct Faculty only as expressly stated by PCCCD Governing Board policy and as set forth in the [Personnel Policy Statement for College Employees](#).
5. As an expressed condition of a contract, the Adjunct Faculty agrees to meet and continue to meet-Faculty Standards as established by the College during the term of a contract and to complete and to provide the following on file with the District Office of Contracts and Certification: Completed employment paperwork to include (1) application for employment and (2) official transcripts, licenses and/or certificates applicable to the teaching assignment. Failure by an Adjunct Faculty to comply with these conditions shall allow PCCCD to terminate the contract.

6. Adjunct Faculty are expected to perform in a professional manner and to conduct classes as assigned by the contract. The contract is intended to include the time the instructor spends preparing for and teaching the course and the instructor's time spent to be available to students before and/or after class. If for any reason the Adjunct Faculty cannot conduct his or her class, he or she is held responsible to notify the department chair or appropriate campus administrator as soon as possible prior to the class meeting time and to schedule an approved make-up class if required. Failure to conduct or make-up a class will result in a proportionate in compensation.
7. The Adjunct Faculty agrees to perform well and faithfully conduct the duties required in accordance with all applicable laws, policies and regulations imposed upon or adopted by Board for Governing of the College District, including any modifications thereto occurring during the period of this contract. The Adjunct Faculty member's employment may be terminated for violations of law or College policy, for failure to fulfill terms and conditions of contract, or when an Adjunct Faculty is absent without having given notice and having received approval from the appropriate administrator.
8. PCCCD Adjunct Faculty are required to attend orientation and workshop meetings as announced and shall engage in designed activities relating to the Student learning Outcomes process.
9. Adjunct Faculty are required to submit a syllabus to the department chair and supervising administrator within the campus-stated deadline, submit the 45th day class roster by the designated date for the semester and submit student grades on-line in accordance with established procedures.
10. The approved syllabus with course outline shall be presented during the first class meeting. Course expectations shall be clearly stated and reviewed during the first class meeting. Instructional activities appropriate for the class shall be designed by the Adjunct Faculty to accommodate different learning styles. Student assessment materials (tests, quizzes, homework, etc.) shall be returned in a timely manner with meaningful feedback. Grading shall be based on student achievement and competence. Adjunct Faculty are responsible for proactive student retention.
11. At the end of each semester, all PCCCD materials must be returned. Adjunct Faculty are required to submit a copy of the electronic gradebook and final on-line grade submission to the appropriate administrator by the College established date for the semester. Failure to do so may jeopardize future contracts with the College.
12. Assignment or reassignment of duties within PCCCD shall be and remain the prerogative of the approving Supervising Administrator provided such assignment is consistent with the qualifications of the Adjunct Faculty.
13. Adjunct Faculty will adhere to all PCCCD policies that address code of conduct and standards of behavior for employees as found in the Personnel Policy Statement for College Employees.

## Qualifications

Adjunct Faculty must comply with District specified standards to teach in a specified discipline. Each division Certification requires that official transcripts in sealed envelopes be sent directly to the Faculty Qualifications and Hiring office at the West Campus of Pima Community College. Electronic transcripts, also known as E-scripts, should be emailed directly to the department's email at [facultycertification@pima.edu](mailto:facultycertification@pima.edu). For occupational certification, a copy of your Arizona occupational license or certificate, and letters verifying employment experience may be required and should be sent to the [Faculty Qualifications and Hiring office](#).

# Getting Started

## Protocols During the Coronavirus Pandemic

Pima Community College's top priority is the health of our students, employees, and community. The 2020 COVID-19 situation has had a tremendous impact on College operations, and while, in Spring 2020, the situation evolved quickly with a move to teaching virtually and online, Fall 2020 should prove to be more stable, though the situation continues to be fluid.

### Health

If you were exposed to someone with COVID-19 symptoms or who tested positive, check with your primary care physician and consult [Pima County Health](#) website, [the CDC](#), and [Arizona Department of Health Services](#) for guidance.

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

During this time, please continue to:

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

### Transition to Virtual Teaching

Pima has largely transitioned to virtual learning and virtual student services. The majority of Fall 2020 classes will take place online, designated by a (V) next to your CRN in the [Schedule of Classes](#), although a variety of methods have been devised:

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

The Teaching and Learning Center (TLC) has offered professional development workshops and webinars to help faculty transition to virtual instruction. The [Webinar Recording Archive](#) offers access to these sessions, which were recorded during our transition to distance learning. The TLC will continue to provide ongoing

Faculty-to-Faculty Help Hour and Bandwidth Boosters to directly address our ongoing transition and to increase competency for us to thrive in our virtual classrooms. [Check TLC's calendar](#) for offerings!

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

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

## Pima ID Cards

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

## MyPima

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

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

MyPima provides faculty members with easy access to email, D2L, class rosters, attendance tracking, 45th day reporting, final grade submission, HR forms and more.

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

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

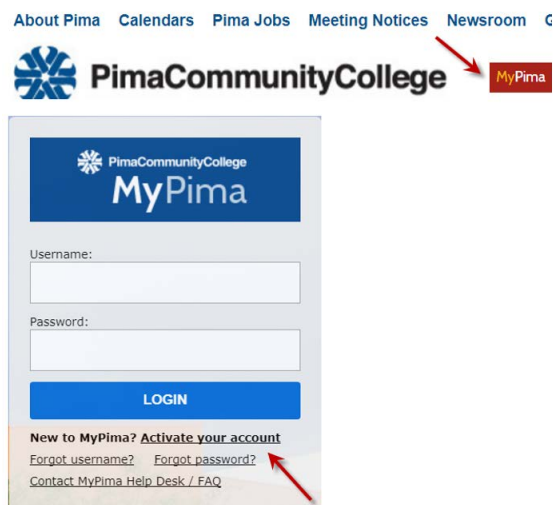
The College Intranet is accessible via an icon near the top of the MyPima web pages. The Intranet is accessible to all employees, but only when logged in to MyPima. It provides information needed to conduct daily activities including information on assessments, IT, advising and more.

## Activating Your Account

You must activate your account before using MyPima. Click on the MyPima icon on the College home page to access the MyPima login screen. Next, click on Activate Your Account and enter your employee ID (9 characters

beginning with A) and birth date. Answer the questions and select a password. At the end of the process, you will be given your username. Your MyPima username and password are used to access MyPima, email, Desire2Learn, and when logging into computers on-campus. Your username will also be your PCC email address (username@pima.edu). To activate your MyPima, see the following screenshots. [To reach the MyPima Helpdesk](#), call (520) 206-4800.

1. Go to [the Pima website](#)
2. Click “MyPima”
3. Click “Activate your account.”



4. Follow instruction under “Start Your Account Activation.”

## Desire2Learn (D2L/Brightspace)

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

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

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

- Go to [Community](#), click on Learning Center, and click Access Now Subscription Training blue widget. Bookmark this page for future access.

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

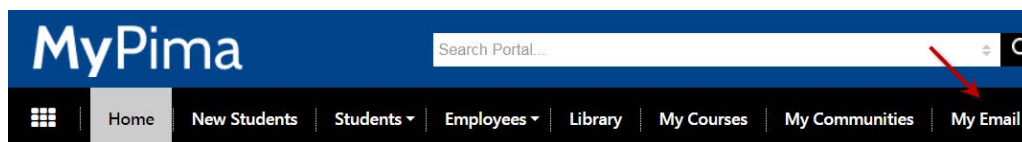
For more help, faculty can:

- consult the D2L homepage for Support Services/ Tech Support
- call (520) 206-2342 and leave a message
- contact Brightspace 24/7 @ 1-877-325-7778
- email pimaonline@pima.edu (Your email will be answered by [pima@edusupportcenter.com](mailto:pima@edusupportcenter.com)).

## Email

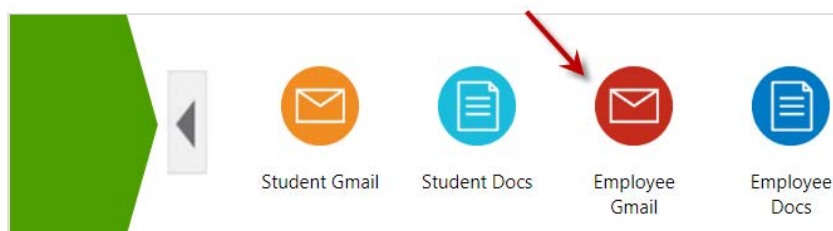
New adjunct faculty members receive their PCC email account when they accept their Adjunct Faculty contract. They are notified by email (sent to their personal email account & PCC account) when there is a contract waiting to be accepted. Adjunct Faculty retains the email account for 1 year after the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

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



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

### LaunchPad



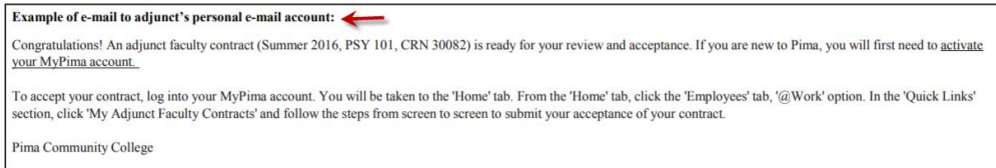
## Teaching Contracts

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



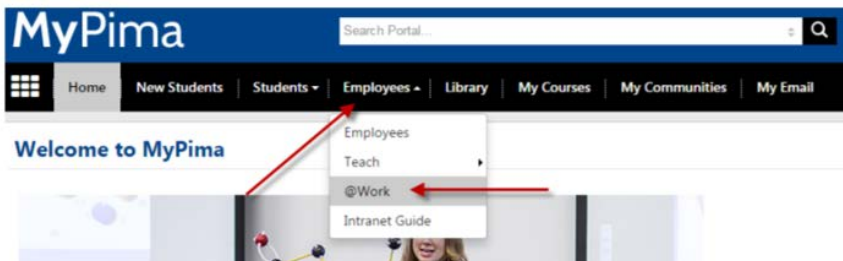
However, your class might not run and your contract could be deemed void if: 1. it does not meet minimum enrollment (half capacity); or 2. is given to full-time faculty to meet their minimum load requirements. You can contact your Department Head with further concerns or questions.

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

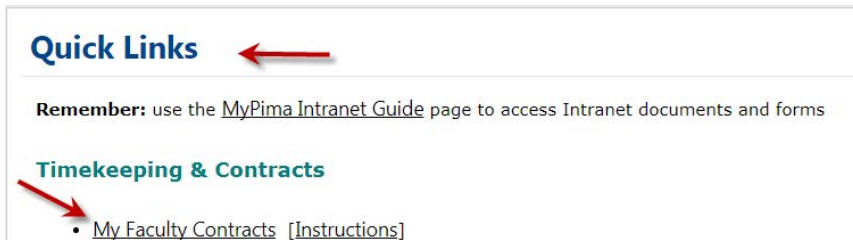


## Instructions for viewing and approving your adjunct faculty contracts:

1. Log in to MyPima, click the 'Employees' tab and select the '@Work' option.



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



3. Select the appropriate term code.

**Select Term**

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Select the Term for processing then press the Submit Term button.

Select a Term:  ←

## Adjunct Faculty Orientation

### Online Adjunct Faculty Orientation

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

4. To self-enroll and immediately begin the Orientation:
- E. Log into D2L > click on the Waffle to the upper-right > search the list for Adjunct Faculty Orientation (or if available, use the search window to type it in).

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

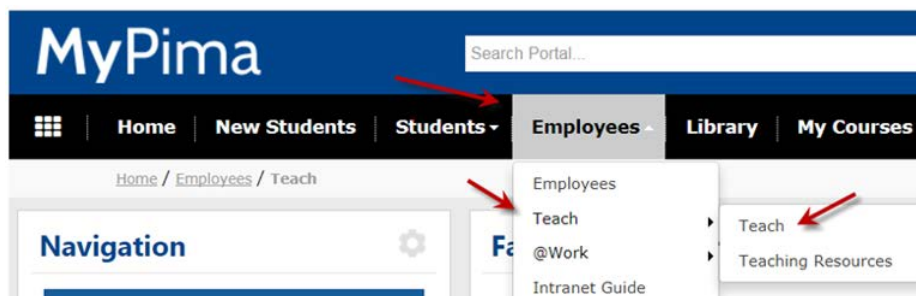
- Describe the Mission, Vision, Values of the College & its core Themes/Objectives
- Describe the organizational structure of the College and its campuses
- Understand your duties and responsibilities
- Access the electronic tools provided for teaching, grading and attendance
- Locate and refer students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

## Teaching/Academics

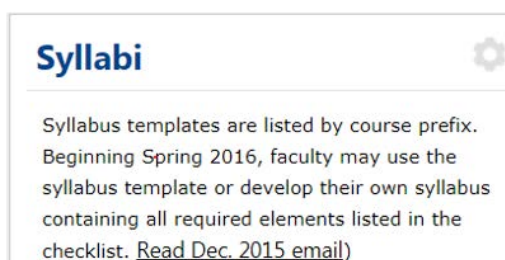
### Syllabus

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

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



2. On the left pane side, under “Syllabi” look under “Fall 2017” choose course prefix templates. Additional resources are also available.



#### Additional Resources:

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

### Academic Freedom

The College is developing a Board Policy on Academic Freedom. This should be in place by January 2021.

### Textbook

Contact your department chair for textbook information.

## OER - Open Educational Resources

### What are OER?

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

- Visit the [slideshow](#).
- For more information, see [Open Educational Resources](#).

## Copyright

PCC's Copyright Resources webpage contains:

- [Copyright FAQ](#)
- [Fair Use Checklist](#)
- Information on *resources that do not need permission* (i.e. Library resources, Creative Commons, Public Domain)
- A sample letter to request permission to use materials
- Copyright Notice to Students
- Related resources and tools

You should also look over [PCC's Copyright Practice and Compliance](#) (AP 6.05.01) and [PCC's Intellectual Property Ownership](#) (AP 6.06.01), the latter whose "purpose is to provide the framework for allocation and protection of the respective ownership rights of the College, its employees and students in the Intellectual Property developed at the College."

### How does copyright apply to classroom handouts?

Classroom handouts fall into two categories: ones that require permission and ones that do not. If the handout is a new work for which an instructor could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, an instructor may use that work without obtaining permission.

However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, an instructor must obtain copyright permission to use the work.

Instructors may not copy from works intended to be "consumable" in the course of study or teaching such as workbooks, exercises, standardized tests, answer sheets, and similar materials. These guidelines for classroom handouts also apply to copyright-protected materials that an instructor places on reserve in the library for use by students (i.e. consumables are not permitted on Course Reserves).

Copying shall not be used to create or to replace or substitute for anthologies, compilations, collective works, or course packs. PCC Bookstores can help with the creation of these materials.

The best way to provide students with these materials is through links. You can link from a library database:

(use the PermaLink on the right side of the article) or link to the web. In using a link, you do not have to worry about creating a copy of a copyrighted material. (Note: if the material is ever removed, the link will go dead, so you will need to check your links periodically.) You can easily add links in D2L.

If you have questions on copyright, consult your [campus library](#) and talk to a Librarian.

## What is Attendance?

The U.S. Department of Education defines attendance:

- I. Attendance must be “academic attendance” or an “attendance at an academically-related activity.”  
Examples included:
  - Physical class attendance where there is direct interaction between instructor and student
  - Submission of an academic assignment
  - Examination, interactive tutorial, or computer-assisted instruction
  - Study group assigned by the College
  - Participation in on-line discussion about academic matters
  - Contact with instructor to ask a question about an academic subject
- II. Logging into an on-line course is not considered academic attendance unless the student also participates in an academically-related course activity like those described above.
- III. Independent study, internships and self-paced courses that are financial aid eligible must also report attendance.

## What is the non-attendance reporting period?

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

## Why do we need to report non-attending students?

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

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

The Vice President of Instruction and Academic Deans are notified when faculty do not report attendance.

## What if a student attends class after being reported for non-attendance?

Students who attend one or more class periods within the reporting period (but may or may not attend additional class periods) should NOT be reported as never attended. These students are considered Registered Not Attending (RN) and will automatically place an RN on the student's record. If the student starts attending again, mark him/her as **present** in Attendance Tracking and then his/her status will change back to registered.

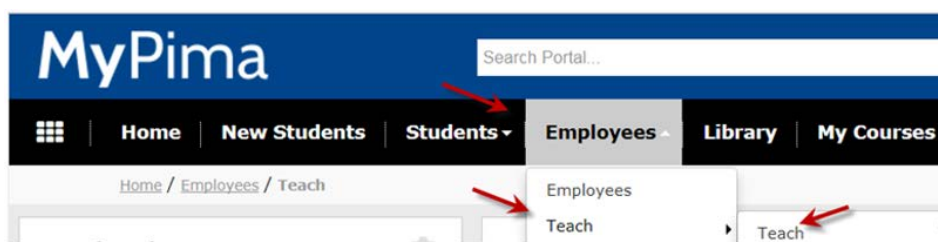
## What if the student stops attending after the non-attendance reporting period?

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

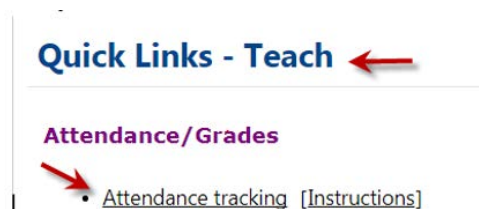
## How do I use the Attendance Tracker?

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

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



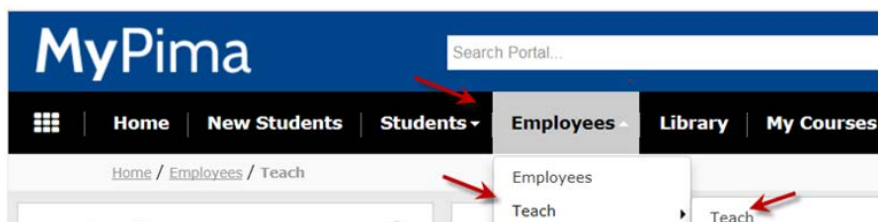
2. At “Quick Link-Teach” section under “Attendance / Grades” choose “Attendance tracking” option.



## 45th Day Reporting

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


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



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

## Quick Links - Teach

### Attendance/Grades

- [Attendance tracking](#) [\[Instructions\]](#)  
(prefer Firefox or Safari browsers for this function)
- [45th Day Reporting](#) [\[Instructions\]](#) 

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

## Classroom Management and Maintaining the Emotional Climate of The Classroom

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

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

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

### Class Breaks

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

### Tips For Lesser Misconduct

Instructors have the authority and responsibility to maintain an orderly educational environment, and as such are expected to handle cases of *lesser misconduct* before a student is referred to the formal code of conduct process. *Lesser misconduct* is defined in the Code of Conduct as "any...violation that does not rise to the level of a major violation and warrants a student receiving an educational measure, rather than a disciplinary sanction." With the exception of threatening behavior, please follow these steps to handle disruptive students:

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

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

can refer back to the syllabus when disruptions arise. Don't skip this step! It may also be helpful to review your expectations for appropriate communication and behavior at the beginning of the semester.

**Consistency in Reactions** – There is no one-size-fits-all way to deal with disruptive behavior; the severity of the disruption will dictate your response. However, be as consistent as you can. Apply the same behavioral expectations to all students.

**Courtesy and Fairness** – Remember that most of the time, a student's disruptive behavior is not personal. When talking to a student about their behavior try to remain calm, and when appropriate listen to the student so they can explain themselves thoroughly. Try to remain objective and unemotional. Much of the time, an angry or emotional person just wants to be heard, and will calm down if they are listened to. *This does not apply to situations where you feel unsafe, feel as though other students are unsafe, or if the student is using abusive language. It is okay to dismiss a student from your class for the day. Please see [PCC Student Code of Conduct](#), Section VII, for detailed information regarding dismissing the student for the remainder of a class period.*

**Progressive Discipline** – In less serious cases, give students the opportunity to learn from the consequences of their behavior. *Example: you have a student who wants to argue when he doesn't agree with something you or another student has said. Rather than be drawn into arguing with him, you could start by giving a general reminder to the class to be respectful of what others say (use your syllabus to detail this out). If the student persists, you could say something directly to him or ask him to remain after class is dismissed. Detail exactly what you expect, and give examples of respectful communication. If it continues, depending on the severity, you can try these steps again. Familiarize yourself with the information and procedures in the [PCC Student Code of Conduct](#) regarding lesser misconduct, dismissing a student for the day, and educational measures that can be applied by faculty in issues of lesser misconduct.*

If the behavior is severe, affects other students' comfort and safety, is persistent and/or escalates, file a formal code of conduct incident report. [Incident Report Form](#)

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

#### **Diane Deskin**

- Advanced Program Manager
- Title IX and Student Conduct
- [sddeskin@pima.edu](mailto:sddeskin@pima.edu)
- 520-206-7120

#### **Staci Shea**

- Assistant Program Manager
- Title IX and Student Conduct
- [sshea1@pima.edu](mailto:sshea1@pima.edu)
- 520-206-7028

## **Measuring Student Performance**

### **Individual Grades**

The instructor will determine a grade for each student at the end of each semester. A number of techniques can be used to arrive at this final grade and may combine several of these to gain an overall view of the capabilities of the student:

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



## Student Learning Outcomes (SLOs)

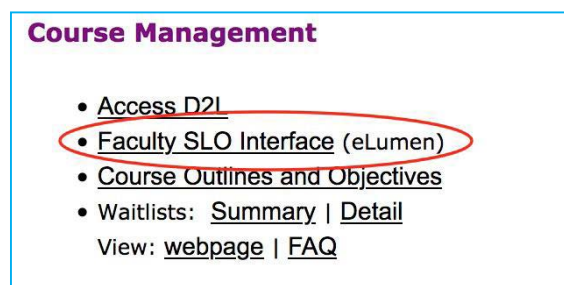
In addition to individual grades, Adjunct Faculty will also complete Course Learning Outcomes (CLO) at the end of every semester for each course. This is an assessment of the most important knowledge and skills students are expected to have upon completing a specific course, or courses within a program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

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

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

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

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



## Grading System

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

**A**—Superior (4 grade points per credit hour)

**B**—Above Average (3 grade points per credit hour)

**C**—Average (2 grade points per credit hour)

**D**—Below Average (1 grade points per credit hour)

**F**—Failure (0 grade points per credit hour)

**RN**—Registered Non- Attending, will be placed in student's record automatically after 10 calendar days, when the Last date of Attendance has not been updated, not including holidays. This may jeopardize students' financial aid or veterans benefits.

**W**—A student may withdraw from the class by the Official Withdraw date and a grade of "W" will be recorded on the transcript. It is strongly recommended that students speak with a financial aid staff member before deciding if a "W" is the grade that best suits their needs and goals. Dropping or withdrawing a student from class could impact the student's future as it is important to consider how the decrease in credits will affect financial aid or scholarships.

**I**—Incomplete—A record of Incomplete as a grade will be made at the student's request and the instructor's option. A student receiving a grade of "I" will be provided with a standard form specifying the work necessary for completion of the course. After the student completes the work, or after the "I" deadline set by the instructor, the instructor submits a Change of Grade form to the campus Student Services Center. If no change of Grade form is submitted within a year, the "I" will be automatically changed to "F."

**AU**—Audit Grades—To audit a class means to enroll in and to attend a class without working for or expecting to receive credit. The symbol for audit, AU, appears on the class enrollment list by the student's name. Students auditing a class must register by the beginning of the class and must receive the written permission of the instructor. Courses audited after fall 2013 will not appear on your transcript.

**P**—Pass = C or better without grade differentiation ordinarily indicated by the College grading system. A "D" grade may be given at the student's request and the instructor's option.

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

**NA**—Non-Attendance (A pseudo grade used for reporting purposes only, not included in student's academic history) "NA" indicates that a student was registered for the course, but never engaged in the course by the drop deadline. This grade will have the effect of dropping the student from the course and causing a recalculation of the student enrolled credit hours. This grade is not included in the grade point average or completion rate computations nor will it be recorded on a student's transcript. No last date of attendance should be posted in attendance tracker for those students who are given "NA" grades. Students will be notified via their Pima email of the NA drop.

**IP**—In Progress Work in progress in open entry/open exit course. A record of IP (in progress) as a grade will be made when a student is making satisfactory progress in a course that crosses sections in start and end dates. At the specified end date of the courses, the student will be assigned a grade of 'A,' 'B,' 'C,' 'D,' 'F,' 'I,' 'P,' or 'W.'

## Incomplete/Change of Grade

For each student receiving a grade of "Incomplete," the instructor must complete the Notification of Incomplete Grade Status form. It is a link found at the top of the final grade submission form: download, complete, and submit it to the office of the Supervising Administrator/Dean or by contacting the [Faculty Services and Resource Center](#).

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

## Adding/Dropping Classes

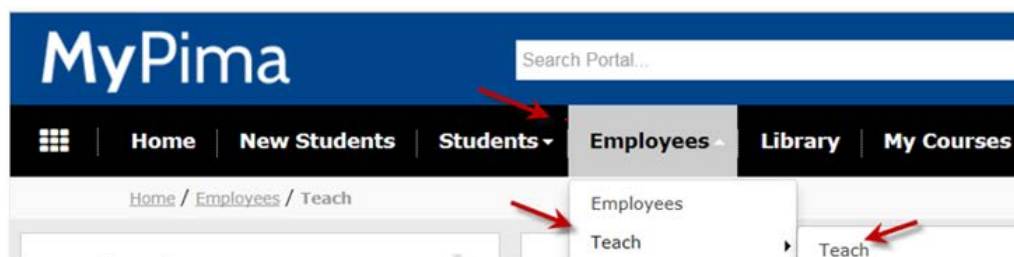
- Add/Drop dates are posted on the College website [here](#).
- On or before the add/drop date, students can make schedule changes through MyPima, or by using a Registration transaction form.
- After the add/drop date, or if the class requires special permission, students must fill out a Registration Transaction form and obtain the instructor's signature.
- Registration Transaction forms are available on-line or at any College Student Services Centers. See the copy of the [Registration Transaction form](#) or further details.

## Final Grade Submission

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

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

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



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

### Quick Links - Teach

#### Attendance/Grades

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

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

## Gradebooks and eLumen

During the pandemic, classes at PCC are virtual, having moved entirely online to D2L. However, even in face-to-face courses, and by the start of each course, all faculty must:

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

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

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

Many resources are available to assist faculty with this work:

- [CLT Custom Training Request Form](#): Click on the underlined link to request group training. You may also contact the Center for Learning Technology (CLT) Faculty Trainer, Reed Dickson, at 520-206-2386 or [rdickson1@pima.edu](mailto:rdickson1@pima.edu).
- Pre-Recorded Webinar Training Sessions in D2L Subscription Training
  - Beginning Grades (36 minutes)
  - Intermediate Grades (18 minutes)
  - Advanced Grades (27 minutes)
- *For instructions to access the Subscription Training, click [here](#).*
- Subscription Training Live Webinars: See calendar within Subscription Training
- [Gradebook FAQ](#): Click on the underlined link to the FAQs. This document includes information on how to set up the D2L gradebook so that it also provides a letter grade.
- D2L Instructional Designers deployed to campuses.
- Need training? Please contact Academic Quality Improvement at [pcc-aji@pima.edu](mailto:pcc-aji@pima.edu).
- Should you have any questions on the eLumen assessment integration, please contact Wendy Weeks at [wweeks@pima.edu](mailto:wweeks@pima.edu).
- For questions about the D2L gradebook/syllabus initiative and D2L training opportunities, please contact Reed Dickson at [rdickson1@pima.edu](mailto:rdickson1@pima.edu) or 520-206-6596.

## Gradebooks in D2L Brightspace

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

Once the course is finished and final grades have been submitted, the adjunct faculty member must submit a copy of the gradebook to the discipline division support person for archive purposes. Detailed information should be provided to you by your supervisor or Department Head towards the end of the semester. Also, please see the [Grades](#) information and the [Grades](#) collection of YouTube videos provided by D2L Brightspace.

### Weighted System or Points System?

Here is a [link](#) to some information regarding decisions to be made when setting up your gradebook. A weighted system allows you to create a gradebook that is controlled by the percentage of each item. A points system allows you to create a gradebook that is controlled by the points given to each item. Neither system is better; they are just different.

### Building a Weighted Gradebook in D2L

Click on this [link](#) to access the step-by-step instructions for building a *weighted* gradebook in D2L.

## Planned and Unplanned Absences

If an adjunct faculty member is unable to attend a class:

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

### Absences From An Online Course

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

### Deductions for Absences & Substitute Payment

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

## Technical Support

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

## D2L Resources

### D2L Resources:

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

## D2L Technical Support 24/7

For faculty and students to use 24 hours a day, 7 days a week: [D2L Technical Support](#), includes assistance via email, chat option, and phone number for Brightspace D2L.

## PimaOnline D2L Service Requests

For faculty to use with PimaOnline-specific inquiries. [Service Requests](#) are submitted via the PCC IT Service Request link in MyPima. PimaOnline staff members respond to requests during normal business hours (M-F, 8am-5pm). Please note: Pimaonline@pima.edu will no longer be monitored, so please discontinue use of this email address.

## D2L Course Cloning

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

### Self-Cloning Resources

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

## Cloning Assistance

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

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

## Student Resources & Community

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

Each campus has a Student Development division which houses the [Student Services Center](#) or information area. Personnel in this area can answer questions and make referrals. Virtual services are available during the pandemic while the campus is closed. Call 520-206-6408 or email [virtualsupport@pima.edu](mailto:virtualsupport@pima.edu).

### Advising & Counseling

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

Advisors and counselors can help with:

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

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

### Wellness

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

### Aztec Resource Center (ARC) and Food Pantry

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

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

## The Learning Centers

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

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

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

This information can be found online:

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

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

## Online Tutoring

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

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

## Student Success Courses

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

## Students Preferred Names

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

## Student Code of Conduct

Pima Community College Board of Governors adopted policy BP 3.31 Student Conduct and Ethics on December 21, 1988, and subsequent revision in 1995 and 2014. The [Student Code of Conduct](#) is available on the Pima website. The Student Code of Conduct provides students with information about his/her responsibilities as a student in regard to appropriate behavior and respect for others in the College community.



To report a possible Student Code of Conduct violation, complete an [Incident Report Form](#) and submit it to the Advanced Program Manager, Diane Deskin: email [sddeskin@pima.edu](mailto:sddeskin@pima.edu) or call 520-206-7120.

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

## Student Complaint Procedure Processes

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

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

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

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

## Student Life

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

## Specialized Programs

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

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

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

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

## Access and Disability Resources

PCC's office of [Access and Disability Resources \(ADR\)](#) works to promote equal access to the learning environment by collaborating with students, faculty, staff, and the community to promote equal access to College programming for students with disabilities.

ADR provides services, accommodations, and academic adjustments mandated by:

- Section 504 of the Rehabilitation Act (Section 504) (1973), the Americans with Disabilities Act (1990)(ADA).
- Americans with Disabilities Act (1990)(ADA).
- Americans with Disabilities Act Amendments Act (2008)(ADAAA).
- Accommodations related to pregnancy, in compliance with Title IX of the Education Amendments Act (Title IX)(1972).

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

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

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

### Approved Accommodations

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

If you are concerned about the reasonableness of an accommodation or the impact an accommodation may have on the fundamental requirements of the curriculum, contact the ADR program specialist identified in the accommodation notice. (Note: You must provide the accommodation as specified in the accommodation notice until the concern is resolved through the ADR office.)

### Non-Approved Accommodations

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

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

If a student makes a request for an accommodation based on a disability or other covered condition that has not been approved by ADR, the instructor is not obligated to honor the request, but should let the student know about ADR.

Students can [request accommodations](#) at any time through the ADR office.

### Referring Students

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

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

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

## ADR Resources: Intranet

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

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

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

## Sign Language

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

To Request a Sign Language Interpreter:

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

## Veteran Information

### Veteran's Centers

**Note: Centers are closed on campus during the pandemic. If you have any questions or need assistance with student veterans resources, please contact the Veterans Center at 520-206-7049 or visit the [PCC Veterans webpage](#).**

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

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

## Veterans Benefit Recipients (VBR)

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

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

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

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

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

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

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

## Computing Resources & Online Learning

- **Pima has a limited number of laptops, tablets, and WiFi hotspots available for check out to currently enrolled students.** Use the PCC Library's system to request an item. Please follow the curbside pick up instructions on the [Library's COVID-19 Info and Updates page](#).
- [Student Resource Guide for Transition to Online Learning \(D2L\)](#)  
Basic "getting started" information for classes transitioning to D2L
- Free parking lot Wifi is available in the Downtown, East, Northwest, Desert Vista, and West Campus parking lots Mondays-Fridays from 8am-5pm. Students must show ID or proof of enrollment and must remain in a vehicle. One student per vehicle is permitted.
- [Computer Software for Students](#): Free and discounted software
- [Guide to Pima's Virtual Services and Remote Learning](#): a general "go to" guide covering a wide range of issues affecting students with support available.

## HEERF/CARES Act Funding

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

## Testing and Assessment Centers

We currently are operating all testing services virtually. Until further notice the campus testing centers are closed. Please see Remote and External Proctored Testing Services [here](#).

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

### Locations

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

## Computing Commons & Labs

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

### Locations

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

## Other Support

### D2L Technical Support

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

### MyPima and Email Support For Students

- Email: [mypimahelpdesk@pima.edu](mailto:mypimahelpdesk@pima.edu)
- Phone: 520-206-4800

### MyPima and Email Support For Faculty

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

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

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

## Faculty Resources & Community

### Faculty Services and Resource Centers

These centers--and their virtual support during the pandemic--is considered a “homebase” for adjunct faculty. All in-person operations are on hold for the Fall 2020 semester. Mailboxes and classroom supplies are typically located here, as well as a break room, and possibly a small kitchen area. Also, faculty are able to use computers, make copies, receive technological assistance and help with a variety of forms and procedures. We will update you when these in-person services resume.

#### Virtual Assistance

Staff are available virtually from 8am-6pm, Monday-Friday to assist faculty with technology support, resources/information, and referrals. Please contact them if you have a question to help find what, or who, you need:

- Website: [Faculty Services new virtual home](#)
- E-mail: [Faculty-Services@pima.edu](mailto:Faculty-Services@pima.edu)
- Phone: 520-206-6511 (If you are calling outside of office hours, please leave a message with details--staff will get back to you via email or phone.)
- Create a [Help Ticket](#) for assistance with D2L Brightspace, Google Applications, Attendance, Grades, or Other questions.

#### Services include:

- College questions pertaining to instruction (deadlines, resources, attendance, etc.) and College services and contacts.
- D2L Technology - uploading documents/video, self-cloning of course components, locating D2L resources/references, gradebook, course tools, etc.
- Assistance with Google Hangouts/Meet functions and Google Suite

### Copy Centers

**Note: Services are suspended during the pandemic and while classes are virtual in D2L.** When in-person operations resume, adjunct faculty can copy syllabi and substantial handouts for the classroom by contacting their campus copy center. Email or drop off documents with the required form at least 48 hours ahead of when they should be delivered to your mailbox. Each copy center may have its own unique form to be filled out, but it usually requires the following information: pages in the document, number of copies, whether to be stapled/collated, full citation of sources and [copyright approval](#).

### The Teaching and Learning Center (TLC)

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

## Our Guiding Principles

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

The Pima Community College Educator strives to:

- A. Know their students and engage them as partners and co-creators of knowledge;
- B. Promote relevance of the materials presented in their courses;
- C. Create community and foster a sense of belonging;
- D. Design equitable, engaging, and inclusive learning activities;
- E. Identify and correct racist and discriminatory policies, practices, curricula, both in the classroom and at the institution;
- F. Assess to advance learning;
- G. Promote student persistence;
- H. Use innovative educational technologies;
- I. Engage in reflective practice;
- J. Engage in sharing of scholarship with PCC community, and beyond;
- K. Stay current with disciplinary knowledge;
- L. Stay current with discipline-specific pedagogy;
- M. Comply with national, state and college requirements.

## Our Work

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

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

## Attending Workshops

### Virtual events:

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

### Events requiring registration:

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

### Presenting

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

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

## Faculty Senate

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

## Library

The [PCC Library](#) provides a variety of services for faculty to support research, assist in curriculum development, and enhance student learning. For the Fall 2020 semester, our campus libraries' physical spaces will remain closed due to the pandemic. We will continue to offer services virtually and through curbside pickup/ delivery:

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

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

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

### Interlibrary Loan

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



See the [InterLibrary Loan Policy](#) and contact your campus librarians to obtain materials.

## Instruction, Information Literacy Skills Development & Research Assignment Design

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

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

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

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

- Subject or course specific [Library Research Guides](#)
- Screencasts/ tutorials on specific research skills or knowledge
- Pedagogically rich, scaffolded research assignments designed to work with local collections
- OER content, supplemental reading/ viewing materials for courses

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

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

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

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

## Library Locations and Contacts

During the pandemic, all librarians are using this phone number: (520) 206-4370.

Otherwise, when in-person services resume, the following phone numbers correspond to each campus:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Desert Vista Campus: 520-206-5095<br/>Library Department Head, Sol Gomez</li> <li>• Distance Education: 520-206-2384<br/>Library Department Head, Keith Rocci</li> <li>• Downtown Campus: 520-206-7267<br/>Library Department Head, Theresa Stanley</li> <li>• East Campus: 520-206-7693<br/>Library Department Head, Chuck Becker</li> </ul> | <ul style="list-style-type: none"> <li>• Northwest Campus: 520-206-2250<br/>Library Department Head, Kris Swank</li> <li>• West Campus: 520-206-6821<br/>Library Department Head, Chris Schipper</li> </ul> |
|--|---|

## Copyright Resources

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

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

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

## EEO/AA/ADA

### Equal Employment Opportunity

Pima Community College:

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

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

### Sexual Harassment

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

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

PCC will not tolerate sexual harassment.

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

## Filing a Complaint

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

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

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

## Employee Request for an ADA Job Accommodation

PCC cares about providing support to faculty with disabilities. Under the Americans with Disabilities Act (ADA) an employee may request a reasonable job accommodation at any time during their employment with the College. Support for each faculty member's request involves an interactive discussion and individualized analysis to determine effective accommodation(s).

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

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

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

## The Compliance & Ethics Hotline

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

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

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

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

### There are multiple ways to access EthicsPoint:

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

## Wellness Center

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

## Benefits

### Paid Sick Leave

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

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

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

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

#### **The definition of family member is:**

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

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

### Emergency Treatment Leave

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

### Eligibility for College Medical and Pharmacy Plan Benefits

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

## Adjunct Faculty Retirement

### Mandatory Retirement Plan Information

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

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

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

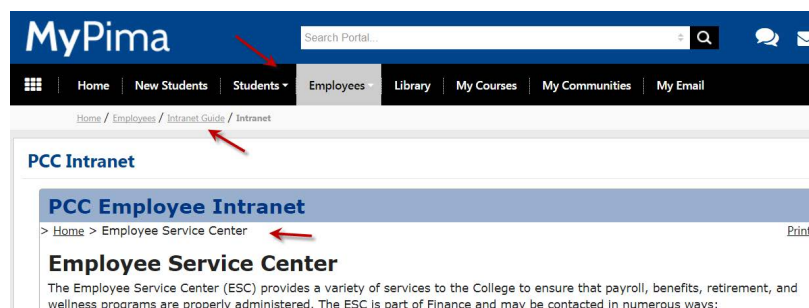
### Voluntary Retirement Plan Information

All employees have the option to participate in the 403b Tax Sheltered Annuity Plan or 457 plan. Contributions made to these plans are pretax and your portfolio grows tax free until distributions are taken. PCC does not match contributions to these plans. IRS distribution rules and contribution limits apply to these plans.

Information regarding the college’s mandatory and voluntary retirements plans is available on the intranet at MyPima > Employee > Intranet Guide > Employee Service Center > Retirement. Questions can also be addressed to the [Employee Service Center](#) or 206-4595.

## Tuition Reduction/Waiver

The Governing Board recognizes the benefits of higher education and supports a tuition and fee waiver program for faculty, adjuncts, full-time and part-time employees--as well as their spouses and qualifying child(ren)--to enroll in, or audit, College credit courses. The waiver extends to the Board-approved, per credit hour Tuition Rate, the Student Services Fee, and the Technology Fee. Program participants shall be responsible for all other costs incurred with registration. The tuition reduction/waiver form is available online under the Employee Services Center (please see screenshot below). For more information, contact the [Employee Service Center](#) at (520) 206-4945.



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

### Resources for specific ESC functions are available below:

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

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

### Other Forms

- [Application to Request Donated Leave](#)
- [Emergency Buy-out of Annual Leave Request](#)
- [Request to Donate Leave Form](#)
- [Tuition Waiver Request](#)

## Counseling & Employee Assistance Program (EAP)

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

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

## Health Care Resources

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

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

## Breastfeeding & Pumping Rooms

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

## Jury Duty

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

## Voter Leave

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

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

## Parking

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

## Voicemail

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

### To log on to your mailbox from your phone:

1. Dial **4699** or use button labeled "AVST VOICEMAIL"
2. Enter security code when prompted, (default code is 9600)
3. See "Working with messages.txt", "VM quick ref.pdf", or follow prompts.

### To log on to your mailbox from another college phone:

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

**To log on to your mailbox from outside the college:**

1. Dial 206-4699.
2. When voicemail answers press #
3. Enter mailbox number when prompted, usually your extension number.
4. Enter security code when prompted, (default code is 9600)
5. See "Working with messages.txt", "VM quick ref.pdf", or follow prompts.



## Additional Information

[College Calendars](#)

[College Catalog](#)

[College Class Schedule](#)

### Human Resources/Payroll

#### Change of Personal Information

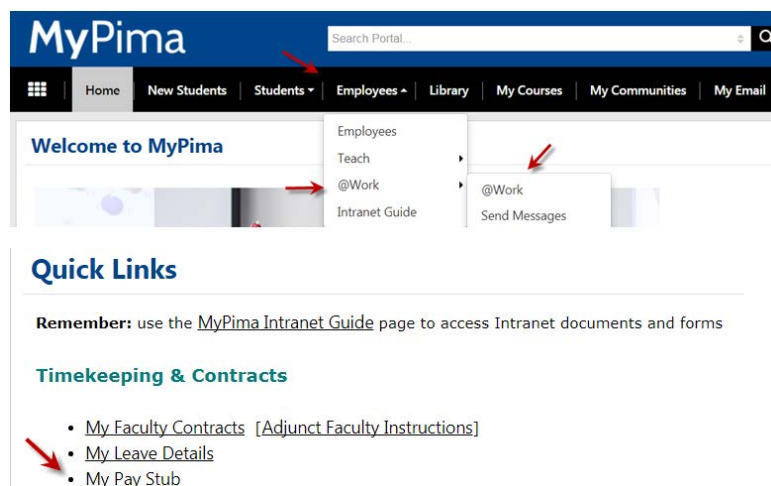
The instructor's current home address, telephone number(s) and emergency contact information must be listed with the [Faculty Certification office](#) at 520-206-4417 or [facultycertification@pima.edu](mailto:facultycertification@pima.edu). Employed adjunct faculty may go to MyPima for all employee information changes except name changes, which must be processed through the Faculty Certification Office.

#### Pay Dates

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

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

See the screenshot below to access your Pay Stub:



## Direct Deposit

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

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

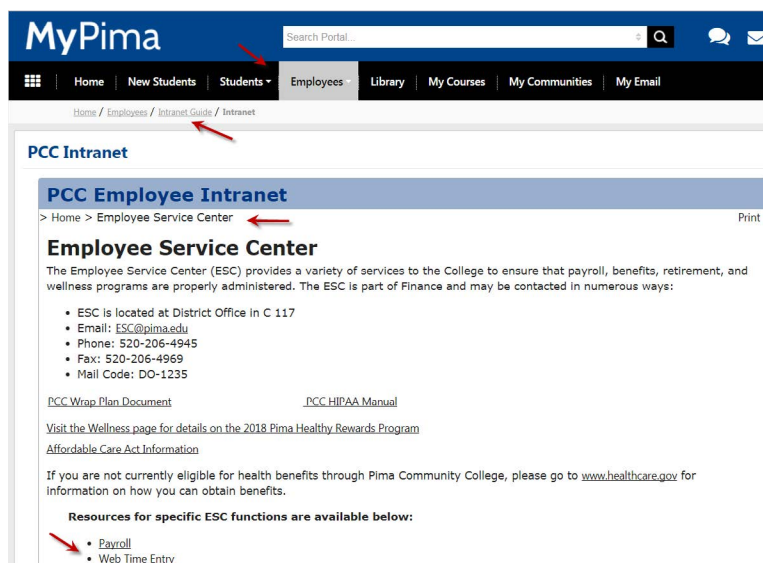
## Web Time Entry (WTE)

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

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

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

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



## Emergency Procedures

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

Department of Public Safety or Emergency Services will:

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

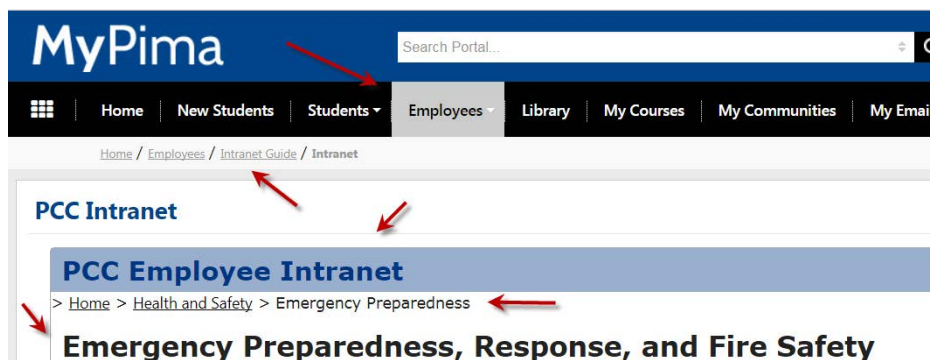
In cases that do not require ambulance transportation or emergency room treatment, parties should contact their personal physicians.

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

## Emergency Preparedness

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

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



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

## Text Alerts & Emergency Messages

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

## **Emergency Response Quick Reference Guide**

### **Call 911 to report:**

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

### **Fire Alarm in Your Building**

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

### **Evacuation procedures:**

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

### **Report a Fire**

(Large, out-of-control or smoky tire)

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

### **In Case of Medical Emergency**

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

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

## **CALL COLLEGE POLICE 520-206-2700**

Any time AFTER you call 911

### **To report:**

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

### **Major Chemical Spill, Leak or Biohazard**

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

### **Active shooter in Your Vicinity**

#### **Evacuate**

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

#### **Hide out**

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

#### **Take action**

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

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

## **Bomb Threat/Suspicious Object(s)**

### **If you receive a telephoned bomb threat:**

- Remain calm
- Obtain as much information as possible; note specific details

### **If you observe a suspicious object, package, etc.:**

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

### **Do not reenter building until "all clear" from a PCC police officer, campus president or CAT leader**

The complete Emergency Response Plan is at

- MyPima > Intranet > Health and Safety.

## **Human Subjects Research**

Pima County Community College District is committed to the protection of the College's students, employees, and others who may conduct, or participate in, research projects sponsored by, or associated with, Pima Community College. The Chancellor charges the Office of Institutional Research, Planning and Effectiveness (IRP&E) to evaluate potential research projects to ensure that risk to any party is limited and is safeguarded by standards outlined in the Federal Policy for the Protection of Human Subjects. The Office of Institutional Research, Planning and Effectiveness will evaluate potential research and apply such standards and exemptions as appropriate. Please visit BP 2.11 for the [College Board Policy](#). You may visit the [IRP&E website](#).

## **Fundraising**

The Pima Community College Foundation is responsible for managing the cultivation, solicitation, and the acknowledgement of charitable gifts for the benefit of the College. For further information, contact the Foundation Office. See the [Give to Pima webpage](#).

## Casual Visitors

Permitting friends, relatives or children to spend time in operational areas of the College may be disruptive to normal work routines and increases the potential for accidental injuries. In this regard, adhering to prudent management and safety practices will minimize accidents and potential liability to the College.

The Risk Management office has recommended that casual visitors, whether they are friends, relatives or children of students or College employees, should not be permitted to spend an inordinate amount of time in the operational work areas of the College (offices, classrooms, labs, etc.).

## Smoking/Drugs/Alcohol

***The College District prohibits smoking in all buildings owned or leased by the District or in College vehicles.*** Smoking is prohibited within 25 feet of fresh air intake grills, near entrances and exits, and in seating areas of assembly occupancies such as bleachers provided for various District functions (baseball or softball fields, etc.), or any area where flammable materials are handled or stored, or where other significant fire hazards may exist. Smoking is permitted only in designated areas. See [BP 8.07](#) for additional information.

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on College premises, while conducting College business or at any time which would interfere with the effective conduct of the employee's work for the College. Employees needing help in dealing with such problems are encouraged to seek help. For more information, please see [BP 2.20](#).

## Soliciting and Advertising

Soliciting and advertising in classes are not permitted.

## Animals on Campus

Students and employees are not allowed to have Non-Service Animals on campus or at work. Service Animals are allowed on campus and at College activities when they meet the requirements under the Americans with Disabilities Act (ADA) and/or College policy. Service Animals meeting ADA guidelines or College policy are held to behavior and safety requirements. The Access and Disability Resources (ADR) office at each campus will assist with questions related to student issues. The ADR office can be reached at 520-206-6688. The District ADA coordinator will assist with questions related to employee issues. The ADA coordinator can be reached at 520-206-3132. Additional information can be found at [BP-3-46](#).

## Public Introduction to FERPA

### For all employees of Pima Community College

#### Law 1

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

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

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

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

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

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

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

District Office, Information Security



## Compliance

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

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

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Glossary

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

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

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

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

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

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

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

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

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

**D2L** - PCC's online learning environment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# **Exhibit B**



## **PimaCountyCommunityCollegeDistrict Administrative Procedure**

<i>AP Title:</i>	<b>Family Educational Rights and Privacy Act (FERPA), Educational Records Compliance and Procedures</b>
<i>AP Number:</i>	AP 3.11.01
<i>Adoption Date:</i>	4/12/17
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	2/26/18
<i>Revision Date(s):</i>	2/26/18
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) &amp; No(s).:</i>	Official Student Records, BP 3.11
<i>Legal Reference:</i>	The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
<i>Cross Reference:</i>	Delegation of Authority to the Chancellor, BP 1.05 and Data and Information Sharing, BP 1.20

### **PURPOSE**

The purpose of this Administrative Procedure (“AP”) is to facilitate compliance with the Family Educational Rights and Privacy Act (“FERPA”).

### **SECTION 1: Scope of Information Protected by FERPA**

FERPA protects the privacy of students’ Educational Records. Generally, the College must have a Student’s written permission to Release or allow third parties to access information from the Student’s Educational Records unless an applicable exception permits the College to Release information without the Student’s consent.

**SECTION 2: Definitions**

“ADA” means The Americans With Disabilities Act.

“ADR” means the College’s Office of Access and Disability Resources.

“College” means Pima Community College.

“College Official” is a person employed by the College in an administrative, supervisory, or academic role or in a support-staff position; a person or company with whom the College has contracted; a person serving on the College’s Governing Board, or a Student assisting a College Employee in the performance of his or her duties for the College.

“College Sponsored Activity” means any event, activity, or endeavor officially sanctioned by the College or any on- or off-campus activity initiated, aided, authorized, or supervised by the College’s administration or official organizations.

“College Police” means the Pima Community College Police Department.

“Directory Information” means information contained in a Student’s Educational Records that would generally not be considered harmful or an invasion of privacy if Released and may be Released without prior consent. (See Section 5, below).

“Educational Record” means information in any form that is directly related to a Student and maintained by the College or by a party acting on the College’s behalf and that may not be Released without prior written permission of the Student, absent an applicable exception.

“Employee” means any person employed by the College on a full-time, part-time, temporary, or regular basis or directly engaged in the performance of work under the provision of a contract with the College. This definition does not include unpaid volunteers.

“FERPA” means the Family Educational Rights and Privacy Act, a federal law designed to protect the privacy of educational records, establish the right of students to inspect and review their educational records, and provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

“Legitimate Educational Interest” means reasonably necessary for the College Official to perform his or her instructional, research, administrative or other professional duties and responsibilities.

“Personally Identifiable Information” means information maintained by the College that contains information which can be used to distinguish or trace the identity of an individual Student, either directly through personal identifiers or indirectly through linkages with other information.

“Record” means any information or data recorded in any medium, including, but not limited to, handwritten and printed documents, audio recordings, video recordings, digital files, microfilm, and microfiche.

“Registrar” means the College’s Office of Enrollment Services/Registrar.

“Release” means to disclose information by any means, including, but not limited to, electronic transmission, publication or issuance of printed documents, and verbal communications.

“Responsible College Official” means the College Official with primary authority over the creation, management, storage, or revision of specified Educational Records.

“Sole-Possession Record” is a record kept in the sole possession of the maker which not accessible or reviewed by any other person except a temporary substitute for the maker of the record.

“Student” means any person currently or previously enrolled in courses at the College on either a full-time or part-time basis, as well as any person currently or previously registered for or participating in continuing-education classes through the College.

### **SECTION 3: Educational Records**

#### **A. Location of Educational Records**

1. Student Educational Records are maintained by Responsible College Officials in the various offices and departments throughout the College to which the Educational Records pertain.



2. The Registrar shall maintain a list of College offices and departments where commonly requested Educational Records are located, as well as contact information for the Responsible College Official within each such office or department, and make the list accessible to Students.

**B. Examples of Educational Records Protected by FERPA**

Educational Records may include, without limitation, the following:

1. Grades
2. Tests, exams, and assignments that have been graded
3. Class standing
4. Transcripts
5. Class rosters
6. Course schedules
7. Academic-advising records
8. Student financial information
9. Disciplinary files
10. ADA and ADR files
11. Personally Identifiable Information, including, without limitation, the following:
  - a. Social security number
  - b. Ethnicity/race
  - c. Nationality
  - d. Gender
  - e. Date of birth

- f. Parent information
- g. Marital status
- h. Student identification number (A-number)
- i. Student identification photograph
- j. Personal address(es)
- k. Personal telephone number(s)
- l. Personal email address(s)

**C. Information Not Considered Educational Records and Not Protected by FERPA**

- 1. Sole-Possession Records
- 2. Notes taken solely as a personal memory aid
- 3. Personal knowledge and recollections
- 4. Employment records (unless the employment is contingent upon the Employee's status as Student)
- 5. Law enforcement records maintained separately and solely by the College Police
- 6. Medical records used only for treatment of a Student and made available only to those persons responsible for providing treatment
- 7. Records pertaining to a former Student that were generated after he or she was a Student at the College, such as alumni records
- 8. Directory Information (see Section 5, below)

**SECTION 4: Release of Educational Records****A. Releases With a Student's Prior Written Consent**

1. The College may not Release Educational Records without a Student's prior written consent except to the extent authorized by FERPA or any superseding law.
2. Consent for the Release of a Student's Educational Records must be in writing and contain the following:
  - a. Signature of the Student
  - b. Date of the Release
  - c. Specific records to be Released
  - d. Person(s) to whom the records are to be Released
  - e. Purpose of the Release
  - f. Duration of the Release (not to exceed one year)
3. Release forms may be obtained from the Registrar. The Registrar may also make Release forms available through other Responsible College Officials.
4. Only the Educational Records specifically stated in the Student's written Release form may be Released to the designated recipient.
5. A signed Release form only authorizes the College to Release a Student's specified Educational Records to a designated recipient; it does not require the College to Release the Educational Records. The College reserves the right to decline to Release Educational Records, regardless of whether the Student has executed a valid Release form, if the College, in its sole discretion, deems the Release to be against the Student's best educational interests.
6. A signed FERPA Release form does not authorize the designated recipient of the Student's Educational Records to make any changes to the Student's enrollment or financial-aid status with the College, or to make any decisions affecting the Student's status with the College.

**B. Releases Without a Student's Prior Written Consent**

1. The College may Release Educational Records without a Student's prior written consent as follows:
  - a. To College Officials with Legitimate Educational Interests
  - b. To officials of other educational institutions to which the Student has applied or at which the Student intends to enroll, or where the Student is already enrolled if the disclosure is for purposes related to the Student's enrollment or transfer
  - c. To the offices of the U.S. Comptroller General, the U.S. Attorney General, and the U.S. Secretary of Education, as well as state and local educational authorities responsible for supervising the College's state-supported educational programs
  - d. In connection with financial aid for which the Student has applied or which the Student has received
  - e. To organizations conducting studies for or on behalf of the College
  - f. To organizations responsible for the College's accreditation
  - g. In connection with a health or safety emergency to the extent necessary to protect the health and safety of the Student or other individuals and narrowly tailored to the immediacy, magnitude, and specific circumstances of the emergency
  - h. To an alleged victim of a crime of violence or non-forcible sex offense allegedly committed by the Student, provided the College Releases only the final results of any disciplinary proceeding concerning the alleged crime or offense, regardless of the finding
  - i. To the general public, if the College determines the Student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the Student has been found to have committed a violation of the College's rules policies with respect to the allegation made against him or her
  - j. To comply with a judicial order or lawfully issued subpoena

- k. To a Student's parent or guardian in the limited circumstances stated in Section 5.D, below

### **C. Record of Disclosure Without Prior Written Consent**

If an Educational Record is Released without a Student's prior written consent, the Responsible College Official will record and maintain the following information with the Released Educational Record:

1. The specific information Released by the College
2. The date the information was Released
3. The identity of the individual or organization to whom the information was Released
4. The reason for the Release (*e.g.*, the specific health and/or safety emergency)

### **D. Release of Records to Parents/Guardians**

1. FERPA's protections apply to all College Students regardless of age, even if a Student is under the age of 18.
2. Parents and guardians of Students of the College do not have any rights under FERPA.
3. The College will generally not Release any Educational Records to a Student's parent or guardian without the Student's prior written consent, except as follows and only if the College, in its sole discretion, determines a Release of the requested information in the best educational interests of the Student:
  - a. To a parent or guardian of Student who the parent or guardian has claimed as a dependent on his or her federal income tax return within the past year, and
    - i. The Student is under 24 years old, and

- ii. The parent or guardian submits a request in writing and attaches a copy of his or her tax return from the previous year indicating he or she claimed the Student as a dependent.
- b. The College may, in its discretion, Release information regarding a Student's violation of any federal, state, or local law or College rule or policy governing the use or possession of alcohol or a controlled substance, if
  - i. The Student is under 21 years old, and
  - ii. The College has determined the Student committed a violation of the Student Code of Conduct with respect to such use or possession.
- c. In connection with a health and safety emergency involving the Student or other individuals (see Section 5.B.1.g, above)

## **SECTION 5: Directory Information**

The following information is designated by the College as "Directory Information" and may, at the sole discretion of the College, be Released without the prior consent of the Student unless he or she has requested that the information remain confidential (see Section 7.E, below):

### **A. General Directory Information**

1. Student name
2. Major field of study
3. Participation in a College Sponsored Activity
4. Dates of attendance
5. Degrees, certificates, honors, and awards received
6. Most recent educational institution attended
7. Enrollment status (*i.e.* full-time, three quarter-time, half-time, less than half-time, withdrawn, graduated or deceased)

8. Expected graduation date
9. College-issued email address (*e.g.*, *jdoe@pima.edu*)

**B. Student-Athlete Directory Information**

The following is designated as Directory Information that may be Released without prior authorization only for Students who participate in officially recognized College sports:

1. Height
2. Weight
3. Photograph
4. Name and location of high school and/or last college attended

**C. Personal Addresses and Telephone Numbers**

Personal addresses, including local and permanent street addresses and non-College-issued email, and personal telephone numbers are considered Personally Identifiable Information and are not Released as Directory Information except for the following:

1. A Student's city of residence may be Released as part of the following:
  - a. Graduation lists Released to the news media
  - b. Notices to the news media and College personnel regarding special awards, honors, and event participation
  - c. Notices to academic honor societies of College Students eligible to be considered for membership
2. A Student's name, personal address, personal phone number, date and place of birth, level of education, most recently attended college, field of study, and degree(s) received may be Released to U.S. military recruiters upon request in accordance with the Solomon Amendment, 10 U.S.C. § 983.

## **SECTION 6: Students' Rights under FERPA**

### **A. Right to Inspect and Review Records**

1. A Student has the right to inspect and review all information contained in his or her own Educational Records, except for the following:
  - a. Financial Records of the Student's parents or any information contained therein
  - b. The Student's employment Records, unless the employment is required as part of the Student's academic program
  - c. Letters of recommendation for which the Student has waived his or her right of access or which were received by the College prior to January 1, 1975
  - d. Application materials submitted to the College if the application was denied or if the applicant did not enroll with the College
  - e. Any information contained in a Student's Records regarding other specific Students
2. All requests to inspect and review Educational Records must be made in writing to the Registrar.
3. Within 45 days of the date of a Student's written request, the Registrar will make arrangements for the Student to access the requested Records and notify the Student of the date, time, and location where the Records may be inspected and reviewed.
4. If the requested Records are not maintained by the Registrar, the Registrar will advise the Student of the Responsible College Official to whom the request should be addressed.

### **B. No FERPA Right to Copy Records**

1. A Student does not have a right under FERPA to obtain copies of his or her Educational Records.



2. Students may copy or obtain copies of his or her Educational Records at the Student's own expense at a reasonable cost per page to be determined by the Registrar.
3. Students may not remove records from the College for copying.

**C. Right to Request Correction of Records**

1. A Student has the right to request that the College correct his or her Educational Records which the Student believes are inaccurate, misleading, or in violation of his or her privacy rights.
2. The College is not required to make any requested changes to a Student's Records.
3. All requests for corrections shall be made in writing to the Registrar and specify the Record to be corrected, the information contained in the Record that the Student is seeking to change, and why the Student believes that information is inaccurate, misleading, or in violation of the Student's privacy rights. The Registrar will then notify the appropriate Responsible College Official of the Student's requested correction.
4. Within 10 days of receipt of the Student's request, the Responsible College Official will decide whether or not to make the Student's requested correction and notify the Registrar of the decision.
5. The Registrar will notify the Student in writing of the Responsible College Official's decision whether or not to make the requested correction.
6. If the Record is determined to be inaccurate, misleading, or in violation of the Student's privacy rights, the College will amend the Record to the extent necessary to correct the specific deficiency and notify the Student in writing of the correction.
7. Students do not have a right under FERPA to request changes to their grades or other academic determinations. Students who believe they have received grades in error should follow the College's "Student Complaint Process for Grade-Related Complaints," posted on the College's website.

**D. Right to Appeal the Denial of a Request to Correct a Record**

1. Within 10 days of the Registrar's notification to the Student of the decision, a Student may appeal the denial of a request to correct the Student's Records to the Registrar and request a hearing.
2. An appeal must be made in writing to the Registrar and include a copy of the Student's initial written request to correct the Record and the written decision denying the request.
3. Within 30 days of the Student's written appeal, the Registrar shall schedule a hearing with the Student, the Registrar, and the Responsible College Official and notify all parties of the date, time, and location where the hearing will take place.
4. If the Student fails to reasonably cooperate with the Registrar in scheduling the hearing or to attend the hearing at the scheduled date and time, the appeal will be dismissed and may not be resubmitted.
5. At the hearing, the burden of proof is on the Student. The Student may present evidence and/or argument(s) to the Registrar in support of the Student's belief that the Record at issue is inaccurate, misleading, or in violation of the Student's privacy rights, and the Responsible College Official may respond to the Student's evidence and/or arguments.
6. Within 10 days of the hearing, the Registrar will issue a written decision based on the evidence and argument presented at the hearing, if any, and include a summary of the evidence and the reasons for the Registrar's decision.
7. If the Registrar decides the information is inaccurate, misleading, or a violation of the Student's privacy rights, the College will correct the Record and notify the Student in writing that the correction has been made.
8. If the Registrar affirms the Responsible College Official's decision not to change the Record, the Student may submit to the Registrar a one-page statement commenting on the challenged information and/or setting forth the Student's reasons for disagreeing with the decision. The Student's statement may not include any attachments, and the Student may not insert additional documents into his or her Records. The Registrar will ensure the Student's statement is maintained as part of the Student's Records as long as the

contested information is maintained by the College. If the College Releases the contested portion of the Record, it will also Release the Student's statement.

**E. Right to Withhold Disclosure of Directory Information**

A Student who does not want his or her Directory Information Released to third parties without prior written consent should complete a form to withhold Directory Information, which is available from the Registrar. The Student's Directory Information will thereafter remain confidential until the Student instructs the Registrar in writing that he or she no longer wants the information to be kept confidential.

**F. Right to File a Complaint for FERPA Violations**

If a Student believes the College has failed to comply with the requirements of FERPA, the Student may file a complaint with the United States Department of Education by submitting it to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202-5901

**G. Termination of FERPA Rights**

A Student's FERPA rights cease upon his or her death.

**SECTION 7: Destruction of Student Records**

1. Nothing in this AP requires the continued maintenance or preservation by the College of any Student Record for any particular length of time.
2. The College will maintain and preserve Student Records in accordance with the College's applicable record-keeping policies and procedures, as well as to the extent required by any applicable state or federal laws.
3. If a Student has requested access to his or her Educational Records, the requested Record will not be destroyed before the Student has been given a reasonable opportunity to inspect and review that Record.

# Exhibit C



## **PimaCountyCommunityCollegeDistrict Administrative Procedure**

<i>AP Title:</i>	<b>Intellectual Property Ownership</b>
<i>AP Number:</i>	AP 6.06.01
<i>Adoption Date:</i>	4/12/17
<i>Schedule for Review &amp; Update:</i>	Every two years
<i>Review Date(s):</i>	4/11/19
<i>Revision Date(s):</i>	4/11/19
<i>Sponsoring Unit/Department:</i>	Office of General Counsel
<i>Policy Title(s) &amp; No(s).</i>	Intellectual Property Ownership, BP 6.06
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

### **PURPOSE**

The purpose of this AP is to provide the framework for allocation and protection of the respective ownership rights of the College, its employees and students in the Intellectual Property developed at the College.

### **SECTION 1: Scope**

The AP applies to all College employees, students, and independent contractors.

### **SECTION 2: Definitions**

The following definitions apply to this AP. Any capitalized word, where used, refers to a term defined in this section.

“AP” means this Administrative Procedure

**“Artistic Works”** means Works of visual arts and performing arts, in any medium of expression other than Software, including musical Works; dramatic Works; pantomimes and choreographic Works; motion picture and other audiovisual Works; pictorial, graphic, sculptural and architectural Works.

**“Commissioned Works”** means any Works the development of which is specifically requested and authorized by the College and where the College and the developer enter into a written agreement specifically concerning the development of such Works.

**“Employee”** includes temporary and regular full-time and part-time faculty, staff, and student-employees. Visiting faculty and scholars, and other individuals not normally considered employees, academic or otherwise, will be considered Employees for the purposes of this AP if, during their time at the College significant resources are used to support the Work, or, as a condition of receiving access to College resources, they are obligated to contractually agree to this AP.

**“Faculty”** means anyone employed at the College to provide instruction or as educational support faculty.

**“Independent Contractor”** means an individual or entity engaged to perform services and commonly referred to as consultant, freelancer, contractor, etc.

**“Instructional Materials”** means all Works, regardless of their form, that are developed for use in systematic instructional activities. Instructional Materials include, but are not limited to, the following: syllabi, course outlines; multimedia courseware; course workbooks; instructional or lab manuals; presentations; lecture notes and other similar Works.

**“Intellectual Property” (or “IP”),** for purposes of this AP, means all forms of legally recognized intellectual property including Works of Authorship (protected by the Copyright laws), inventions and discoveries (protected by the Patent laws), and trademarks and trade names (protected by the Trademark laws).

**“Inventions”** mean all devices, discoveries, processes, methods, uses, products or combinations, that might be patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.

**“License”** means a right given by the owner of the Intellectual Property to another individual or entity to use Intellectual Property for certain specified, non-commercial purposes.

**“Net Income”** means the gross revenue received from the commercialization of Intellectual Property less all costs incurred by the College for producing and marketing the Intellectual Property and for obtaining, licensing, or maintaining Intellectual Property protection.

**“Significant Use of College Resources”** includes, but is not limited to, any of the following: use of College-paid time within the employment period; access to and use of equipment, computing resources, and facilities not generally available to the public; assistance of College support staff not generally available to the public; procurement of supplies or services using College funds; use of grant funding.

The following do not constitute Significant Use of College Resources: the use of one’s office space; the use of library resources; the use of personal workstations, or personal computers.

Additionally, the College does not construe the use of instructional materials, instructional labs, and instructional facilities by Students as a condition of enrollment and fulfillment of course requirements at the College as a Significant Use of College Resources.

**“Scholarly Works”** means all Works, regardless of their form, that reflect research, creativity, and/or academic effort. Scholarly Works include, but are not limited to scholarly publications; textbooks; journal articles; research bulletins; monographs; literary Works and book reviews.

For purposes of this AP, Scholarly Works also include Instructional Materials and all Works developed during the College-approved Sabbaticals.

Artistic Works, if developed for instructional and/or academic purposes, are also included in Scholarly Works.

**“Scope of Employment”** means any activity listed or described in the Employee’s job description and employment contract (where applicable), as well as any other necessary ancillary activity, that the Employee does or is expected to conduct in order to perform the Employee’s job duties and responsibilities. Activities performed during the Employee’s temporary or permanent position reassignment within the College, as approved in accordance with College policies, are treated as those performed within the Employee’s Scope of Employment with the College.

**“Sabbatical” (“Sabbatical Works”)** means all Intellectual Property developed during sabbaticals as authorized and approved in accordance with the College policies.

**“Software”** for purposes of this AP, means a set of statements or instructions -- lines of code -- used directly or indirectly in a computer to bring about a certain result. Software is a form of copyrightable intellectual property.

**“Student”** means any person who was or is enrolled in a class or program at the College at the time the intellectual property was created.

**“Works”** for purposes of this AP, mean all original works of authorship, regardless of form, covered by the U.S. Copyright Act. Works of authorship include the following categories and have the meaning given to them by the Copyright Act: (1) literary Works; (2) musical Works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic Works; (5) pictorial, graphic, and sculptural Works; (6) motion pictures and other audiovisual Works; (7) sound recordings; and (8) architectural Works. Works also include inventions and discoveries that may be patented.

### **SECTION 3: Intellectual Property Owned by College**

The College retains the following categories of Intellectual Property:

#### **3.1 Commissioned Works**

The College retains ownership of all Works it commissions from College Employees, Students, or Independent Contractors.

For all Commissioned Works, the College shall ensure that, prior to any such Work’s development, the College and the creator of the Work enter into a written agreement specifying that the ownership of the Work vests in the College.

#### **3.2 Intellectual Property Developed within the Scope of Employment**

With the exception of certain Scholarly Works (addressed in Section 4.1.2), all Intellectual Property developed by College Employees within the scope of their employment with the College is owned by the College.



Employees who develop Intellectual Property covered by this Subsection are entitled to a share of Net Income earned from the commercialization of that Intellectual Property, as stated in and subject to the conditions of Section 5.

### 3.3 Intellectual Property Developed with Significant Use of College Resources

With the exception of certain Scholarly Works (addressed in Section 4.1.2), all Intellectual Property developed with Significant Use of College Resources is owned by the College.

Employees and Students who create Intellectual Property covered by this Subsection are entitled to a share of Net Income earned from the commercialization of that Intellectual Property, as stated in and subject to the conditions of Section 5.

## SECTION 4: Non-College Owned Intellectual Property

The College does not claim ownership to the following categories of Intellectual Property:

### 4.1 Certain Employee-Developed Intellectual Property

#### 4.1.1 College Employees own all **non-commissioned Intellectual Property that is both created outside the scope of employment with the College and without Significant Use of College Resources.**

- i. As a condition for using any such Employee-owned Intellectual Property in College course instruction, the Employee shall grant the College a license to use the Intellectual Property for educational purposes. The compensation for and duration of licenses shall be negotiated by the College and the Employee who wishes to use the Intellectual Property for their class before the commencement of the class. Notwithstanding the preceding sentence, in no event shall the license be granted for a period less than the duration of the course in which the Intellectual Property will be used and in no event shall the compensation exceed the fair market value, based on the cost of a license for use of comparable Intellectual Property for a similar period of time. Use of Employee-owned Intellectual Property for course instruction shall be subject to all applicable College approval processes as a condition of use.

4.1.2 Additionally, notwithstanding Sections 3.2 and 3.3, the College disclaims ownership in **non-commissioned Scholarly Works** developed by College Faculty while employed by the College, subject to the following conditions:

- i. The College retains a royalty-free, irrevocable, non-exclusive license to use and reproduce all such Scholarly Works for educational purposes.
- ii. While employed at the College, Employee must comply with the College “Conflict of Interest” policies.
- iii. After separation from the College, Employee may not misuse the College’s name in connection with the Scholarly Works covered by this Subsection 4.1.2.

#### 4.2 Certain Student-Developed Intellectual Property

4.2.1 Students own the Intellectual Property they develop in the fulfillment of course requirements or that is a product of their participation in class work or a College-sponsored activity.

- i. As a condition of enrollment in the course or participation in a College-sponsored activity, the Student grants and the College retains a royalty-free, irrevocable, non-exclusive license to use and reproduce such Intellectual Property for educational purposes and to promote the programs and activities of the College.
- ii. Intellectual Property developed by two or more Students is owned jointly by the Students.

4.2.2 All Intellectual Property the Students develop at the College’s request that is outside of a course or graduation requirement shall be treated as Commissioned Work owned by College, and the conditions stated in Section 3.3 will apply to such Intellectual Property. The College grants Students a royalty-free, non-exclusive, irrevocable license to use such Intellectual Property for educational, personal (i.e. portfolio), or similar non-commercial purposes.

#### 4.3 Intellectual Property Developed Pursuant to Third-Party Agreements

The ownership of Intellectual Property developed as a result of a written agreement between the College and a third party shall be determined according to the terms of the agreement. In the event the agreement does not specify ownership, the ownership shall vest in the College.

For purposes of this AP, Third-Party Agreements include but are not limited to the following: grants, scholarship agreements, partnerships and sponsorship agreements.

## **SECTION 5: Revenue (Net Income) Allocation and Distribution**

5.1 All Net Income distribution is subject to the following conditions:

- i. Employee or Student discloses the Intellectual Property to the IP Committee pursuant to this AP.
- ii. Distribution is not otherwise contrary to the Employee's employment or other contract with the College;

5.2 The distribution of Net Income shall be determined by the IP Committee. For IP created as the result of work for which an Employee is paid by the College or which resulted from the significant use of College resources (by an Employee or a Student), the creator shall receive a minimum of 25% of the Net Income. If there is more than one creator, the percentage will be divided equally among the creators unless they agree in writing to a different allocation. The revenue sharing shall not be construed as wages to an Employee, but rather as separate income derived from the commercialization of IP.

In no event shall the College be required to maximize the Net Income for the IP Property at issue.

## **SECTION 6: Implementation and Enforcement**

6.1 Departments Responsible

The College Copyright (IP) committee, Office of General Counsel, and Finance Department, shall coordinate to implement and enforce this AP. Among the functions and responsibilities are the following:

- i. Drafting and revising the IP terms for all relevant College agreements, including the College employment agreements, course development agreements, etc. in coordination with the College department or unit responsible for management of the agreement.
- ii. Ensuring that third-party agreements contain provisions addressing allocation of IP rights.

- iii. Taking steps to securing and negotiating licenses for certain non-College owned works, addressed in Section 4.1.2 of this AP
- iv. Responding to inquiries regarding IP Ownership
- v. Interpretation of this AP
- vi. Where applicable, filing Copyright and Patent Applications
- vii. Licensing of IP

## 6.2 Employee Responsibilities

Each Employee shall promptly and fully disclose to the IP Committee Chair any IP created by that Employee or resulting from work carried out under the Employee's direction for which the Employee believes there may be commercial value. The IP Committee shall make available a disclosure form.

The Employee shall limit the use of the College's name in any commercial context involving IP owned by the Employee to identifying the Employee's position with the College, unless he or she has received additional, written authorization from the IP Committee.

The Employee shall cooperate fully with the College in the application and any other related activities to establish and protect rights in the IP.

## 6.3 Student Responsibilities

Each Student shall promptly and fully disclose to the IP Committee Chair or to a Vice President of Instruction any IP created by the Student using significant College resources that was not created as part of a course or College-sponsored activity for which the Student believes there may be commercial value. The IP Committee shall make available a disclosure form.

The Student shall limit the use of the College's name in any commercial context involving IP owned by the Student to identifying the Student's affiliation with the College, unless he or she has received additional, written authorization from the IP Committee.

The Student shall cooperate fully with the College in the application and any other related activities to establish and protect rights in the IP.

## 6.4 Ownership Determination

All questions regarding the determination of IP ownership shall be referred to and decided by the IP Committee.

## 6.5 Dispute Resolution

If an Employee or Student does not agree with an interpretation or decision made by the IP Committee and informal resolution efforts are unsuccessful, the Employee or Student may appeal, in writing, within 30 days of the disputed decision to the Chancellor, who may delegate responsibility for the review and appeal decision. The written appeal notice must include an explanation of the basis for the appeal and be accompanied by the materials relevant to the issue(s) in dispute. The appeal review and decision shall be completed within 30 days of receipt of the written appeal notice, unless the reviewer determines that the circumstances require additional time, in which case the reviewer shall provide a written explanation and revised timeline to the appealing Employee or Student. The decision of the reviewer is final.

# **Exhibit D**



## PimaCountyCommunityCollegeDistrict

To: Edip Yuksel

From: Jennifer Wiley

Date: 8/5/19

Subject: *Memorandum of Expectations*

---

Please be advised that I have scheduled a meeting with you on Monday August 5 at 9 am in A 201 relative to the findings of a recent investigation conducted by the Office of Dispute Resolution in which you were the respondent. You and I will meet to discuss this document. During the meeting, you will have an opportunity to respond to issues raised.

Edip Yuksel, the following are my expectations relative to your job duties and performance;

Remove all videos of students taken during class from the world wide web by Friday 8/9/19 at 5:00 PM.

- Email Jennifer Wiley and Michael Parker (from your Pima email) by that time to let us know all videos have been removed.. ★
- Do not discuss student grades in front of the class (this can only be done with students individually so as not to violate FERPA).
- No videos of students may be posted outside of D2L (password protected, behind a firewall).
- Complete online FERPA training by September 15<sup>th</sup>.

Edip Yuksel, I believe you to be a dedicated team member, and I value your contribution to the Humanities department. I also want to remind you that your work is critical to meeting the operating needs of the College. Communication is critical in order for the department to function.

Although this is not a disciplinary action, future disciplinary actions could be taken if the terms of this document and the supervisor expectations are not followed.

I trust that the expectations described above will be adhered to without delay.

I acknowledge receipt of a copy of this letter.

Edip Yuksel  
Employee's Signature

8/5/2019  
Date

★ I will be discussing the issue with Pima's legal counsel.

# **Exhibit E**





1850 NORTH CENTRAL AVENUE, SUITE 1400  
PHOENIX, AZ 85004-4568  
TELEPHONE: (602) 285-5000  
FACSIMILE: (844) 670-6009  
<http://www.dickinsonwright.com>

SCOTT A. HOLCOMB

January 20, 2023

**Via FedEx and email (19@19.org)**

Edip Yuksel  
7913 N. Roundstone Dr.  
Tucson, AZ 85741-3934

**Re: Cease and Desist Demand: Your Improper Posting of Videos,  
Violation of Your Employment Agreement with Pima Community  
College and Ongoing Infringement of the College's Copyrights**

Dear Mr. Yuksel:

Our firm has the honor of representing Pima Community College (the "College") in relation to various matters. In this instance, we have been retained to assist the College to enforce its rights with respect to your former employment and the College's trademark, copyright and other intellectual property matters. The purpose of this letter is to demand that you immediately take down all videos you have posted on YouTube and/or other social media platforms arising from or taken in relation to your prior employment with the College. You have been repeatedly advised that the postings are improper and you had previously acknowledged the requirement to stop the practice, but unfortunately have continued. This must stop immediately.

**Violation of Employment Contract and Policies**

You entered into various employment agreements with the College (the "Agreements") in consideration of your employment by the College as a philosophy instructor. In the Agreements, you acknowledged that your conduct and your work product as an employee would be governed by various College policies, including the Pima County Community College District Administrative Procedure AP 6.06.01 (the "Policy", a copy is enclosed for your reference).

In August of 2019, you had correspondence and attended personal meetings with College representatives regarding your violations of the Agreements and the Policy. In those meetings you agreed to modify your conduct and take steps to remedy the reported violations. In October 2022, your employment was terminated by the College because of your continued violation of the Agreements and the Policy.

As you were repeatedly informed prior to October 2022, your habit of publishing videos to YouTube that feature classroom sessions at the College is in violation of the Agreements. You acknowledged it was a violation by agreeing to take the videos down when you signed the Memorandum of Expectations on August 5, 2019 (a copy of this is enclosed as well). Your obligations under the Agreements and the Policy did not end when your employment was terminated and your breach of the Agreements is continuing.

Edip Yuksel  
January 20, 2023  
Page 2

The demands in this letter are intended to apply to all videos featuring students of the College or that include College facilities, which you may have recorded yourself or caused to be recorded by others, or created or edited from such recordings, beginning at the time of your initial employment by the College and continuing through the date of this letter (any such recording or edited material, a “Video” and collectively the “Videos”).

### **Protection of Privacy Rights**

Consistent with the requirements in your employment agreement and College Policies, the College takes great care to protect the privacy interests of its students, faculty and staff, in keeping with the requirements of State and United States Federal law. Some of the obligations you assumed when you signed the Agreements are directed towards guarding those privacy interests against actual or potential abuse. The College maintains its own intranet systems to allow for limited, protected distribution of information within the College community, to protect privacy interests of community members. You agreed to exclusively use those systems to facilitate classroom communications in ways that are respectful of student privacy rights, but you intentionally and repeatedly violated that commitment.

Your habit of publishing Videos for public viewing on YouTube, outside the confines of College community systems and the protections those systems offer, may put the privacy interests of students and staff at risk, and may potentially constitute a violation of US and other laws. Many of the Videos include images and/or voice recordings of students in contexts that may expose those students to unexpected and unwanted attention in violation of their privacy rights. The College is prepared to take all necessary action to enforce its policies in compliance with Arizona and US laws and protect the privacy interests of past and present students and other members of the College community.

### **Violation of Intellectual Property Rights**

All Videos are included in the Policy definition of “Intellectual Property.” Each Video was created in the scope of your employment at the College, while you were an employee acting in your designated place of work, and with the use of significant College Resources (including access to student participants and the classroom setting). Because you created the Videos in the scope and course of your employment and with significant College Resources, the College retains ownership of the copyrights in the Videos.

Your unauthorized reproduction, publication, public display and public performance of any one of the Videos constitutes an infringement of the College’s copyrights. Posting a Video to YouTube or your website at 19.org (the “Website”) or on other internet sites or platforms is an infringement of the College’s copyright in that Video. Copyright infringement can expose you to liability for significant monetary damages under the laws of the United States. Because of your history of Policy violations and your repeated refusals to correct them, it is apparent that your ongoing infringement is willful and intentional, which may entitle the College to remedies that

Edip Yuksel  
January 20, 2023  
Page 3

include statutory and compensatory damages, attorney's fees and costs, and disgorgement of any profits you may have derived. Your personal liability for statutory damages arising from willful infringement can be up to \$150,000.00 per infringing work.

### **Cease and Desist Demand**

The College takes breach of its employment agreements and Policies, protection of the privacy rights of its students and staff, and enforcement of the College's intellectual property rights very seriously and is committed to protecting those rights to the fullest extent allowable by law. By this letter, we hereby demand you:

1. Immediately remove the Videos from YouTube; and
2. Immediately cause all of your affiliates, licensees, agents, and representatives ("Affiliates") to remove the Videos from YouTube, your Website, and any other platform or forum where they may have been posted; and
3. Provide written confirmation, within seven (7) days of this letter, agreeing to the demand(s) set forth above, detailing your efforts to comply with such demands, and confirming that you and your Affiliates will not repost or republish the Videos or other videos containing content that infringes the College's intellectual property on any platform, for any purpose whatsoever in the future.

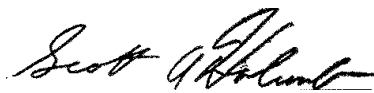
Should you refuse to comply or fail to respond, the College will be compelled to take additional actions to enforce its rights.

We do not intend, nor should you construe, this letter to be a complete and exhaustive statement of all of the College's rights, claims and legal theories. Nothing contained in this letter is a waiver of relinquishment of any of the College's rights or remedies, all of which are expressly reserved.

We look forward to your prompt and affirmative response and compliance.

Sincerely,

DICKINSON WRIGHT PLLC

By:   
Scott A. Holcomb

SAH/clw

Encls: 1. Intellectual Property Ownership / AP6.06.01  
2. Memorandum of Expectations, signed E. Yuksel 8/5/2019

Cc: Jeffrey Silvyn General Counsel & Vice Chancellor for Legal Affairs



## PimaCountyCommunityCollegeDistrict

To: Edip Yuksel

From: Jennifer Wiley

Date: 8/5/19

Subject: *Memorandum of Expectations*

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I trust that the expectations described above will be adhered to without delay.

I acknowledge receipt of a copy of this letter.

Edip Yuksel  
Employee's Signature

8/5/2019  
Date

★ I will be discussing the issue with Pima's legal counsel.



## **PimaCountyCommunityCollegeDistrict Administrative Procedure**

<i>AP Title:</i>	<b>Intellectual Property Ownership</b>
<i>AP Number:</i>	AP 6.06.01
<i>Adoption Date:</i>	4/12/17
<i>Schedule for Review &amp; Update:</i>	Every two years
<i>Review Date(s):</i>	4/11/19
<i>Revision Date(s):</i>	4/11/19
<i>Sponsoring Unit/Department:</i>	Office of General Counsel
<i>Policy Title(s) &amp; No(s).</i>	Intellectual Property Ownership, BP 6.06
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

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The following definitions apply to this AP. Any capitalized word, where used, refers to a term defined in this section.

“AP” means this Administrative Procedure

**“Artistic Works”** means Works of visual arts and performing arts, in any medium of expression other than Software, including musical Works; dramatic Works; pantomimes and choreographic Works; motion picture and other audiovisual Works; pictorial, graphic, sculptural and architectural Works.

**“Commissioned Works”** means any Works the development of which is specifically requested and authorized by the College and where the College and the developer enter into a written agreement specifically concerning the development of such Works.

**“Employee”** includes temporary and regular full-time and part-time faculty, staff, and student-employees. Visiting faculty and scholars, and other individuals not normally considered employees, academic or otherwise, will be considered Employees for the purposes of this AP if, during their time at the College significant resources are used to support the Work, or, as a condition of receiving access to College resources, they are obligated to contractually agree to this AP.

**“Faculty”** means anyone employed at the College to provide instruction or as educational support faculty.

**“Independent Contractor”** means an individual or entity engaged to perform services and commonly referred to as consultant, freelancer, contractor, etc.

**“Instructional Materials”** means all Works, regardless of their form, that are developed for use in systematic instructional activities. Instructional Materials include, but are not limited to, the following: syllabi, course outlines; multimedia courseware; course workbooks; instructional or lab manuals; presentations; lecture notes and other similar Works.

**“Intellectual Property” (or “IP”),** for purposes of this AP, means all forms of legally recognized intellectual property including Works of Authorship (protected by the Copyright laws), inventions and discoveries (protected by the Patent laws), and trademarks and trade names (protected by the Trademark laws).

**“Inventions”** mean all devices, discoveries, processes, methods, uses, products or combinations, that might be patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.

**“License”** means a right given by the owner of the Intellectual Property to another individual or entity to use Intellectual Property for certain specified, non-commercial purposes.

**“Net Income”** means the gross revenue received from the commercialization of Intellectual Property less all costs incurred by the College for producing and marketing the Intellectual Property and for obtaining, licensing, or maintaining Intellectual Property protection.

**“Significant Use of College Resources”** includes, but is not limited to, any of the following: use of College-paid time within the employment period; access to and use of equipment, computing resources, and facilities not generally available to the public; assistance of College support staff not generally available to the public; procurement of supplies or services using College funds; use of grant funding.

The following do not constitute Significant Use of College Resources: the use of one’s office space; the use of library resources; the use of personal workstations, or personal computers.

Additionally, the College does not construe the use of instructional materials, instructional labs, and instructional facilities by Students as a condition of enrollment and fulfillment of course requirements at the College as a Significant Use of College Resources.

**“Scholarly Works”** means all Works, regardless of their form, that reflect research, creativity, and/or academic effort. Scholarly Works include, but are not limited to scholarly publications; textbooks; journal articles; research bulletins; monographs; literary Works and book reviews.

For purposes of this AP, Scholarly Works also include Instructional Materials and all Works developed during the College-approved Sabbaticals.

Artistic Works, if developed for instructional and/or academic purposes, are also included in Scholarly Works.

**“Scope of Employment”** means any activity listed or described in the Employee’s job description and employment contract (where applicable), as well as any other necessary ancillary activity, that the Employee does or is expected to conduct in order to perform the Employee’s job duties and responsibilities. Activities performed during the Employee’s temporary or permanent position reassignment within the College, as approved in accordance with College policies, are treated as those performed within the Employee’s Scope of Employment with the College.



**“Sabbatical” (“Sabbatical Works”)** means all Intellectual Property developed during sabbaticals as authorized and approved in accordance with the College policies.

**“Software”** for purposes of this AP, means a set of statements or instructions -- lines of code -- used directly or indirectly in a computer to bring about a certain result. Software is a form of copyrightable intellectual property.

**“Student”** means any person who was or is enrolled in a class or program at the College at the time the intellectual property was created.

**“Works”** for purposes of this AP, mean all original works of authorship, regardless of form, covered by the U.S. Copyright Act. Works of authorship include the following categories and have the meaning given to them by the Copyright Act: (1) literary Works; (2) musical Works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic Works; (5) pictorial, graphic, and sculptural Works; (6) motion pictures and other audiovisual Works; (7) sound recordings; and (8) architectural Works. Works also include inventions and discoveries that may be patented.

### **SECTION 3: Intellectual Property Owned by College**

The College retains the following categories of Intellectual Property:

#### **3.1 Commissioned Works**

The College retains ownership of all Works it commissions from College Employees, Students, or Independent Contractors.

For all Commissioned Works, the College shall ensure that, prior to any such Work’s development, the College and the creator of the Work enter into a written agreement specifying that the ownership of the Work vests in the College.

#### **3.2 Intellectual Property Developed within the Scope of Employment**

With the exception of certain Scholarly Works (addressed in Section 4.1.2), all Intellectual Property developed by College Employees within the scope of their employment with the College is owned by the College.



Employees who develop Intellectual Property covered by this Subsection are entitled to a share of Net Income earned from the commercialization of that Intellectual Property, as stated in and subject to the conditions of Section 5.

### 3.3 Intellectual Property Developed with Significant Use of College Resources

With the exception of certain Scholarly Works (addressed in Section 4.1.2), all Intellectual Property developed with Significant Use of College Resources is owned by the College.

Employees and Students who create Intellectual Property covered by this Subsection are entitled to a share of Net Income earned from the commercialization of that Intellectual Property, as stated in and subject to the conditions of Section 5.

## SECTION 4: Non-College Owned Intellectual Property

The College does not claim ownership to the following categories of Intellectual Property:

### 4.1 Certain Employee-Developed Intellectual Property

#### 4.1.1 College Employees own all **non-commissioned Intellectual Property that is both created outside the scope of employment with the College and without Significant Use of College Resources.**

- i. As a condition for using any such Employee-owned Intellectual Property in College course instruction, the Employee shall grant the College a license to use the Intellectual Property for educational purposes. The compensation for and duration of licenses shall be negotiated by the College and the Employee who wishes to use the Intellectual Property for their class before the commencement of the class. Notwithstanding the preceding sentence, in no event shall the license be granted for a period less than the duration of the course in which the Intellectual Property will be used and in no event shall the compensation exceed the fair market value, based on the cost of a license for use of comparable Intellectual Property for a similar period of time. Use of Employee-owned Intellectual Property for course instruction shall be subject to all applicable College approval processes as a condition of use.

4.1.2 Additionally, notwithstanding Sections 3.2 and 3.3, the College disclaims ownership in **non-commissioned Scholarly Works** developed by College Faculty while employed by the College, subject to the following conditions:

- i. The College retains a royalty-free, irrevocable, non-exclusive license to use and reproduce all such Scholarly Works for educational purposes.
- ii. While employed at the College, Employee must comply with the College “Conflict of Interest” policies.
- iii. After separation from the College, Employee may not misuse the College’s name in connection with the Scholarly Works covered by this Subsection 4.1.2.

#### 4.2 Certain Student-Developed Intellectual Property

4.2.1 Students own the Intellectual Property they develop in the fulfillment of course requirements or that is a product of their participation in class work or a College-sponsored activity.

- i. As a condition of enrollment in the course or participation in a College-sponsored activity, the Student grants and the College retains a royalty-free, irrevocable, non-exclusive license to use and reproduce such Intellectual Property for educational purposes and to promote the programs and activities of the College.
- ii. Intellectual Property developed by two or more Students is owned jointly by the Students.

4.2.2 All Intellectual Property the Students develop at the College’s request that is outside of a course or graduation requirement shall be treated as Commissioned Work owned by College, and the conditions stated in Section 3.3 will apply to such Intellectual Property. The College grants Students a royalty-free, non-exclusive, irrevocable license to use such Intellectual Property for educational, personal (i.e. portfolio), or similar non-commercial purposes.

#### 4.3 Intellectual Property Developed Pursuant to Third-Party Agreements

The ownership of Intellectual Property developed as a result of a written agreement between the College and a third party shall be determined according to the terms of the agreement. In the event the agreement does not specify ownership, the ownership shall vest in the College.

For purposes of this AP, Third-Party Agreements include but are not limited to the following: grants, scholarship agreements, partnerships and sponsorship agreements.

## **SECTION 5: Revenue (Net Income) Allocation and Distribution**

5.1 All Net Income distribution is subject to the following conditions:

- i. Employee or Student discloses the Intellectual Property to the IP Committee pursuant to this AP.
- ii. Distribution is not otherwise contrary to the Employee's employment or other contract with the College;

5.2 The distribution of Net Income shall be determined by the IP Committee. For IP created as the result of work for which an Employee is paid by the College or which resulted from the significant use of College resources (by an Employee or a Student), the creator shall receive a minimum of 25% of the Net Income. If there is more than one creator, the percentage will be divided equally among the creators unless they agree in writing to a different allocation. The revenue sharing shall not be construed as wages to an Employee, but rather as separate income derived from the commercialization of IP.

In no event shall the College be required to maximize the Net Income for the IP Property at issue.

## **SECTION 6: Implementation and Enforcement**

6.1 Departments Responsible

The College Copyright (IP) committee, Office of General Counsel, and Finance Department, shall coordinate to implement and enforce this AP. Among the functions and responsibilities are the following:

- i. Drafting and revising the IP terms for all relevant College agreements, including the College employment agreements, course development agreements, etc. in coordination with the College department or unit responsible for management of the agreement.
- ii. Ensuring that third-party agreements contain provisions addressing allocation of IP rights.

- iii. Taking steps to securing and negotiating licenses for certain non-College owned works, addressed in Section 4.1.2 of this AP
- iv. Responding to inquiries regarding IP Ownership
- v. Interpretation of this AP
- vi. Where applicable, filing Copyright and Patent Applications
- vii. Licensing of IP

## 6.2 Employee Responsibilities

Each Employee shall promptly and fully disclose to the IP Committee Chair any IP created by that Employee or resulting from work carried out under the Employee's direction for which the Employee believes there may be commercial value. The IP Committee shall make available a disclosure form.

The Employee shall limit the use of the College's name in any commercial context involving IP owned by the Employee to identifying the Employee's position with the College, unless he or she has received additional, written authorization from the IP Committee.

The Employee shall cooperate fully with the College in the application and any other related activities to establish and protect rights in the IP.

## 6.3 Student Responsibilities

Each Student shall promptly and fully disclose to the IP Committee Chair or to a Vice President of Instruction any IP created by the Student using significant College resources that was not created as part of a course or College-sponsored activity for which the Student believes there may be commercial value. The IP Committee shall make available a disclosure form.

The Student shall limit the use of the College's name in any commercial context involving IP owned by the Student to identifying the Student's affiliation with the College, unless he or she has received additional, written authorization from the IP Committee.

The Student shall cooperate fully with the College in the application and any other related activities to establish and protect rights in the IP.

## 6.4 Ownership Determination

All questions regarding the determination of IP ownership shall be referred to and decided by the IP Committee.

## 6.5 Dispute Resolution

If an Employee or Student does not agree with an interpretation or decision made by the IP Committee and informal resolution efforts are unsuccessful, the Employee or Student may appeal, in writing, within 30 days of the disputed decision to the Chancellor, who may delegate responsibility for the review and appeal decision. The written appeal notice must include an explanation of the basis for the appeal and be accompanied by the materials relevant to the issue(s) in dispute. The appeal review and decision shall be completed within 30 days of receipt of the written appeal notice, unless the reviewer determines that the circumstances require additional time, in which case the reviewer shall provide a written explanation and revised timeline to the appealing Employee or Student. The decision of the reviewer is final.

# **Exhibit F**

**Registration #:** PA0002412013  
**Service Request #:** 1-12548043361



Dickinson Wright PLLC  
Steven Glista  
200 Ottawa Ave., N.W.  
Suite 1000  
Grand Rapids, MI 49503 United States



## Certificate of Registration



This Certificate issued under the seal of the Copyright Office in accordance with title 17, *United States Code*, attests that registration has been made for the work identified below. The information on this certificate has been made a part of the Copyright Office records.

*Shiria Palmatter*

United States Register of Copyrights and Director

**Registration Number**

**PA 2-412-013**

**Effective Date of Registration:**

May 17, 2023

**Registration Decision Date:**

May 18, 2023

## Title

**Title of Work:** Edip Yuksel (T) Salaklara karsi Solaklara Destek

## Completion/Publication

**Year of Completion:** 2018  
**Date of 1st Publication:** February 07, 2018  
**Nation of 1st Publication:** United States

## Author

• **Author:** PIMA COMMUNITY COLLEGE  
**Author Created:** entire motion picture  
**Work made for hire:** Yes  
**Citizen of:** United States

## Copyright Claimant

**Copyright Claimant:** PIMA COMMUNITY COLLEGE  
 4905 East Broadway Boulevard, Tucson, AR, 85709, United States

## Rights and Permissions

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 Suite 1000  
 Grand Rapids, MI 49503

## Certification



**Name:** William J. Hurles  
**Date:** May 17, 2023  
**Applicant's Tracking Number:** 80990-00005

---

**Correspondence:** Yes



**Registration #:** PA0002412214  
**Service Request #:** 1-12548097429



Dickinson Wright PLLC  
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Grand Rapids, MI 49503 United States



## Certificate of Registration



This Certificate issued under the seal of the Copyright Office in accordance with title 17, *United States Code*, attests that registration has been made for the work identified below. The information on this certificate has been made a part of the Copyright Office records.

*Shirley Perlmutter*  
United States Register of Copyrights and Director

**Registration Number**

**PA 2-412-214**

**Effective Date of Registration:**

May 18, 2023

**Registration Decision Date:**

May 19, 2023

## Title

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**Title of Work:** Edip Yuksel (E) Basic Elements of an Argument

## Completion/Publication

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**Year of Completion:** 2016  
**Date of 1st Publication:** February 16, 2017  
**Nation of 1st Publication:** United States

## Author

---

**Author:** Pima Community College  
**Author Created:** entire motion picture  
**Work made for hire:** Yes  
**Citizen of:** United States

## Copyright Claimant

---

**Copyright Claimant:** Pima Community College  
4905 East Broadway Boulevard, Tucson, AZ, 85709, United States

## Rights and Permissions

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## Certification

---

**Name:** William J. Hurles  
**Date:** May 17, 2023  
**Applicant's Tracking Number:** 80990-00005

---

**Correspondence:** Yes