



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INSTRUCTIONAL COURSES / PROGRAMS	Number: 4.00	Page: 1 of 4
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1004.03, 1004.68 FAC 6A-10.0242, 6A-10.033, 6A-10.038, 6A-14.030	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 9/9/87, 10/24/87, 10/19/88, 1/10/90, 8/9/95, 10/22/02, 1/25/05, 2/28/12	

The college is authorized to provide instruction and to confer degrees, certificates and diplomas, as set forth in the Florida Board of Education Rules and Florida Statutes.

Credit Course Offerings

College Credit is the type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a graduate, baccalaureate, or associate degree.

One college credit is based on the learning expected from the equivalent of 15, 50-minute periods of classroom instruction with credits for such things as laboratory instruction, internship, and clinical experience determined by the college based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

- (a) **Bachelor of Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Bachelor of Science degree shall be awarded. The Bachelor of Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.
- (b) **Bachelor of Applied Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Bachelor



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of Applied Science degree shall be awarded. The Bachelor of Applied Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.

- (c) **Associate in Arts Degree.** The college shall provide programs of instruction consisting of courses offered to freshmen and sophomores in baccalaureate programs. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program and in accordance with the Florida Board of Education Rules and Florida Statutes, an Associate in Arts degree shall be awarded.
- (d) **Associate in Science Degree.** The college shall provide programs of instruction consisting of college-level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses or post-secondary vocational courses. Upon satisfactory completion of a planned program including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Associate in Science degree shall be awarded.

The Associate in Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.

- (e) **Associate in Science to Baccalaureate Degree.** The college shall provide programs of instruction consisting of college level courses in designated occupational areas leading to a baccalaureate degree. Courses within an Associate in Science program articulate into a baccalaureate program on an individual basis or block basis as authorized in local inter-institutional articulation agreements. The President or the President's designee shall determine those programs, which will offer an Associate in Science to a baccalaureate degree.
- (f) **Associate in Applied Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. These courses shall be classified as advanced and professional courses or postsecondary vocational courses. Upon satisfactory completion of a planned



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program of study, including demonstration of the attainment of predetermined and specified performance and in accordance with Florida Board of Education Rules and Florida Statutes, the Associate in Applied Science degree shall be awarded.

- (g) **Credit Certificate:** The college shall provide certificate programs of instruction consisting of college level courses to prepare for entry into employment. Certificate programs require fewer credit hours than an Associate in Science degree. Upon satisfactory completion of the requirements, the college shall award a certificate.

Non-credit Course Offerings

Non-credit is a term indicating that college credit is not awarded. It applies to the instructional classifications of post-secondary adult vocational, supplemental, life long learning and adult general education. The unit of measure is hours of instruction.

- (a) **Postsecondary Adult Vocational Courses:** The college shall provide programs of instruction consisting of non-college credit courses to prepare for entry into employment. The courses shall be classified as post-secondary adult vocational courses. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements and subject to law and rule, the vocational certificate shall be awarded.
- (b) **Corporate Training Courses:** The college shall provide customized work-related training, meeting the evolving needs of business and industry through the Corporate Training Center. The Corporate Training Center shall act as a business consultant to the business community and provide assessment, planning and training services.
- (c) **Continuing Education Courses:** The college shall provide professional career opportunities, continuing workforce education, educational enhancement and life enrichment through continuing education. The programs offered will be subject to meeting the mission and vision of the college and will be within the limits of the college's resources.
- (d) **Adult General Education Courses:** The college shall provide a comprehensive adult education program designed to improve basic educational and workforce readiness skills of adult learners. Programs offered include adult basic education, adult



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secondary education, GED preparation, vocational preparatory instruction, English for Speakers of Other Languages, and programs for adults with disabilities.

College Preparatory Credit

College Preparatory Credit is the type of preparatory credit assigned to courses that provide high school graduates who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Florida Board of Education Rules.

One college preparatory credit is based on the learning expected from the equivalent of 15, 50-minute periods of classroom instruction, with credit for such things as laboratory instruction and individualized study determined by the college based on the proportion of direct instruction to the laboratory exercise or individualized program. College preparatory courses provide competency-based instruction to develop college entry competencies in communication and computation skills.

Implementation of New Courses/Programs

The President or the President's designee shall establish the procedure for implementing new courses, new programs of study, curriculum changes to course(s)/program(s), program reviews and course deletions.



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Title: TEXTBOOK ADOPTION AND AFFORDABILITY	Number: 4.01	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64, 1004.085 FAC 6A-14.092	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/11/94, 10/23/01, 10/22/02, 8/25/09	

The College considers textbook adoption and affordability an important responsibility. Textbooks for credit courses shall be adopted at the discipline level with the participation of faculty who teach those courses.

Textbooks should be evaluated carefully before adoption and once adopted, should be used for a minimum of two academic years. Textbook adoptions may be changed sooner than two years only if sufficient evidence is presented for making a change. Exceptions must be approved by the Chief Academic Officer.

Additionally, per Florida Statute 1004.085 regarding Textbook Affordability:

- (1) No employee of the college may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.
- (2) An employee may receive:
 - (a) Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
 - (b) Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - (c) Honoraria for academic peer review of course materials.
 - (d) Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
 - (e) Training in the use of course materials and learning technologies.



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- (3) The college shall post on its website, as early as is feasible, but not less than 30 days prior to the first day of class for each term, a list of each textbook required for each course offered at the college during the upcoming term. The posted list must include:
 - (a) The International Standard Book Number (ISBN) for each required textbook; or
 - (b) Other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbook or textbooks required for each course.

- (4) The President or the President's designee will develop procedures to implement this policy. The procedures shall provide for the following:
 - (a) Textbook adoptions will be made with sufficient lead time to the bookstore so as to confirm availability of the requested materials and, where possible, ensure sufficient availability of used books.
 - (b) Compliance with the textbook adoption process, the intent to use all items ordered (particularly each individual item sold as part of a bundled package) is confirmed by the course instructor or the academic department offering the course before the adoption is finalized.
 - (c) A course instructor or the academic department offering the course determines, before a textbook is adopted, the extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition.
 - (d) The establishment of procedures shall address the availability of required textbooks to students otherwise unable to afford the cost.



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Title: INSTRUCTIONAL MATERIALS	Number: 4.02	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

Required instructional materials for students shall be sold through the Bookstore. Faculty may not require students to purchase materials other than those authorized for the specific course and approved in advance by the appropriate Dean or Director.

If the preparation of instructional materials to be sold to students involves the use of college supplies, labor or equipment, the appropriate cost of these items shall be included in the charge to students and remitted to the College budget.

If faculty members or other employees prepare the instructional materials, the materials must be submitted to the appropriate Dean or Director for approval. The materials may then be sold to the Bookstore at the authorized price.



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Title: MATERIALS SELECTION FOR THE LEARNING RESOURCES CENTER (LIBRARY)	Number: 4.03	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 12/1/82, 10/19/88, 10/22/02	

Materials including gifts shall be added to the Learning Resources Center collections in accordance with the mission, principles and objectives of the College. The primary functions of these collections are to support the educational programs of the College and to provide current and standard materials for personal enrichment, recreation, growth and development.

The President or the President's designee shall establish procedures for the selection of materials.



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Title: ROLE AND RESPONSIBILITIES OF TEACHING FACULTY	Number: 4.04	Page: 1 of 3
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/23/00, 10/22/02, 5/31/11	

ROLE AND RESPONSIBILITY

Education is a continuous process which enables learners to experience ideas and to express themselves freely, creatively and responsibly in a healthy and caring environment which offers a variety of options and opportunities for active participation in the learning process.

To this end, the CF teaching faculty role shall include respect for students and acceptance of their uniqueness, responsiveness to student needs, the empowering of individuals with responsibility for lifelong self-direction, and the establishment of high standards for demonstration of learning in pursuit of goals.

Responsibility Definitions:*

Teaching. Responsibility for teaching shall include planning and preparation of course content and curriculum and effective methodologies of instruction and assessment for the enhancement of learning.

Professional Development. Responsibility for professional development shall include maintaining expertise in field of study and teaching pedagogy, involvement in college governance, and active participation in professional organizations.

College Service. Responsibility for college service shall include participation in enrollment management activities and sharing of professional expertise with colleagues and students beyond the classroom.

Service to Students. Responsibility for service to students shall include course and career guidance, support of student activities and mentoring, while fostering a love of learning.

Public Service. Responsibility for public service shall include providing exchange of professional ideas and expertise to community and private agencies without gratuity.



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WORKLOAD

Teaching

State statute requires that each full-time teaching faculty member shall teach a minimum of 15 classroom contact hours per week. A classroom contact hour consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction which has been approved by the District Board of Trustees.

*A more detailed list of the responsibility categories will be maintained by the Chief Academic Officer.

To determine a normal workload, the sum of semester credit hours (SH) and contact hours (CH) shall be between 28 and 32. The contact hours shall be at least 15. However, the appropriate Vice President may, in special situations, certify an instructor as full time and possessing a normal workload when the sum of semester hours plus the sum of the contact hours is less than 28 and the contact hours are at least 15.

Normal workload for full-time faculty teaching vocational clock hour classes is 30 contact hours per term. When class periods overlap, only one contact hour will be counted.

Directed, individualized study class will not be counted as part of the regular faculty workload.

Office Hours

In order to be available to students, full-time teaching faculty shall keep a minimum of 10 office hours per week; adjunct faculty shall keep a minimum of one office hour per week for each course instructed.



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Other Professional Responsibilities

Other professional responsibilities of teaching faculty will be routinely reported as part of the annual performance review process. The amount of time devoted to categories other than classroom teaching (professional development, college service, service to students, public service) will vary depending on the needs of the college and the strengths and interest of the faculty member, but it is generally expected that full-time teaching faculty will be involved in college-related activities for 10 hours per week. Such activities may include, but are not limited to, curricular and course development, committee meetings, course preparation, grading assignments, department meetings, mentoring students and advising clubs and organizations, among others.

POSTING SCHEDULES

Schedules showing classes and office hours must be posted by teaching faculty each semester. The schedules must be maintained and will be subject to state audit.



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Title: ROLE AND RESPONSIBILITIES OF COUNSELORS	Number: 4.05	Page: 1 of 3
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	Board Adoption/Revision Approval Dates: 5/23/00, 11/28/00, 10/22/02, 10/25/05	

ROLE AND RESPONSIBILITIES

A CF counselor serves as a professional resource for students, faculty members, and administrators and, as such, shall work collaboratively with the goal of promoting student success on both an individual and institutional basis, developmentally and academically in classroom and non-classroom learning venues.

To this end, a CF counselor shall strive to, among other things:

- respect students and recognize and accept their uniqueness;
- respond to students' needs;
- empower individuals with responsibility for lifelong self-direction; and
- establish high standards for demonstration of learning in pursuit of goals.

The following are categories of responsibility in which a counselor carries out the role enunciated above:

Responsibility Definitions:*

Advocacy

Responsibility for advocacy shall include:

- maintaining consistent interaction with students in varying settings;
- providing a sounding board for student concerns;
- supporting students' efforts and representing their perspective in institutional planning and governance;
- communicating students' needs and concerns;
- bridging departmental and disciplinary boundaries on behalf of students;
- serving as a resource to promote student success; and
- referring students to institutional resources as needed.



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Service to Students

Responsibility for service to students shall include:

- serving as the student development professional on campus;
- seeking to guide students to a level of personal development that encompasses both classroom and non-academic pursuits;
- providing academic advice;
- supporting student activities;
- mentoring students;
- assisting in the development of educational plans to meet career goals;
- providing individual students with personalized intervention appropriate to their circumstances; and
- offering a variety of workshops designed to help students deal with issues ranging from enhancement of personal life skills to success in transfer to universities.

College Service

Responsibility for College service shall include:

- participating in enrollment management activities;
- sharing professional expertise with colleagues and students beyond the classroom;
- collaborating with faculty members to meet student challenges and needs; and
- helping with issues such as disabilities, learning styles, study skills, and learning outcomes in an effort to facilitate student learning.

Teaching

Responsibility for teaching shall include:

- planning and preparing course content and curriculum;
- planning and preparing effective methodologies of instruction and assessment for the enhancement of learning; and
- encouraging personal contact with students in the learning environment through New Student Advisement Orientation and Career Exploration.



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Professional Development

Responsibility for professional development shall include:

- maintaining expertise in field of study and teaching pedagogy;
- being involved in College governance;
- participating in professional organizations;
- attending student development conferences, university transfer workshops, and meetings with faculty and business leaders to enhance student advisement skills; and
- seeking training in related fields (i.e., Myers-Briggs Personality Type training) as a further means of strengthening counseling skills.

Public Service

Responsibility for public service shall include:

- providing exchange of professional ideas and expertise to community and private agencies without gratuity; and
- modeling behavior that balances work responsibilities with a desire to share knowledge and expertise with others in an effort to demonstrate to students the importance of giving back to their community at large.

WORK DAYS AND REQUIREMENTS

Professional Counselors are classified as instructional staff for contractual purposes and are generally employed on 220-workday schedules during the fiscal year. They are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

Professional Counselors will adhere to the summer four-day workweek schedule of 36 hours per week.



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Title: ROLE AND RESPONSIBILITIES OF LIBRARIAN	Number: 4.06	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	Board Adoption/Revision Approval Dates: 5/23/00, 11/28/00, 10/22/02, 10/25/05	

ROLE AND RESPONSIBILITIES

Education is a continuous process that enables learners to experience ideas and to express themselves freely, creatively, and responsibly in a healthy and caring environment that offers a variety of options and opportunities for active participation in the learning process.

To this end, a CF librarian shall strive to, among other things,:

- respect students and recognize and accept their uniqueness;
- respond to students' needs;
- empower individuals with responsibility for lifelong self-direction; and
- establish high standards for demonstration of learning in pursuit of goals.

The following are categories of responsibility in which a librarian carries out the role enunciated above:

Responsibility Definitions:*

Research and Instructional Services

Responsibility for analyzing students' information needs shall include:

- providing instruction in the use of information sources;
- determining the most relevant sources regardless of formats;
- creating instructional materials; and
- providing CF students with course- and assignment-specific instruction on effective use of the library's electronic and print resources.

Collection Development/Maintenance

Responsibility for collection development and maintenance shall include:

- examining reviews of potential sources in professional journals;
- soliciting faculty input;
- selecting materials appropriate for the support of CF's curriculum and programs; and
- donating original cataloging records to the shared nationwide bibliographic database.

*A more detailed list of the responsibility categories will be maintained by the Chief Academic Officer.



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Professional Development

Responsibility for professional development shall include:

- expanding personal generalist content knowledge of all subject areas relating to CF's curriculum; and
- upgrading library, information technology, and Internet expertise.

Service to Students

Responsibility for service to students shall include:

- supporting student activities;
- providing research and referral services to community members and local university students as well as CF students;
- serving as liaison between faculty and students; and
- providing students with encouragement and emotional support.

College Service

Responsibility for College service shall include:

- sharing professional expertise with colleagues and the community through College-wide workshops and public appearances;
- serving on statewide committees and providing input on the governance of the shared Florida community college library network;
- supporting bachelor's and master's degree-level curricula; and
- promoting resource sharing through the InterLibrary Loan Service.

WORK DAYS AND REQUIREMENTS

Professional Librarians are classified as instructional staff for contractual purposes and are generally employed on 220-workday schedules during the fiscal year. They are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

Professional Librarians will adhere to the summer four-day workweek schedule of 36 hours per week.



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POLICY MANUAL

Title: REPEALED	Number: 4.07	Page: 1 of 1
Legal Authority:		

College of Central Florida
District Board of Trustees Approval Date:

POLICY:

Policy 4.07 was previously assigned to “SUPPLEMENTAL DUTIES” which is now incorporated in Policy 6.24 “SUPPLEMENTAL SERVICES ASSIGNMENTS”

Policy #4.07 will be reassigned.



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POLICY MANUAL

Title: ABSENCE OF AN INSTRUCTOR FROM CLASS	Number: 4.08	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.855	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 2/14/96, 10/22/02	

If an instructor must miss a class because of illness or other reason, s/he shall notify his or her Division Dean as far in advance as possible so that adequate provision can be made for the class.

Rules concerning leave must be adhered to as applicable.

The President or the President's designee shall establish the procedures for instructor absence.



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Title: ACADEMIC FREEDOM	Number: 4.09	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 7/13/94, 10/22/02	

The College subscribes to the following statement regarding academic freedom:

Academic freedom and responsibility as they apply to teaching, research, and creativity are essential to the College. In the development of knowledge, research endeavors and creative activities, a college faculty and student body are free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. Consistent with the exercise of academic responsibility, a teacher must have the opportunity to study a full spectrum of ideas, opinions, and beliefs in acquiring maturity for analysis and judgment; and to fully participate in the development and debate of college policy and procedure. The teacher must present such matters objectively and skillfully.

The faculty member must fulfill a responsibility to society and to the profession by manifesting academic competence, scholarly discretion, and good citizenship. The college teacher is a citizen, a member of a learned profession, and an academic officer of an educational institution. As such, one should be constantly mindful that these roles may be inseparable in the public view and that appropriate restraint and good judgment must be exercised at all times. Faculty must carry out their duties in a professional, ethical, and collegial manner that enhances the mission and purpose of the College.

At no time should or will the principle of academic freedom protect an incompetent or negligent faculty member, nor will it prevent the College from making proper efforts to evaluate the work of each professional staff person.



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POLICY MANUAL

Title: EDUCATIONAL TRIPS	Number: 4.10	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/27/01, 10/22/02, 10/25/05	

The President or a designee shall develop procedures to insure careful planning, adequate safety precautions, and maximum educational value for all educational field trips.

The use of College vehicles for educational field trips is subject to Board Policy 8.02, College Vehicles, and its related procedures.



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Title: FACULTY PERFORMANCE REVIEW	Number: 4.11	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.81 FAC 6A-14.041, 6A-14.0411	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 1/25/05, 3/28/06	

The work of adjunct faculty shall be reviewed at least once per year. Adjunct faculty who have been an adjunct at the college for three or more years will receive bi-annual reviews.

The work of faculty on annual contract shall be reviewed annually.

The work of faculty currently holding a continuing contract shall be reviewed once every two years. However, student evaluations of faculty will be conducted and reviewed yearly with the appropriate supervisor.

Should a faculty member, Dean, Director or Provost find it necessary to conduct a performance review of a continuing contract faculty member other than during their scheduled performance review period, the Director, Dean or Provost will notify the Chief Academic Officer. The Chief Academic Officer will schedule the performance review during the review process. A continuing contract faculty member receiving an unsatisfactory review the prior year or who may have been on probation will receive a performance review the following year.

The performance review of faculty shall take into consideration the mission and objectives of the College, the role and responsibility of faculty, and the accreditation criteria of the State of Florida and the Southern Association of Colleges and Schools Commission on Colleges. The performance review includes:

- student classroom evaluation of faculty (if applicable);
- faculty self-review;
- peer review;
- professional development plans;
- supervisor review; and
- joint faculty/supervisor conference.

The performance review of a faculty member shall be considered confidential and is not open for public inspection.



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The President or the President's designee shall establish the procedures necessary to implement this policy.



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POLICY MANUAL

Title: ACCELERATED LEARNING MECHANISMS	Number: 4.12	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1007.22, 1007.23, 1007.27, 1007.271; FAC 6A-14.031	Board Adoption/Revision Approval Dates: 4/30/02, 10/22/02, 3/25/08, 2/25/15	

The college recognizes Advanced Placement, Dual Enrollment, Early Admission, International Baccalaureate Program, College-Level Examination Program (CLEP) tests, Cambridge AICE (British A-Level) Examination, DANTES (Defense Activity of Non-Traditional Educational Support) exam, Credit by Departmental Exam, Credit for A+ Certification, Credit for Networking + Certification, Credit for MCSE or MCSA Certification, Credit for Experiential Learning, Identified Correspondence and Extension Courses, Credit for Armed Services Educational Experiences, Credit for Correctional Officer Training School, Credit for Police Recruit School, Credit for Certified Professional Secretary Exam, and Credit for Servicemember's Opportunity College courses as methods for students to accelerate learning at the College of Central Florida.

The President or the President's designee will develop procedures outlining specific requirements for the awarding of credit relating to the accelerated learning mechanism discussed in the policy.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: APPROVAL OF OUT OF DISTRICT COURSES AND COURSES WITH DOMESTIC AND INTERNATIONAL TRAVEL COMPONENTS	Number: 4.13	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02(1), 1001.02 (9), 1001.65 FAC 6A -14.0261	Board Adoption/Revision Approval Dates: 1/25/05	

Credit courses/ programs that are offered outside of Citrus, Marion or Levy County or outside of the State of Florida will be approved by the District Board of Trustees.

Credit courses/ programs that are offered outside of the United States will be approved by the District Board of Trustees.

The President or the President's designee shall establish procedures for the approval of courses/ programs offered outside the district, the State of Florida or the United States.



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POLICY MANUAL

Title: ACADEMIC INTEGRITY/HONOR CODE	Number: 4.14	Page: 1 of 3
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64 FAC 6A-14.0261	Board Adoption/Revision Approval Dates 1/25/05, 1/22/13	

Purpose: This policy creates an honor code for students in their academic work.

Academic integrity is founded upon the values of *honesty, trust, fairness, respect and responsibility*. Exhibiting these values is essential to promoting and maintaining a high level of academic integrity at the College. Each member of the college community stands accountable for his or her actions. The first responsibility for academic integrity lies with individual students and faculty members. A violation of academic integrity is an act harmful to the entire college community and may result in disciplinary action.

Violations of the Code shall include, but are not limited to:

Cheating. The improper taking or tendering of any information or material used or intended to use for academic credit. Taking of information includes, but is not limited to, copying homework assignments from another student; working with others on a take-home test or homework when not specifically permitted by the teacher; looking or attempting to look at another student’s paper during an examination; looking or attempting to look at text or notes during an examination when not permitted. The tendering of information includes, but is not limited to, giving work to another student to be used or copied; giving answers to exam questions as the exam is being given; giving answers or other such information after taking an exam to another student who has not yet taken the exam; giving or selling a term paper or other written materials to another student. *(Adapted from the policy of the University of Florida.)*

Plagiarism. From the Latin for “kidnapper,” taking ideas from another and passing them off as one’s own, whether the ideas are published, unpublished, or the work of another student. Plagiarism includes, but is not limited to, submitting papers, examinations or assignments written by others; word-for-word copying of portions of another’s writing without indicating that the copied passage is a quotation (by the use of quotation marks or some other indicating device) and acknowledging the source in the appropriate format; the use of a particularly unique term or concept that one has come across in reading without acknowledging the author or source; the paraphrasing or abbreviated restatement of someone else’s idea(s)



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without acknowledging the author or source; the use of false citations or citing a source from which an idea has not been obtained; or submitting false or altered data in a laboratory. Plagiarism also occurs in a group project if a member of the group does not do his or her fair share of the group's work but attempts to take credit for the work of the group. Because electronic information is so easily reproduced, respect for the work and personal expression of others is critical in computer environments. Violations, including plagiarism, invasion of privacy, unauthorized access, and copyright violations are grounds for disciplinary proceedings. Students should consult the section on plagiarism in the writing handbook used in ENC 1101. *(Adapted from the policies of Wheaton College, Old Dominion University, the University of Florida and the University of North Carolina – Greensboro.)*

Bribery. Offering, giving, receiving, or soliciting any materials, items or services of value to gain academic advantage for oneself or another.

Misrepresentation. Any act or omission with intent to deceive an instructor or other college official for academic advantage, including using a computer program generated by another and handing it in as one's own work unless expressly allowed by the instructor; lying to an instructor to increase one's grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty; providing false statements upon financial aid forms or other college documents.

Conspiracy. Planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for oneself or another.

Fabrication. Use of invented or fictitious information or the falsification of research or other findings with the intent to deceive for academic advantage. *(Adapted from the policy of the University of Florida.)*

A component vital to the Academic Integrity/Honor Code is a pledge that applies to all assignments, examinations, or other course work undertaken by students of the College of Central Florida. On all work submitted by students of the College of Central Florida, the following pledge is either **required** or **implied**:

“On my honor I have neither given nor received unauthorized aid on this academic work, nor am I aware of others doing so.”



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The President or the President's designee shall establish the procedure for implementation of the Academic Integrity policy.