



Paradise Valley Community College Adjunct Faculty Handbook



2021-2022

THE ADJUNCT FACULTY HANDBOOK INCLUDES MANY, BUT NOT ALL, POLICIES, PROCEDURES, AND GUIDELINES. YOUR DIVISION CHAIR/EVENING SUPERVISOR WILL INFORM YOU OF ANY OTHER GUIDELINES THAT YOU NEED OR CAN ANSWER YOUR QUESTIONS IF YOU CANNOT FIND THE ANSWERS INCLUDED IN THIS HANDBOOK.

18401 N. 32nd St.
Phoenix, AZ 85032
www.paradisevalley.edu

34250 N 60th St.
Scottsdale, AZ 85266
www.paradisevalley.edu/blackmountain

College Motto "The Power of Learning"

■ Vision Statement

Paradise Valley Community College (PVCC) aspires to be the higher learning organization of choice by creating engaging lifelong educational relationships that inspire and support all learners to increase their capacity for personal growth and positive social change.

■ Mission Statement

The Mission of Paradise Valley Community College is to educate the whole person and to serve our students and our community by providing learning opportunities that are designed to help them achieve their goals.

■ Guiding Values

At Paradise Valley Community College, you will experience hands-on learning and thought-provoking encounters to help you develop meaningful, lifelong educational relationships that both inspire and help you reach your full potential. Part of this is building and sustaining strong relationships within the community we live and work. We nurture our community partnerships and consistently practice social, economic and environmental responsibility; all of which better our community.

Our college has identified its core value, Learning, along with nine supporting values. PVCC's core value resides at the center of our college vision and mission and serves as the ultimate measure of our actions and decisions. The nine supporting values guide us as we work individually and collectively to realize our vision and accomplish our mission.

■ Core Value

Learning is at the core of our value system here at PVCC. Our faculty and staff guide students' learning with integrity and excellence, embracing diversity and innovation. Together, we explore our capacity to grow and succeed, not just in school, but in life. By inspiring and helping students reach their full potential through hands-on learning and thought-provoking encounters, we help develop meaningful educational relationships in our future leaders.

SUPPORTING VALUES

Integrity- We uphold ethical behavior in all that we do; we value accountability, transparency, fairness and honesty.

Diversity- We honor all individuals and their different viewpoints to promote an inclusive campus environment.

Innovation- We encourage informed risk-taking that enhances student, employee, and organizational learning.

Partnerships- We are committed to building and sustaining internal and external relationships that enhance learning.

Excellence- We expect greatness in all that we do to advance student, employee and organizational success.

Sustainability- We practice organizational, social, economic and environmental responsibility.

Wellness - We champion a campus culture that recognizes health and wellness as an integral part of learning by fostering an environment supporting the emotional, mental, physical, and social well-being of all.

ADMINISTRATION

Dr. Paul Dale	President
Dr. Doug Berry	Interim Vice President of Academic Affairs
Mr. Herman Gonzalez	Vice President of Administrative Services
Dr. Jana Schwartz	Vice President of Student Affairs
Mr. Corey Weidner	Associate Vice President of Information Technology
Dr. Sandra Hinski	Dean of Academic Affairs, Career and Technical Education
Dr. Jamie Martin	Interim Dean of Academic Affairs, Liberal Arts and
Dr. Jennifer Miller	Sciences Dean of Student Affairs
Mr. Frank Amparo	Associate Dean of Student Affairs & College Registrar
Ms. Loretta Mondragon	Associate Dean of Administrative Services
Vacant	Associate Vice President Institutional Research & Effectiveness

GOVERNING BOARD

Mrs. Marie Sullivan	President
Tom Nerini, Ed.D.	Secretary
Linda Thor, Ed.D.	Member
Kathleen Winn	Member
Ms. Jean McGrath	Member
Jacqueline Smith, J. D.	Member
Susan Bitter Smith	Member
Quintin Evans	Student

Paradise Valley Community College is accredited by The Higher Learning Commission (HLC) and is a member of the North Central Association.

PVCC's ten-year accreditation status was renewed in 2015.

HLC Website: www.hlcommission.org/

2021-2022

1. Ensure high levels of student success with equity, and an excellent experience.
2. Strengthen our local economic and positive social change impact.
3. Build a great place to work through organizational and operational excellence.

Goal 1: Ensure high levels of student success with equity, and an excellent experience.

1A. Increase the percentage of students who earn an award and/or transfer from 58% to 65% by 2023.

1. Increase success rates in college-level gateway courses (English and Math)
2. Increase the percent of students who earned at least (6 credits first term, 12 credits first term or 15 credits in one year)
3. Increase the Fall to Spring persistence rate from 78% to 85%
4. Close student achievement gaps in college-level gateway courses (English and Math)

1B. Goal 1B: Increase the number of modalities and strategies for teaching and learning, while ensuring relevancy of programs and services.

1. Increase the number of courses delivered in innovative formats. (e.g. online, live-online, asynchronous, blended, or flex-hybrid, etc.)
2. Number of students utilizing online services. (e.g. advising, virtual office hours, etc.)

Goal 2: Strengthen our local economic and positive social change impact.

2A: Increase the number of students who earn a CTE credential that result in employment earning a livable wage to ensure upward socio-economic mobility.

1. Number of students enrolled in CTE programs.
2. Number of new CTE programs developed.
3. Number of students who express interests in STEM FOI.

GOAL 2B: Increase the number of students participating in community-based efforts to solve critical social issues facing the Northeast Valley and the state of Arizona.

1. Increase the number of students engaged in practicums, service learning, undergraduate research, internships, and co-curricular experiences.
2. Number of initiatives/projects/community partnerships focusing on “Positive Social Change” including diversity, inclusion and equity.
3. Number of Faculty/Staff that developing programs that are linked to “Positive Social Change” including diversity, inclusion and equity.
4. Number of courses that embed critical and creative thinking, entrepreneurial mindset and civic engagement outcomes.

Goal 3: Build a Great Place to Work through Organizational & Operational Effectiveness

Goal 3A: Increase employee engagement, satisfaction, and performance.

1. Number of employee performance evaluations with demonstrated excellence.
2. Selected questions from future climate survey.
3. The number of Puma Praise awards distributed.
4. The number of professional development opportunities engaged by staff/faculty.
5. The number of employees with professional and career development plans.

Goal 3B: Increase the percent of employees (Staff and Faculty) who would recommend this organization (PVCC) as a great place to work, from 47% to 75%.

1. Number of working environments that are safe, comfortable and appealing to work in allowing for collaboration, engagement and privacy.
 2. Selected questions as measured by the Faculty/Staff Campus Climate Survey.
 3. Number of Faculty and Staff and a proportion of the student minority population.
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NEW ADJUNCT FACULTY CHECKLIST

To assist you with your acclimation to Paradise Valley Community College, please complete the following steps:

1. Complete the New Hire Packet at the Human Resources Office, 2nd Floor of the KSC Building. 602-787-7776
2. Register for your Adjunct Faculty Orientation – Contact **The Center For Teaching, Learning and Employee Engagement (CTLEE)**.
3. Complete the Certificate of Understanding and Conditions of Employment for Adjunct Faculty available from your Division Administrative Assistant.
4. Get your Maricopa Enterprise ID (MEID) [Lookup](#)
5. Access [My.Maricopa.edu](#) with your MEID
[Human Capital Management \(HCM\)](#)
[Student Information System \(SIS\)](#)
6. Contact the Technology Help Desk if you have any issues with email, SIS or Canvas. (602) 787-7780
7. Log into your [Maricopa Gmail account](#) | Email Addresses are usually:
firstname.lastname@paradisevalley.edu
8. Get your ID Card & Parking [Here. Parking Map](#)
9. Introduce yourself to your Division Administrative Assistant, Day or Evening Supervisor and Division Chairperson.
10. Check PV Bookstore to ensure there are enough textbooks for class two weeks in advance of class start date.
11. Access the District Curriculum website for the competencies and outlines of the course(s) you'll be teaching: <https://curriculum.maricopa.edu> or, contact your Division Chair/Evening Supervisor.
12. Review the College Police Emergency Procedures at:
<https://www.paradisevalley.edu/public-safety>
13. Complete the Mandatory Training and Disclosures listed below.

Annual Acknowledgments and Disclosures

(includes Annual Acknowledgments and Disclosures and Employee Drug and Alcohol Abuse Prevention) Login using MEID and password at the [Employee Learn Center](#)

Navigate to My Learning>My Learning Plans> Annual Acknowledgments and Disclosures.

- New Employees
 - Complete within 30 days of hire date.
 - Enrolled automatically within two days of hiring start date.
 - Annually in January or within 30 days of hire
-

Annual Information Security and Privacy Awareness Learning Plan

(includes level I FERPA module, Human Firewall, and Data Security Acknowledgment)

Login using MEID and password at the [Employee Learn Center](#)

Navigate to My Learning>My Learning Plans> Annual Information Security and Privacy Awareness

- New Employees
 - Complete within 30 days of hire date. Enrolled automatically within two days of hiring start date.
 - Required prior to gaining access to student data in SIS or any other access to student data.
 - Every Year
-

Preventing Sex Discrimination and Harassment

Login using MEID and password at the [Employee Learn Center](#)

Navigate to My Learning>My Learning Plans> Preventing Sex Discrimination and Harassment

- New Employees
- Complete within 30 days of hire date. Enrolled automatically within two days of hiring start date.
- Every three years

FERPA: Level II

(requirement dependent upon role and data access levels - ask your supervisor if you are unsure)

Login using MEID and password at the [Employee Learn Center](#)

Navigate to Search for Training > Enter: FERPA: Level II into search bar. Click + icon to add

Required prior to gaining access to level II student data in SIS or any other access to level II student data.

- Every Year
- After initial completion

MCCCD Driver Training Program

(only required if driving for MCCCD business) Login using MEID and password at the [Employee Learn Center](#)

Navigate to Search for Training > Enter: Driver Training into search bar. Click + icon to add.

- Required prior to operating a college or district-owned motor vehicle, any employee who is authorized to operate a college or district-owned motor vehicle or vehicle rented, borrowed, or leased for college or district purposes.
- Every three years,
- After initial completion

Tuition Waiver/ Enrollment Irregularity

(only required if using a tuition waiver) Login using MEID and password at the [Employee Learn Center](#)

Navigate to Search for Training > Enter: Tuition Waiver/ Enrollment Irregularity into search bar

- To be completed by all employees using a tuition waiver to take a course.
- Must be submitted each semester prior to attending the first class. Per semester (fall, spring, summer, short term)

Public Stewardship and Ethics Learning Plan

(includes Legal Issues: Public Sector Employment and MCCCD Public Stewardship) Login using MEID and password at the [Employee Learn Center](#)

Navigate to My Learning>My Learning Plans> Public Stewardship and Ethics

- New Employees
- Complete initially within Probationary period.
- Enrolled automatically within two days of hiring start date.
Every three years

COLLEGE SERVICES At-A-Glance

Academic Advising	(602) 787-7060
Administration	(602) 787-6704
Admissions, Records & Registration	(602) 787-7020
Adult Re-Entry Services	(602) 787-6540
Assessment Center / Testing	(602) 787-7050
Athletic Department	(602) 787-7173
Black Mountain campus	(602) 493-2600
Bookstore, Follett	(602) 787-7120
Building & Grounds Maintenance	(602) 787-7871
Cafeteria, Chartwells	(602) 787-7146
Career Services	(602) 787-7073
Center for Teaching, Learning, & Employee Engagement	(602) 787-6697
Center for Employee & Organizational Learning	(602) 787-6870
Computer Commons	(602) 787-6760
Development & Community Relations	(602) 787-7771
Disability Resource and Services	(602) 787-7171
Distance Learning (choices@pvc)	(602) 787-6754
Division, Behavioral Sciences	(602) 787-7280
Division, Business & Information Technology	(602) 787-6720
Division, Communication/Humanities	(602) 787-6585
Division, Counseling & Personal Development	(602) 787-6540
Division, English	(602) 787-6560
Division, Health & Exercise Science	(602) 787-7272
Division, Fine and Performing Arts	(602) 787-6595
Division, Library	(602) 787-7259
Division, Math	(602) 787-6670
Division, Science (Life Sciences & Physical Sciences) Division, Social Sciences	(602) 787-6631
Early Outreach	(602) 787-7170
EMERGENCY – College Police	(480) 784-0911
Financial Aid	(602) 787-7100
Fiscal Office/Student Financial Services	(602) 787-7350
Fitness Center	(602) 787-7270
Helpdesk (Technology)	(602) 787-7780
Honors Program	(602) 787-7888
Human Resources	(602) 787-7776

International Education	(602) 787-7296
Institutional Effectiveness	(602) 787-7915
Job Placement	(602) 787-7073
Learning Support Center (LSC)	(602) 787-7180
Library	(602) 787-7200
Marketing & Public Relations	(602) 787-7774
Media Services	(602) 787-7780
New Student Orientation	(602) 787-7176
PVCC College Police	(602) 787-7900
Recruitment Office	(602) 787-7444
Registration & Admissions	(602) 787-7020
POA Copy Center	(602) 787-7779
Student Clubs	(602) 787-7240
Student Life	(602) 787-7240
Veterans Services	(602) 787-7045
Vice President of Academic Affairs	(602) 787-6693
Administrative Assistant, Shannon Monge	(602) 787-6613
Vice President of Administrative Services	(602) 787-6601
Administrative Assistant, Jeanette Saxon	(602) 787-6612
Vice President of Student Affairs	(602) 787-7668
Administrative Assistant, Christine Berry	(602) 787-6842

WEB RESOURCES At-A-Glance

[PVCC Adjunct Faculty Support](#)

[PVCC Technology Helpdesk](#)

[PVCC Calendar](#)

[PVCC Catalog](#)

[PVCC Homepage](#)

[MCCCD Adjunct Faculty Professional Growth](#)

[MCCCD Adjunct Faculty Tuition Waiver Forms](#)

[MCCCD Curriculum \(Course Information\)](#)

[MCCCD Employee and Organizational Learning Team \(EOLT\)](#)

[MCCCD Human Resources / Faculty Positions](#)

[MCCCD Office of University Articulation](#)

[MCLI Homepage](#)

[PVCC EMPLOYEE ENGAGEMENT RESOURCE SITE](#)

STUDENT RESOURCES At-A-Glance

Athletics (L Bldg): To learn more about our athletic programs, call (602) 787-7173 or check our website.

Academic Advising: KSC Welcome Center (602) 787-7060: Advisors are available to assist with classes and degree information. Discuss your goals, education history, and interests with the advisor.

Admissions, Registration & Records: KSC Welcome Center (602) 787-7020: Services include registration, transcript requests, graduation requests, and educational records. This office maintains all student records.

Assessment Center: KSC (602) 787-7050: Services include general and ESL placement testing, instructional testing, and CLEP testing.

Black Mountain campus: (602-493-2600: Location- 34250 N 60th Street, Scottsdale, AZ 85266. PVCC satellite campus off Carefree Hwy and 60th Street. Offers one stop registration, advisement, placement testing, cashiering services and transferrable courses.

Bookstore: KSC (602) 787-7120: The Bookstore, operated by Follett, sells new and used textbooks, school supplies, greeting cards, gifts, sundries, college clothing, trade books, and educationally priced software.

Career Services/Job Placement: KSC (602) 787-7073: This office provides job listings on and off campus, assistance in job searches, internships, and Maricopa Career Network for online postings.

Center for Teaching, Learning and Employee Engagement: E Bldg (602) 787-6697: Our mission is to serve the college community through a commitment to exceptional teaching and learning and employee engagement.

Computer Commons: Learning Resource Complex - E137 (602) 787-6760: The Computer Commons at PVCC consists of 11 classroom/labs surrounding a large. Open Lab area. Open Lab computers are available for any PVCC students.

Counseling/Personal Development: KSC (602) 787-6540: Free, confidential counseling is available to prospective and currently enrolled students at PVCC. Counselors are available by appointment. Please call or stop by the Counseling Office.

Disability Resource and Services: KSC (602) 787-7171: This office participates in the Americans with Disabilities Act which includes reasonable accommodations with access, resources, and support services.

Early College: KSC (602) 787-7170: The office of Early College includes the ACE Program, Puma College Connection, and the Hoop of Learning Program.

Entrepreneurship Education Center: K117 (602) 787-6964: provides educational support and resources to students, valley-wide women and minority owned small businesses, new and emerging businesses in the Northeast Valley, and PVCC's surrounding entrepreneurial community. Director: Kishore Dash.

Financial Aid: KSC Welcome Center (602) 787-7100: Services include financial counseling for students, assistance in completing the financial aid process and information about scholarship programs.

Honors Program: K102 (602) 787-7888: The program is available to students on the Presidents' Honors Scholarship for students with at least 12 MCCCCD credits and a 3.25 GPA who can then apply for an Honors Achievement Award.

Learning Success Center: E Building (602) 787-7180: Free services include drop-in tutoring, Writing Center appointments, and online tutoring. Success coaches students with tools to balance school, work, and life. Reading coaches offer students textbook reading strategies. Learning resources include science models, calculators, online calculator workshops, textbooks, and group study rooms.

Library: E Building (602) 787-7200: The PVCC Library offers a relaxed and supportive learning environment with a helpful and skilled staff of librarians and library assistants.

College Police: KSC (602) 787-7900: Provides safety and security measures for the campus. Services include lost and found, emergency assistance, and first-aid.

Student Life & Leadership: KSC (602) 787-7240: Student Life & Leadership encourages students to participate in college and community life. Some activities include leadership training, student clubs, Student Government, and the Emerging Leaders Program. Students can also relax in the student game room.

Veterans Services: K108 (602) 787-7045. Veterans Services provides assistance to veterans who want to use the VA benefits. Veterans must register with the Veterans Office each semester.

ABSENCES (Instructor)

Adjunct faculty should notify their Division Administrative Assistant of any absence as early as possible so that a substitute may be hired. The appropriate Division Chair or designee must arrange all instructional substitutes. State statute does not allow a faculty member to arrange for a substitute, be paid, and then pay the substitute. Adjunct faculty is not paid for missed classes unless they have accumulated enough sick time and make a formal request.

Absences for religious observation will be docked for dates other than District paid holidays, unless the instructor has arranged for an alternate/equal class meeting to make up the time with prior Division Chair approval.

In case of an emergency preventing the faculty from making class and the faculty member is not able to contact the Division Chair or Division Administrative Assistant, the College Police Office should be called at (602) 787-7900.

ACCIDENTS & EMERGENCY CARE

In the case of an accident or emergency, the College Police Office should be immediately notified at 40911 (college phone) or (480) 784-0911 (cell). This is the district dispatch for emergencies. It is very important that you provide the exact location of the injured person.

Be sure to know the room number where your class is located to ensure that there is no misunderstanding. Also, mention the nature of the injury/illness. Unless it is a life-threatening situation does not attempt to render first aid before a College College Police officer arrives.

The responding officer will evaluate the condition and determine whether additional assistance is needed. Do not attempt to move the injured person. Any attempt to move an injured person may result in complicating the injury. To review the Guide for Campus Emergencies and the PVCC Emergency Map, visit the [College Police webpage](#)

[ACADEMIC ADVISING CENTER](#)

(602) 787-7060

Academic Advising is an on-going, intentional, and educational partnership dedicated to our students' academic success. This partnership is designed to assist students from the start of their college

experience through graduation from PVCC or whatever their chosen academic goals may be (transferring to a University, entering the workforce, increasing their career marketability, etc.)

Our professional advisors will:

- ❖ Help students clarify their academic goals.
- ❖ Provide accurate information about degree/certificate options, requirements, course descriptions and prerequisites, placement test interpretations, and enrollment information.
- ❖ Assist students in the development of an academic plan.
- ❖ Refer students to the appropriate campus resources.

ACADEMIC MISCONDUCT - (AR 2.3.11)

DEFINITIONS

- A. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior.
- B. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
- C. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the Internet and not properly identified is also considered plagiarism.

SANCTIONS

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions:

- A. Grade Adjustment - Lowering of a score on a test or assignment.
- B. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
- C. Course Failure - Failure of a student from a course where academic misconduct occurs.
- D. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

- E. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
- F. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

Note: sanctions A, B, C, and D may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate vice president for academic affairs or designee that sanctions E, F, or G be imposed. Only the appropriate vice president of academic affairs or designee will impose college suspension or expulsion.

APPEAL OF SANCTIONS FOR ACADEMIC MISCONDUCT

Students have the RIGHT to APPEAL sanctions imposed for academic misconduct by following the instructional grievance process. (AR 2.3.5; Appendix S-6) Forms are available from the Division Administrative Assistant or with the Assistant to the Academic Deans in A building.

[ADA: AMERICANS WITH DISABILITIES ACT](#)

(602) 787-7171

The ADA requires that we provide academic accommodations for those students with documented disabilities. The disability may be in the physical, cognitive, sensory, or mental area, including learning disabilities. The student must be registered with Disability Resource and Services and must tell you that s/he needs accommodation. Once a student has self-identified as needing special accommodations, you must contact Disability Resource and Services immediately to determine the appropriate accommodation.

Syllabus Statement

You should include a statement in your syllabus about referring students to Disability Resource and Services. For example: "Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Disability Resource and Services, KSC, (602) 787-7171."

[ADJUNCT FACULTY SUPPORT](#)

(602) 787-6697

The staff at the Center for Teaching, Learning, and Employee Engagement (CTLEE) can provide assistance with professional growth activities, travel, and can answer questions about college processes and procedures.

[ADMISSIONS, RECORDS & REGISTRATION](#)

(602) 787-7020

Combination Add/Drop/Withdrawal forms are used to add classes to the schedule for the current semester. All registration must be completed before the class begins.

Students must fill out "Add/Drop/Withdrawal" form to add a class and present it to the technician in the Welcome Center for processing. They will be given a copy of their schedule to show you.

[ADULT RE-ENTRY SERVICES](#)

Adult Re-Entry Services are designed to help non-traditional students make a successful transition to college life. Services include:

- Counseling: personal, academic and career.
- Re-Entry Seminars: free day and evening seminars on a variety of personal, academic and career growth and development topics.
- AWARE Club: the Adults Who Are Returning to Education (AWARE) Club provides mentoring, support and networking opportunities.
- CPD103BA: Women in Transition - This personal growth college courses are designed to support individuals who are returning to education.

[ASSESSMENT CENTER](#)

(602) 787-7050

Services include:

- Placement Assessment; instructional and make-up testing (upon arrangement); and special test administration.
- The Assessment staff will administer an instructor's make-up tests for their students who miss or cannot complete tests during normal class periods. As staff is limited, only minimal supervision is available. This service is not intended to replace in-class testing, only to supplement it.
- A new calendar is prepared each semester describing dates and times. Instructors should refer students for make-up testing only during scheduled times. If a student cannot test during the scheduled times, s/he must make other arrangements in advance with the instructor.
- Students must present picture I.D. to receive a make-up test. Assessment staff will then administer the test.
- Completed tests will be returned to the instructor's file. Instructors can then retrieve this file at their convenience. Instructors are required to show Photo I.D. when picking up their tests.
- Computer-based testing is available. Contact the Assessment Center for more information.

ATHLETICS

(602) 787-7173

Academic tracking occurs throughout the year through the online system, PAWS. Faculty can communicate directly with the Athletics Department through PAWS to relay feedback, concerns, or accolades for student-athletes in their classes.

Student-athletes for whom there are concerns such as performing below C, excessive absence, or unacceptable classroom behavior are required to follow a specific plan for remediation as a condition of continued athletic participation.

PAWS:

All freshmen and continuing student-athletes with a cumulative GPA lower than 3.0 are required to attend mandatory study hall (PASS Time) two hours per week in the LSC. During this time, students are to complete homework and/or study for their academic coursework.

Each team has a faculty “mentor” who can assist with concerns regarding student-athletes in your class. Please feel free to contact them at any time. There are 12 teams at PVCC:

Women’s Soccer
Men’s Soccer
Cross Country
Baseball

Softball
Track & Field
Golf & Tennis

Official absences occur only when a student-athlete is involved in an official PVCC activity approved by the college president. Prior to the beginning of each competitive season, the Athletes Department will forward a list of official absence dates/times to instructors. Student athletes are required to complete all coursework due during an official absence. It is the student-athlete’s responsibility to communicate with instructors prior to each absence to verify how and when work missed is to be completed.

ATTENDANCE & GRADE ROSTERS (Student)

Faculty will access rosters and submit grades online at <https://my.maricopa.edu>. Rosters are listings of all the students legally enrolled in each class section. If you have students attending your class who are NOT on your roster, send them to the Welcome Center immediately to determine why their names have not appeared on your class roster.

Certification 45th Day Roster

State funding is secured through those students confirmed as “still in attendance” on the 45th Day Certification Roster. For courses that start on the 45th Day, funding is based on completion. If you withdraw a student or a student receives an F, you must record “Last Day of Attendance”.

The instructor must certify the 45th Day roster by using the Faculty Center. For assistance using the Faculty Center, please contact Linda Lawson at (602) 787-7784 or linda.lawson@paradisevalley.edu.

ATTENDANCE POLICY (Student)

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding an absence prior to the first scheduled class meeting, may be withdrawn by the instructor after the first class meeting.

Students who do not attend class the first week, should be withdrawn no later than the FIRST day of the second week of class. For Saturday starts and shorter than 16 week classes, please consult the campus catalog or the Admissions, Registration and Records office for more detailed information.

PVCC faculty must make certain that ALL students participating in their course(s) are officially registered. If a student's name does not appear on the class roster please do not allow him/her to attend. Instead, send the student to the Welcome Center to resolve the issue. The student then needs to provide proof of being officially registered before being readmitted to your class. The course instructor or instructional unit determines attendance requirements for classes in which students enroll.

A point of confusion for students is whether their instructor will drop them if they stop attending classes, or if they are responsible for completing the withdrawal process. Each instructor must include a statement in all course syllabi as to whether it is his/her practice TO or NOT TO withdraw students who stop attending, please include any impact on the grade.

BLACK MOUNTAIN LOCATION

PVCC at Black Mountain is a satellite site of PVCC located on 60th Street just south of Carefree Highway in the northern part of Maricopa County. Black Mountain offers one stop registration, advisement, placement testing, and cashiering services. Students are able to meet with academic advisors who can assist with registration and academic planning to reach their educational goals. Black Mountain offers transferable classes for students seeking AA, AS, and ABUS degrees including courses to transfer to the University. Contact Site Manager at 602-493-2929 to become familiar with your classroom and the site.

[BOOKSTORE](#)

(602) 787-7120

The Bookstore, located in the Kranitz Student Center, is open Monday—Thursday from 8:00am to 5:30pm, Friday from 8:00am to 3:00pm. The Bookstore will be open for extended hours, which begin on August 17th and end on August 28th. The Bookstore hours of operation during that time will be Monday—Thursday from 8:00am to 7:00pm, Friday 8:00am to 3:00pm, Saturday 10:00am to 2:00pm. Hours may vary. Any questions regarding textbooks should be directed to the Division Chair.

CAFETERIA

(602) 787-7146

Puma Den, the cafeteria, located in the Kranitz Student Center, is open Monday—Thursday from 8:00am to 5:00pm, and Friday from 10:00am to 5:00pm. Summer hours may vary.

CANCELLATION OF CLASSES

The PVCC Administration may cancel classes at the beginning of the semester for a variety of reasons including room conflicts, unavailability of staff, and low enrollment.

[CARE OF FACILITIES](#)

(602) 787-7871

Any problems with facilities should be directed to the Helpdesk, unless it is an emergency. This includes the building, doors, windows, electrical and plumbing facilities, white boards, clocks, and pencil sharpeners. Faculty members are requested to help prevent abuse of facilities.

No food or drink is allowed in the classrooms or hallways and Governing Board policy prohibits the use of tobacco products in any college building or on campus including sidewalks.

[CAREER SERVICES](#)

(602) 787-7073

For students: Two questions student job seekers often ask is, “How can I get the job if I don’t have experience?” and “How can I get experience if I can’t get the job?” Career Services helps students gain experience or develop the skills employers are seeking through career related internships, on/off campus employment, leadership opportunities, and industry associations. Career Services helps

students prepare career/internship search essentials (résumé/cover letter, career attire, references, and Personal Branding/Networking through LinkedIn). Career Services also provides assistance with researching organizations, networking, interviewing, and managing salary negotiations.

For your class: Career Services is available to present on the following topics: résumé/cover letter/ references, interviewing, LinkedIn, internships, Maricopa Career Link (Job Search System), Maricopa Career Network (online job board), and Soft Skills for the Workplace. We may also customize a workshop to meet your class needs.

For you: Visit Career Services if you decide to apply for a full-time job with MCCCDC or elsewhere.

[CENTER FOR TEACHING, LEARNING & EMPLOYEE ENGAGEMENT](#)

(602) 787-6697

The Center for Teaching, Learning & Employee Engagement will be located in E Building.

The Center for Teaching, Learning, and Employee Engagement (CTLEE) provides support for employee and organizational learning for the continuous improvement of student learning, success and achievement through the personal and professional growth of all employees, work units and functional areas within our institution.

The CTLEE staff will:

- Develop programming that welcomes and encourages engagement, collaboration, innovation, diversity and inclusion.
- Promote excellence in teaching and learning inside and outside the classroom.
- Provide opportunities to explore methods of improved teaching, learning, instructional design and emerging technologies.
- Provide opportunities and support for faculty and staff learning and their personal and professional improvement throughout their career lifespan.

[CENTER FOR EMPLOYEE & ORGANIZATIONAL LEARNING](#)

(602) 787-6870

The Center for Employee and Organizational Learning administers programs that support employee and organizational learning. The E&OL mission is to assist in the continuous improvement of the college as a more learning centered college. Areas of focus include: Employee Development, New

Employee Orientation, Fall and Spring Learning Week, and Annual Recognition Program.



CHANGE OF NAME, ADDRESS and/or PHONE

A current home address and phone number for all faculty must be on file with the appropriate Division Chair, VP–Academic Affairs (via the Curriculum Technician), PVCC Human Resources, and the District Payroll Office. Any changes should be reported to the Division Administrative Assistant immediately. The information is used for internal purposes only and is not given out without authorization of the individual involved. Your name must match the name on your Social Security card.

CLASSROOM CHANGES

Changes in rooms may occur prior to the start of the semester. Please confirm your room with your Division Administrative Assistant. All changes must be made with the approval of the Division Chair. The Division Administrative Assistant will notify the appropriate personnel and confirm that the change requested is available.

Instructors needing to make a temporary move from the location of the designated class meeting room must secure the approval of the Division Chair. The division office will notify Public Safety, and Administration of the day, time period, and location as soon as the move is approved.

[COMPUTER COMMONS](#)

(602) 787-6760

Summer hours may vary. Please check our webpage.

Monday – Thursday: 8:00am – 7:00pm

Friday: 8:00am - 5:00pm

Saturday: 9:00am – 3:00pm

Sunday: Closed

The Computer Commons contains PCs and Macintosh computers networked to laser printers. A variety of software is available for use in the lab including word processing, spreadsheets, databases, graphics, presentation, programming, accounting, nutrition, Internet and keyboarding.

The Computer Commons consists of scheduled classrooms, reservable classrooms and an open lab. The Open Computer Lab is equipped with PCs and Macintosh computers, scanners, and laser printers. Open Computer Lab schedules are available on our website.

Student Use of Computer Commons Open Lab: To use the Open Computer Lab to complete PVCC coursework and campus-related work, current PVCC students will need:

A PVCC Student I.D. (necessary for Check- In and to use Pay-per-Print)
Pay-per-Print - .10/side for B&W printing and \$1.00/side for Color printing

If you have any questions regarding the Software Request process call 602-787-6760. All course software used in the Commons must be evaluated and approved before it can be supported.

[Submit Software Requests](#)

CONDITIONS of EMPLOYMENT

To be employed in the Maricopa Community Colleges as a full-time or adjunct faculty member, individuals must meet the state and District qualification requirements. Please contact your Division Chair or Evening Supervisor for the current teaching qualification requirements or visit the Maricopa Community Colleges Human Resources website.

Payroll action is initiated through a computer audit form. Adjunct faculty do not sign payroll contracts for teaching credit classes. Details regarding payroll should be finalized during the first week of classes. If you have any questions, call the Human Resources Office at: (602) 787-7776.

COPY CENTER

(602) 787-7770

The Copy Center will assist you with your needs and special requests, and answer any questions you may have concerning procedures, applications, or new ways to use the services of the Center. Should you have any questions or concerns, please contact a member of the staff. Photographic color copies require Division Chair approval.

Hours of Operation:

Monday-Thursday: 7:00am - 6:00pm
Friday: 7:00am - 4:00pm

CODE of CONDUCT: STUDENT BEHAVIOR

Students are expected to assume responsibility for their own conduct while on campus and in the classroom. Please see the campus catalog for more detailed information on standards of behavior.

CONSENSUAL RELATIONSHIPS

In the work and academic environment, a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

COUNSELING & PERSONAL DEVELOPMENT

(602) 787-6540

The Counseling & Personal Development Division provides a comprehensive instructional and service program to assist students and staff in attaining personal, academic and career goals. Services include:

1. Counseling: career, academic, and personal
2. CPD classes: to facilitate personal, academic and career growth and development. See the current PVCC class schedule for information.
3. Career Exploration
 - a. a. Assessment Testing for interest and skills
 - b. b. Counseling
 - c. c. Choosing your major
 - d. d. Internship resources and class
4. Staff and Faculty Consultation
 - a. a. Free and confidential consultation
 - b. b. Assistance in referring students to Counseling
 - c. c. Division/Department mediation
5. Crisis Intervention
6. Adult Re-Entry Services
7. Community Health Referrals

CREDIT UNION

(602) 433-7000

Employees under contract with the Maricopa Community Colleges are eligible to join Desert Financial Credit Union.

DEVELOPMENT, ALUMNI & COMMUNITY RELATIONS

(602) 787-6684

The Development, Alumni and Community Relations Office fosters relationships between PVCC and its external constituents to develop support for the college. The office manages donor relationships, gifts to the college, resource development activities, alumni programming, advocacy efforts and special events. It serves as the college's liaison with the Maricopa Community Colleges Foundation.

DISABILITY RESOURCE AND SERVICES

(602) 787-7171

Disability Resource and Services (DRS) processes and maintains documents relating to confidential medical records, assessment, and agency referrals for students with disabilities. The office provides academic accommodations, informational resources, auxiliary aids, and support services. This office follows Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Eligibility and accommodations are determined on a case-by-case basis by DRS. Accommodations may include, but are not limited to:

- ❖ Sign Language Interpreters
- ❖ Note Taking Assistance
- ❖ Extended Testing Time
- ❖ Readers and Scribes for Testing
- ❖ Alternative Text Formats
- ❖ Assistive Technology

If a student tells you that s/he needs any type of accommodation, please contact Disability Resource and Services immediately. If the student has obtained approval for accommodation, DRS will provide written notification verifying the need.

DISCIPLINARY REMOVAL FROM CLASS

An instructor may remove a student from class meetings for disciplinary reasons including disrupting the learning environment, and other provisions of the 2.5.2 MCCC Administrative Regulations

Student Conduct Code. If an instructor removes a student from a class period, the instructor shall notify the department/division chair in writing and submit a Student Discipline Report Form that will be routed to the Dean of Students. Access the online Student Discipline Report Form under the following navigational path: PVCC Website > Employees > Student Affairs > Dean of Students

[DISTANCE LEARNING](#)

(602) 787-6754

The choices@pvc program offers Distance Learning opportunities for students who desire or need more flexible scheduling options.

DROPPING STUDENTS

It is important that you drop students immediately after the first class that do not show up to your class and have not notified you.

[EARLY COLLEGE PROGRAMS](#)

(602) 787-7170

The office of Early College Programs includes the ACE Program, Puma College Connection, and the Hoop of Learning Program.

Dual Enrollment

Dual enrollment is a program that runs through the PVCC at Black Mountain site. The program allows high school students (primarily juniors and seniors) earn both high school and college credits. Through Dual Enrollment students can take specific college level courses at the high school during regular school hours. 602.493.2600

ACE Program

ACE (Achieving a College Education) is a scholarship program that gives eligible students the experience or taking college credit courses while still enrolled in high school. ACE empowers these high school students to achieve a higher education and success in life by learning the skills it takes to manage high school, attend college, and plan for a rewarding future.

Puma College Connection

This exciting two-year program is designed for motivated high school students with good academic and attendance records that wish to get a jump-start on college. Students must also possess the readiness for and commitment to rigorous college coursework. While still in high

school, students can complete up to 35 semester hours of lower division general education coursework.

Hoop of Learning

Hoop of Learning is a high school to college bridge program for Native American students 9-12th grades. Students begin in a cohort with other Native American students, and similar to ACE, students are empowered in their education by enrolling in college credit and learning skills that will help them maintain success in high school, college, and beyond.

ENROLLMENT IRREGULARITIES - DISCLOSURES

This regulation covers all MCCCDC colleges, centers, and offices. Enrollment irregularities are enrollment practices that might reflect falsified enrollment or might reflect nepotism. Examples might include residential or adjunct faculty members enrolling in courses they instruct; employees enrolling in multiple courses taught at the same time that are not open-entry/open-exit courses; enrollment in multiple courses taught that overlap in time and that are not open-entry/open-exit courses; employees enrolling in a course taught by a relative; employees enrolling in a course for the sole purpose of making it “go” (i.e., not be canceled). If any of these occur for classes you teach, you must disclose the potential irregularity within the first week of class.

■ Within the first five days after the start of each class you teach, you must report:

- (a) if you are enrolled in any classes you are teaching;
- (b) enrollments in multiple courses that are taught at the same or overlapping times (except if these are open entry/exit courses);
- (c) if you are enrolled in a course taught by a relative;
- (d) if you are knowingly teaching a relative (whether or not the relative is an MCCCDC employee);
- (e) students enrolling and subsequently dropping courses you teach for the sole purpose of having the courses make (i.e., not be cancelled).

If you are enrolling in an MCCCDC credit course and using an MCCCDC tuition waiver to pay, you must report your enrollment before attending the first class. See the link below to make reports online. The acknowledgement forms contain additional clarification on the definitions of “relative” and enrollment irregularities.

<https://ep.maricopa.edu/hr/pro-dev/training-learning/Pages/mandatory-training-and-disclosures.aspx>

EMAIL ACCOUNT & VOICE MAIL ACCOUNT

A PVCC email account is automatically generated upon completion of the new hire packet in Human Resources. Contact your Division Administrative Assistant for your voicemail account. Contact the Technology Helpdesk at (602) 787-7780 for email and voicemail questions.

EMPLOYEE WELLNESS

The goal of Employee Wellness is to empower faculty and staff to make informed decisions about personal well-being and to encourage behaviors that move towards a balanced lifestyle. Career counseling, stress management, communication skills, time management and recreation are all examples of activities that can enhance Wellness.

Adjuncts are invited to participate in most wellness events. Employees must be Governing Board approved to receive any monetary benefits. Visit the following webpage for upcoming wellness events and incentives.

EVALUATION OF FACULTY

We are proud of our educational program at PVCC and we are pleased you are one of our faculty members this year. We hope that our evaluation materials and process convey to you that we are serious about supporting you in maintaining and improving the quality of instruction we offer our students.

We value the evaluation process and the potential for personal and professional growth that it offers. It should be remembered that the primary goal of the PVCC Adjunct Faculty evaluation program is to provide feedback to faculty members concerning their instructional strengths and any areas for improvement.

The principal objectives of PVCC's faculty evaluation process are to:

- ❖ Improve teaching skills
- ❖ Maintain and improve the quality of instruction and student learning

There are 3 potential sets of evaluation forms that are similar. They are a peer form, faculty/adjunct form and a student form. We have attempted to define and measure the qualities we see best fit for successful instructors to demonstrate.

Paradise Valley Community College's Adjunct Faculty Division/Department Evaluation, and Student Evaluation will be based on the following as adapted by each Division.

- ❖ Provides students with a course syllabus and outline
- ❖ Informs students of class period objectives
- ❖ Prepared for class
- ❖ Students are expected to stay on task
- ❖ Conveys a sense of professionalism
- ❖ Creates student interest in the subject
- ❖ Demonstrates enthusiasm for/about this subject
- ❖ Provides clear rules and instructions
- ❖ Illustrates concepts with examples
- ❖ Provides opportunity for students to respond
- ❖ Provides students with appropriate feedback
- ❖ Teaching activities support class objectives
- ❖ Uses effective questioning techniques
- ❖ Provides for periodic review for class material
- ❖ Makes clear and concise assignments
- ❖ Encourages students to express opinions
- ❖ Develops positive relationships with students
- ❖ Speaks in distinct, fluent manner
- ❖ Manages the classroom and student behavior
- ❖ Uses appropriate procedures for testing/evaluation
- ❖ Learning is facilitated with a variety of formats and methods

Summarize Strengths:

- Identify goals that will improve effectiveness.
- Adjunct faculty class(es) will be visited and evaluated by a full-time faculty member or an administrative representative at least once during each of the first three semesters.
- After three semesters, evaluation of adjunct faculty will be conducted at least once every three years and other times as deemed appropriate by the college administration, Division Chair, or designee.
- In addition to the Division/Department and Student Evaluation, a Self-Evaluation will also be completed as part of the process.

[FACULTY DEVELOPMENT](#)

The Faculty Development website includes:

- References to teaching and classroom management tips.
- Faculty resources including links to professional development opportunities, FEP, reference guides, and learning support resources.
- Listings of upcoming conferences and grant opportunities for Faculty.

■ **Mission:**

Faculty Development plans, organizes, implements and evaluates the annual program of work designed to assist faculty in their professional development and in the support and enhancement of student learning.

■ **Goals:**

Plan, grow, promote, implement, and assess Learning Weeks and other learning opportunities for faculty throughout the year.

Plan, grow, promote, implement and assess New Faculty Orientations for full-time and part-time faculty.

Becoming a more learning-centered college, to promote, implement and assess faculty activities to reaffirm and deepen PVCC's commitment to learning-centeredness.

FACULTY CLASSROOM EVALUATION (Sample)

(Questions May Vary Per Division)

Instructor: _____

Evaluator: _____

Class: _____

Date/Time of Class Visit: _____

Criterion #1 Beginning of Class:

1. Arrives prior to class and starts class on time

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

2. Informs students of class period objectives

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

Criterion #2: Effective Teaching and Learning Methodology

3. Learning is facilitated with a variety of formats and methods

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

4. Learning activities support class objectives

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

5. Illustrates concepts with examples

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

6. Provides for periodic review and summarization of class material

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

Criterion #3: Class Management

7. Provides concise and clear instructions for classroom learning activity

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

8. Encourages students to stay on task with learning activities

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

Criterion #4: Professionalism

9. Conveys a sense of professionalism

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

10. Shows skill and maturity in dealing with difficult students

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

Criterion #5 Interaction with students

11. Provides opportunity for students to respond and ask questions

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

12. Uses effective questioning techniques

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

13. Provides students with effective and prompt feedback

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

14. Establishes positive rapport with students

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

Criterion #6 End of Class

15. Provides an assessment at the end of class to determine comprehension levels (i.e. class summaries, 1-minute paper, 1-sentence summaries).

Needs Improvement 1 2 3 4 5 High Level of Competency Not Observed

Comments / Suggestions:

Recommended Action Plan:

1.

2.

3.

4. See checked item below:

[FERPA](#)

In 1974, Congress enacted the Family Educational Rights and Privacy Act (FERPA). The purpose of FERPA is to protect confidentiality of a student's educational records. If you're an employee of MCCCDC with access to student education records, you're obligated to comply with FERPA and to protect the confidentiality of student educational records in your possession. It is very important that an individual with access to student or employee records follow proper guidelines when dealing with requests for release of information. For this reason, the Maricopa Community College FERPA training has been revamped to include two levels of required training annually.

■ **Level I: FERPA** – required by all Maricopa employees annually. This is a module included in the annual Privacy and Security Training.

■ **Level II: FERPA** – Role Access was designed to ensure that all employees with access to SIS understand their role in protecting student education records.

You will have access to SIS in order to access your class rosters and post grades. You must complete both Level I and Level II FERPA training which will be accessed in CANVAS.

After completing FERPA Level I and Level II, send an email identifying yourself as a new adjunct faculty member who has completed both FERPA modules to: sisrequests@paradisevalley.edu

Additionally: Do not post grades on doors, windows, walls, bulletin boards, etc.

[FIELD TRIPS & OFF CAMPUS ACTIVITIES](#)

Field Trip Procedures are required for all off campus class activities. As part of this procedure a Risk Assessment Form is required. The form must be filled out and signed by the respective Division Chair and the Fiscal Officer at least one week prior to the field trip taking place.

[School vans may be reserved on the College Police](#)

Click on "Van Reservations." Note: training regarding the van must be completed prior to the event - contact College Police for details.

You may use your personal vehicle to go on a field trip, but liability and legal procedures do not allow you to transport students in your vehicle. You are also eligible for mileage and other field trip expense reimbursements. Contact the Fiscal Office for information.

Student Release Forms should be used by faculty members whose class activities mainly occur off-campus, such as cycling, bowling, jogging, golf, etc. Each student should fill out one form per

class, and the instructor should keep a copy in his/her file. If a class is going on a field trip, any student who is planning to use his/her own transportation must fill out the release form.

FINAL EXAMS

Classes must meet during final exam time. The faculty may give an exam, have student presentations, review grades; provide feedback to students, etc.

[FINANCIAL AID](#)

1-855-622-2332

The Office of Student Financial Assistance provides information about the application, awarding and disbursing of federal, state, institutional (Maricopa County Community College District & Paradise Valley Community College) and scholarship funding opportunities. Educational funding is provided through Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Arizona Leveraging Educational Assistance Partnership (AzLEAP) Grants, William D. Ford Federal Direct Student Loans, Federal Work-Study Employment opportunities and Scholarships. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) when the FAFSA becomes available each January. Please check our website and your individual “My.Maricopa.edu” often for new information and opportunities.

Monday – Thursday 8am – 5:30pm

Friday 8am – 3:00pm

Summer hours may vary.

BUSINESS SERVICES

(602) 787-7350

<https://www.paradisevalley.edu/employees/fiscal-services>

Located in the Welcome Center, this office serves, as the contact for staff financial needs. The hours of operation are:

Monday-Thursday: 8:00AM – 5:30PM

Friday: 10:00AM – 5:00PM

Sat/Sun: Closed

Hours may vary during the summer.

FITNESS CENTER

(602) 787-7270

The Fitness Center is open to all who enroll. It is located at the south end of the campus. The hours of operation are:

Monday-Thursday: 5:30AM – 8:00PM

Friday: 5:30AM – 7:00PM

Saturday: 7:00AM – 2:00PM

Sunday: Closed

GRADE APPEAL PROCESS - INSTRUCTIONAL GRIEVANCE PROCESS

(AR 2.3.5 & Appendix S-6)

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades must be initiated within 60 days from the date the grade was issued.

Steps for students to take:

1. Discuss the issue with the faculty member involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for a conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing:
3. A written complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.
4. Upon receipt of a written complaint, the division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the college faculty senate president be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
5. If the grievance is not resolved at this level within ten working days, the student should forward to the Office of Academic Affairs, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Dean of Academic Affairs or designee will meet with the student, faculty member, the college faculty senate president if requested by the

faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

6. If the grievance, other than those concerning grades, is not resolved by the Dean of Academic Affairs or designee, it may be forwarded in writing by the student to the College President for final resolution. The College President or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

GUEST SPEAKERS

Instructors should notify the Division Chair if they are arranging for a guest speaker. The class instructor must be in attendance during the presentation.

HONORS PROGRAM

602-787-7888

The purpose of the Honors Program is to foster greater depth of thought in reading, writing, and discussion with faculty and guest lecturers. The Honors Program promotes excellence in learning, academic achievement, leadership and community service. Several scholarship opportunities are available to Honors students in good standing:

PRESIDENTS' HONORS SCHOLARSHIP

Recent high school graduate:

Minimum cumulative 3.0 GPA

HONORS ACHIEVEMENT AWARD

Continuing Community College Students

Minimum of 12 MCCCDC credits earned

A cumulative MCCCDC GPA of 3.25 or better

Honors Program Projects: All Honors students are required to take at least one honors class each semester. Students who are unable to take one of the scheduled Honors courses or who may have a particular interest in one area of study may opt to complete an Honors project. Adjunct professors interested in mentoring an Honors student should contact the Honors center.

INJURY AND ILLNESS

If you are injured or become ill as the result of a college-related activity, the Maricopa Community Colleges provides, at no cost to the employee, Industrial Compensation Insurance. A work-related injury or illness is one in which the injury or illness arises out of the course of your employment during

working hours. Any injury to an employee during working hours must be reported immediately to their supervisor. The employee and supervisor must complete the Supervisor's Report of Industrial Injury. All injuries must be reported and forms completed within 24 hours from the time of injury.

When medical attention is needed, pursuant to ARS 23-908 Sec. E, the employee proceeds to the nearest Concentra Medical Center (CMC) or Healthworks Medical Walk In Centers (HWMWI), after completing the report of injury, for initial treatment of the injury.

The Human Resources Office has handouts to direct the injured employee to the nearest Concentra Medical Center or Healthworks Medical Walk In Center. If there is a life-threatening situation, the College Police Office will call 911 for ambulance transport to the nearest hospital emergency room.

[JOB PLACEMENT](#)

(602) 787-7073

The Job Placement Office, located in the Career Services Center, assists students with full-time, part-time and non-credit internship opportunities. Students can receive information regarding campus jobs as well as current employment within the Phoenix metropolitan area. Campus job information applies to non-work study. Students seeking college work-study should come to the Welcome Center to contact Financial Aid.

JURY DUTY

Jury Duty is not covered as a paid absence by district policy. Adjunct faculty will be docked for jury duty time served which conflicts with day or evening classes. For correspondence for the courts documenting this policy, please contact the Human Resources Office at (602) 787-7776.

[LEARNING SUCCESS CENTER](#)

(602) 787-7180

We are pleased to provide tours for you and your classes. Make arrangements by calling our front desk.

LSC Hours of Operation:

Monday - Thursday: 8:00a.m. - 7:00p.m.

Friday: 8:00a.m. - 5:00p.m.

Saturday: 10:00a.m. - 2:00p.m.

Hours may vary during the summer.

FREE LSC PROGRAMS & SERVICES

Free services include drop-in tutoring, Writing Center appointments, and online tutoring. Success Coaches teach students how to balance school, work, and life. Reading Coaches offer students textbook reading strategies. Learning resources include science models, calculators, online calculator workshops, textbooks, and group study rooms.

The Writing Center: Students may schedule one-on-one appointments with a master-level writing tutor. Students also may work with drop-in writing tutors. Tutors work with students on any stage of the writing process in any of their PVCC classes.

Drop-in Tutoring: Students may drop in for tutoring in their PVCC classes, including math, sciences, business, communication, and many other subjects. If your students do not see what they need, contact us or encourage them to ask us how we may help.

Online Tutoring: The LSC provides online tutoring, available through Canvas, to students who are taking online or hybrid courses as well as courses at Black Mountain. Students may use 7 hours of tutoring before they need to request more hours.

Math Lab: The Math Lab offers drop-in tutoring to students enrolled in PVCC's developmental math classes through intermediate algebra. Math Lab tutors help students not only with their math classes but also with math study skills and test preparation strategies.

Math Tutoring in E and Q Building: Math tutoring is available to students at all hours that the centers are open in both the E building LSC and in the Q building Math Center.

Language Support: The LSC's language lab is equipped with Rosetta Stone for English, Spanish, Japanese, French, Arabic, and German. Students will need headphones, available for check-out from the library across the hall. Please note that students need to schedule appointments to use Rosetta Stone in the last month of the semester to meet demand without exceeding our license allowance. We also have tutors who can work with students enrolled in ESL, Spanish, and Japanese classes.

ELL Conversation Groups: Students practice speaking, listening to, and reading English in these groups these groups, led by ELL and writing tutors.

ELL Grammar Workshops: Offered weekly for students in ESL classes, a writing tutor and ELL instructor offer subjects that correspond with courses' lessons plans. Community members may attend for a small fee.

Learning Resources: The LSC offers students a variety of learning materials and resources for use in the LSC, including:

- ❖ Textbooks
- ❖ Science models
- ❖ Laptops
- ❖ Calculators
- ❖ Study rooms

Student Usage Data: The LSC can provide you with records of your students' visits to the LSC, including when they came, how long they stayed, and why they came. Email your requests for these records to alison.livingston@paradisevalley.edu

[Requests for workshops and test reviews:](#)

LSC staff will work with you to provide workshops and test reviews for your classes upon request, either in the classroom or, as available, in the LSC. Workshop topics include time management, test preparation, TI83/84 calculators, note taking, and memory skills workshops.

[LIBRARY SERVICES](#)

(602) 787-7200

The Library offers a welcoming learning environment with helpful, skilled library faculty and staff, and works to enrich learners' cultural and information literacy. Contact any of the Library faculty to schedule instruction or research-only sessions.

LIBRARY HOURS OF OPERATION

Monday – Thursday	7:00a.m. - 7:00p.m
Friday	7:00a.m. - 2:00p.m
Saturday	Closed
Sunday	Closed

Library Cards:

Student and staff photo ID cards serve as the Library card and are required for checking out any Library materials. This card allows you to check out materials from any of the Maricopa Community College libraries, to use the wireless network on campus, and to access electronic databases from off campus.

Check-out Policies:

Students and staff may check out most books for three weeks. Faculty may check out most books for four weeks. Other items have varied check-out periods; the library staff will let you know at the time of check-out. Items can be renewed once, as long as another person has not requested them.

Video Checkout Policy:

All faculty, including adjunct faculty, are responsible for checking out and returning videos they will be using for instruction from the PVCC Library. Faculty needs to have a staff ID card in order to check out videos. Faculty is financially liable for videos that are lost or not turned in on time.

Interlibrary Loan:

Materials may be borrowed from other libraries. Request the materials at the information desk, Circulation Desk, or from the Library's website. Turnaround time for materials requested from Maricopa Community College libraries is usually 3-5 working days. For materials requested from non-Maricopa college libraries, allow at least a two-week turnaround time.

Reserves:

Instructors may put items on Reserve at the circulation desk to ensure students' access to assigned readings and other instructional materials. Please let the Library staff know what checkout period you want (2 hours, 1 day, 1 week, etc.), and whether the materials may leave the Library. Please adhere to copyright regulations. Full-text articles available via Library databases can be made available for online and web-enhanced classes. Ask a Library faculty member to show you how to add these links.

Resources:

- More than 72,000 print, media & electronic items
- Online catalog that provides access to all MCCCCD libraries
- Career & college resources collection
- Wireless Internet access for personal laptops
- Individual & group study rooms
- Media listening & viewing areas
- Two Kurzweil/ADA machines for the visually impaired

Computers:

The computers in the Library are primarily intended for use by PVCC students, faculty, and staff. To use the Library's computers, you must know your MEID and password.

Printing:

Printing in the Library costs 10 cents per printed side for black & white, and \$1.00 per printed side for color. Your PVCC ID card is required for printing.

SE Corner of the Library:

The SE corner is available for students to practice their class presentations. Students will need to reserve the corner 24 hours in advance. To reserve, students need to come in and speak with a Library staff member.

LOST & FOUND, College Police

(602) 787-7900

“Lost and Found” is located in the College Police Office in the Kranitz Student Center. All items are maintained for 30 days and then disposed of if left unclaimed.

MCCCD MANDATORY COURSES

Current faculty, employees, and persons of interest (POI) must complete the Information Security and Privacy online course and the Preventing Sex Discrimination and Harassment online course. New employees will be required to complete these required courses within 30 days of the start date. Click the link above to see the full list of training courses.

MARKETING, NEWS MEDIA & PUBLIC RELATIONS

602-787-7774

All advertising, off-campus promotional efforts and press releases must be reviewed by the Office of Marketing/Public Relations after your Division Chair has reviewed the information. Any materials that include PV academic programs (degrees, certificates, etc.) must also be reviewed by the Director of Advising. Any inquiries or contacts from news reporters or other news media must be directed to the Office of Marketing/Public Relations.

NON-DISCRIMINATION POLICY

The Maricopa Community Colleges abide by all State and Federal nondiscrimination equal opportunity regulations. This nondiscrimination policy covers admission and access to, and treatment and employment in, the Maricopa County Community College District’s programs and activities including vocational education.

Paradise Valley Community College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures or

practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age).

Inquiries regarding the equal opportunities policies, the filing of grievances or the requesting of a copy of the procedures covering discrimination complaints may be directed to the PVCC Vice President of Student Affairs

OFFERS OF EMPLOYMENT

All adjunct faculty offers of employment are tentative, pending sufficient course enrollment, staffing adjustments, qualifications documented. In some cases it is necessary for a full-time faculty member to complete his/her load with a section tentatively staffed by an adjunct faculty member. Division Chair and the Vice President of Academic Affairs will make every effort to minimize such schedule changes. Adjunct faculty must disclose if they are a MCCCCD MAT or PSA employee.

In addition, adjunct faculty must disclose any other teaching assignments within the Maricopa Community College District to their Division Chair and the Human Resources Office at (602) 787-7776.

PARKING PERMITS

Adjunct faculty is required to obtain a parking permit from the Human Resources Office in KSC. These decals are free, but mandatory. "Q" Building & main campus employee parking is available in the west, northwest and northeast parking lots.

PAYCHECKS

Paydays are every other Friday. As a rule, the first paycheck of the semester is within 3 weeks of the start of your class. You have the following choices, which must be arranged through the Human Resources Office, for receiving your paycheck:

Direct Deposit

Mail to your residence

Failure to complete the above forms will result in your payroll being delayed. If you have any questions, please call the Human Resources Office at (602) 787-7776.

Everything You Ever Wanted to Know About Your Paycheck But Were Afraid to Ask!

To view your paycheck, sign into HCM with your MEID and password. Your paycheck includes information that will help you to understand how HCM/PeopleSoft (the district payroll system) calculates each paycheck. The class numbers for each class you are teaching at PV and at other colleges within the district are listed on the left side of the paycheck.

An employee may teach two classes that meet for the same number of hours, or have the same load, but the fact that the contract is divided over one more days makes the daily value different. If you still have questions regarding your paycheck, please contact the Human Resources Office at (602) 787-7776

PERSONNEL FILES

PVCC is required to maintain a file on each currently employed faculty member. New adjunct faculty must provide:

1. Completed [online application](#) and resume, see official copies of undergrad & grad degree transcripts within two months from the date of hire
2. Copy of a community college teaching certificate (if available)
3. Letter of employment verification, if teaching qualification is based on employment experience
4. Complete EDU250 within two years from date of hire, provide an official transcript confirming successful completion, and notify the division of completion location outside of MCCC.

Faculty must also complete a W-4 form and an Immigration-9 (I-9) form (part of the New Hire Packet) with the Human Resources Office, KSC. Failure to complete the New Hire Packet will result in your paycheck being held by the District Payroll Office until receipt of the form. Faculty with incomplete files should contact their Division Administrative Assistant immediately.

PHOTO IDENTIFICATION CARD

Adjunct faculty (as well as students and employees) are required to obtain and carry a PVCC Photo ID Card while on campus. Faculty may obtain their Photo ID at the Human Resources Office (KSC), Monday- Friday from 9:00am - 4:00pm. This card is free, and may be used in the Library, LSC, and Computer Labs. If lost, there is a \$5.00 replacement fee.

PORNOGRAPHY AND THE INTERNET

Students using the Internet for assignments in your class do not have the right to explore pornographic sites. The best way to handle the situation is to put a sentence in your syllabus explaining that the Internet is for class assignments whether they use it for research, email, etc. If you have concerns about Internet use in your class, contact the Vice President of Academic Affairs at (602) 787-6693

[PROFESSIONAL GROWTH FUNDS for ADJUNCT FACULTY](#)

The Adjunct Faculty Professional Growth Program (AFPG) is administered by the Maricopa Center for Learning and Instruction in the Academic and Student Affairs Division. The program provides Maricopa Community College's adjunct faculty members with financial reimbursement for attending external (outside of Maricopa County Community College District sponsored events) conferences, seminars, workshops, and professional meetings that are directly related to courses taught and that will enhance the adjuncts' teaching skills and their students' learning.

Applicants are responsible for reviewing, understanding, and following program guidelines. By submitting the application, the applicant affirms his or her understanding of and compliance with the program guidelines herein. The travel authorization (TA) approval process is completed online within the District's Financial Management System (FMS). For more information about Adjunct Faculty Professional Growth (AFPG), please contact the Center For Teaching, Learning and Employee Engagement.

[PUBLIC SAFETY \(CAMPUS POLICE\)](#)

Emergency: (480) 784-0911

College Police Office: (602) 787-7900

College Police Hours of Operation:

PVCC is in compliance with the Crime Awareness and Campus Security Act of 1990. Read the report and [college crime statistics](#). The Office maintains lost and found articles, and provides limited vehicle assistance and safety escort services.

Adjunct faculty should notify the College Police Office if they have found unattended children on campus. Parents/employees may not leave children unattended on campus. Adjunct Faculty should consult with a supervisor about keys to unlock and lock classrooms.

All incidents that occur on campus must be reported to the College Police Office. This includes accident and theft reports. First-Aid is also provided by this office. In case of an emergency or accident, call College Police at 40911 from a college phone or (480) 784-0911 (cell) immediately.

RECORD RETENTION

Faculty should keep copies of student records for at least one year beyond the end of the semester in which the grades were given.

SENIOR TUITION

The senior rate is available for students who are County Residents, are age 65 or older, and are taking classes for credit or audit. The rate is currently set at 50% of the County Resident tuition rate. This rate applies to the tuition charges only and does not affect the cost of other fees and charges.

STUDENT CONDUCT - DISRUPTION/DISCIPLINE

602-787-6604

Please complete the online Student Discipline Report Form for any disruptive and/or conduct-related behavioral issues of students in the classroom or on campus. Upon submitting, the form is automatically routed to the Dean of Students or designee. Telephone, email and in-person consultations are also available and encouraged. Access the online Student Discipline Report Form under the following navigational path: PVCC Website > Employees > Student Affairs > Dean of Students

STUDENT CODE OF CONDUCT [A.R. 2.5.2]

Students engaging in the following are subject to disciplinary sanctions outlined in the PVCC Catalog, Student Policies Section.

- A. Acts of Dishonesty (see Administrative Regulations 2.5.2 for specific examples)
- B. Obstruction of teaching, research, administration, disciplinary proceedings, or college activities, including its public service functions on campus.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- E. Failure to comply with the direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
- H. Violation of federal, state, or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others, or property damage.
 - L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
 - M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
 - N. Conduct that is disorderly, lewd or indecent (see Administrative Regulations 2.5.2 for specific examples).
 - O. Attempted or actual theft or other abuse of technology facilities or resources (see Administrative Regulations 2.5.2 for specific examples).
 - P. Abuse of the Student Conduct system (see Administrative Regulations 2.5.2 for specific examples).
 - Q. Engaging in irresponsible social conduct.
 - R. Attempt to bribe a college or District employee.
 - S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.
-

STUDENT LIFE & LEADERSHIP

(602) 787-7240

The Office of Student Life and Leadership provide meaningful opportunities for students to get involved on campus. Programs include leadership training, volunteer opportunities, campus-wide events, student clubs and organizations, recreational and wellness activities. The office is located in the Kranitz Student Center, KSC. Hours of operation are:

STUDENT INFORMATION SYSTEM (SIS)

All faculty will establish an account to access SIS using their Maricopa Enterprise ID (MEID) and email Password. You need this account in order to print your class roster and to submit final grades.

IMPORTANT: You need to check your class roster frequently at the beginning of the semester. Then, you need to check your class roster several times a month. Students who miss payment deadlines will be dropped from your class, which includes being dropped from Canvas.

STUDENT INSTRUCTIONAL COMPLAINTS

If a student has a complaint against an instructor, the student should describe the complaint in writing using the official form available from the Division Administrative Assistant. Once this has been done, the student should be instructed to do the following:

1. Discuss the situation with his/her instructor
 2. If the problem is not resolved, the student is then referred to the appropriate Division Chair/Evening Supervisor.
 3. If the Division Chair/Evening Supervisor cannot resolve the situation, the student must submit his/her complaint in writing to the Office of Academic Affairs (Administration Building).
-

STUDENT INSURANCE

If a student has a personal injury accident on campus, the student needs to report the incident to College Police (KSC) immediately and then should contact the Student Life office for insurance information. The office is located in the Kranitz Student Center, phone: (602) 787-7240.

STUDENTS RECORDING LECTURES

If you do not want students to record your class lectures, you must state your policy in the class syllabus. Exceptions: students protected under the ADA and recording is an accommodation.

STUDENT RECRUITMENT

(602) 787-7444

Student Recruitment Services include outreach to prospective students, families, and high school counselors on and off campus. We provide:

- Enrollment assistance, bi-weekly campus tours and informational presentations.
- Attends off campus recruitment career/college fairs, high school lunch visits, financial aid and parents night.
- Coordinates PVCC Enrollment and Admissions sessions to high school groups on and off campus.
- Event Planning: Senior Night, Junior Night, Express Enrollment Day, Counselors' Breakfast, and Noche Familiar, etc.
- Calling and email/texting campaigns to further assist students to complete the enrollment process.
- PVCC Puma Scholarship: coordinate, promote, process and oversight.

- Faculty: We can provide you with PVCC brochures, tri-folders, and Student Contact Cards to promote our opportunities. Student Contact Cards are useful in gathering prospective student information during your presentations, tours, or special events.
-

STUDENT WITHDRAWALS

To conform to federal regulations for institutions that administer Title IV Financial Aid (34 CFR 668.22), Maricopa Community College faculty must provide last date of attendance (LDA) information for students. This information is collected for all students because a student could become a financial aid applicant at any point during the academic year.

Financial aid recipients who fail to attend or who stop attending a term may be subject to a reduction or cancellation of financial aid funds already disbursed. The student's aid package, enrollment level and attendance all help determine whether aid must be repaid and how much. If the instructor does not take attendance then the Last Date of Attendance (LDA) must be determined based on the last known academically related activity.

Examples of last academic activity include (34 CFR 668.22(l)(7)(i & ii):

- Class attendance
 - Turning in a class assignment
 - Taking an exam, tutorial or computer-assisted instruction
 - Attending a student group that is assigned by the institution
 - Participating in an online discussion about the course
 - Initiating contact with a faculty member regarding the course material
-

SUPPLIES

The workrooms in buildings F, G, J, M, Q and Life Sciences, as well as Black Mountain, are equipped with teaching supplies. Faculty needing additional supplies or specialized items should consult with their Division Chair or Division Administrative Assistant.

[SYLLABUS - 3.6 DISTRIBUTION OF COURSE SYLLABUS](#)

The MCCCDCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student. The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class. The following items must be included or referenced in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
- Title, prefix, course number and section number(s)
- Academic term and year, e.g., Fall 2018
- MCCCDCourse Description and/or Overview
- Course format, e.g. Online, Hybrid, Face-to-Face
- Credit Hours
- Instructional Contact Hours and Minimum Expectations for number of hours spent out-of-class to complete coursework (See [Federal Credit Hour Definition](#))
- MCCCDCourse Competencies
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts, materials and technologies.
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook.
- Information about the availability of services for students that require special accommodations.
- Statements, as applicable, to inform students of the use of third-party learning tools, course-level integrations (LTIS) in the Learning Management System (E.g. Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."

An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc...

TEACHING LOAD and PAY RATE

The maximum academic semester teaching load for an adjunct faculty member is 9.0 load hours. Load hours assigned at any of the Maricopa Community Colleges are counted into the total instructional load. **Adjunct faculty members teaching credit courses at PVCC are paid at the standard Maricopa Community College rate of \$935 per load hour for 2020/2021.**

Once your teaching load is 7.5 hours or more, you are no longer considered adjunct for the purpose of this legislation. If you are adjunct faculty, you must decide whether to participate in the Social Security System or a TSA offered through MCCCDC. The options offered do not imply any adjunct faculty member's previously employed by MCCCDC will have future employment with MCCCDC. Please call the Benefits Department at MCCCDC, (480) 731-8420, if you have any questions.

[TECHNOLOGY HELPDESK](#)

(602) 787-7780

Email: helpdesk@paradisevalley.edu

Located in the Computer Commons

Hours of Operation

Monday – Friday 7:00am – 7:00pm

Summer Hours

Monday – Thursday 7:00am – 7:00pm

Submit a [Helpdesk request](#) for technology requests:

The Helpdesk is your one-stop for all technology needs. The Helpdesk is located in the Computer Commons in E Building. The Helpdesk supports all students, faculty and staff technical issues with items such as technology problems, pay for print, email, printer, computer, Canvas, SIS, and HCM issues. Feel free to give the Helpdesk a call if you want PVCC email setup on your cell phone or tablet (iPad, Android, Windows), or have an issue with Wifi.

TEMPERATURE CONTROL

Air conditioning and heating will be provided to the campus from 7:00am to 11:00pm, Monday through Thursday, 7:00am to 9:30pm Friday, and 8:00am to 4:00pm Saturday. Any room temperature problems should be directed to the Facilities Services at (602) 787-7871, or on Saturdays and Sundays, call (602) 787-7900 (Public Safety).

TEXTBOOKS

Textbooks used in PVCC classes must be **officially adopted**. Adjunct faculty members will be given a copy of the official text prior to the start of classes.

All faculty are encouraged to give input on the most appropriate textbooks for their courses. To facilitate the review and evaluation of new texts, a standard evaluation form is used by all faculty. Faculty should coordinate their textbook evaluation efforts with their Division Chair. Faculty cannot direct students to a specific site to purchase a textbook.

All textbook requests must go through the Bookstore for posting on their website. Then students can decide where to buy their books because they have the correct information and ISBN.

TITLE IX SEXUAL HARASSMENT/DISCRIMINATION [AR 5.1.13]

Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their College President or to the MCCCCD EEO/AA Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the MCCCCD EEO/AA Office.

Students

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Vice President of Student Affairs at each individual campus. A student may also contact the MCCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

TOBACCO-FREE ENVIRONMENT

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Maricopa Community College District Governing Board and Chancellor directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries. Continued violations by a student, employee, or visitors shall be handled through the respective conduct procedures established for individual campuses.

TUITION FEE WAIVERS

MCCCCD adjunct faculty members are eligible for a maximum of six (6) credit hours of waived tuition when they are assigned to teach credit hour courses. Eligibility for the waiver begins one calendar week before classes begin. All employees taking an MCCCCD credit or Skills Center class and submitting a tuition waiver must comply with the Enrollment Irregularities Administrative Regulation and complete an online "Employee Course Declaration" form (Employee Taking a Course Using a Tuition Waiver) found at the following website: www.maricopa.edu/disclosure/ You must use your college MEID (Maricopa Enterprise ID) and password to log in.

Credit by examination or evaluation is not eligible for waiver. Courses held during Summer Session II are not eligible for waiver deferral unless you are teaching during Summer Session II. Spouse and dependent children of Adjunct Faculty are not eligible for tuition waivers. Please note that tuition waiver requests do not apply to non-credit sections. Tuition waivers cover in-county credit hour costs only (does not include out-of-county, out-of-state, distance learning or other surcharges.)

Adjunct Faculty teaching credit sections are eligible for tuition waivers for up to 6 credit hours during the semester in which they teach and may elect to defer use of the waiver during a term that follows teaching but that is still within the fiscal year (July 1 – June 30) of the contract.

The District's Office of Public Stewardship will begin monitoring the use of tuition waivers for patterns of non-participation, non-attendance, and non-completion in all courses of enrollment where a tuition waiver is used within MCCCDC. After two consecutive semesters of non-participation, non-attendance and/or non-completion in courses, the person well is deemed ineligible to use the tuition waiver for future course enrollment for any courses.

Any questions regarding tuition waiver eligibility, please contact the Human Resources Office at (602) 787-7776, or the Center For Teaching and Learning.

VERIFICATION OF EMPLOYMENT

Requests received at PVCC Human Resources department will be reviewed and directed as needed to District Payroll, which delays the processing of the request. Lending institutions should request verification of employment, salary, etc., in written form from:

Payroll Department
Maricopa Community College District 2411 W. 14th Street
Tempe, AZ 85281-6941

[VETERANS SERVICES](#)

(602) 787-7045

PVCC is proud to serve our military service members, veterans, and their families. PVCC Veteran Services acts as a liaison between the college and the Department of Veteran Affairs, and connects students with resources to enable their academic success.

The PVCC Veterans Services staff assists service members, veterans, and their families with admissions, enrollment, financial assistance, academic advising, and establishing and using Veterans Education programs such as:

The Post 9/11 GI Bill
The Montgomery GI Bill
Survivors and Dependents Education Assistance Program
Vocational Rehabilitation for Disabled Veterans
Montgomery GI Bill for the Selective Reserve

All veteran students expecting to use VA education benefits should contact Veteran Services upon enrollment to ensure the appropriate steps are taken including completion of applications, enrollment verification, and certification of enrollment.

WITHDRAWALS

To withdraw from a class, a student must come to the Welcome Center and complete a Schedule Change Form. For an instructor to withdraw a student, the instructor must either use the Online Faculty Center, or a Schedule Change Form.

The official date of withdrawal is the date the Schedule Change Form is received in the Office of Admissions & Records. The time limits below are for full semester classes. Classes, which meet fewer than 15-16 weeks, will have their time limits adjusted accordingly.

Students may be officially withdrawn from specific courses in the following ways:

1. Through the 7th week, a student may initiate an official withdrawal from any course by submitting a Schedule Change Form to the staff at the Welcome Center in accordance with the published deadlines. A grade of “W” will be assigned.
2. After the 7th week, a student must initiate a withdrawal request with the faculty member. If after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn failing –computed in grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course,
3. Instructors electing to withdraw students must record the withdrawal through the online faculty center system, including the last date of attendance and the withdrawal code.

A point of confusion for students is whether their instructor will drop them if they stop attending classes, or if they are responsible for completing the withdrawal process. Be sure to put a statement in all course syllabi as to whether it is your practice **TO** or **NOT TO** withdraw students who stop attending and any grade consequences.