



EMPLOYEE AND FACULTY HANDBOOK

2020- 2021

Doral College
2525 NW 112 AVE
Doral Miami 33172

www.doral.edu

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BOARD OF TRUSTEES

Luis Fuste – Chair

Juan Garcia – Vice Chair

Judy Marty – Treasurer

Juan Carlos Infante

Tony Morales

MISSION

Doral College delivers dynamic educational experiences by blending traditional and online learning, supportive partnerships, and technological innovation to empower highly motivated and dedicated students to overcome conventional barriers.

VISION

Innovation in higher education

STATEMENT OF LEGAL CONTROL

Doral College, Inc. is a duly registered, non-profit Florida corporation governed by a Board of Trustees responsible for the operation of Doral College. The Board of Trustees formulates college policy under the laws of the State of Florida for independent higher institutions. The Chief Executive Officer of Doral College is responsible for executing all administrative and academic policies prescribed by the Board.

Doral College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

STATEMENT OF ACCREDITATION

Doral College is accredited by the Distance Education Accrediting Commission (DEAC) to award an Associate in Arts degree and the Bachelor of Education in Elementary Education with ESOL and Reading Endorsements. DEAC is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is also recognized by the Council for Higher Education Accreditation (CHEA). Doral College is approved by NC-SARA to offer distance education in 49 states.

HISTORY OF DORAL COLLEGE

LOCATION AND HISTORY

OUR BEGINNING

Since inception, Doral College has sought to make college more accessible to students by leveraging innovation and flexibility to create a pathway for students hindered by traditional barriers. This began with the goal of increasing early college opportunities for minority high school students in South Florida. While dual enrollment in itself was not a new or novel concept, the College's approach sought to completely integrate the high school experience of qualified students by allowing them to earn Associate in Arts degrees in conjunction with their high school diplomas. This vision was made possible when Doral College received its initial license to operate from the Commission for Independent Education (CIE) in the State of Florida in 2011.

The College opened on the campus of Doral Academy Charter High School to fulfill its mission of permitting students to make a seamless transition to college while still attending high school. The College entered into an agreement with Doral Academy Preparatory to provide college services through its Associate in Arts Degree program. Students began to attend Doral College classes concurrently with their high school classes, working simultaneously toward both their high school diplomas and AA degrees through three instructional delivery models: face to face, online, and hybrid.

This program focused on providing students with the critical thinking skills necessary to adapt to the career challenges of the 21st century. Its initial success was made possible by the close, personalized attention given to students and enhanced by the college's location within the nurturing environment of the students' current school community.

EXPANDING ACCESS

To provide increased access to students of other high schools in settings comfortable to them, Doral College soon began offering its services to students within other high performing charter school systems, including Mater Academy, Somerset Academy, SLAM Academy, Pinecrest Academy, and others. By 2018, the College had grown to serve nearly 1,000 students from four different counties in Florida.

Since then, participation has only grown throughout the state. In the 2020-2021 academic year, the college expects to serve approximately 2,500 dual enrollment students from nearly 40 schools in 11 counties in Florida. In its short existence, the College's enrollment has grown tremendously from 143 courses taken in Fall of 2013 to 3,265 in Fall 2019

A GROWING EMPHASIS ON DISTANCE LEARNING

As enrollment has grown, and student and faculty needs evolved, so has the College's emphasis on use of technology. Doral College has worked diligently to foster a digital learning ecosystem that connects faculty, staff, and students to enhance learning, collaboration, and community. Over the years, College has continuously adopted and promoted modern learning tools and platforms that ensure digital connectivity and facilitates access to learning.

Over 72% of enrollments in in Fall 2019 were delivered via online and hybrid delivery methods and 75% of the Doral College Catalog is available online.

SEVEN GRADUATING CLASSES

The College's first class included 22 dual enrollment students who graduated with an Associate in Arts Degree in May 2014. Doral College has graduated six dual enrollment classes of AA graduates since then—

11 students in 2015, 29 in 2016, 50 in 2017, 67 in 2018, 49 in 2019, and its largest class—136 students—in 2020. To date, all graduates have been accepted to and gone on to attend four-year institutions, many of which are considered some of the most prestigious in the country. DC alumni can be found on the campuses of Harvard University, the University of Chicago, New York University, Cornell University, the University of Florida, the University of Miami, Florida International University, Stanford University, Yale, and MIT, to name a few.

INITIAL ACCREDITATION AND PARTICIPATION IN SCNS

In February of 2018, Doral College received accreditation from the Distance Education Accrediting Commission (DEAC) to award an Associate in Arts degree. DEAC is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is also recognized by the Council for Higher Education Accreditation (CHEA).

Shortly thereafter, the College had its courses approved by the Florida Statewide Common Course Number System (SCNS), which facilitates transferability among member schools, including all public colleges and universities in the state, as well as private schools like DC, which have elected to participate. Currently, all Doral College courses are approved through this system.

NEW POPULATIONS AND THE ADDITION OF THE BSED

In Fall 2020, Doral College will celebrate another milestone—the launch of its first Bachelor’s degree program, a Bachelor of Science in Elementary Education with endorsements in ESOL and Reading. The program recently underwent program accreditation through DEAC and is an approved teacher licensure program in the state of Florida. The College expects this program will meet an urgent need in its community for motivated, qualified teachers.

In the spring of that year, in preparation for this launch, the College began to welcome non-dual enrollment students for the first time. Coined “undergraduate” to distinguish them from the college’s usual population of high school students, this group of students is varied and unique in its own way. Many are recent high school graduates who took dual enrollment courses with Doral College and are enrolling as Guest Students, seeking to transfer credit back to other schools throughout the state. Others are non-traditional students who deferred college to enter the workforce and are enrolled in the College’s Associate in Arts program with the aim of continuing to the new Bachelor’s program.

In all cases, Doral College’s flexible, personalized approach and online offerings make it possible for these students to benefit from their studies much in the same way as their dual enrollment counterparts. An affordable tuition rate also helps motivate them to find the means to take the leap and further their education.

ADMINISTRATION AND LOCATION

The first president of Doral College, who served from its inception until July of 2015, was Anitere Flores. The current president is Douglas Rodriguez.

Doral College is located in the city of Doral within Miami-Dade County. In the Spring of 2019, it opened a new building, Doral Hall, which is located at 2525 NW 112 Avenue, Doral, FL 33172. Doral Hall is located on the 11-acre campus of Doral Academy Charter High School, and houses the College’s classrooms, labs, and administrative offices.

ACADEMIC PROGRAMS

Program of Study – Associate in Arts

Doral College’s Associate in Arts academic program is designed to furnish students a foundational set of learning skills as well as provide broad-based knowledge in multiple disciplines. Both of these aims are necessary for success in future educational endeavors, professional careers, and lifelong learning. Doral College students are expected to demonstrate the ability to communicate effectively, to think critically, and to access and use information from multiple sources. The general education program requires students to increase and widen their base of knowledge and understanding by taking courses from a broad range of disciplines including mathematics, natural sciences, English, humanities, and social sciences. In addition, students can take elective courses depending on their future majors or interests.

In addition to offering the courses in the traditional academic disciplines, Doral College also provides students the opportunity to develop skills necessary for success in the 21st Century as well as understanding their roles as global citizens.

Program Outcomes- Associate in Arts

Associate in Arts and General Education Program Outcomes

Reflecting the philosophy discussed in the program of study, Doral College has adopted the following program outcomes for its Associate in Arts degree program:

- **COMMUNICATION:** The student will demonstrate effective reading, writing, and speaking skills.
- **HUMANITIES:** The student will demonstrate an understanding of humanities defining cultural trends throughout history by the study of art, literature, music, philosophy, and other forms of artistic and creative expression.
- **MATHEMATICS:** The student will understand and apply mathematical principles and methods.
- **NATURAL SCIENCES:** The student will apply the methods, principles, and concepts of the natural sciences.
- **SOCIAL SCIENCES:** The student will examine human behavior and institutions from political, economic, historical, psychological, business, or sociological perspectives.
- **CRITICAL THINKING:** The student will apply reflection, analysis, synthesis, logical reasoning, and evaluation to formulate judgments, reach decisions, and solve problems.
- **INFORMATION LITERACY:** The student will find, evaluate, organize, and use information accurately and effectively.
- **GLOBAL CITIZENSHIP:** The student will demonstrate an understanding of cultural, ethical, historical, and technological issues on human society, including cultural diversity, digital literacy, environmental awareness, and ethical decision-making.

Program of Study – Bachelor of Science

The Bachelor of Science in Elementary Education with ESOL Endorsement and Reading Endorsement provides the professional preparation necessary to teach grades K through 6, as well as the coursework necessary to earn the TESOL and Reading endorsements. State of Florida certification requirements are met through coursework, field experiences, and student teaching. The program is designed to bridge the theory-to-practice gap by engaging the pre-service teaching students in field experiences and one semester of internship experience. Affiliated high schools will identify potential students in the 9th and 10th grade via counseling and a Gallup-designed survey instrument. Meanwhile, Doral College offers an AA degree leading to the Bachelor of Science program in Elementary Education with ESOL Endorsement and Reading Endorsement. The Bachelor's program courses are developed by highly successful and talented principals with the rigor and high standards they require from their own teachers. The State of Florida certification requirements will be met for the Elementary Education with ESOL and Reading endorsement by requiring all students to take and pass the Professional Education Exam and the Subject Area Exam before beginning their student teaching placements. The Department is strongly committed to field experience completed concurrently with courses throughout the program and through student teaching. Successful completion of the program includes a passing score on the FTCE exams, passing all the Florida Educators Accomplished Practices – pre professional level, and maintaining a 2.5 GPA.

Program Outcomes- Bachelor of Science

Graduates of the B.S. degree program in the elementary education with ESOL and Reading Endorsement will attain the following outcomes:

- The student will develop curricula and teaching methods appropriate to instruct elementary schools in reading, mathematics, science, social science, art and music, and health and physical education.
- The student will apply knowledge and skills necessary for effective elementary school classroom management.
- The student will employ methods to create, measure, evaluate, and assess student progress.
- The student will apply techniques to teach students with exceptionalities.
- The student will demonstrate the ability to teach diverse populations, including English language learners and students with exceptionalities.
- The student will demonstrate the skills necessary to be an effective classroom teacher through student teaching opportunities.
- The student will develop techniques to infuse character education principles in various courses.

Section I- SALARY AND FRINGE BENEFITS

1. Employment Classifications

Full Time Faculty

Full-time faculty members shall be designated by the Chief Academic Officer. To be eligible to be selected for full-time status, an instructor must teach 12 or more credits on the average for 2 semesters per year, OR teach some combination of credits AND other duties, such as serving on committees, curriculum development, training, mentoring, tutoring, or advisement.

Part Time Faculty

All instructors that are not designated as full-time faculty shall be part-time faculty. All faculty are required to attend faculty meetings, hold office hours, and attend graduation regardless of course load. The Chief Academic Officer approves the classification of faculty each academic year.

Teaching Stipends – Part Time Faculty

All part-time Doral College faculty members shall be paid on a per-course basis. Specifically, they will be paid a teaching stipend \$2,500 per semester course taught. There are two exceptions to this stipend for part-time faculty: (1) For courses in which the faculty member teaches four students or less, the faculty member shall be paid \$500 per student for that semester course; (2) For dual enrollment courses that are taught by a faculty member as part of the regular instructional day of a secondary school (including such courses with fewer than five students), the faculty member shall be paid \$750 per course section taught by the faculty. Stipends are paid to the faculty member in four monthly installments during the semester in which the course is taught, unless otherwise specified by the President. Course sections that fail to enroll at least 5 students are subject to cancellation by the College.

2. Salary Payments and Teaching Stipends– Full Time Faculty

All full time Doral College faculty members shall have their base salary calculated on a per-academic-year basis in accordance with their education, years of experience and as reflected in their individual contracts.

Base Salary payments shall be made on the 15th and last calendar day of each month. Additional stipends may be payable for teaching semester courses above and beyond the requirements of the individual's full-time contract, at the rate of \$2500 per course*, in accordance with the stipend payment procedure outlined in the previous section.

**Note: A course section during a semester that fails to enroll at least 5 students may be cancelled or paid on a per student basis at a rate of \$500/student. Furthermore, for dual enrollment courses that are taught by a faculty member as part of the regular instructional day of a secondary school (including such courses with fewer than five students), the faculty member shall be paid \$750 per course section taught by the faculty member.*

3. General Benefit Information

Professional Development

As a regulatory requirement, faculty members are required to complete 8 hours of college level professional development per year (4 hours for an instructor teaching only one semester in an academic

year), whether College sponsored or independent. Documentation needs to be placed in personnel files for audit by regulators.

Faculty members are expected to attend certain College-sponsored professional development sessions; a minimum of 2 per calendar year. Many professional development sessions or courses are available as self-paced, online courses in Schoology to accommodate various schedules.

Faculty members are encouraged to pursue external professional development opportunities to enhance their skill level and effectiveness. The College will reimburse or fund all professional development sessions in which the faculty member is required to participate by the College. Moreover, faculty members may also be eligible for funding or reimbursement for the cost of non-mandatory courses, seminars, workshops, licensures, and certifications that are pursued for a work-related purpose by the faculty member.

Employees interested in receiving funding for non-mandatory development opportunities should submit a brief written proposal to the Chief Academic Officer, describing the training opportunity and related costs.

Online Course Development

To promote Doral College's online education initiatives and programs, the institution offers stipends to members of the faculty willing to develop content to enhance online courses in their subject area. Interested parties should contact Scott Wacholtz, Faculty Chair or Guillermo Rivera, Chief Academic Officer--

Notwithstanding any other provision in the Faculty Handbook, all course content created for a stipend at Doral College shall be considered a work made for hire. If for any reason the content would not be considered a work made for hire under applicable law, the faculty member creating the content would hereby assign and transfer to the College the entire right, title, and interest in and to the copyright in the course content.

SECTION II – FACULTY APPOINTMENTS

Doral College Instructors

Part-time instructors are hired on a per-course basis for one academic year. Full-time instructors are hired on a base salary for one academic year. Decisions regarding the number of courses an Instructor will teach in a given semester rest solely in the discretion of the Chief Academic Officer. Moreover, the College makes no guarantee of future or additional employment to Instructors following the completion of the courses for which the Instructor is contracted to teach. All Instructor appointments require the authorization of the Chief Academic Officer in collaboration with the Chief Operating Officer and the Chief Student Affairs Officer. Instructors must be qualified to teach the course or courses for which they have been appointed as established by the College’s credentialing manual and the guidelines of the Distance Education Accrediting Commission, the Florida Commission for Independent Education, and other regulatory or accrediting bodies as applicable for a given location.

Instructor appointments require the faculty member to execute the **CONTRACT FOR INSTRUCTIONAL PERSONNEL OF DORAL COLLEGE** and provide the documentation listed in the **FACULTY HUMAN RESOURCES CHECKLIST**.

Process for determining faculty credentials:

1. Doral College accepts only official documentation to verify the credentials of all prospective faculty members. The awarding institution must send documentation.
2. An academic transcript(s) must be submitted with an application for employment for each new full- time and new part-time faculty member. Copies of transcripts may be provided along with the application for the initial review process.
3. If a candidate is selected for a position, an official academic transcript must be forwarded directly from the awarding institution to Doral College.
4. An official transcript is one sent directly from the awarding institution to the college. Generally, the transcript will be in a sealed envelope or its electronic equivalent and sent directly to Executive Assistant/Human Resources, lyanes@doral.edu
5. If sent to any other college official, the Doral College recipient must certify on the transcript that he/she opened it and then forward it to the Office of Human Resources. A copy of the original transcript should be sent to the dean for the purposes of completing the **FACULTY QUALIFICATIONS FORM/COURSE DOCUMENTATION FORM**.

The **FACULTY QUALIFICATIONS FORM/COURSE DOCUMENTATION FORM** documents the evaluation of faculty credentials at the course level with one form completed for each course that a faculty member is assigned to teach. Information from this form is subsequently used to complete forms required by the Florida Commission for Independent Education (CIE), the Distance Education Accrediting Commission (DEAC), and other accrediting agencies.

The **FACULTY QUALIFICATIONS/COURSE DOCUMENTATION FORM** includes:

- a. The name of the faculty member and whether he or she is full-time or part-time.
- b. The course prefix, common course number and name; and whether the course is developmental, undergraduate transferable, or undergraduate non-transferable.
- c. The minimum course qualifications as listed in the College's Faculty Credentials Manual.
- d. The earned academic qualifications that help qualify the faculty member to teach the listed course, and previous online teaching experience.
- e. Other credentials or qualifications that may be used to establish adequacy of qualifications. For examples, please review the section on alternative qualifications later in this document.

See Appendix IV – Course Documentation/ Faculty Qualifications Form.

Faculty Evaluations

All new faculty members shall be observed and evaluated during their first year of teaching. After the first academic year, faculty members will be formally observed and evaluated every two years. The Faculty Chair, Dean of the Bachelor Program, or Chief Academic Officer will conduct the evaluation.

Guidelines

After the observation, the Administrator will write an evaluation using the format of the Instructor Evaluation Form. The Administrator will discuss the results of the evaluation with the faculty member. The discussion will include areas of strengths and weaknesses. The evaluation will provide a comprehensive assessment of the faculty member's teaching ability and make appropriate, concrete suggestions for further development. Evaluation discussions are structured in such a way to accommodate the College's institutional effectiveness efforts and programs. All evaluations shall be submitted to the Chief Academic Officer for analysis.

Analysis of Evaluation Reviews

The Chief Academic Officer and Academic Dean shall analyze all faculty evaluations and utilize their findings in reaching decisions regarding the faculty member's future employment with and service to Doral College. Regardless of the findings from these reviews, renewal of a faculty member's contract for a subsequent academic year remains solely within Doral College's unfettered discretion.

Academic Freedom

Doral College faculty members shall have freedom in the classroom in discussing subjects but should be careful not to introduce controversial issues into his/her teaching which have no relation to the subject at hand or which create an intimidating, hostile, or demeaning educational environment.

When the faculty members are speaking or writing as private citizens, they should be free from institutional censorship or discipline. However, association with the College and College-related activities requires the faculty member's cognizance of the extent to which the public may judge the faculty member and the institution for extramural utterances. These considerations suggest that a faculty member's

expression of opinion as a citizen should not constitute grounds for discipline unless such expression demonstrates the faculty member's unfitness for his or her position.

Consensual Relationships Between Faculty and Students

Doral College prohibits and strongly discourages all sexual or romantic relationships between students and faculty. Such relationships present dangerous risks to the integrity of the institution and its faculty and are inconsistent with the College's mission. Moreover, they carry the risk of damaging the student's educational experience and the faculty member's career. With regard to these relationships, the following guidelines apply:

Relationships of a romantic or sexual nature between a faculty member and any member of the Doral College student population of who is a minor and/or is concurrently enrolled in a high school program are strictly prohibited.

Any acts of an illegal nature occurring in such a relationship, of which Doral College becomes aware, will be promptly reported to the pertinent authorities.

A faculty member who fails to adhere to these policies shall be subject to immediate termination.

Termination of Faculty Appointments and Other Sanctions

All Doral College faculty members are hired on a per-course contract basis for an academic year. Renewal of a faculty member's contract for a subsequent academic year or for subsequent courses remains solely within Doral College's unfettered discretion. However, a faculty member's contract, and thus his or her employment with the College, can also be immediately terminated at any time for cause, or subject the faculty member to sanctions for cause, which can include one or more of the following grounds:

A substantial and continuing neglect of duties;

Unauthorized access and alterations to course material, information, and evaluations for courses in which the faculty member is not listed as the instructor of record;

Demonstrable incompetence;

Acts of moral turpitude or sexual harassment, or harassment based on age, color, disability, ethnicity or national origin, gender, race, religion, or sexual orientation

Egregious conduct that places the institution or members of the College community in substantial danger to life, welfare, or well-being.

To consider whether to dismiss or otherwise discipline a faculty member for cause, the Chief Academic Officer must make a finding as to whether sufficient cause exists based on the grounds listed above and these findings must have been reached by following the procedures in this subsection in good faith.

These findings must be submitted to the President, who will make the final decision regarding dismissal for cause. Should the President reach a final decision of dismissal upon being duly informed by the

administrator, the dismissed faculty member shall not be entitled to receive any salary after the dismissal has become effective. A dismissal becomes effective when notice of the final decision of the President is dispatched to the faculty member via first-class mail to his or her last known address or when the faculty member is notified in person by the President or his designee.

Sanctions other than dismissal may be imposed on a faculty member only for the same “for cause” reasons listed above. Such sanctions may be imposed by the President, upon reviewing the findings of the or the Chief Academic Officer. These findings must have been reached by following in good faith the procedures prescribed in this subsection. Sanctions that may be imposed by the President in this manner include, but are not limited to reduction of salary, suspension, censure, or public apology.

Procedure

When the, Chief Academic Officer, Dean of Bachelor of Education, or Faculty Chair becomes aware of facts giving rise to a violation that could result in a faculty member’s sanction or dismissal for cause, that administrator shall conduct an investigation and may consult with the faculty member about whom the complaint was made. If the result of such a conversation does not resolve the issue of the violation to the satisfaction of that administrator, the administrator may file a formal finding with the President of Doral College, who shall decide upon initial review of the administrator’s documentation whether to conduct an investigation into the matter and, should the President choose to investigate, whether to allow the faculty member to continue working during the investigation or suspend the faculty member with pay pending the outcome of the investigation (such suspension shall become effective upon notification in writing to the faculty member).

During his or her investigation, the President must afford the faculty member the opportunity for a hearing, which the President shall conduct in consultation with the General Counsel of Doral College, in which the faculty member will have an opportunity to respond to the findings submitted by the filing administrator, who will present his or her case at the hearing. This hearing will not be bound by strict rules of legal evidence and the President may admit any evidence that is of probative value in resolving the issues involved. The faculty member is not entitled to representation by counsel. Witnesses may be called at the hearing. A witness who has justifiable grounds for being unable to attend the hearing may make a written, sworn, and notarized statement which may be introduced and read at the hearing, but only if the contents of the statement are disclosed to the other party sufficiently in advance of the hearing to permit the other party to contact the witness and prepare an appropriate rebuttal at the hearing. Following the conclusion of the hearing, and upon reviewing all the evidence submitted, the President may choose to (1) take no action, (2) sanction the faculty member, or (3) terminate the faculty member.

Faculty and Administrative Committees

The Doral College faculty has the opportunity to participate in faculty and administrative committees throughout the academic year, including but not limited to the committees listed below.

Academic Affairs Committee

Meets once per semester or as needed. The purpose of this Committee is to review the integration of assessment across student learning outcomes; to assist in the measurement of student learning outcomes for the educational program; to review assessment data and evaluate the assessment process; and to consider proposals for new courses or the modification or deletion of existing courses. It also considers revisions to the academic program; assists with other aspects of academic program and faculty concerns; assist in review and update of Faculty Handbook; monitor assessment process for operational and strategic planning.

BSED Advisory Coalition

The Doral College BSED Advisory Coalition shall advise and make recommendations to The Doral College Board of Trustees and the Doral College Administration regarding effective policies for the College's Bachelor of Science in Education program. The Coalition shall meet no less than two times per year at such times and places and upon such notice as it may determine. These meetings can take place at any location, including virtually or telephonically, as designated by a majority vote of members.

Human and Physical Resources Committee

Meets twice in an academic year, usually in October and May. Discusses and reviews all aspects of College facilities, repair, security and maintenance; campus hardware and software; all Human Resources responsibilities including College employee records, responsibilities, employment policies, and benefits; monitoring of progress toward achievement of college mission.

Institutional Planning Committee (IPC)

Meets monthly or as needed. Reviews institutional data and recommendations and consult appropriately with the various constituencies on a periodic basis in order to create strategic priorities for college activities and integration of assessment across institutional goals. It also works on updating and implementing Institutional Planning Calendar activities; monitoring and assessment of planning and assessment processes; implementing accreditation procedures, strategic and operational planning including educational program review, budget review and submission, and review of College policies and procedures. The IPC supervises the accreditation process and compliance.

Strategic Planning Committee

This committee is responsible for strategic planning. It consults with various College constituencies to review and revise the college mission and goals and formulate strategic priorities. During periodic strategic review of the college mission and goals, the College president may augment the Strategic Planning Committee with a larger membership reflecting the College community.

SECTION III

TEACHING REGULATIONS & PROCEDURES

General Responsibility

The general responsibility for classes resides with the instructor, limited only by the academic regulations of the College. These regulations represent the conditions under which instruction occurs at the College. When questions arise, a faculty member should first consult the Chief Academic Officer.

Room Assignments (face-to-face classes)

All room assignments and all requests for the use of extra rooms for tests or lectures are coordinated by the Chief Student Affairs Officer. Rooms for special meetings, evening groups, etc., must be cleared through the Office of Admissions & Student Services. This is not only to avoid conflicts in assignments but to see that adequate security coverage is made available at the close of meetings.

Teaching Dual Enrollment Students

To teach dual enrollment high school students, a faculty member may be subject to additional internal and government requirements, which the College will assist in coordinating. These requirements include, but are not limited to, background checks, fingerprinting and county drug testing, depending on the location of the instructor.

Class Rosters

Enrollments will be available to instructors in Schoology at the beginning of each semester. Instructors should immediately inform the Registrar of any discrepancies between this list and any other record. As long as a student's name appears on the roster via Schoology, the student should be considered a member of the class and reports should be made accordingly.

College Credit Hour

One college credit is based on the learning expected from the equivalent of fifteen fifty-minute sessions of classroom instruction and a minimum of two hours out of class student work each week. This means students should expect to put in approximate 135 hours of work for each three-credit course in which they enroll.

Online and hybrid courses must meet the same total hour requirements as face to face courses. If courses are scheduled over fewer days, such as in condensed summer semesters or hybrid offerings, the length of face to face sessions or out of class student work should be adjusted to ensure the appropriate number of hours per credit.

The College functions on semester credit hours.

Faculty Support Chart

Faculty support is available should instructors have an issue that needs to be resolved. See below for support area and contact information.

SUPPORT AREA	CONTACT
Tech Support	support@doral.edu
Human Resources	Lisset Yanes, Administrative Assistant to the President, HR, lyanes@doral.edu 305-463-7210
Student Affairs/ Registrar	studentaffairs@doral.edu
New Faculty Training, Faculty Evaluations and Observations, Bachelor of Ed.	Lourdes Isla, Dean for the Bachelor's in Elementary Education lisla@doral.edu
Schoology, Course Design, New Faculty Training, Faculty Evaluations and Observations.	Scott Wacholtz, Faculty Chair swacholtz@doral.edu
SLO's, Faculty Evaluations and Observations, Academic Integrity Issues, Course Modification Requests, credentialing, program reviews	Guillermo A. Rivera, Chief Academic Officer, Academic Dean for AA program 305-463-7210 grivera@doral.edu

Teaching & Faculty Responsibilities

In addition to the foregoing, faculty responsibilities for teaching face-to-face, blended and online classes include the following standards:

- Logging into Schoology daily (please download the app).
- Keeping regular office hours, in person or online.
- Responding to emails from students and administrators within a 24-hour period.
- Grading papers and projects with reasonable turnaround, but never more than one week.
- Checking online assignments daily.
- Giving students timely and constructive feedback about their progress.
- Posting assignments with explicit requirements and due dates.
- Conducting a sufficient number and variety of assessments to measure student achievement.
- Hosting live or web conference sessions for review, tutoring, or discussions.
- Creating and posting welcome videos for all online courses.
- Providing opportunities for student interaction with content and each other, whether online or face-to-face.
- Using a variety of content according to instructional design principles.
- Creating and distributing syllabi in compliance with Doral College requirements.
- Posting links to Student Evaluations of Instruction at end of semester.
- Establishing Student Learning Outcomes and reporting data to Chief Academic Officer.
- Coordinating with high school personnel for dual enrollment classes.
- Maintaining continuing education (CIE/CEU) requirements.
- Providing documentation for personnel files as required.
- Attending faculty meetings, professional development sessions, and graduation exercises.
- Cooperating with all Institutional Effectiveness requirements
- Identifying struggling students and motivating them to complete their work.
- Finding and correcting errors in course content and reporting them to the Chief Academic Officer.

Alignment with current knowledge and accuracy of course content

Faculty members are expected to maintain currency of their courses, teaching, and materials, incorporating any new or pertinent developments in their subject area. Faculty members should make any necessary changes in their syllabi or course activities. Instructors should review course content every academic year. Faculty members should communicate with colleagues about current and newly developed knowledge in the teaching field.

Faculty members should also correct any mistakes found in materials and advise the Chief Academic Officer to ensure this correction is made throughout the system. Faculty members should communicate and collaborate with colleagues on correcting any mistakes or revising course materials.

If a faculty member needs to make substantive course revisions or changes to an online or blended course, he/she should contact Scott Wacholtz, Faculty Chair or Guillermo Rivera, Chief Academic Officer. The College must track substantive updates/revisions for accreditation compliance.

Additional Teaching Duties Inside and Outside the College/ Conflict of Interest Policy

All faculty teaching duties at Doral College must be approved by the Chief Academic Officer and no course may be listed without administrative approval. Teaching a course at another institution (whether secondary or post-secondary) while concurrently teaching at the College requires informing the Chief Academic Officer to facilitate proper scheduling of the faculty member's College courses. The faculty member understands that teaching at other institutions may limit the number and type of courses that the administration can assign the faculty member.

If a faculty member is consulting with another institution or participating in professional associations, the faculty member is expected to maintain confidentiality of any internal college materials.

Should the faculty member wish to publish something about Doral College, the faculty member should first contact the General Counsel with the proposed publication for approval.

Attendance (F2F) and participation (online/hybrid)

Instructors should announce at the beginning of the term their expectations with respect to class attendance and/or participation within online courses. In general, the College expects students to attend classes regularly and to log on regularly to online courses. Online courses should have weekly assignments to ensure students participation and engagement. Moreover, each instructor may make explicit requirements concerning attendance in the course, for the College realizes that methods of instruction vary, and classroom participation may have greater prominence in one course than in another. Within this regulation, each faculty member is expected to keep attendance records and to discourage indiscriminate class absences. This record is particularly significant for students in academic difficulty (in danger of failing).

When students are absent for extended periods without explanation, or similarly not logging in or responding to faculty communications for online courses, the instructor should contact the Office of Student Affairs (studentaffairs@doral.edu) with details.

Faculty members are expected to meet their face-to-face classes as scheduled. If there are occasions of illness or other necessary absence from the campus, the faculty member should notify and consult with the Chief Academic Officer. Instructors are expected to schedule make up classes if necessary.

Office hours and communication

Each faculty member is expected to maintain regular office hours, defined as three hours a week. A faculty member making him or herself available for online communication can qualify as office hours, but the faculty member must be in a position to immediately respond to student inquiries via e-mail, Conference feature in Schoology, or other electronic means.

Faculty are expected to check Doral College email every business day and respond to communication from students or administrators within a reasonable time frame, usually a 24-hour period. Faculty are expected to log into Schoology every day, regardless of teaching load.

Faculty evaluations

Faculty members will be subject to administrative and student evaluations while engaging in the instruction of a course. All evaluations of faculty are coordinated and conducted by the Chief Academic Officer, Faculty Chair, Dean for Bachelor of Science program. Faculty members are expected to comply with all directives and procedures promulgated by Doral College administrators with regard to faculty evaluations.

Examinations and other assessments

Faculty members are free to give whatever types of examinations, essays, reports, and laboratory assignments they deem appropriate. Although no regulation requires notifying students in advance of tests, it is general practice to announce to students at the beginning of the term an approximate schedule of such tests. The College asks that instructors arrange an appropriate make-up test for students who have legitimate excused absences. Tests should be given during regularly scheduled class periods or online with adequate notice.

Instructors must assign assessments directly related to the specific course Student Learning Outcomes which are in turn linked to Doral College Program Outcomes mentioned above. Instructors are encouraged to use a variety of assessments, as appropriate for their subject area. The College encourages authentic assessments and the use of rubrics as appropriate.

There needs to be a minimum of 1 assessment per course objective. Also, to ensure student engagement and progress, students should be required to complete at least one assessment per week.

Further, use course design to keep students engaged, considering their age and maturity level. Interactive games, badges, and other activities may be appealing. The Academics team works with faculty to structure engaging content, such as group discussions, group projects, and interactive activities. Another principle is to present information in a variety of ways. Ideally, courses incorporate multimedia, interaction with peers, as well as readings and activities.

Reasonable steps should be taken by the faculty member to assure an atmosphere conducive to maximum performance by all students and to foster adherence to the Student Code of Conduct.

College regulations require that all assigned work be completed by the deadline set by the instructor, but no later than the end of the examination period.

Proctored assessments and anti-plagiarism

The College requires that certain assessments be proctored for degree-seeking students, with verification of student identity. There are many options available for this.

In person examinations/assessments for face to face and hybrid classes: faculty should check or verify student identity prior to giving examinations in person. Faculty should circulate the room while students are testing to avoid cheating.

Online assessments: Consult Scott Wacholtz, Faculty Chair or Guillermo Rivera, Chief Academic Officer for assistance. These assessments can include live streamed presentations, discussions, or other activities.

Student teaching or field assignments: student teaching, internships, or field assignments can count as proctored assessments. The supervising instructor should verify the student identity via badge or pass issued by the school system.

In person proctoring for online examination: this option is available at certain affiliated schools, in cooperation with high school personnel.

Further, state licensure testing for teacher candidates is proctored by the testing centers.

Turnitin is available for any assignment within Schoology. Contact Scott Wacholtz, Faculty Chair, for assistance.

Lastly, consider using a variety of authentic and original assessments, aside from papers and multiple-choice tests. Students can present videos, websites, create an original presentation, or other methods to engage and assess learning.

Grades

Grades are assessments, as fair and objective as possible, of the student's work at the end of the term. Fairness demands that all students be held to the same reasonable deadlines within the term. All instructors are expected to make fair and careful appraisals of each student's work at the end of the term and have final grades ready no later than the due date specified by the Academic Calendar.

An Instructor may choose to assign a grade of “I” (Incomplete), when a student has failed to complete one or more required assignments but has otherwise earning a passing grade in a course. The assignments and deadlines involved are to be set by the instructor of the course and should be communicated to the student in writing. However, the timeline for resolution must not exceed one academic semester.

Appropriate uses of the Incomplete grade option include cases where students encountered extenuating circumstances or illness later in the term and afford the student a better outcome than a poor grade or a withdraw.

Please note: Incomplete grades should not be offered or used in cases where the student was not earning a passing grade, or where no extenuating circumstance exists.

An “I” grade that is not changed by the following semester will convert to an “F.” At the discretion of the Chief Academic Officer or Chief Student Affairs Officer, an instructor may accept work from a student after an “I” grade has converted to an “F” as long as the student has not graduated. Other grade changes based on an “I” grade may be submitted directly to the Registrar without prior approval

Grading Scale

Doral College Academic Grading Scale 2020-2021

Letter Grade	Grade Points	Numerical Grade Range
A	4.0	100 – 90
B	3.0	89.99 – 80
C	2.0	79.99 – 70
D	1.0	69.99 – 60
F	0.0	59.99 – 0

Accommodations for Students with Disabilities

In accordance with the Florida Educational Equity Act, Section 504 of PL 93-112, and the Americans with Disabilities Act (ADA) of 1990, the College provides accommodations for students with disabilities to ensure equal access to its programs and services.

Students requesting accommodations should submit appropriate documentation (IEP/504 plan/psychological evaluation) to the Student Affairs department for review. If accommodations are determined to be necessary, the student will receive an Accommodations Notification Letter. The Accommodations Notifications Letter will list the accommodations to which the student is entitled at the college level. It is the student's responsibility to provide a copy of this letter to each of his/her instructors at the start of each term.

Dual Enrollment students should keep in mind that laws and policies governing accommodations at the college level are different from those in the K-12 environment.

Common accommodations include extended time on tests and quizzes, deadline extensions on assignments and extra breaks during testing.

Instructors are expected to provide students accommodations as listed on the Accommodations Notifications Letter and should direct any concerns to the Chief Academic Officer.

Guidelines – Face to Face Classes

- Do not ask the student to come to the classroom and then leave with the test in hand.
- Do not place the student in the hall or any other obvious place to take an exam because you want to be close to them if they have a question.
- Do not ask the student for documentation other than the letter from Student Affairs.
- Do not discuss the student's needs or accommodations other than in a private place.
- Do not make comparisons between different students and their different needs.
- Do not use a grading standard that is different from the rest of the class.
- Do not give students with disabilities an advantage over the rest of the class. The object of the law and College policies are to give equal access and opportunity through accommodations.

Due to confidentiality, the nature of a student's disability may not be disclosed to the faculty unless there is a specific need to know. When beneficial to the student-faculty relationship, students are encouraged to self-disclose.

A faculty member has the right to challenge an accommodation request if he/she believes the student is not qualified, if the accommodation would result in a fundamental alteration of the program, if the institution is being asked to address a personal need, or if the accommodation would impose an undue financial or administrative burden. The faculty member should discuss the matter with the Chief Student Affairs Officer.

Institutional Effectiveness Duties

Faculty members will be expected to comply with all exercises and procedures related to the furtherance and documentation of institutional effectiveness, as required by the Distance Education Accrediting Commission (DEAC) and any other accrediting bodies. Any questions regarding the instructors' institutional effectiveness obligations and practices should be directed to the Director of Institutional Effectiveness.

Doral College Student Code of Conduct violations

All violations of Doral College's Student Code of Conduct, including violations of Academic Integrity should be referred to the Chief Student Affairs Officer, who will communicate with the Chief Academic Officer/Dean. The Chief Student Affairs Officer, in collaboration with the CAO will determine whether the matter may be resolved in the initial review stage or escalated to a disciplinary hearing.

Faculty meetings

The faculty will meet will have at least 6 regular meetings and/or focus groups during the academic year, with additional informational sessions scheduled as needed. The regular meetings will be in Fall and Spring. Meeting topics can include, but are not limited to, professional development, reports from College administrators, College policies, institutional effectiveness, and administrative issues. The Chief Academic Officer and/or the Faculty Chair will chair the meetings of the faculty. Meetings are held by Zoom.

Family Educational Rights and Privacy Act

Faculty members must comply with The Federal Educational Rights and Privacy Act (FERPA) which provides students with certain rights with regard to their educational records. This section will outline those rights:

Students have the right to inspect and review their educational records maintained by the College. Students who wish to inspect and/or review their records must submit a written request to the Chief Operating Officer of the College identifying the record(s) that the student wishes to review. The Chief Operating Officer will then forward this request to the appropriate College official who manages the particular record(s) the student wishes to review. This official shall then coordinate with the student an appropriate time, date, and location where the student can review the record(s) in question. Provided that a proper and appropriate request is submitted, the student shall be able to inspect or review their requested record(s) no later than 40 days following the submission of their request.

Students have the right to request that the College correct student records that the student believes to be inaccurate or misleading. The student must submit a written request to the Chief Operating Officer of the College (1) identifying the part of the record that the student wants changed and (2) specifying why that part is inaccurate or misleading. The Chief Operating Officer will then forward this request to the appropriate College official who manages the record(s) that the student wishes to correct. Within 40 days of the student's request, this official shall notify the student as to their decision as to whether the student's request is granted. If the student's request is not granted, the official shall notify the student of their right to a formal hearing in accordance with Doral College's Grievance Policy.

Generally, the College must receive written permission from the student prior to releasing any personally identifiable information in the student's educational record. However, FERPA permits the College to disclose those records without the students' consent in certain situations.

- Disclosure to school officials with a "legitimate educational interest."

This includes, but is not limited to College academic, administrative, support, and student services/advisory personnel; individuals and organizations with whom the College has contracted (such as attorneys); members of the Board of Trustees; and non-College employees who are assisting College officials in performing their tasks.

- Disclosure to other schools to which a student is transferring.
- Disclosure to appropriate parties in connection with student financial aid.

- Disclosure to organizations conducting studies on the College’s behalf, to accreditation organizations, or to comply with a judicial order or subpoena.
- Disclosure to appropriate officials in cases of health/safety emergencies, or to state/local authorities or with a juvenile justice system pursuant to specific state laws.
- Disclosure to the student’s parents to the extent that the student is a dependent of the parent, as defined in section 152 of the Internal Revenue Code of 1986.
- Notwithstanding the above, the College may disclose a student’s “directory information” (such as a student’s name, dates of attendance, enrollment status, most recent previous school attended, photograph, height/weight of school athletics participants, date/place of birth, major/field of study, participation in official activities, degrees/honors/awards) without the student’s consent. However, a student has the right to request that the College not disclose their directory information. To exercise this right, a student must submit a written request to the Chief Operating Officer for non-release of the student’s directory information.
- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Doral College to comply with FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400
Maryland Avenue SW Washington, DC 20202-4605

Policy on Technology Use

Account Management

Computer accounts are the means used to grant access to Doral College information resources. These accounts provide a means of providing accountability for information resources usage. The purpose of the account management security policy is to establish the rules for the creation, monitoring, control, and removal of user accounts.

E-mail

The purpose of the Doral College email policy is to establish the rules for the use of college email for the sending, receiving, or storing of electronic mail.

The following activities are prohibited by policy:

- Sending email that is intimidating or harassing.
- Violating copyright laws by inappropriately distributing protected works.
- Posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role.
- The use of unauthorized e-mail software.

The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:

- Sending or forwarding chain letters.
- Sending unsolicited messages to large groups except as required to conduct college business.
- Sending excessively large messages
- Sending or forwarding email that is likely to contain computer viruses.

All user activity on College information resources is subject to logging and review. Electronic mail users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Doral College or any unit of the College unless appropriately authorized (explicitly or implicitly) to do so.

Internet Usage

Use of the internet on any of Doral College's equipment or programs is subject to the following guidelines:

- Software for browsing the Internet is provided to authorize users for college business and research use only.
- All software used to access the Internet must be part of the Doral College standard software suite or approved by IT. This software must incorporate all vendor provided security patches.
- All files downloaded from the Internet are scanned for viruses using the IT distributed software suite and current virus detection software.
- All sites accessed must comply with the *Doral College Acceptable Use Policies*.
- All user activity on Doral College information resources assets is subject to logging and review.
- Content on all Doral College Web sites must comply with the *Doral College Acceptable Use Policies*.
- No offensive, indecent, obscene, or harassing material may be made available via Doral College web sites.
- No personal commercial advertising may be made available via Doral College web sites.
- Doral College internet access may not be used for personal gain or non-Doral College personal solicitations.
- Incidental use must not result in direct costs to Doral College.
- Incidental use must not interfere with the normal performance of an employee's work duties.

- No files or documents may be sent or received that may cause legal liability for, or embarrassment to, Doral College.

Storage of personal files and documents within Doral College's information resources should be nominal. All files and documents are owned by Doral College, may be subject to open records requests, and may be accessed in accordance with this policy.

The user must be aware that copyright protection includes, but is not limited to, computer software, recordings of songs, graphic art, photographs, images, films, videos, and that using material that is protected by copyright is illegal, unless the user has received express permission from the owner of the copyright, or if the material is explicitly labeled as being in the public domain.

Computer Privacy

Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Doral College are the property of Doral College. Electronic files created, sent, received, or stored on electronic resources owned, leased, administered, or otherwise under the custody and control of Doral College are not private and may be accessed by Doral College.

To manage systems and enforce security, Doral College may log, review, and otherwise utilize any information stored on or passing through its IT systems. For these same purposes, Doral College may also capture user activity such as telephone numbers dialed, and web sites visited.

Users should report any weaknesses in Doral College computer security and any incidents of possible misuse or violation of IT resources. Users must not attempt to access any data or programs contained on Doral College systems for which they do not have authorization or explicit consent.

Incidental Use

As a convenience to the Doral College user community, incidental use of information resources is permitted. The following restrictions apply:

- Incidental personal use of electronic mail, internet access, scanners, printers, copiers, and so on, is restricted to Doral College approved users; it does not extend to family members or other acquaintances.
- Incidental use must not result in direct costs to Doral College.
- Incidental use must not interfere with the normal performance of an employee's work duties.
- No files or documents may be sent or received that may cause legal action against, or embarrassment to, Doral College.
- Storage of personal email messages, voice messages, files and documents within Doral College's information resources must be nominal.
- All messages, files and documents – including personal messages, files and documents – located on Doral College information resources are owned by Doral College and may be accessed in accordance with this policy.

Technology Disciplinary Actions

Violation of this policy may result in disciplinary action, which may include termination for employees.

Policy on Web Page

The College web page is an official publication of the College and as such, the College reserves the right to control published content and links. The College web page shall be subject to the same requirements as all other College publications, including, but not limited to, the laws, rules, and regulations regarding copyright, license, and confidentiality of student records. The design and construction of the faculty web pages shall be supervised by the appropriate College personnel.

Technology Requirements

- Face to face classes will have instructor computers, projectors or smart boards, and internet access.
- Doral College email, SIS, library databases, learning management systems and tutoring programs are hosted on remote services and accessible via the internet.
- For online or hybrid classes, any modern computer/browser set up should be adequate to teach online classes for the College. However, it is important that audio/video conferencing requires relatively fast internet (128 kbps upload/download).

Minimum hardware/software technology requirements (online/hybrid)

- Internet: regular internet access (128 kbps upload/download)
- Hardware: modern laptop/desktop computer
- Peripherals: microphone/speakers or headset, webcam
- Browser: Chrome, Firefox, or Safari recommended

Recommendations

- Software: install latest version of MS Office via College account (free)
- Browser: use Chrome, Firefox, or Safari.
- Hardware: iPads are fine for most purposes, but some Flash-based apps may not work properly (cannot video stream via Conference Button in Schoology)
- Smartphone: Highly recommended to access email & Schoology on the go
- Apps: Install Schoology app from Google Play or the Apple Store (free)

Copyright Procedure for Employees

General

Doral College recognizes that the copyright holders have an exclusive right to their copyrighted works but that the use of copyrighted materials often can enhance the teaching of its faculty.

All Doral College employees are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and the TEACH Act, and to act in good faith when using copyrighted materials to support educational and research activities. Copy- righted material includes text, music, videos, games, movies, and software. Employees who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the U.S. courts as well as disciplinary action from Doral College.

Copyright Basics

The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works (other works based on the original work)

Nevertheless, copyright laws allow the use some copyrighted works for educational purposes. Fair Use and the TEACH Act allow, under certain conditions, the use and copying of copyrighted material for education and research. For use that falls outside the scope of Fair Use and the TEACH Act, faculty must secure per- mission or alter delivery plans.

Fair Use

The Fair Use standard allows Doral College faculty and staff to copy, view, display, and distribute copyrighted materials for classroom use without seeking permission. These four factors must be considered on a case-by-case basis to determine if the use is fair:

- Is the purpose and character of the use educational or commercial?
- Is the nature of the work factual or creative?
- What is the amount and substance of the work to be used?
- Will use affect the market value of the work?

Fair use applies to all copyrighted works regardless of the media in which they are fixed: print, electronic, or multimedia. Educators may also want to consider the Fair Use Guidelines for Educational Multimedia and the Doral College Fair Use Policy when creating multimedia projects.

Works in the Public Domain

Doral College employees may use copyrighted works that are in the public domain (i.e., publications dated 1922 or earlier), freeware, data or fact compilations, ideas, most U.S. government documents, and works published before January 1, 1978, that do not have a copyright notice or for which the copyright has expired.

Digital Millennium Copyright Act (DMCA)

The Digital Millennium Copyright Act (DMCA) enacted in October 1998, amended the Copyright Act, by adding specific provisions relating to digital content. The DMCA enforces laws to prevent the circumvention of software or other technological locks that give copyright holders the right to control access, print, download, copy, or further distribute their digital works. Under DMCA, it is a civil and criminal offense for anyone to circumvent anti-piracy measures in software, to disseminate software or other copyrighted digital material without permission, or to manufacture code cracking devices. Fair Use is not a defense to the criminal act of unauthorized circumvention.

Distributing copyrighted materials over the Internet for which the faculty or staff member does not have permission is a violation of the DMCA. It is illegal to download music, games, or videos through peer-to-peer file sharing programs without permission or to use such types of software on the college's network.

The recreational downloading of copyrighted materials is a violation of both federal law and college policy. This law is enforced by federal investigators and by the owners of copyrighted materials.

As a non-profit educational institution, Doral College is afforded some protection of civil liability if a faculty or staff member commits an infringement. In order to limit its liability, Doral College will:

- take measures to protect against unauthorized access,
- devise a reasonable way to limit unauthorized dissemination after access has been acquired,

- only acquire lawfully produced copies of copyrighted works for performance or display,
- designate the college General Counsel as Doral College’s Copyright Compliance Agent to receive reports of copyright infringement, and,
- have a posted Copyright Policy and educate faculty and staff about copyright and comply with any “take down” requests on material that has been infringed.

Doral College abides by the provisions of DMCA, which requires a prompt response to claims of copyright infringement by copyright holders or their agents. If a faculty or staff member willfully infringes while teaching, studying, or conducting research, Doral College will not be held liable and additional disciplinary action will occur.

Technology, Education, and Copyright Harmonization Act (TEACH)

Doral College complies with the provisions of the Technology, Education, and Copyright Harmonization (TEACH) Act which was enacted in November 2002, as an amendment to the Copyright Act of 1976. It covers distance education as well as face-to-face teaching which has an online, hybrid or broadcast component. At the institutional level, Doral College has in place the necessary technological provisions for faculty and staff to take advantage of the TEACH Act. At the teaching level, considerable responsibility is placed on faculty and staff who must comply with all criteria of the TEACH Act if they wish to take advantage of the exemption. Among the provisions of the act are the following:

- Doral College has a policy regarding copyright.
- Doral College provides information and materials that promote and describe U.S. copyright laws.
- Only a limited and reasonable portion of works such as audiovisual works and motion pictures may be performed.
- These works may not be performed in their entirety without a license.
- Display of copyrighted works such as graphics, photographs, short poems, etc., in the online classroom must be comparable to that typically displayed in a face-to-face classroom.
- The work performed or displayed is at the direction of or under the actual supervision of the instructor.
- The work is part of systematic mediated instructional activity and is an integral part of the class session.
- Doral College provides information and notices to students that copyrighted materials may be utilized in a course.
- Faculty must place the following notice prominently within each course site and/or on each course syllabus: “The materials on this course Web site may be subject to copyright protection and are only for use by students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”

- Copyrighted images and graphics will only be made available in a format that limits printing and saving.
- Doral College will transmit performances and displays of copyrighted materials only to currently enrolled students in the course.
- Doral College employees will not interfere with technological protections taken by copyright owners.
- Doral College will utilize authentication technology to restrict access to copyrighted materials placed within the course.

Obtaining Permission

If a Doral College employee wishes to use a work that is protected by copyright and the use of the work is not a fair use and no statutory exemptions apply to the use of the work, then permission must be obtained from the copyright owner or one of the organizations that obtain permission before the work can be used. If one is unsure whether or not permission is needed, or if needed but is not yet received, the work cannot be used. Infringing on the owner of a copyrighted work may subject the employee and Doral College to legal action, including but not limited to being forced to stop using the work and/or paying financial penalties.

Training

The College General Counsel will coordinate and provide training on Copyright, Fair use, the Digital Millennium Copyright Act, and the TEACH Act.

Faculty Web Pages or Schoology Pages

Displays of copyrighted materials not created by employees should not be available on a faculty or employee Web page unless:

- Permission from the copyright holder has been obtained,
- Doral College has a license that permits such use of the work, or the Web page is password protected and available only to students currently enrolled in the class.
- To avoid a copyright issue, it is preferable that the faculty or staff member link to content found on an open and free Web page or in a subscription database obtained by the library.

Academic Calendar

FALL 2020	
May 18th, 2020	Registration begins for Fall 2020
September 7th, 2020	Labor Day Holiday (College closed)
September 11th, 2020	Last day to apply for admission for Fall 2020
<i>September 21st, 2020</i>	Classes begin
September 25th, 2020	Last day to add/ swap (Domestic DE and Undergrad only)
September 25th, 2020	Last day to drop (International DE only)
October 2nd, 2020	Last day to drop during the grace period (Domestic DE and Undergrad only)
October 5th, 2020	Registration begins for Spring 2020 semester
November 11th, 2020	Veteran's Day Holiday (College closed)
November 23rd, 2020	Thanksgiving Day Holiday begins (College closed)
November 30th, 2020	Thanksgiving Day Break ends (classes resume)
November 30th, 2020	Registration begins for Spring 2021
December 4th, 2020	Last day to withdrawal from a course with a "W" (Domestic DE and Undergrad only)
December 21st, 2020	Winter Break begins (College closed)
January 4th, 2021	Winter Break ends (classes resume)
January 8th, 2021	Last day to apply for admission for Spring 2021
January 18th, 2021	Martin Luther King, Jr. Day Holiday (College closed)
<i>January 22nd, 2021</i>	Classes end
January 27th, 2021	Grades due in College SIS
SPRING 2021	
<i>February 1st, 2021</i>	Classes begin
February 5th, 2021	Last Day to add/swap (Domestic DE and Undergrad only)
February 5th, 2021	Last day to drop (International DE only)

February 8th 2021	Registration begins for Summer 2020
February 12th, 2021	Last day to drop during the grace period (Domestic DE and Undergrad only)
February 15 th , 2021	President's Day Holiday (College closed)
March 29th, 2021	Spring Break begins (College closed)
April 5th, 2021	Spring Break ends (classes resume)
April 16th, 2021	Last day to withdrawal from a course with a "W" (Domestic DE and Undergrad only)
May 9th, 2021	Last day to apply for graduation
<i>May 21st, 2021</i>	<i>Classes end</i>
May 26th, 2021	Grades due in College SIS
SUMMER 2021	
May 28th, 2021	Last Day to apply for admission for Summer 2021
May 31st, 2021	Memorial Day Holiday (College closed)
<i>June 21st, 2021</i>	<i>Classes begin</i>
June 25th, 2021	Last Day to add/swap (Domestic DE and Undergrad only)
July 3rd, 2021	Last Day to add/swap (Domestic DE and Undergrad only)
July 4 th , 2020	Fourth of July Holiday (College closed)
July 30th, 2020	Last day to withdrawal from a course with a "W" (Domestic DE and Undergrad only)
<i>August 13th, 2021</i>	<i>Classes end</i>
August 18 th , 2020	Grades due in College SIS

Course Development Requirements, Materials and Syllabi

Course development

A copy of the Curriculum Development Manual can be found inside Schoology, inside the Professional Development course group.

Course materials

Please coordinate ordering course materials or required readings prior to the start of the semester.

Any substitutions of previously approved textbooks or courseware require approval of the Chief Academic Officer. Email grivera@doral.edu with any requests. All textbooks, courseware, and materials are provided at no cost to the students.

Please *do not require your dual enrollment students to purchase any materials or books*; contact the Chief Academic Officer for instructions.

Syllabi

Syllabi must follow College standards and use the template provided with all required elements.

Required elements for syllabi (standard)

1. Course title, common course number, & description from the catalog
2. Instructor phone contact, email, and office hours (online and/or in person)
3. Student Learning Outcomes & Program Outcomes (you can add other objectives to the required SLOs, however)
4. Academic Integrity statement (language provided)
5. Instructional Modifications (disability services) statement (language provided)
6. Your grading and attendance policies
7. Your course calendar with major assignments and due dates
8. Your late work policy.
9. Textbooks, e-books, courseware as required

Rubrics

Instructors must use the provided SLO rubric for their subject area to assess course specific SLOs, using student work/assignments/observations of their choice. Instructors are free to develop additional rubrics for their courses and/or embed them within Schoology assignments.

SECTION IV – SUNDRY MATTERS

Fiscal Responsibility

The College expects everyone in the College community to use prudent judgment in their use of facilities, equipment and supplies to avoid unnecessary waste or damage. This includes “common sense” actions like being environmentally sensitive (turning off classroom air conditioning when leaving for Spring Break, recycling where available) and taking reasonable care of equipment and computers (e.g. don’t write on the Smart Board with a sharpie.)

The College also asks everyone in the community to be prudent in making or requesting expenditures on behalf of the college, and to look for reasonable value (not necessarily the cheapest price, but the best value within reason).

Faculty should follow appropriate procedures for expense reimbursement, requesting materials/equipment, or adding budget items. Faculty can e-mail requests for budget items (new textbooks, equipment, etc.) to the Chief Academic Officer. The faculty member will be promptly informed in writing as to the status of a request.

Suggestions are welcomed and encouraged! Feel free to contact the Chief Academic Officer with any suggestions for improving our financial or environmental programs.

Declination of a Salary or Stipend

In any case in which a faculty member wishes to give any or all of a salary or stipend received from the College back to the College, it will be necessary for the following conditions to pertain:

1. The salary or stipend must be offered to the employee or speaker in writing prior to the written indication from the employee or speaker that he or she wishes to return all or part of the salary or stipend to the College.
2. A written declination to accept any or all of the funds must be obtained. It is possible for the donor in this case to designate the use of such foregone funds, and any such designation will accompany the written declination.
3. The employee or speaker must be notified in writing that the entire salary or stipend will be reported to the Internal Revenue Service.
4. The written offer and declination should be passed onto the Chief Operating Officer for processing.

Intellectual Property Policy

Creation of Intellectual Property

The intellectual property covered under this policy includes all types of intellectual property (“IP”), regardless of whether subject to protection under copyright, patent, trademark, or other laws. This policy applies to all employees and students of the College, whether they are working with or without compensation on any project under the direction and control of the College. It also applies to anyone using College facilities or anyone conducting activities under the supervision of College personnel. This policy is subject to, and this is amended and superseded by, the specific terms pertaining to IP rights included in government grants or contracts, or other agreements, to the extent of any conflict.

Should an individual covered under this policy create IP using no College resources, labor, materials, facilities, or equipment, then that IP is the exclusive property of the creator(s) and the College has no interest in such property and no claim to profit there from.

Should an individual covered under this policy create IP in whole or in part with College resources, labor, materials, facilities, or equipment, or the IP resulted from activities supported by a grant or government contract, then this IP is subject to ownership by the College.

Before IP created in this manner is disclosed to the public, published, or otherwise exploited, the creator(s) shall submit a reasonably complete and detailed disclosure of such IP to the President for determination of the College’s interest.

If the College does not assert its right to ownership of the IP, the creator(s) shall be notified that he or she is free to obtain and exploit IP protection in his or her own right and the College shall not have any further rights, obligations, or duties with respect thereto except that, in some instances, the College may elect to: (1) retain a non-exclusive, non-revocable, royalty-free license to use the IP, (2) impose certain limitations or obligations, or (3) retain certain income rights, depending upon the degree of College support involved in the creation of the IP.

With respect to IP in which the College asserts its ownership, the College shall decide how, when, and where the IP is to be protected, and may proceed through its own efforts or those of general counsel, outside counsel, or an appropriate private firm to obtain protection and manage the IP. It shall be mandatory for the creator(s) to assign the rights to IP to the College when the College asserts its ownership of creations that fall under this policy.

In those instances, where the College licenses rights in IP to third parties, the cost of licensing and protection for the property on behalf of the College shall first be recaptured from any royalties received by the College, and the remainder of such royalty income shall be divided as agreed to by the creator(s) and the College.

Notwithstanding the foregoing, a work made for hire is owned by the College and the creator(s) shall have no rights whatsoever with respect to such work. The IP policy of the College is subject to, and thus amended and superseded by, the specific terms of any work for hire agreement between the College and the creator(s), to the extent of any conflict.

Use of others' copyrighted material in courses

Doral College faculty members are expected to respect the intellectual property of others, as well as abide by federal law, when creating their course materials. Consequently, all instructors must follow the College's copyright law policy, which propounds a basic checklist for all faculty members to follow when selecting course material. Generally, a faculty member may not use a specific piece of material in their courses, even if the piece of material is very small, unless he or she can answer one of the following questions in the affirmative:

1. Does the material belong to the faculty member? Is the faculty member the copyright owner?
2. Did the faculty member receive express permission from the copyright owner to use the material?
3. Is the material more than 95 years old (public domain)?
4. Would the faculty member's use of the material constitute "fair use"? (Doral College maintains its own internal fair use policy that faculty members must follow.)

To adhere to this policy, the faculty member's use must meet three requirements:

Requirement #1: Brevity

1. Brevity: If the work is prose and is less than 2,500 words, the faculty member may use the entire work if the other two requirements are met. If the work is greater than or equal to 2,500 words, the faculty member may use no more than 1,000 words or 10% of the work (whichever is less), but in any event an excerpt of up to 500 words.
2. If the work is poetry and is less than 250 words, the faculty member may use the entire poem if printed on not more than two pages. If the work is greater than or equal to 250 words, the excerpt cannot exceed more than 250 words.
3. If the work is a chart, graph, diagram, cartoon, or picture in a book or periodical, the faculty member may use only one such chart/graph/diagram/drawing per book or periodical.

Requirement #2: Spontaneity

The faculty member's inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that the faculty member would not have time to seek permission from the copyright holder. Generally, this means that if the faculty member is referencing the future use of the work as a teaching tool in the syllabus for the upcoming semester, then the spontaneity requirement is not met. This also means that a use of a work that would constitute fair use in one semester would not constitute fair use in a subsequent semester since, ostensibly, the faculty member would have time to seek permission from the copyright holder.

Requirement #3: Cumulative Effect

The faculty member may only use the work for one course and may only issue one copy per student per course. Not more than one short poem, article, story, essay, or two excerpts may be

copied from neither the same author, nor more than three from the same collective work or periodical volume during a semester.

The faculty member MUST post notice that this is copyrighted material and credit must be given to the copyright holder. If the material is made available on the course website, the material must be password protected and measures must be taken to prevent students from saving the material to their computer.

Other Compliance Tips

Is the faculty member merely providing an Internet link to the copyrighted material for their students to access (either via e-mail or on the course website) rather than printing out the material or posting it to a course website? This works great with news articles as well as YouTube videos.

Does the faculty member have a license to use the work and is he or she following the terms of that license?

Questions regarding this policy, as well as uses of specific pieces of material, should be promptly directed to the General Counsel of Doral College, rkairalla@doral.edu

Employee Parking

Doral College faculty members may park their vehicle in the Doral College parking lot. Parking is permitted only in the prepared parking areas. No parking is allowed on roads, sidewalks, or grass, or in front of walks, driveways, or entrances. A vehicle parked in a fire lane, creating a hazard, blocking access to others, or parked in an improper location or manner shall be subject to towing.

Use of College Facilities

To reserve a campus facility for other than regular class use, contact the Chief Operating Officer. All campus space is booked through the Chief Operating Officer to prevent conflicts. Permitted uses of Doral College facilities is subject to the complete discretion of the Doral College administration.

Photo Release Policy

All Doral College faculty members agree to the following policy regarding photography:

“As a faculty member of Doral College, you grant permission to Doral College and/or its assigns, its clients, or agents, full permission to use, publish and copyright, either in whole or in part, direct quotes

and/or photographs made by/of you. Such material may be used with or without your name in all forms of media, including the Internet, for the purposes of advertising, promotion, and the development of the College and its goals. You give this permission without expectation of any remuneration. If you do not consent to the use of your image or quotes, you must contact the Doral College administration at 2525 NW 112th St., Doral, FL 33172.”

Sexual Predators Notice

The Florida Department of Law Enforcement (FDLE) offers a sexual predator and sexual offender registry website and toll-free telephone number.

FDLE website - <http://offender.fdle.state.fl.us/offender/homepage.do>

FDLE toll-free number - 1-888-357-7332 for TTY Accessibility - 1-877-414-7234.

College Administration- Who's Who at My Institution.

Administration and Staff

Douglas Rodriguez, *President*

Manny Diaz, Jr., *Chief Operating Officer*

Guillermo Rivera, Ph.D., *Chief Academic Officer, Academic Dean for the AA Program*

Cristina Guerra Romero, *Chief Student Affairs Officer*

Lourdes Isla, *Dean of Education Program*

Ryan A. Kairalla, Esq., *General Counsel*

Kristi Bordelon, Ph.D., *Director of Institutional Effectiveness*

Mary O'Dell, *Librarian,*

Scott Wacholtz, *Faculty Chair*

John Holbrook, *Director of Information Systems*

Jonele Estomba, *Director of Advising and Student Services*

Natalie Pantoja, *Assistant Registrar*

Lisset Yanes, *Administrative Assistant to the President/ HR*

Rocio Diaz, *Assistant Registrar*

Faculty

For a full list of faculty members please visit our website: www.doral.edu.

APPENDICES

APPENDIX I – BASIC EMPLOYMENT POLICIES

ADP TOTAL SOURCE - NATURE OF AT-WILL EMPLOYMENT

Your co-employment relationship with ADP TotalSource and Doral College is that of an employee-at-will and is entered into voluntarily. Your at-will status with ADP TotalSource may only be altered IN AN INDIVIDUAL CASE OR GENERALLY in a writing signed by the President of ADP TotalSource or the President of Doral College. If the contractual relationship between ADP TotalSource and Doral College is terminated for any reason, you will no longer be a co-employee of ADP TotalSource. Each employee reports directly to their Doral College supervisor. All schedules of employees, contracts and salary schedules are defined by the administration of Doral College. The employee will take direction from Doral College administrators.

Located within this handbook in the Appendices are the Basic Employment Policies that apply to all employees both faculty and non-faculty. Some parts of this handbook apply directly to faculty and are stated herein.

Please note that the reference to employment "at-will" does not change your employment status with Doral College as it existed before ADP TotalSource.

At-will employment means that you, Doral College and ADP TotalSource are free to end the employment relationship at any time, for any or no reason, with or without cause or advance notice.

Subject to very few exceptions, employment in the United States is generally at-will unless a separate arrangement (i.e. an employment contract) with Doral College indicates to the contrary. Your employment at-will status with Doral College may only be altered IN AN INDIVIDUAL CASE OR GENERALLY in a writing signed by the Owner, President of Doral College.

ADP TotalSource and Doral College have the sole discretion to alter these policies from time to time. Revisions to these policies may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

If your position requires additional pre-employment criteria, such as a driver's examination, a background investigation and/or a pre-employment drug test and if you have been offered employment before any such investigation or test is completed, your employment is contingent upon a satisfactory result on all required tests.

EQUAL EMPLOYMENT OPPORTUNITY

Doral College and ADP TotalSource (“the Companies”) are Equal Opportunity Employers and do not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Doral College will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let your supervisor know.

Doral College will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on Doral College’s operations. If you wish to request such an accommodation, please speak to your supervisor.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the supervisor. Employees may also contact the ADP TotalSource Employee Service Center at 800-554-1802. Doral College will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge.

NON-HARASSMENT

It is the Companies’ policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level manager.

Note: If your supervisor or next level manager is the person toward whom the complaint is directed you should contact any higher-level manager in your reporting chain. Employees may also contact the ADP

TotalSource Employee Service Center at 800-554-1802 if they are uncomfortable for any reason using the above procedure.

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Companies will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

SEXUAL HARASSMENT

It is the Companies' policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Doral College. It is to ensure that all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.

Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact your second level supervisor.

Note: If your supervisor or next level manager is the person toward whom the complaint is directed you should contact any higher-level manager in your reporting chain. Employees may also contact the ADP TotalSource Employee Service Center at [800-554-1802](tel:800-554-1802) if they are uncomfortable for any reason using the above procedures immediately to any member of management with whom you feel comfortable.

Employees may also call the ADP TotalSource Employee Service Center at [\(800\) 554-1802](tel:800-554-1802).

Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If after a good faith investigation, it is determined that someone has violated this policy, swift and appropriate corrective action will be taken.

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the College will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigation.

WORKPLACE VIOLENCE PREVENTION

Doral College is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Doral College and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Doral College policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a coworker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Doral College property.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported. If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important

for us to be aware of any potential danger in our Doral College offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for Doral College. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for sickness or disability (as applicable pursuant to a bona fide sick leave plan).
- Full-day disciplinary suspensions for infractions of our written policies and procedures. Family and Medical Leave absences (either full- or partial-day absences).
- To offset amounts received as payment for jury and witness fees or military pay. The first or last week of employment in the event you work less than a full week. Any full work week in which you do not perform any work.
- Full-day absences for personal reasons

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Your absence on a day because the Company has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Partial day absences for personal reasons, sickness or disability.
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact

your second level supervisor or any other supervisor at Doral College with whom you feel comfortable. You may also contact the ADP TotalSource Employee Service Center at [800-554-1802](tel:800-554-1802).

TIMEKEEPING PROCEDURES

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

If it is necessary for an employee to take a sick, or personal day they must contact Lisset Yanes at 305-463-7210 or lyanes@doral.edu and their immediate supervisor. This policy also applies to employees that leave early or come in late.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is your responsibility to sign or approve your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

FAMILY AND MEDICAL LEAVE POLICY

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact their supervisor or ADP TotalSource.

Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by a covered Company* for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

**Note a covered Company is one which has employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year,*

Entitlements

The FMLA provides eligible employees with a right to leave, applicable health insurance benefits and with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. Basic FMLA Leave Entitlement:

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for anyone, or for a combination, of the following reasons:

To care for the employee's child after birth or placement for adoption or foster care;

To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**; For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or

Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the

Reserves component of the Armed Forces in support of contingency operations or Regular Armed Forces for deployment to a foreign country. This leave also is available for family members of active duty service members.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions,

caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered service member** is entitled to take up 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "**covered service member**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered service members** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage (if applicable) on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause Doral College substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. Doral College will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from Doral College telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Doral College's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

Doral College may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the College's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the College and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the College of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform their supervisor or ADP TotalSource (866-217-0733, option 1 or email: Totalsource.FMLA@adp.com) of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow the College to determine that the leave is FMLA-qualifying. For example, employees might explain that:

a medical condition renders them unable to perform the functions of their job;

they are pregnant or have been hospitalized overnight;

they or a covered family member are under the continuing care of a health care provider;

the leave is due to a qualifying exigency cause by a covered military member being on active duty or called to active duty status; or if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to Doral College's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the College has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the College and/or ADP TotalSource notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the College and make a reasonable effort to schedule treatment so as not to unduly disrupt Doral College's operations, subject to the approval of an employee's health care provider. Employees must consult with the College prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the College and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the College may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the College may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the College of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the College's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide Doral College with timely, complete and sufficient medical certifications. Whenever the College requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the College's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The College shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The College will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the College (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications.

If employees choose not to provide the College with authorization allowing it to clarify or authenticate certifications with health care providers, the College may deny FMLA leave if certifications are unclear.

Whenever the College deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications: Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the College has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the College's expense. If the opinions of the initial and second health care providers differ, the College may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the College and the employee.

2. Medical Recertifications: Depending on the circumstances and duration of FMLA leave, the College may require employees to provide recertification of medical conditions giving rise to the need for leave. The College will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications: Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the College medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The College may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the College may require employees to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the College may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the College may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

E. Reporting Changes to Anticipated Return Date & Periodically Concerning Intent to Return to Work

Employees must contact their immediate Doral College supervisor and ADP TotalSource at 866-217-0733, option 1 periodically in accordance with the instructions noted on the Eligibility Notice regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide Doral College and ADP TotalSource with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If employees give the College unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the College's obligation to maintain applicable health benefits (subject to COBRA requirements) and to restore their positions will cease.

F. Substitute Paid Leave for Unpaid FMLA Leave

Employees must (unless Doral College specifically informs employees otherwise) use any accrued paid time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves or absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the College will allow employees to use accrued paid time off to supplement any paid disability benefits.

G. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage (if applicable) under the same conditions as if they had continued to work. Unless the College notifies employees of other arrangements, whenever employees are receiving pay from the College during FMLA leave, the College will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method. Employees should contact their immediate supervisor to make these arrangements.

The College's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the College will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the College for the cost of the premiums the College paid for maintaining coverage during their unpaid FMLA leave.

I. Exemption for Highly Compensated Employees

Doral College may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the College. (This fact-specific determination will be made by Doral College on a case-by-case basis.) The College will notify you if you qualify as a "highly compensated" employee, if the College intends to deny reinstatement, and of your rights in such instances.

II. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact your Doral College supervisor and ADP TotalSource (866-217-0733, option 1 or email: Totalsource.FMLA@adp.com)

Doral College is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact ADP TotalSource immediately. Doral College will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

III. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the College's other leave policies in your employee handbook as applicable or contact your Doral College supervisor and ADP TotalSource.

HEALTH AND SAFETY

The health and safety of employees and others on Doral College property are of critical concern to the College. The College intends to comply with all health and safety laws applicable to our business. To this end, the College must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the College's premises, or in a product, facility, piece of equipment, process or business practice for which the College is responsible, should be brought to the attention of management immediately.

Periodically, the College may issue rules and guidelines governing workplace safety and health. The College may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible regardless of the severity of the injury or accident. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

WORKPLACE CONDUCT

Doral College endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Colleges' sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing College property or a co-worker's property, and/or disclosure of confidential business information.
3. Completing another employee's time records.

4. Violation of safety rules and policies.
5. Fighting, threatening or disrupting the work of others or other violations of the College's Workplace Violence Policy.
6. Failure to follow lawful instructions of a supervisor.
7. Excessive absenteeism, including but not limited to violation of any applicable policies, irregular attendance, habitual lateness or unexcused absences.
8. Gambling on College property.
9. Willful or careless destruction or damage to College assets or to the equipment or possessions of another employee.
10. Wasting work materials.
11. Performing work of a personal nature during working time.
12. Violation of the Harassment or Equal Employment Opportunity Policies.
13. Unsatisfactory job performance.
14. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on Doral College premises, while on College business (whether or not on College premises) or while representing the College or reporting to work or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee's ability to perform the functions of the job. Please refer to Doral College's specific policy (if any) for additional information.
15. Any other violation of the College's policies.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and we reserve the right to impose whatever discipline we choose, or none at all, in a particular instance. We will deal with each situation individually and nothing in these policies should be construed as a promise of specific treatment in a given situation. However, we will endeavor to utilize progressive discipline but reserve the right in our sole discretion to terminate an employee at any time for any reason. The observance of these rules will help to ensure that the workplace remains a safe and desirable place to work.

APPENDIX II: HR CHECKLIST



Faculty Human Resources Checklist

These items are required to apply to Doral College as an instructor.

Completed Application Packet (at interview or before):

- ✓ Doral College Application for Employment (*completed & signed*)
- ✓ Curriculum Vitae or Resume
- ✓ **Original** Transcripts for all graduate degrees and coursework
(sealed envelope OR certified email to lyanes@doral.edu)
- ✓ Copy of Florida Educator Certificate (if applicable)

All personnel who receive an offer to join Doral College must complete the following documentation. Failure to complete these documents may delay processing of payroll.

Completed New Hire Documents (completed before or during 1st week of work):

-
- ✓ CIE Form 211 (*background check*)
 - ✓ CIE Form 402 (*Notarized*)
 - ✓ Copy of Driver's License or valid U.S. Passport
 - ✓ Copy of Social Security card
 - ✓ Voided check (if Direct Deposit)
 - ✓ W-4 (*federal tax withholding*)
 - ✓ Signed contract (if applicable)
-
- ✓ Drug Test (if required for your worksite)

Please note that Direct Deposit through ADP takes 4-6 weeks to go through; you may need to pick up a physical check for the first check, depending on timing.

Mailing address for transcripts: Doral College, PO Box 227368, Miami, FL 33222

Attention: Lisset Yanes lyanes@doral.edu (email certified transcripts)

III. Course Instructor Evaluation Form Links

- 1- [Face to Face Form](#)
- 2- [Hybrid Form](#)
- 3- [Online Form](#)

IV. Faculty Qualifications/ Course Documentation Form



DORAL COLLEGE

FACULTY QUALIFICATIONS/ COURSE DOCUMENTATION FORM

Faculty Qualifications
1. Faculty Name & Status: P(Part-time)/F(Full-time) :
2. Course Number: Course Name: UT/UN/D Course Type:
3. Minimum Course Qualifications: Qualifying Field(s):
4. Effective Academic Term(s):
5. Relevant Academic Degrees: Degree/Discipline/ Institution: Degree/Discipline/ Institution:
6. Relevant Coursework (if needed):
7. Other Credentials/Online teaching experience:

Guillermo Rivera, Chief Academic Officer

Date

Instructions for Completing Faculty Qualifications. Course Documentation Form

Item 1: Provide the name of the instructor and indicate full or part-time status: (F) or (P). A full-time faculty member is usually defined as one whose major employment is with the institution, whose primary assignment is in teaching or research, and whose employment is based upon a contract for full-time employees.

Item 2: List the course number and the course name of course taught during the requested time period. Indicate whether the course is developmental (D), undergraduate transferable (UT), or undergraduate non-transferable (UN).

Item 3: Use the Minimum Course Qualifications and Qualifying Field from the course matrix provided in the Faculty Credentials Manual. (DO NOT CHANGE)

Item 4: Enter the Effective Academic Term that the instructor will teach the course.

Item 5: List the earned academic degrees that help qualify the instructor to teach the listed course. Indicate the discipline (concentration or major) of each degree and the institution that awarded the degree. Make sure to list names of degrees and concentrations as **listed exactly** on the transcript. If listing additional coursework, make sure to include specific course titles and credit hours. If appropriate to assist in establishing qualifications, list degrees and coursework achieved at the undergraduate level in the teaching discipline.

Degree: Discipline: Institution: Coursework:

Item 6: If necessary, to establish adequate qualifications, indicate additional qualifications such as diplomas or certificates earned (with discipline indicated); related work or professional experience, licensure and certifications, continuous documented excellence in teaching; honors and awards; publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the course assigned to the faculty member. If necessary, provide this information on additional pages.

The Chief Academic Officer must sign and date the form.

END OF EMPLOYEE AND FACULTY HANDBOOK