

## ***Community of Educators Handbook***

[Approved 4/10/06, Community of Educators Senate]

The web version of the *Community of Educators Handbook* is the official document and is available at [http://www.messiah.edu/academics/coe/coe\\_handbook.html](http://www.messiah.edu/academics/coe/coe_handbook.html). Once the PDF document opens in your browser, you will be able to search the document or copy content from the document.

### **How are changes officially made?**

- Once a change in the *Community of Educators Handbook* is approved, the Office of the Provost makes the change on the website and sends an e-mail to all Community of Educators with the Section change attached and a link to the full PDF file.
- For those who prefer to keep an updated hard copy of the *Handbook*, they can print and insert the update.
- Documents or sections will be dated with the latest revision to ensure all users can determine if they have the most current copy. In addition, the Table of Contents will list the latest revision date for each Section.

The following offices will maintain **official hard copies** of the *Community of Educators Handbook*:

Academic Departments, Schools, Harrisburg Institute, Philadelphia Campus, Murray Library, External Programs, Student Affairs, College Ministries, Student Programs, Associate Dean of Students, Career Center, Human Resources, Registrar, Vice Presidents, Assistant Provost, Provost, and President.

These offices will be responsible to print the Section change and update the *Handbook* each time a change is published. The Office of the Provost will provide an updated version annually to these offices.