



**Graduate Adjunct
Faculty
Handbook
2018-2019**

Key Contacts

Messiah College Main Number.....	(717) 796-1800
Campus Store	ext. 6024
Disability Services.....	ext. 7258
Help Desk	ext. 4444
<i>Computer problems, support, email questions, teacher stations</i>	
Learning Technology Services	ext. 6023
<i>Innovation, learning management system, tech sessions</i>	
Health and Counseling Center (Engle Center)	ext. 6035
Human Resources & Compliance	ext. 5300
Murray Library	ext. 3860
Registrar's Office	ext. 2114
<i>Grades, student attendance, dropping/adding courses, graduation, academic policy</i>	

Welcome to Messiah College!

It is a pleasure to have you as part of our campus community. Adjunct Instructors are a vital component in the education of our students, and we are pleased that you have accepted this important role. Your expertise will enrich the undergraduate experience of many students.

The purpose of this Handbook is to provide you with helpful information. We have tried to anticipate some of your questions, but undoubtedly others will surface. Please direct any inquiries to your program director and/or program administrative assistant. They will be able to provide you with up-to-the-minute information on matters related to curriculum, teaching expectations, and the nuts-and-bolts of your assignment. For more generic questions related to life on campus, please feel free to contact the Office of the Provost at Extension 5375.

We hope that you will find Messiah College to be a welcoming and exciting community of Christian scholars. We are happy that you are part of it.

Randall G. Basinger
Provost

Overview of Mission Expectations for Educators

Messiah is a Christian College, and we seek to hire educators who share this Christian identity and seek to be a part of Christian higher education as understood by Messiah. Messiah's Christian mission and identity relate to both beliefs and behaviors. All educators of the College are expected to affirm the Apostles' Creed; support the Identity and Mission Statement, Foundational Values, Confession of Faith, Community Covenant and College-Wide Educational Objectives of Messiah College; agree to perform the duties as assigned and adhere to stated policies and procedures of the College; and agree to abide by the Employee Code of Conduct. The Employee Code of Conduct can be found [here](#).

Messiah is an ecumenical Christian Community with representation from many different Christian denominations and theological perspectives. We look for educators who understand the breadth that is present in the College, feel comfortable in this setting, and do not seek to reshape the College in their particular theological image. The mission and identity of the College exist prior to any employee and hence the College seeks educators who understand the College's mission and identity and want to contribute to and function as teachers/mentors/scholars within this framework.

While Messiah has a broad mix of Christian perspectives, Messiah has theological distinctives that flow from the Evangelical, Wesleyan, Anabaptist, and Pietist traditions that have and continue to shape the life of the College. Thus, in relation to Christian beliefs, the College finds it helpful to distinguish Core, Privileged, and Neutral beliefs. Core beliefs are beliefs affirmed by the College and which all employees are expected to fully affirm, i.e., the Apostle's Creed. Privileged beliefs are beliefs that the College, given its self-understanding, affirms and all employees will support even if they might not fully agree. Neutral beliefs are beliefs on which the College does not take a formal position,

e.g., endorsement of a political party, modes of baptism, eschatological positions.

Privileged beliefs represent beliefs that are important to the College while not rising to the level of Core beliefs. These include the Confession of Faith and other particular perspectives on theological issues – issues over which Christians tend to differ. For example, the College affirms the legitimacy of women in ministry and the peace position. While affirming that God is the Creator, the College understands that divine Creation may be compatible with various views on evolution. The College affirms Christian marriage to be the union of one man and one woman and thus believes that premarital and extramarital intercourse and forms of same-sex sexual expression fall outside of God’s design for sexual expression.

While these privileged beliefs are affirmations of the College, the College acknowledges the diversity of views within the College community on these “privileged” beliefs. However, all educators are expected to be supportive of the College’s privileged beliefs. To be supportive means the following:

- Educators may present alternative viewpoints to insure that students understand those perspectives. However, educators will treat the College’s position as a valid and responsible Christian approach and will not demean, seek to undermine, or advocate against the College’s position even when they might not fully affirm it.
- Educators will be judicious when mentoring students who have questions about Messiah’s beliefs and behavior expectations. It is the responsibility of educators to be supportive of the College’s positions and help students understand the commitment the students have made to live according to the student Code of Conduct while enrolled at Messiah College.

- Educators may hold positions that are different from the College, but, if expressed, will not take an adversarial stance against the College and will make it clear that the educator is not speaking for the College.

Messiah's Community Covenant expresses what it means for all employees and students to live in community. The Community Covenant includes behavior expectations for all members of the community. All educators are expected to support and abide by the behavior expectations of the Community Covenant.

Precisely because of Messiah College's heritage of uniting different Christian theological traditions (i.e. the historical development of the Brethren in Christ Church itself) and demonstrating an "embracing evangelical spirit," we have an inspiring opportunity to model a rare and communal approach of Christian scholars (educators and students) living and learning together, while holding varying perspectives in tension, all the while demonstrating respect and support for the College. Educators have the privilege of modeling community in a manner that the Church and the broader society rarely embodies or witnesses; therefore, educators must be willing to commit to the responsibilities that will be associated with assuming that privilege.

INTRODUCTION TO WORKING AT MESSIAH

As an adjunct faculty member you are a valued member of the Messiah College community. We actively seek adjuncts who are practitioners and content experts because they bring practical and engaging perspectives to our classrooms. Thank you for being here.

GETTING STARTED

Hiring and Payroll

Messiah College has specific policies related to workplace conduct and procedures. All employees, including adjunct faculty, are expected to know and comply with our policies. These policies can be reviewed online through the [Human Resources Policy and Procedure Manual](#).

Contracts and Hiring Paperwork

Once you have received your contract, sent via email approximately 4-6 weeks prior to start of your course, please return it as soon as possible to Rebekah Ostby (rostby@messiah.edu). New adjuncts and those returning after more than a one-year break in service should also receive employment and payroll forms which must be completed and returned to the Payroll Office. **The I-9 form must be completed in person** in the Office of Human Resources & Compliance so please call (717)796-5300 to arrange an appointment. The Payroll Department is not authorized to issue paychecks until the signed contract and all of the above forms are completed. Please note that the deadline for these forms is one week prior to your first pay date. Adjunct instructors are salaried employees and are paid on the 15th and 30th of each month, based on the terms of their contract. For all adjuncts, if changes in address or direct deposit information occur, the payroll office should be contacted. For more information on payroll services, please review the Welcome Brochure and other information located on the Payroll website (www.messiah.edu/payroll) or contact Payroll at (717) 796-1800 ext. 2901.

Academic Policies

Academic policies specifically for the School of Graduate Studies at Messiah College have been established and all faculty, including adjunct faculty, are expected to know and comply with our policies. These policies can be found in the *Community of Educators Handbook*, Section 10 and in the Graduate Catalog.

Online Teaching Policies

Policies specifically for online programs have been established and all faculty, including adjunct faculty, are expected to know and comply with our policies. These policies can be found in the *Community of Educators Handbook*, Section 8.38.

Computer and Technology Requirements

Messiah College has established minimum system requirements for all those taking part in online courses. The exact specifications can be found on the Information Technology Services' website. You will need to have a high speed or broadband internet connection, Mozilla Firefox as your browser (this can be downloaded for free if you do not have it), Windows Vista, Windows 7 or 8, Mac OSX 10.6 or higher and access to a current office suite package (e.g. Microsoft Office 2010). If needed, you can purchase office software at educational rates from www.journeyed.com.

For those teaching online courses, a webcam and a headset will also be required.

Preparing to Teach at Messiah

Email

Microsoft Outlook is at the core of Messiah's electronic communications. Outlook offers email, calendar, task lists and more. If you do not have access to the Outlook client software, you can access your account via any web browser at mail.messiah.edu. Use your full Messiah College email address and network password to login to your account. Official communication between faculty and students should be done using Messiah's email accounts. FERPA laws require that a

student's privacy be maintained and protected. By keeping communications on our own email system (and not sending it to email systems outside our jurisdiction), we can meet the requirements.

MCSquare

MCSquare is the name of the Messiah College web portal, which serves as a resources for Messiah-specific information and news for only students and employees. It is accessible via your Messiah College issued username and password. In MCSquare you will find general academic information for the college.

You may access it directly at <http://mcsquare.messiah.edu>, or from Messiah's main website by following these steps:

1. Click or tap "Faculty and Staff" at the top of Messiah's website (www.messiah.edu). Choose "Faculty and Staff Home", then MCSquare.
2. Click on or tap the Educators channel and enter your user name and password. Please contact your program's administrative assistant if you don't have a user name/password.

Self-Service

Self-Service provides you with access to your official class rosters, final grade reporting and other schedule-related features on the *Faculty and Advisors* tab. As an employee, you also have access to your tax forms, direct deposit information, pay stubs, etc. on the *Employee* tab.

Self-service may be accessed through MCSquare, or directly by following these steps:

1. on Messiah's website (www.messiah.edu), click or tap *Faculty & Staff* at the top of the page.
2. Click or tap the *Faculty and Staff Home* button.
3. Click or tap *Self Service Main Menu* under the Banner Links heading.
4. Log in using your Messiah-issued username and password.

Canvas

Canvas is the Learning Management System (LMS) in use at Messiah. Each course has a course space created and you will have access to only your courses. It is accessible from the url:

<https://messiah.instructure.com/> Use your Messiah supplied username and password when prompted for them. Information about Canvas and

its use is available at <http://blogs.messiah.edu/its/welcome-to-the-canvas-information-center>

You should contact Cindi Kerns (ckerns@messiah.edu), our Instructional Designer, so that she can begin working with you on Canvas. Faculty who will be delivering an online course for the first time at Messiah are required to complete training via an online course where you will learn about the features of Canvas and the pedagogy of an online environment. This course requires a commitment of 10 to 15 hours and enables the faculty to develop their course online. Your course will need to be approved by Ms. Kerns before your first class is scheduled to begin. You should also consult with the Program Director as you develop your course and create your assignments.

Employee Identification Cards

- Identification (ID) cards are issued to eligible employees. This ID card can only be processed after payroll/I-9 information is complete, following the signing of a contract. This identification card allows you to use all the facilities of the College.
- If you are on campus, or at the Winding Hill location, you can use an ID card to access the copy machines, for use as a library card, and for use of the athletic facilities. Contact the Falcon Exchange, located on the second floor of the Eisenhower Campus Center for more information at ext. 6052.
- When an employee terminates employment with the College, the ID card must be surrendered to either the immediate supervisor, Falcon Exchange, or Human Resources. Unauthorized use of an ID card is a serious offense that could lead to the dismissal of the employee involved. The cost to replace a lost ID card is \$15.00; a damaged card is \$5.00.

Frequently Asked Questions regarding ID Cards:

Q: What are Falcon Exchange's hours of operation?

A: We are open daily, M – F from 8:00 to 4:00 pm.

Q: Do I need to bring anything with me when I apply for my ID card?

A: You need to have a government issued photo ID card such as a driver's license or current passport.

Q: May I provide my own photograph for my ID card?

A: Yes, you may. Log in to your MCSquare account – Self-Service (Main Page) – Employee tab – Employee ID Photo Upload

Q: I lost my ID card. What now?

A: If during business hours, you should immediately contact Falcon Exchange either in person, via email at falconexchange@messiah.edu, or by phone 717-691-6052. If after hours or on the weekend, you should contact the Department of Safety Dispatch Officer at 717-766-2511 x 6005.

Other Important Things to Know

Environmental Health and Safety

Environmental, health and safety (EHS) compliance for Messiah College is managed by the Office of Human Resources and Compliance. Donna Fink is the compliance coordinator and is available at ext. 5038 or by email at dfink@messiah.edu. **The “go to” resource for EHS programs and policies** is found at

http://www.messiah.edu/documents/hr/compliance/safety_manual.pdf

Reporting Job-related Accidents

Any job-related accident or illness must be reported immediately to your program director. Together, you will complete an online injury reporting form. (This form is available on MCSquare through the employee portal → Employment Forms → then click on the link for “Incident Report” under Human Resources.) This must be done as soon as possible but no later than 3 days after incurring the injury. Serious job-related accidents must be immediately reported to the Department of Safety (ext. 6005). If medical treatment is required, you must use one of the medical providers listed on the Physician Panel provided by our Workers Compensation insurance carrier. This list is available at various locations throughout campus and from the Office of Human Resources & Compliance.

Workplace Conduct Policies and Procedures

Messiah College has specific policies related to workplace conduct and procedures. All employees, including adjunct faculty, are expected to know and comply with our policies. These policies can be reviewed

online at

http://www.messiah.edu/info/20591/policies/1016/human_resources_manual

Human Resources

The Office for Human Resources & Compliance is located on the second floor of Old Main. They can be reached by phone at (717) 766-2511 ext. 5300. This office is responsible for providing adjunct faculty with employment resources, including hiring paperwork, compensation, administration, personnel data changes, clearances, employee events, worker's compensation, and employee relations issues. College employees, including all adjunct faculty, may access compliance support, including Title IX and grievance procedures through this office as well.

Employee Recognition

Adjunct faculty are recognized for their service to the College by tracking total load units carried. This approach provides the most equitable basis for recognizing an adjunct's contribution. Load units will be obtained from official records in banner. Load units taught in both Undergraduate and Graduate programs will be combined to reflect the adjunct's total record of service to the College. Adjuncts will be recognized upon attainment of 36 Load Units taught and, subsequently, upon attainment of each additional increment of 36 Load units. Adjunct faculty work history will not be combined with any service time as a regular Messiah College employee (faculty, administrative or staff assignment) to determine eligibility for adjunct faculty service awards. Emeriti or retired faculty who come back as an adjunct faculty member do not accumulate semesters towards any additional awards. Those former faculty members who did not receive a retirement gift (e.g. Lecturers who were not brought on in a term-tenure capacity) are eligible to accumulate semesters towards an adjunct service award. Their full-time service will NOT be included in this calculation. Load unit count is cumulative even if there is a long break in service.

Recognition will consist of inclusion on the list of honorees for the May Recognition Reception, a certificate and a small gift chosen by Human Resources & Compliance for each service level. Certificates and gifts for adjuncts not in attendance will be given to the academic department they are affiliated with for distribution.

Important things to know when teaching on campus or at Winding Hill

Office and Classroom Assignments

Your program director will inform you of your office and classroom assignments.

Keys

You will need a key for your office space. Your program's administrative assistant will complete a key request. When the key request has been processed, you will be notified via an automated email to pick up your key(s) at Lenhart Maintenance Building front office. There is a substantial charge for lost keys.

Telephone Use and Phone Mail Access

- You may share a telephone with another adjunct instructor, but each of you will have a separate line and phone mailbox.
- Instructions may be attained from the program's administrative assistant or IT (ext. 4444).

Parking and Car Registration

All cars that are driven and parked on campus by Messiah employees (faculty and staff, full and part-time) must be registered with the Department of Safety (ext. 6005). Parking permits and a campus map with valid parking locations are issued by this office. Persons leaving employment with Messiah College must surrender their parking permits to the Department of Safety. Please direct questions to parking@messiah.edu.

For a list of FAQs, go to

<http://www.messiah.edu/documents/safety/FREQUENTLYASKEDQUESTIONS/ONSEmployeeParking.pdf>

Fitness Center

Information about the Fitness Center can be found on their website:

<https://www.messiah.edu/fitnesscenter>

New hires must submit all required background checks to the Office of Human Resources & Compliance prior to Fitness Center access being provided. Additionally, the following Fitness Center access chart applies for adjunct faculty:

	Fall Term Only	Spring Term Only	Fall Term through Spring Term
Access Start Date	Community Day	First day after Christmas Break	Community Day
Access End Date	Last day before Christmas Break	Friday following commencement	Friday following commencement

RESOURCES

ACADEMIC RESOURCES

Writing Support

Heartful Editor

Messiah College partners with Heartful Editor to provide editing support and writing coaching to graduate and doctoral students. Heartful Editor's team of caring and supportive academic coaches and editors strives to uphold the highest ethical standards in their work with students, blending ethics and compassion to build a responsible and productive editing and coaching experience.

Heartful Editor coaches and guides graduate and doctoral students on writing and the mechanics of style, specifically the guidelines outlined in the *Publication Manual of the American Psychological Association* (6th Edition). The academic coaches and editors:

- Read and review all documents for grammar, spelling, punctuation, consistency in formatting, and alignment with style guidelines.
- Suggest alternative words or phrases, provide guidance on sentence structure, and advise on how to better organize ideas.
- Provide graduate and doctoral students with a thorough overview of areas that need attention and improvement.
- Track all edits and changes for the client to review and accept or reject.
- Format master's theses and doctoral dissertations in alignment with Messiah College formatting standards.

To learn more about Heartful Editor or for students to schedule an appointment for editing or writing coaching, please visit www.heartfuleditor.com. They will respond to your request within 24 hours.

APA Style Central

APAP Style Central is another helpful resource for students. Contact

Cindi Kerns (ckerns@messiah.edu) for assistance in setting up your course link in Canvas.

<http://apastylecentral.apa.org.ezproxy.messiah.edu/>

TECHNOLOGY

In addition to providing system access, as described above, ITS also provides the following support:

Connecting to our Network

ITS provides configuration information for connecting your mobile device(s) to our network (you will need to provide your username and password). Search *network* on the ITS Blog for instructions - <http://blogs.messiah.edu/its/>.

Learning Technology Services(LTS)

Information about the services and support available from LTS is available at the following web address:

<http://www.messiah.edu/info/21492/employees>

Learning Technology Services (LTS) provides Messiah College faculty, employees, and students with consulting, innovative and support services related to many technologies and media production. Technology sessions are offered on an ongoing basis and include instruction on the learning management system (LMS), course design, Microsoft Office applications and video production. In addition, LTS provides faculty members with copyright clearance services for academic course materials posted in the online environment or copied in print format, coursepack design, Faltron test scoring services, and the faculty job pick-up/drop off location for College Press. In addition, they provide video production services and loaner equipment to assist in the academic learning process. Please contact an LTS representative for additional information.

Contact Us

Helpdesk@messiah.edu

LearningTechServices@messiah.edu

Phone 717-796-4444
On Campus ext. 4444
Face-to-face – Hoffman 1st floor

Follow Us

Blog - <http://blogs.messiah.edu/its/>

Twitter - <https://twitter.com/MCEdTech/>

YouTube -

<https://www.youtube.com/user/learningtechservices>

GUIDANCE ON TEACHING

ACADEMIC POLICIES FOR INSTRUCTORS

Academic Calendars

To locate the Academic Calendar for scheduled events for the academic year, go to http://www.messiah.edu/info/21494/academic_calendar. The graduate academic calendar lists the start and end dates for each semester and part-of-term within a semester.

Registration

Registration dates and final grade reporting deadlines are published online every semester by the Registrar's Office at www.messiah.edu/info/22472/graduate_studies.

A few days after the beginning of class, the registrar's office requests all instructors to review their class rosters for accurate student enrollment and assessing student attendance. A student who is not on the Canvas and Banner class roster is not registered for the course, and conversely a student on the rosters is properly registered for the course. You will receive an email requesting you to confirm all students on your Canvas/Banner rosters are attending class. For federal financial aid regulations, it is very important to respond to the registrar's office for this request.

At the end of your course, you will be required to report final grades using self-service. You will receive an email from the registrar's office with specific instructions and deadlines. Generally speaking, grades are due the Thursday following the last day of class.

Dropping, Adding or Withdrawing from a Course

The dates by which a student can drop, add, or withdraw from a course is published on the registrar's website at https://www.messiah.edu/info/22472/graduate_studies. Students may drop and add courses in self-service through the day before a course begins. Thereafter, a student can only be added to a course by the registrar's office with permission by the instructor. Students may withdraw from a course following the dates published by the registrar's

office by emailing gradregistrar@messiah.edu with their request. For withdrawn courses, a grade of W (withdraw) is recorded on the academic transcript, but it does not affect the student's GPA.

Signing Students into Fully Enrolled Courses

Permitting students to enroll in courses that are already at the enrollment limit (i.e. closed class) is at the discretion of the individual instructor. If you are uncertain, please check with your program director. To allow a student to register for a closed class, you may enter a registration override in self-service, which then allows the student to register for the course. More information about registration overrides is published by the registrar's office at the beginning of a new registration cycle, or you may contact them directly at any time.

Student Class Attendance

Punctual and regular attendance is expected except when the student is prevented from doing so by illness, death in the family, or a similar emergency. Each teacher is responsible to establish and implement attendance regulations for his/her classes, and the attendance policy must be published in the course syllabus.

Students are responsible for notifying professors prior to absence. Faculty members should follow and support college policy on student absence as stated in the full policy, which can be found in [section 8 of the COE handbook](#).

Faculty Absences (for courses meeting on campus or at Winding Hill)

Faculty members are expected to meet all of their assigned classes regularly and punctually. If a faculty member must be absent from a class to attend a professional conference or fulfill another institutional/professional responsibility, he/she is responsible to plan for the work of such a class during the absence and submit such plans in writing in advance to the Program Director. When illness or some emergency unexpectedly prevents a faculty member from meeting a class, the School Dean's Assistant should be notified as promptly as possible for classes beginning after 8:00 a.m. For classes beginning at 8:00 a.m. or if the School Dean's Assistant is not available, notify the Department of Safety.

Emergency Closure Policy and Classes

For courses offered on campus or at Winding Hill, there may be emergency or weather related closures. If classes are canceled or delayed due to inclement weather or for some other reason, it is the instructor's responsibility to arrange with students to make up the missed class time. Should there be a college closing or a delay, it will be communicated via the Messiah web's homepage (www.messiah.edu); emergency information hotline (717-691-6084); and the text alert system. Consult your program director for further information about how to make up the missed class time.

Office Hours (for those teaching on campus or at Winding Hill)

Generally, faculty should schedule one hour of office time per two hours of classroom time. Please inform students of your availability. You may post your office hours online in MCSquare. Click the Educators-Home tab then Registrar (Educators) Channel. Scroll down and select Faculty and Advising Menu, then Office Hours.

Institutional Review Board (IRB)

All research involving human subjects (including classroom projects) is required to be reviewed by the Messiah College Institutional Review Board. Information regarding the process and a link to the online submission and management system (Axiom) is found on the IRB website: <http://www.messiah.edu/irb>

Confidentiality of Student Information

The federal Family Educational Rights and Privacy Act of 1974 (FERPA), provides enrolled students the right to inspect their "educational records" (defined generally as records, files, documents, and other materials maintained by the College which contain information directly related to the student and from which students can be individually identified) and to have a right to consent to most types of disclosure of these records. At Messiah College, educational records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records. Educational records do not include records in the sole possession of the maker.

Therefore, student educational records may not be released to family members or publicly accessible to other students. For example,

individual grades should never be posted publicly in Canvas; similarly, faculty may not distribute graded assignments by placing them outside an office door such that any student can see the results. Graded materials must be returned to students in a manner that insures confidentiality for each student.

The College's policy regarding compliance with FERPA is contained in the COE Handbook and Graduate Catalog. Any questions of interpretation should be directed to the Registrar.

TEACHING A COURSE AT MESSIAH COLLEGE

Course Syllabi

There is a template for all course syllabi in School of Graduate Studies. Among other things, the template includes course descriptions and objectives, textbooks, grading scales, computer requirements, various policies (including our academic integrity policy), and course schedule. Do not change any of this information without first consulting your Program Director, as many elements in the course syllabus were crafted to meet various State-mandated competencies and/or Messiah College policies. If you do not already have the template for the course you will be teaching, please contact your program's Administrative Assistant. All course syllabi must be forwarded to the Director for approval.

The College must retain copies of syllabi for each course taught to insure that degrees and transfer credits are recognized by other institutions; that we are in compliance with regulations established by the state and federal governments; and that we comply with any requirements of higher education organizations related to specific degree programs. Syllabi are archived in a document management system for this purpose.

The syllabi must be uploaded into the published course in Canvas. The filename must end in syllabus.pdf (eg. COUN511syllabus.pdf).

Course Textbooks

The Administrative Assistant will complete all of the necessary paperwork with our bookstore so that your texts are available for our students to purchase. If you need a desk copy for your own purposes, let the Administrative Assistant know and she/he will make that request for you as well.

Project/Activity Approval Procedure

In an effort to maintain the College's compliance with various federal, state and local regulations, a Project/Activity Approval form may need to be completed. This must be done by the faculty member, advisor, researcher or other individual accountable for overseeing the project/activity. If you are introducing a **new** project or activity that was

not previously a part of the curriculum (either in or outside of the lab, studio or classroom), please refer to Section #16 of the College's [Safety Manual](#) to determine if you must complete and submit this form.

Electronic Course Management

Canvas, Messiah's Learning Management System (LMS), is available to all faculty. All courses must be published in Canvas. All syllabi must be uploaded in your course site for student access throughout the semester.

Copyrighted Material

Appropriate permission must be obtained in order to use or post any copyrighted material for your course. Information about copyright clearances can be found on our website by [clicking here](#).

Class Assignments and Librarian Assistance

While any librarian is trained and prepared to assist you, each program has a specific library liaison assigned. Feel free to contact them if you need assistance locating resources, accessing databases, making requests for interlibrary loan, etc. Refer to list below for your library liaison and contact information:

Business & Leadership

Michael Rice mrice@messiah.edu (717) 796-1800, ext. 7069

Conducting

Lawrie Merz lmerz@messiah.edu (717) 796-1800, ext. 3880

Counseling

Liz Kielley ekielley@messiah.edu (717) 796-1800, ext. 3850

Education; Higher Education

Sarah Myers smyers@messiah.edu (717) 796-1800, ext. 3590

Dietetics; Nursing; Occupational Therapy; Physical Therapy

Beth Transue btransue@messiah.edu (717) 796-1800, ext. 3810

Course Evaluations

Students are asked to complete an IDEA evaluation at the end of some of our graduate courses. These evaluations help us assess our teaching as it relates to curricular goals and the measurement of learning. If your course is being evaluated, you will receive instructions via email toward the end of the semester explaining what is required and expected of you. Essentially, you will need to complete the faculty portion of the IDEA evaluation, post a link for the students to access the student portion of the evaluation, and strongly encourage your students to complete the evaluation.

Frequently Asked Questions regarding Teaching at Messiah:

Q: What should I do if a student is injured during class?

A: At the Grantham Campus, immediately call Safety at ext. 6005. At the Winding Hill location, call 9-911 (must dial 9 to dial out of the building unless you're using a cell phone)

Q: How do I reserve a room on campus?

A: All uses of campus facilities (other than regularly scheduled classes) must have prior approval for scheduled use through the office of Conference and Event Services. All requests for facility should be directed to the office of Conference and Event Services (ext. 6009).

Q: What if my classroom is occupied when I arrive for class?

A: Attempt to find a nearby classroom for this one-time use then contact the Registrar's Office at ext. 2114 to report the conflict and confirm the correct class location.

Q: What if a student reports problematic behavior/situation to me?

A: All incidents of general concern and student conduct violations should be reported directly to Rob Pepper, Dean of the School of Graduate Studies (RPepper@messiah.edu or ext. 7278). Any concerns regarding interpersonal violence may be directed to the Title IX Coordinator, Amanda Coffey, VP of Human Resources & Compliance (ACoffey@messiah.edu or ext. 3320)

Q: What if student appears to be in distress or I have concern for the student's welfare?

A: Contact Rob Pepper, Dean of the School of Graduate Studies (RPepper@messiah.edu or ext. 7278).

For more specific information about the curriculum, teaching expectations, and the nuts-and-bolts of your assignment, please contact your Program Director.

ASSIGNING GRADES

Letter Grades

Letter grades carry a quality point value and are used in the computation of semester and cumulative grade point averages (GPA).

Letter Grade	Meaning	Quality Point Value
A	Outstanding	4.0
A-	Excellent	3.7
B+	Above expected for graduate level	3.3
B	Expected at graduate level	3.0
B-	Less than expected at graduate level	2.7
C+	More than minimal achievement	2.3
C	Below average achievement; minimally satisfactory	2.0
F	Failure	0.0

Pass/Fail Grades

P = Pass. Used only for a passing grade in a Pass/Fail course.

F = Failure. The grade of F is a failing grade and is included in the computation of both the semester and cumulative GPA. F applies under the following conditions:

1. The student has not done passing work for the term;
2. The student fails to attend the course in the final third of the term;
3. The student fails to clear an Incomplete within the specified time frame;
4. The student unofficially withdraws from a course (e.g. stops attending).

Interpretation of Letter Grades

Quality Characteristic	A – Honor - Outstanding	B – Excellent Above Average	C – Good - Average	D – Poor – Below Average	F - Unsatisfactory – No Credit
1. Interest and ability to communicate.	Almost always shows creativity, sound judgement, intellectual curiosity and communicates correctly and clearly.	Frequently shows creativity, sound judgement, intellectual curiosity and communicates correctly and clearly.	Shows sustained interest and is able to communicate well and understandably.	Exhibits interest. Marginal performance in communicating.	Shows sub-minimal interest. Does not communicate clearly enough to get ideas across.
2. Performance skills of discipline.	Almost always analyzes critically, synthesizes creatively, uses facts in original thinking, and generalizes logically	Frequently analyzes critically, synthesizes creatively, uses facts in original thinking, and generalizes logically.	Usually produces viable generalizations and satisfactorily organizes data.	Commits errors in fact and judgment when discussing material and has difficulty going beyond gathering and examining facts and data.	Does not comprehend the concepts and ideas which are a part of the course. Does not gather and examine facts and data satisfactorily.
3. Techniques of scholarship.	Shows sound techniques in all projects and uses knowledge effectively.	Shows sound techniques in most projects and uses knowledge effectively	Good understanding of techniques in most projects.	Demonstrates minimal competence in the techniques of scholarship.	Does not use sound techniques of scholarship.
4. Meeting requirements of the course – in preparation, outside reading and class participation, etc.	Meets or exceeds stated course requirements with distinction in all aspects.	Meets or exceeds stated course requirements with excellence in most aspects.	Meets stated course requirements with adequate performance in all aspects.	Meets stated course requirements with adequate performance in some aspects.	Does not meet the standards and requirements.

Incomplete Grades

A grade of incomplete may be assigned if a student is unable to complete the course for the following reasons:

- Extraordinary circumstance such as severe illness, emergency, or other reasonable cause
- Student has completed at least two-thirds of the course
- Student has a passing grade average
- Student has a well-defined plan to complete the remaining course work.

The student must email a requests for an incomplete to the instructor before the last day of class. The terms of agreement for completing the course work must be forwarded to the registrar's office by the instructor no later than the published deadline for grade submission. An incomplete grade must be resolved by the agreed upon date with the instructor but no later than the last day of classes in the following semester. The full incomplete procedure can be found in the Graduate catalog and COE Handbook.

Auxiliary Symbols

Auxiliary symbols do not carry a quality point value and are not used in the computation of semester and cumulative grade point averages (GPA).

W = Withdraw. Students may withdraw from courses with a grade of W following the timeline published by the registrar's office. The grade is posted on the academic transcript, but it does not affect the student's GPA.

I = Incomplete. Used only when a student cannot, for emergency reasons, complete a course on schedule.

Change of Grade

After final grades are assigned and submitted, if an error in a student's grade is discovered by the instructor, or brought to the attention of the instructor by the student, the instructor should submit a corrected grade to the registrar's office through self-service. All changes of grades must be accompanied by a rationale and be approved by the registrar's office by the end of the following semester. A student's final grade may not be raised by doing additional assignments after the course has

concluded or by revising previously submitted assignments.

Grade Dispute Procedures

If a student disputes a final grade given in a particular course, and it is determined that the grade recorded was not in error, the student may initiate the grade appeal process. This process must be initiated within 7 days from the date in which the final grade is due to the registrar's office. The process is detailed online in the Graduate Catalog.

Additional information about academic policy may be found in the Graduate Catalog and/or COE Handbook. You may also contact the registrar's office for assistance.

ACADEMIC FREEDOM AT MESSIAH COLLEGE

The full statement regarding Academic Freedom is found at section 6.22.1 of the [*Messiah College Community of Educators Handbook*](#).

Institutions of higher education exist for the pursuit and the dissemination of truth, both of which require freedom to explore, discover, and share ideas. Messiah College believes that Christian faith embodies and is foundational to this pursuit of truth. Therefore, Messiah College will protect its educators' freedom in their search for truth and its expression in their teaching, scholarship, and other duties related to the educational program.

Concerns regarding academic freedom should be brought to the Provost. After consulting with the educator involved, the Provost will ascertain whether or not the case may have significant consequences for the College or the educator in the employ of the College. If the consequences are deemed significant, the Provost shall call a meeting of the Term-Tenure and Promotion Committee supplemented by the educators on the Administrative Council to review issues of academic freedom in regard to specific situations. The situations may be in one of two categories: (1) the educator is accused of violating boundaries, or (2) the educator believes his/her academic freedom has been inappropriately restricted by the College. This committee, without the Provost, after careful consideration and consultation with the educator,

Dean, Department Chair, and/or appropriate supervisors involved, will send its findings to the Provost regarding what transpired and how this comports with Messiah's academic freedom policy. The Provost, after reviewing these findings, will determine the appropriate response. Appeals of this decision should be addressed to the President. The educator has the option of appealing the President's decision to the Committee on Education of the Board of Trustees, whose decision is final.

GUIDANCE ON WORKING WITH COLLEGE STUDENTS

ACADEMIC ASSISTANCE FOR STUDENTS

Academic Advisors

Academic advising is an important part of the learning process at Messiah College; it is perhaps best thought of as a partnership between students and faculty members. Each student is assigned an academic advisor within his/her graduate program. Although students are responsible for planning and meeting graduation requirements, academic advisors help students make effective choices compatible with their academic and life goals.

Academic advisors should connect with their advisees on a regular basis. Registration for an upcoming semester often serves as a good time to touch-base with advisees, as well as at the beginning or end of a semester.

Disability Services

Instructors who have students with disabilities enrolled in their classes are required to make necessary accommodations when requested and when properly documented with a letter of verification provided by the Office of Disability Services. Refusing to extend a requested, documented accommodation is a violation of the student's civil rights under the Americans with Disabilities Act (ADA). If the request is in doubt, or would alter the fundamental purpose of the course, feel free to contact Amy Slody at extension 7258 for clarification and assistance in determining an appropriate accommodation.

Students with disabilities who request accommodations but who lack the required documentation must be referred to the Office of Disability Services. Students who request accommodations are required to self-identify, present current documentation of eligibility and specify needed accommodations. The Office of Disability Services has responsibility for this verification process.

Following verification of eligibility, an accommodation profile is developed with the student and a letter of verification is provided. The letter will verify the student's eligibility as disabled, and will specify the

accommodations they have qualified for. It will not identify the student's specific disability, which is considered medical information and can be revealed only by the student or with their written approval. If the request does not match the list of accommodations, the instructor is encouraged to discuss the need with the student to work out an acceptable alternative. Course standards should NOT be lowered, although the method of demonstrating skills and/or knowledge may change as appropriate.

Disability is a medical issue and federal laws prohibit revealing confidential medical information about a student with a disability without the express approval of the student. Instructors are expected to respect that right to privacy by not treating the student or speaking with them in such a way that others in the environment become aware that they have a disability. Conversations about the disability or accommodations are expected to remain private and confidential.

Students who think they may have a disability but who have not been evaluated are encouraged (not required) to meet with the Director of the Learning Commons (ext. 7258) for assistance in locating a professional to conduct assignments. All communication remains confidential.

Faculty should include this or a comparable statement on all syllabi:

Americans with Disabilities Act: Any student whose disability falls within ADA guidelines should inform the instructor at the beginning of the semester of any special accommodations or equipment needs necessary to complete the requirements for this course. Students must register documentation with the Office of Disability Services located in Murray Library suite 115. If you have questions, call extension 7258.

More information is available on the Disability Services website:
www.messiah.edu/offices/disability/faculty_handbook/suggestions.htm

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GENERAL SERVICES

Copy Services

College Press and Learning Technology Services manage a campus printer/copier program. This program features over 60 black and white and color-capable copiers equipped with print, scan, and copy technology. There are also some laser printers placed in strategic locations around campus for smaller print volumes. Printing is to a secure cloud, allowing employees to print almost anywhere on campus. Each strategically placed copier acts as a release station, initiated by a card swipe or password login to ensure confidentiality and reduced waste. Printing and copying costs are charged back to your department.

Please note that many of the “Print Anywhere” Copiers are **COLOR**-print capable. To print in color, you need to be sure you choose the appropriate cloud print driver, such as Lexmark Color or Toshiba Color.

In order to make Copies at the “Print Anywhere” copiers or to release your prints, you will need your existing Employee ID Swipe Card or your Messiah network password login.

In order to use the copier, type in your Messiah network username and password or, more simply, just swipe your ID card using the card swipe on the side of the copier.

Once the Copier recognizes you as a user, you can use the copier as you would any copier or, you can release any job(s) you sent to the cloud.

Employees can find help by calling the ITS help-desk at Ext. 4444 or College Press at Ext. 6030.

Library

The Murray Library contains the College library, media production suite, archives, and Learning Commons. Orientation and instruction in the use of the library is provided by the professional staff by appointment (ext. 3590). Interlibrary loan is available to all faculty and administrative personnel.

Maintenance/Facility Services

Grantham Campus

If there is an immediate need for attention from our Facilities Department, such as an urgent issue with temperature control in a classroom or a plumbing issue, please contact:

Facility Services: ext. 6011 Monday – Friday 7:30 am - 4:00 pm.
After hour emergency requests should be called to Dispatch at ext. 6005.

Winding Hill Location

Contact Rebekah Ostby (rostby@messiah.edu or 717-796-1800 ext. 2755) with any facility concerns or request. However, if there is an emergency (i.e. water leak, cadaver lab air control) call Danielle Rutherford at Crabtree and Rohrbaugh immediately at 717-756-3022.

Official Communication

The Intercom, the weekly employee newsletter, is posted each Thursday in MCSquare. Every employee also receives an email each Thursday with a link to the current issue. The Intercom publishes official College announcements, reports of professional and service activities and other information of interest to employees. It can be viewed at <http://www.messiah.edu/intercom>. Guidelines and information on submitting information for the Intercom can be found at http://www.messiah.edu/forms/form/190/en/employee_newsletter or by emailing intercom@messiah.edu. The deadline for submissions is 4p.m. Tuesday for Thursday publication.

You are required to sign up for the college text alert system which is used to notify employees and students of campus emergencies. Please sign up for these automatic text alerts on MCSquare—Homepage under Need-to-know. For more information go to <http://www.messiah.edu/info/20299/employees>.