



Adjunct Faculty

Handbook

2016-2017

Key Contacts

Messiah College Receptionist	0
Outside Number.....	(717) 766-2511
Campus Store	6024
Conference Services.....	6009
<i>Facility use</i>	
Department of Safety (24 hr. access)	6005
<i>Parking, access to rooms, emergencies, Lost & Found</i>	
Disability Services.....	7258
Help Desk	4444
<i>Computer problems, support, email questions, teacher stations</i>	
Learning Technology Services	6023
<i>Innovation, learning management system, tech sessions</i>	
Health and Counseling Center (Engle Center)	6035
Human Resources & Compliance.....	5300
Maintenance (Facility Services)	6011
After hours.....	6005
<i>General heating/cooling/plumbing problems</i>	
Murray Library	3860
Registrar's Office	6074
<i>Grades, student attendance, dropping/adding courses</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 department chair and/or departmental 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.

Messiah has a robust residential undergraduate program that includes cocurricular programming and a Code of Conduct for students. While a faculty member's primary role at the College is curricular; we expect faculty to be supportive of the cocurricular programming and the student Code of Conduct. For example, students are not permitted to drink alcohol while attending the College. While employees are permitted to drink alcohol in moderation, faculty are expected to support the College's expectation for students by not consuming alcohol with students.

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 a new 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.

Campus Culture

For a general introduction to the campus culture of Messiah College, read “About Messiah” on the college website at www.messiah.edu/about.

GETTING STARTED

Preparing to Teach at Messiah

Systems Support:

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 must be done using either Messiah’s Outlook email system or Canvas, Messiah’s learning management system, described below. 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. Please review the College’s Appropriate Use of Information Technology Resources policy found [here](#). System access will be terminated at the end of employment.

McSquare

McSquare is the name of the Messiah College web portal. It provides a web space for only students and employees and is accessible via a Messiah College issued username and password. <http://mcsquare.messiah.edu>

You may access McSquare by using the following instructions:

1. Click on MCSquare on Messiah's webpage (www.messiah.edu).
2. Enter your user name and password. Please contact your department administrative assistant staff if you don't have a user name/password.
3. Click the Home tab, then Registrar (Educators) channel, located under Educator Quicklinks.
4. Click Faculty & Advisors Menu, then CRN selection. Choose a course in the drop-down menu.
5. You may also find up-to-date course info in the Faculty and Advisors Menu under Look Up Classes.

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>

Housekeeping Details:

Office and Classroom Assignments

Your department chair will inform you of your office and classroom assignments.

Keys

You will need a key for your office space. Your department'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 Lenhert Maintenance Building front office. There is a substantial charge for lost keys.

Text Alert System

The Text Alert System is the College's means to notify all students and employees of critical emergency situations. **All employees, including adjuncts, are required to sign up for the text alert system.** The signup is found on MCSquare in the "Need to Know" channel. If you have not loaded this Channel onto your MCSquare tab, please do so. Once you click on the "Text Alert System", the next screen provides the necessary

information to add, modify, or delete information. Please be certain you complete all screens as there is more than one screen requesting information; also, some screens are slow at populating the information, so please be patient. You will receive a confirmation text if you are signed up; if you don't receive this text, then you are not signed up, or your carrier has blocked the text from transmitting (see last page of directions). Step by step instructions for signing up for Text Alerts through Firefox and Internet Explorer can be found on the following website: http://www.messiah.edu/homepage/219/text_alert_system

If you have not signed up for Text Alert, please do so today. If you previously signed up for Text Alert, please make certain the information you provided at your initial sign-up is accurate by accessing the Text Alert System. More information regarding emergency preparedness can be found at: <http://www.messiah.edu/info/20299/employees>.

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 department 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>

Contracts and Hiring Paperwork

Once you have received your contract, sent via email approximately one month prior to start of the upcoming semester, please return it as soon as possible to the Office of the Provost. New adjuncts and those

returning after more than a one-year break in service will receive employment and payroll forms. **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. Adjuncts will be required to present either a valid driver's license and social security card or a current passport for completion of the I-9 form.

The Payroll Department is not authorized to issue paychecks until the signed contract and all necessary forms are completed. Please note that the deadline for these forms is two weeks 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 must 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.

Employee Identification Cards

- Identification (ID) cards are issued to eligible employees. This identification card allows you to access facilities of the College as deemed necessary.
- You will need 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. The cost to replace a lost ID card is \$15.00; a damaged card is \$5.00. Unauthorized use of an ID card is a serious offense that could lead to the dismissal of the employee involved.

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

Workplace Conduct Policies and Procedures

In addition to the Employee Code of Conduct, 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 & Compliance

The Office for Human Resources & Compliance is located on the second floor of Old Main. This office is responsible for assisting adjunct faculty with employment issues including hiring paperwork, compensation, administration, personnel data changes, clearances, employee events, worker's compensation, and employee relations questions. College employees, including all adjunct faculty, may access compliance support, including Title IX and grievance procedures through this office as well.

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 department chair. Together, you will complete an online injury reporting form. (This form is available on MC-Square under Employee Quicklinks on the employee tab → Employee 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.

RESOURCES

ACADEMIC RESOURCES

Learning Center

The Learning Center offers academic support to our students. Students meet with peer tutors to get help with their coursework and also to learn basic study skills and how to apply them. The Center is available and beneficial to all students, regardless of their levels of competence. Students benefit from the one-on-one interaction with a trained tutor who tailors the sessions to each individual's needs. Additionally, small group study sessions are formed with a tutor as needed. The Center is open Monday through Thursday from 3-10 p.m. Although some students are faculty referrals, self-referrals are most welcome. Please let your students know about the Learning Center at the beginning of each semester. Contact Joan Sotherden at ext. 7209 for more information.

Math Help

A Math Help Room is open Monday–Thursday 7:00–9:00 p.m. in Frey 367 for problem-solving assistance. Contact person is Doug Phillippy at ext. 2140.

Study Skills Course

The two-credit course (GEST 040) offered each semester is mandatory for provisionally-admitted first-year students. The one-credit course is highly recommended for students who are on probation, or otherwise need help with academic skills, or for the general student population.

Supplemental Instruction

Supplemental Instruction targets “high risk” courses rather than “high risk” students. Most supplemental instruction to date has been in the sciences. The College pays trained Supplemental Instruction leaders to attend class lectures, take notes, read course material, then plan and conduct three or more review sessions outside of class each week. The Supplemental Instruction review sessions are interactive and utilize a variety of collaborative learning strategies as they combine how to learn with what to learn. Students acquire effective study strategies as they review course material and prepare for tests. The sessions are not

remedial, but beneficial to all who choose to attend. Statistical data suggest that students who attend Supplemental Instruction sessions earn one-half to a full letter grade higher than students who choose not to attend. Contact Kate Quimby at kquimby@messiah.edu for more information.

Writing Center

The Writing Center offers students personal assistance with any writing projects. Students work one-to-one with peer tutors who are trained to help them work on individual assignments and to help them develop the writing skills they will need throughout their careers. Workshop tutoring is useful to students at all levels of competence, and it is especially helpful for those who lack confidence in their writing abilities. The Writing Center is open Monday through Thursday afternoons and evenings. Call David Dzaka at ext. 3481 for more information.

TECHNOLOGY

In addition to providing system access, as described on page 6, 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/>.

File Storage

Faculty/Staff are strongly urged to store their data files (word processing documents, spreadsheet files, multimedia presentations, Internet bookmarks, etc.) in the appropriate network storage space; O: for personal data, M: for data to be available for sharing within your department. Saving your files to these network storage locations has several benefits, including regular backup of your data by our Networking staff and accessibility via your network credentials from any networked computer should you need quick access from any computer. Search *file storage* 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 we provide video production services and loaner equipment to assist in the academic learning process. Come share, innovate and consult in our Hoffman 1st floor Innovation Zone. 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

Registration

The registration and grading schedule is published online every semester by the Registrar's Office.

A few weeks after the beginning of a semester, the Registrar's Office requests all instructors to review their class rosters. A student not on the class roster is not registered for the course. Such a student must consult with his/her faculty advisor to initiate the proper Change of Registration Request Form. This form must be signed by the student and advisor and submitted to the Registrar before the student is enrolled in the course.

At the end of each term, final grades are due to the Registrar's Office by the published deadline. Final grades may be reported online through self-service Banner or a paper grade sheet issued to the faculty member by the Registrar's Office. If an error in a student's grade is discovered after final grades have been submitted, the instructor may report the corrected grade in self-service Banner, or he/she may submit the change and rationale in writing to the Registrar's Office. The deadline for receipt of changes is the end of the following semester. Note that only changes of grades received through self-service Banner of the faculty member's Messiah email account (not an external email service) is accepted. A student's final grade may not be raised by doing additional assignments after the course has concluded or by revising previously submitted assignments. Please note that if an instructor's grades are not recorded by the deadline, the students are instructed to contact the instructor personally for grades.

The schedule of classes for each semester is available on Messiah's

portal, MCSquare. MCSquare maintains current information which changes often as students register.

Dropping/Adding a Course

Following preregistration, students may adjust their registration in MCSquare through the first week of class. After the first week of class, or if a class is closed due to full enrollment, the signature of the instructor is required in order to drop or add a course. These signatures are then submitted to the Registrar's Office for an official change in registration. Courses may be added during the first two weeks of the fall and spring semester or during the first three days of classes during January term. Courses may be dropped during the first third of the term in which they are offered without appearing on a student's academic transcript. During the middle third of the semester, students may withdraw from courses with a grade of W. The grade will be posted on the academic transcript, but it will not affect the student's GPA. Specific deadline dates for course changes are posted each semester.

Signing Students into Fully Enrolled Courses

Adding students to courses which are already at the enrollment limit is at the discretion of the individual instructor. If you are uncertain, please check with your department chair. Before adding students to fully enrolled courses, confirm with the Registrar's Office that the room contains adequate seating.

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 own classes. The attendance policy should be published in the course syllabus.

Students are responsible for notifying professors prior to absence due to illness. The Engle Health Center will notify professors of absences of prolonged nature, as in hospitalizations and when a student leaves campus for a prolonged illness or injury. Faculty members should follow and support college policy on student absence as stated in the full policy. The full policy is available [section 8.8 of the COE handbook](#).

Faculty Absences

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 Department Chair. 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

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 department chair for further information about how to make up the missed class time.

Office Hours

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.

Off-Campus Activities

The college intends for faculty to know in advance about any college sponsored activities that necessitate student absences from scheduled class. Adjunct faculty must contact their department chair prior to scheduling any student activities outside of regularly scheduled class time.

Institutional Review Board (IRB)

If research is to be conducted involving human subjects, the Messiah College Institutional Review Board may need to give approval to the protocol. Information involving the process, forms, links to the required

training, etc. are available on the IRB website:

<http://www.messiah.edu/irb>

Confidentiality of Student Information

The Family Educational Rights and Privacy Act (FERPA) limits disclosure of student educational records. Therefore, you may not release student educational records (e.g. grades, class schedules, academic and disciplinary records) to parents or guardians unless the Registrar's Office has been given permission to do so.

Individual grades should never be posted, similarly, faculty are not to distribute graded papers, projects or other graded course assignments by placing them outside an office door such that any student can see the results. If such graded materials are returned to students outside of class, this must be done in a manner that insures confidentiality for each student.

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

Directed or Independent Study Courses

Adjunct instructors are not approved to supervise Directed or Independent Study courses.

TEACHING A COURSE AT MESSIAH COLLEGE

Class Schedule Times

	Fall	Spring	J-Term Schedule
M, W, F	8:00-8:50	8:00-9:00	M, T, W, T, F
	9:00-9:50	9:10-10:10	3 hour morning or
	10:00-10:50	10:20-11:20	afternoon session
	11:00-11:50	11:30-12:30	
	12:00-12:50	12:40-1:40	
	1:00-1:50	1:50-2:50	
	2:00-2:50	3:00-4:00	
	3:00-3:50	4:10-5:10	
	4:00-4:50		
T, Th	8:00-9:15	8:00-9:30	
	9:30-10:15	9:45-10:30	(Chapel Time)
	10:30-11:45	10:45-12:15	
	11:55-1:10	12:25-1:55	
	1:20-2:35	2:05-3:35	
	2:45-4:00	3:45-5:15	
	4:10-5:25		

Course Syllabi

Faculty members must file the syllabus for each course they teach with their respective Department Chairs/Coordinators/Directors and the Office of the Provost as soon as possible. It should include the following:

Course Title/Number

Course Dates

Faculty Contact Information and Availability

Faculty Expectations

Course Description

Course Objectives

Course Materials

Course Requirements

Grading

Course Policies

Course Outline/Schedule

Academic Integrity Policy [\[section 8.4 of the COE Handbook\]](#)

For More information on syllabi see [section 8.15 of the COE Handbook](#)

Course Textbooks

Check with your Department Chair for recommendations for texts for your courses. The Campus Store receives book orders from the instructors and then orders all of the required textbooks. The Campus Store will request proper information far enough in advance of a new semester to facilitate the acquiring of the necessary materials. Faculty members need to cooperate with the Campus Store to facilitate this acquisition.

Electronic Course Management

Canvas, Messiah's Learning Management System (LMS), is available to all faculty. Syllabi should be posted electronically in your course site within the LMS for student access throughout the semester.

Class Assignments and Librarian Assistance

The College's librarians are available to assist students with reference and library needs for their assignments and research projects. In order to facilitate the work of the librarians, you may wish to submit a course syllabus or description of the assignment to the Library.

Final Examinations

The final exam period is an important and integral part of the semester. The faculty member is to use this time as part of the semester's education and will not schedule events which conflict with the final exam schedule. Students are expected to plan to be in classes during this time. Travel arrangements are not sufficient reason for exceptions to the final schedule.

Course Evaluations

The courses of all new adjunct faculty are to be evaluated using IDEA standardized forms. Courses of continuing adjuncts may be evaluated at the request of the instructor or the department chair.

Frequently Asked Questions regarding Teaching at Messiah:

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

A: Immediately call Safety at ext. 6005.

Q: What do I do if there is an extreme temperature issue in my classroom?

A: Emergency requests should be called to ext. 6011 Monday – Friday 7:30am until 4:00 pm.

After hour emergency requests should be called to dispatch at ext. 6005.

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. 6074 to report the conflict and confirm the correct class location.

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

A: Contact the Associate Dean of Students, Doug Wood, at ext. 3200 or dwood@messiah.edu

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

A: Contact the Associate Dean of Students, Doug Wood, at ext. 3200 or dwood@messiah.edu

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

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). (See "Interpretation of Letter Grades.")

Letter Grade	Meaning	Quality Point Value
A	Honor-Outstanding	4.0
A-		3.7
B+		3.3
B	Excellent-Above Average	3.0
B-		2.7
C+		2.3
C	Good-Average	2.0
C-		1.7
D+		1.3
D	Poor-Below Average	1.0
F		0.0

Pass/Fail Grades

P = Pass. Used only for a passing grade in a Pass/Fail course or when a student selects to register for a course on a Pass/Fail basis. The cutoff for pass shall be "C-".

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 does not do passing work (earning a D+ or less) in a course graded on a pass/fail basis;
4. The student fails to clear an Incomplete within the specified time frame;
5. The student unofficially withdraws from a course.

Faculty members submit letter grades for all students registered for their

classes. These are converted to the Pass/Fail system in the Registrar's Office for those students who have chosen the option.

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 judgment, 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.

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 = Withdrawal. During the middle third of the semester, students may withdraw from courses with a grade of W. The grade will be posted on the academic transcript, but it will not affect the student's GPA.

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

To receive credit for the course, the unfinished work must be completed within four (4) weeks of the close of the term. Incomplete grades are not given because of procrastination.

AU = Audit. Used only when a student wishes to attend a course but not receive college credit or a grade for the work in the course.

This option assumes students will attend the class on a regular basis but are not required to do any of the course work (though they may opt to do so) or take any tests in the course. A student must drop the course if he or she decides not to attend the course since the course appears on the transcript as an audited course. The option of auditing courses is open to both full-time and part-time students.

Change of Grade

If after final grades have been assigned and submitted, 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 notify the Registrar's Office. All changes of grades must be accompanied by a rationale and be approved by the Registrar 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 Appeal Procedures

If a student disagrees with a grade which has been given in a particular course, and it has been determined that the grade recorded was not in error, the student may initiate the grade appeal process. This process

must be initiated before the end of the semester following the semester in which the grade was earned. Please contact your Department Chair for more information about this process.

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*: (website: <http://www.messiah.edu/academics/coe/documents/SECTION-6.pdf>)

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

Each student is assigned to an academic advisor based upon the student's major.

Academic Progress Alert

Academic Progress Alerts are available in self-serve BANNER to faculty for the purpose of informing students of his or her progress in a course. While most often used to alert a student who may be struggling in a course, it may also be used as a positive affirmation of the good progress being made. After completion and submission, the form is distributed in the form of an email. Recipients include: the student, the academic advisor, residence director, campus mentor office and coach(es) as appropriate. To complete this form go to MCSquare, click on Educators Tab, Faculty and Advisor Tab and then Academic Progress Alert. Select the appropriate course and section and then select the specific student. Check all of the appropriate attributes for student's progress, record optional comments as appropriate and submit.

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 Disability Services (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
!

GENERAL SERVICES

Chapel

All adjunct instructors are welcome to attend chapel services. For more information, visit <http://www.messiah.edu/info/20052/chapel>

Copy Services

Large volume copying should be requested via [College Press](#). College Press and Learning Technology Services also 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.

Dining Services

Messiah offers a variety of dining services catering to differing tastes, including the Lottie M. Nelson Dining Hall, The Falcon, the Union Café located in the Larsen Student Union and Café Diem in the Library. The Dining Hall serves a variety of home-cooked meals each day prepared by

Messiah's award-winning culinary staff. An extensive hot and cold menu is offered at The Falcon, while the Union Café serves a more casual menu including gourmet desserts and a cappuccino bar. You can pre-order food online at both The Falcon and the Union Café. Café Diem offers coffee, specialty drinks and pastries.

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.

Lost and Found

All lost and found is handled through the Campus Information Center in Eisenhower Campus Center. All items will be logged in. Non-valuable items will be held for 30 days, and valuable items will be held for 60 days.

Mail Service

The campus post office is a U.S. Postal Office substation. The mail is received and distributed Monday through Friday. Some departments distribute mail at a central location after picking it up at the campus post office each afternoon, while others distribute through mailboxes located in the Eisenhower Campus Center; contact the department administrative assistant for more information. A daily courier service has been established for Old Main and the Development Offices only. College post office personnel should be alerted for processing of any mailing of more than 100 pieces. Postage stamps are sold at the campus post office and may be purchased with cash, check, falcon dollars, or for your department with a departmental account number. Stamps can also be purchased for your department through OneSource.

Maintenance/Facility Services

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.

Official Communication

Intercom, the weekly employee newsletter is posted each Thursday on MCSquare under the "Employees" tab and is available to all College employees. 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.

Telephone Service Policies

College telephones are provided for the conduct of College business. Therefore, personal calls should be limited in length and number. Long distance service is for OFFICIAL INSTITUTIONAL BUSINESS ONLY. Personal long distance calls may NEVER be charged to an institutional telephone.

Ticket Office

Messiah College offers a full schedule of educational, cultural, recreational, and athletic events. Tickets for cultural events can be obtained in the Ticket Office, located on the main level of the Eisenhower Campus Center, beside the Reception Office. Hours are 8:00 a.m. to 6:30 p.m., Monday through Friday during the academic year. Summer hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The office is closed over student holidays. For more information, call ext. 6036 or if calling from off campus 697-6036.

Work-Study Students

Please contact your department chair if you have a special project and would like to request assistance from a work-study student.