Important Deadlines and Policy Reminders for Summer 2025

Academic calendars for the 2025-2026 academic year can be found on the Provost's Office website. Please refer to these calendars as you prepare course syllabi for the fall 2025 semester.

Summer 2025 Dates and Deadlines

May 18 – Early summer 6-week term begins.

May 19-June 6 – May-term cross-cultural courses

May 31

- Faculty PDPRs due (unless the faculty member is leading a May-term cross-cultural); submit to department chair or program director.
- CFAV project proposal form due for promotion to full professor (approximately 15 months before Promotion Review in 2026-2027); submit to school dean.
- End-of-year assessment submissions due; submitted by department chairs and program directors via Heliocampus.

June 30

- Faculty PDPRs due if the faculty member is leading a May-term cross-cultural; submit to department chair or program director.
- Department chairs and program directors forward faculty PDPRs, with their comments, to school deans.
- Intent to apply for sabbatical form due (for sabbaticals during the 2026-2027 academic year); submit to Office of Faculty Development at facdev@messiah.edu.

July 6 – Late summer 6-week term begins.

Aug 1

- Promotion Intent form due for faculty who wish to be reviewed for promotion during the 2026-2027 academic year; submit to provost@messiah.edu.
- All materials due for Initial Review, Term-Tenure Review, Promotion Review, and Renewal Reviews; submit to provost@messiah.edu.
- CFAV component due for faculty undergoing Initial Review or Term-Tenure Review; submit to school dean.
- CFAV project due for promotion to full professor (due 12 months in advance of Promotion Review in 2026-2027); submit to provost@messiah.edu.

Aug 12-13 – New Educators Orientation; welcome breakfast for new educators on Aug 12 (chairs and directors with new faculty in their area invited)

Aug 19 – Community Day

Aug 20 – Community of Educators Retreat

Aug 24 – Early Fall 8-week & semester-long terms begin for graduate courses.

Aug 26 – Early Fall 8-week & semester-long terms begin for undergraduate courses.

FACULTY RESPONSIBILITIES

USE OF CANVAS
Effective use of the University's Learning Management System (LMS), Canvas, is an effective tool for supporting student success. All faculty must publish their courses in Canvas, orient students to their course site, post their course syllabus as an accessible file (.pdf) on their Canvas landing page (and also in "Files"—see "Syllabi Collection" below), and post additional resources in the site as appropriate. Use of modules and the gradebook feature is also expected. The "Faculty Support & and Resources" Canvas site, to which all teaching faculty should have access, offers a wide range of resources for delivering course content for both virtual and physical classroom spaces. If you do not have access to this helpful Canvas site, contact Tech Support at techsupport@messiah.edu.

SYLLABI – REQUIRED ELEMENTS
A list of all required elements for Messiah University syllabi can be found in Section 8, Part I, of the *COE Handbook* (see "Syllabi, Course"), and also in Section 10 of the *COE Handbook* (see "Syllabi, Course". While departments/programs can require more elements, they cannot require fewer; that is, the requirements outlined in the *COE Handbook* are the minimal requirements for a complete syllabus. Syllabus statements that are required verbatim (e.g., statements regarding Title IX, FERPA, etc.) can be found in Sections 8 and 10 of the *COE Handbook*. They are also available on the Faculty Support & Resources Canvas site, as is a syllabus template that ensures the inclusion of these elements.

SYLLABI COLLECTION
The University must retain copies of syllabi for each course taught to ensure that degrees and transfer credits are recognized by other institutions. We have an automated system for collecting syllabi directly from Canvas. To facilitate this collection process, all faculty must do the following:
> (1) upload the course syllabus to the course's Canvas site as a PDF file; the file must be located in the top-level folder of "Files," not a sub-folder;
> (2) name the file as you prefer, as long as the name includes "yllab" and ends with ".pdf" (for instance, "CIS191syllabus.pdf", "Fall2024syllabus.pdf", or "SyllabusFall2024.pdf").
> (3) Remove all other syllabi, including ones from previous semesters, from the top-level folder of "Files."

NEW SYLLABUS REQUIREMENT: STATEMENT ON STUDENT AI-USE
Beginning fall 2025 (and recommended for summer 2025 courses), each Messiah University course syllabus must include a statement about student use of AI tools in the course. Faculty may (a) use one of the statements posted on the Faculty Resource and Support Canvas site; (b) use a statement that has been developed by their academic department or program; or (c) develop and

use their own statement. All statements must specify the range of allowable use, provide a rationale for that range of use, and make reference to the University's academic integrity policy.

ONBOARDING TEACHING ASSISTANTS
Faculty members who are utilizing teaching assistants (TA's) in connection with a course are required to onboard their TA's via a Dynamic Form developed for this purpose. The form (a) provides clarity on the appropriate use of TA's; (b) trains TA's on issues of confidentiality; (c) secures the department chair's approval of the TA being hired; and (d) alerts Tech Support to give the TA the level of Canvas access they need to do their work. To initiate this process, the faculty member should go to Falconlink and type in "Onboarding a TA." It should be clear what to do from that point on. Questions about this onboarding process should be directed to Tech Support at techsupport@messiah.edu.