



OFFICE OF
THE PROVOST

Important Deadlines and Policy Reminders for Summer 2026

Academic calendars can be found [here](#). Please refer to these calendars as you prepare course syllabi for both summer 2026 and fall 2026.

Summer 2026 Dates and Deadlines

May 17 – Early summer 6-week & semester-long terms begin.

May 18-June 5 – May-term cross-cultural courses

May 31

- Faculty [PDPR's](#) are 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 2027-2028); submit to school dean.
- End-of-year assessment submissions due; submitted by department chairs and program directors via HelioCampus.

June 30

- Faculty [PDPR's](#) 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 2027-2028 academic year); submit to Office of Faculty Development at facdev@messiah.edu.

July 5 – Late summer 6-week term begins.

Aug 1

- [Promotion Intent form](#) due for faculty who wish to be reviewed for promotion during the 2027-2028 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 2027-2028); submit to provost@messiah.edu.

Aug 10-11 – New Educators Orientation; welcome breakfast for new educators on Aug 11 (chairs and directors with new faculty in their area invited).

Aug 18 – Community Day

Aug 19 – Community of Educators Retreat

Aug 23 – Early Fall 8-week & semester-long terms begin for graduate courses.

Aug 25 – Early Fall 8-week & semester-long terms begin for undergraduate courses.

Sep15 – Deadline to submit applications for Sabbatical Leave Proposals, Workload Reallocation, Distinguished Professor Chair, and Scholarship Chairs.

Presidential Inauguration Details

Due to activities related to the inauguration of President Stuckey, on Thursday, October 15, 2026, educators should be aware that the UG class meeting schedule on that day will be modified from 8:00 a.m. through 1:10 p.m. Faculty should plan their exams, presentations, and/or course content for the fall semester with the following in mind:

- We strongly encourage faculty to shift all three of these class periods to asynchronous content delivery. *In particular, the 10:30-11:45 a.m. class period may not meet synchronously that day.*
- Faculty who teach at 8:00 a.m. may offer a shortened, sixty-minute class meeting that day from 8:00-9:00 a.m.
- Faculty who teach at 11:55 a.m. may offer a shortened, forty-minute class meeting that day from 12:30-1:10 p.m.
- No undergraduate class meetings may occur between 9:00 a.m. and 12:30 p.m.
- Off-campus clinical and field experiences for students and faculty and dual-enrollment only sections that meet on campus will not be affected.

We encourage GR faculty to adjust their class schedules or modality accordingly to allow for full participation in the inauguration events on October 15.

Finally, the availability of certain campus facilities, including Brubaker Auditorium and spaces in the Climenhaga Building and the High Center will be impacted on both Wednesday, October 14, and Thursday, October 15. Additional details will be shared with the campus community about the inauguration schedule as soon as they are finalized in the weeks ahead.

Faculty Responsibilities

Please note: The instructions below regarding syllabi apply only to summer 2026 courses. Beginning fall 2026, all Messiah University instructors will be required to create their syllabi by using a digital syllabus template that will prepopulate much of the course information but will require the instructor to add section-specific information as well. Instructions for creating course syllabi via the new digital template can be found on the [Tech Support Knowledge Base](#). On August 1, the digital syllabus template will be available within your fall Canvas courses in a tab labelled “Course Syllabus.”

USE OF CANVAS

Effective use of the University's Learning Management System (LMS), Canvas, is one of the most helpful tools 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 or ext. 4444.

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 currently 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", "Summer2026Syllabus.pdf", or "SyllabusSummer26.pdf").
- (3) Remove all other syllabi, including ones from previous semesters, from the top-level folder of "Files."

SYLLABI – NEW REQUIRED ELEMENTS

In response to the widespread use of generative AI, two relatively new elements have been added to the University's syllabus requirements:

- (1) All syllabi must include a statement about student use of AI tools in the course, which must be one of the following: (a) one of the statements posted on the Faculty Support & Resources Canvas site; (b) a statement that has been developed by your academic department or program; (c) a unique statement developed by the instructor. All statements must specify the range of allowable use, provide a rationale for that range of use, and refer to the University's academic integrity policy.
- (2) If the instructor is using an AI tool to assist in the evaluation of student work, the instructor must provide a statement that tells students when the tool will be used and how the tool's feedback will be used in assessing their work.

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.