



# Adjunct Faculty Handbook: Responsibilities, Policies, Procedures and Resources

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Welcome!

We are pleased that you are joining the part-time faculty at Maryville University. The success and strength of our academic programs are due to the high quality of instruction delivered by outstanding faculty members. We are proud of the curriculum we offer our students and look forward to your contributions to our students' learning. We hope that your teaching at Maryville provides both a personally – and professionally – rewarding experience for you.

This handbook includes information that will be helpful to you in planning your courses and in getting to know some of the policies and procedures at Maryville. Please use it as a supplement to the Maryville University Policy Manual, which provides the most detailed and up-to-date information about our policies and expectations for abiding by these policies. Links to the Policy Manual and to other useful information on the Maryville website and portal are included in this handbook.

If you have any questions, need assistance or mentoring, please contact your Program Director (contact information listed on the final pages of this handbook), Assistant/Associate Dean or any of us. It is a pleasure having you with us. You bring with you a background of experience and education that will offer our students a valuable and challenging academic experience.

Best wishes for a great semester!

Sincerely,

Cherie Fister, MFA  
Dean, College of Arts and Sciences

Charles J. Gulas, Ph.D.  
Dean, Myrtle E. and Earl E. Walker College of Health Professions

Catherine Bear, Ph.D.  
Dean, School of Education

Pamela Horwitz, Ph.D.  
Interim Dean, John E. Simon School of Business

### Adjunct Faculty Resources Website

The Adjunct Faculty Resources Website was created specifically for adjunct faculty members to be able to access up-to-date information regarding Maryville University policies and procedures whenever it is needed. Please bookmark this site and visit it often as new resources are being added regularly.

<http://www.maryville.edu/academicaffairs/adjunct-faculty-resources/>

### Maryville University Policy Manual

The Policy Manual may be accessed at the following link:

<https://www.maryville.edu/policies>

(Note that your Maryville username and password are required to access the policies on the portal.)

Adjunct faculty members should pay particular attention to the relevant policies as they pertain to adjunct faculty as well as the key institutional policies that affect all members of the campus community, and the key institutional policies developed for faculty members. It is expected that adjunct faculty members are abiding by the policies set forth in the Policy Manual and this Handbook.

## **Conditions of Faculty Appointment**

### Appointment Status

An appointment to an adjunct faculty position is an appointment for a non-continuous, non-tenure-track assignment and does not imply further or continued employment. An adjunct faculty member is an at-will employee and may be terminated at any time, with or without cause.

### Official Transcript

Employment is contingent upon receipt of all (undergraduate and graduate) official transcripts. An official transcript is defined as a transcript bearing the Registrar's seal and sent directly from the issuing institution to the appropriate school/college Dean for part-time faculty at Maryville University. These transcripts must be on file in the respective academic Dean's office prior to the first day of class.

### Work Eligibility Verification (and any other Missouri state, Federal, and Maryville forms required)

All employees must be verified for work eligibility as mandated by the Immigration Reform and Control Act of 1986. An I-9 Form must be completed and appropriate documentation (typically a driver's license and social security card or a passport) presented in person and verified by the Director of Human Resources. Form I-9 was modified and released by the USCIS on March 8, 2013. Anyone being rehired after this date (after one year of time off), must provide new documentation to be re-verified to work. All new hires (and rehires) must also pass a background check.

Online faculty may access the necessary hiring forms by clicking this link:

<https://learn.maryville.edu/courses/3674> . All forms should be signed and returned to Human Resources AS SOON AS POSSIBLE after being hired. Special note, the I-9 Form must be submitted with appropriate documentation in person or be notarized.

NOTE: Faculty members cannot be assigned a Maryville University ID number until all of these documents have been completed, submitted, and verified. The Maryville ID number is necessary to be assigned an email account, to assign you to courses, and include you in payroll.

### Teaching Load

Part-time: The normal part-time teaching load is 1-2 courses (3-8 semester credit hours) per term. Deans and Assistant/Associate Deans will be monitoring load so that individual faculty members are not teaching beyond the expected maximum number of credit hours each semester.

### Course Reassignment

If a full-time, regular-ranked faculty member does not have a full load, excluding overload, by the beginning of the first week of the term, he/she may be assigned to teach a course previously assigned to an adjunct faculty member. If such a reassignment is necessary, the adjunct instructor will be compensated for any in-class instructional time provided prior to the reassignment of the course.

### New Faculty Orientation

Because orientation to the Maryville University community and to the University's teaching environment is considered important for instructional coherence and continuity, the University offers an orientation program that provides a comprehensive overview of policies, procedures, teaching strategies, and resources related to teaching and working at Maryville. Opportunities will be announced through the Finch Center for Teaching and Learning <http://blogs.maryville.edu/ctl/>. In addition, each academic unit may offer specially-planned and announced sessions and events before or during each term. Please consult the Dean's office or your Program Director for opportunities in your academic area.

### Convocations, Awards Ceremony, and Commencement

The President hosts two Convocations each year, one in August and the other in January. Commencement occurs once a year in May. Prior to Commencement, each school has a ceremony for students receiving special awards. Adjunct faculty are invited and encouraged to attend / participate in all of these university-wide celebrations. In addition, the President hosts a family picnic each August and a holiday celebration each December to which you are also invited.

## **Responsibilities, Duties, Deadlines**

### Instruction

Faculty members of Maryville University are committed to providing an excellent education to our students. In addition to assuming responsibility for being prepared for each class session, instructors must strive to utilize appropriate strategies to maximize learning for the academic advancement of each student and to enhance the image of Maryville University as an institution committed to quality education.

We strive to foster an academic environment marked by civility, tolerance, and mutual respect. Faculty should set high standards but also seek to accommodate a diversity of student talent, learning styles, and preparation. It is expected that both instructors and their students will communicate in acceptable modes of speech, refraining from any offensive expressions and untoward personal references.

We think that you will find the information in this section helpful as you plan your courses.

### Course Syllabus

Maryville University uses a specific syllabus format. We consider the course syllabus to be an essential instructional instrument as it is a contract between the professor and the students. It establishes, in preliminary fashion, the course parameters, including programmatic and instructor expectations, and it constitutes the basis for course selection by students and employers who approve course offerings for employee reimbursement. Because the University considers the syllabus integral to instruction, the academic units have established stipulated deadlines for the submission of each course syllabus for the College or School approval. Failure to meet these deadlines will jeopardize the instructional process and may necessitate cancellation or reassignment of the course. Please DO NOT copy or post the syllabus to the Canvas LMS before it has been approved.

**Syllabus templates for specific programs may be found on the Adjunct Faculty Resources website. Please pay particular attention to the required elements for syllabi in your academic unit. Be sure to include the Credit Hours Chart in your syllabus.**

### Textbooks / Course Materials

Textbooks for courses are selected in consultation with the appropriate Assistant/Associate Dean or Program Director. Please check with your Program Director regarding course materials you would like to order as some textbooks are selected by the program for all sections of a particular course. If you have a preference for a particular text, or if you wish to choose particular electronic resources for your course, please be sure to talk with your Program Director as early as possible. Maryville partners with Rafter360 for the adoption, acquisition, and distribution of course materials to all students. The deadline for selecting materials is approximately 14 weeks prior to the start of the semester; if you are hired or assigned to a course after that date, it is highly likely that the course materials will already have been selected for your course. Students are provided all of their materials as part of their OneFee, thus any items adopted are considered to be Required for all students. If you have questions about the course materials, please contact your Program Director or Ms. Robbie Gatewood in the Bookstore at [rgatewood@maryville.edu](mailto:rgatewood@maryville.edu) or 314-529-9275. Instructors who would like an examination or desk copy of the text should contact the publisher directly.

### Supplementary Course Materials

Instructors are advised to consult with the appropriate Assistant/Associate Dean or Program Director concerning the availability of funds for film rentals, guest speaker honoraria, duplicating expenses, etc. No fees may be assessed of students for any supplemental course materials as all course materials are provided to students through their OneFee. Copyright regulations should be followed. Any expenses you wish to incur must be approved in advance or they will not be reimbursed.

### University Calendar / Schedule

The University calendar is published in the Catalog at <http://catalog.maryville.edu> on the Academic Calendars link. Vacation, holiday dates, and special University events should be observed as officially scheduled by the University. No unilateral changes to the "Class Schedule" in terms of class times/dates or room assignments may be made by the instructor. Any deviation from the official schedule must be approved by the Dean.

### Final Examinations

Maryville University does not observe an official Final Exam Week. Final examinations are held at the end of each term during the last class session(s). If assigned papers or projects are given in lieu of a final examination, the ending class session(s) is expected to be held and devoted to some legitimate instructional pursuit. All class meetings should occur as scheduled.

### Student-Faculty Consultation (Office) Hours / Faculty Accessibility

Student accessibility to faculty is essential. Part-time faculty are expected to establish mutually-convenient times to consult with students to meet their instructional / support needs (typically, 1.0-1.5 hours per week for each course or lab taught) at clearly stated times and locations. Consultation hours and other means of availability must be noted on the course syllabus. It is expected that instructors utilize the Maryville University e-mail account for all university-related correspondence.

### Faculty Absence / Course Cancellation

In the event an instructor must miss class due to illness, inclement weather (when the University is open), or some other extenuating circumstance, the appropriate Assistant/Associate Dean and/or Program Director AND Academic Administrative Staff must be notified in advance. No instructor substitution may take place without the express prior permission of the Dean of the respective school/college. The integrity of the instructional process is of prime concern and options for maintaining it MUST be discussed with the appropriate academic Dean. No unilateral instructor or class substitutions or cancellations may be made by the instructor. Any agreed-upon departure from the published class schedule MUST be approved by the Dean of the School/College and communicated to the students by the instructor or Academic Dean. Primary means of communication to the students is through e-mail and/or the Canvas LMS.

### Academic Technology / AV Equipment

All classrooms have a computer, DVD player, and a projection device available; many classrooms also have AppleTV. Any other audio-visual equipment needed may be reserved through the Innovative Learning Partners website <http://blogs.maryville.edu/learn/> or the University Library. Please make reservations at least 48 hours in advance of your needs. If you have specific technology questions or difficulties in a classroom, you may call the Technology Help Desk at 314-529-9506 with your question or concerns.

### Grades

The Maryville University grading standards are published in the current Catalog. Each instructor should be familiar with the grading standards and should integrate those standards into a specific grading policy for the course. The course grading policy should also be explained in detail in the course syllabus. It should be emphasized that the Maryville University grading system does accommodate the following plus and minus grades, and these should be incorporated into the grading scale: A-, B+, B-, C+, C-.

Submission in Access Maryville of both midterm deficiencies (progress grades of D, F, or AF [Failure due to Absence]) and final grades for all students is mandatory. Deadlines are published in the official calendar and reinforced through e-mails sent by the Student Service Center. Failure to submit final



grades at the specified time and date will result in a delay of the final paycheck for the term. Most importantly, students expect timely feedback on their performance and course assessments throughout the semester, including final grades.

Please take the utmost care and exercise due deliberation in assigning grades. Once grades are recorded, they are final and irrevocable except in cases of demonstrable error or injustice. The Dean does reserve the right to review all grade-change requests.

Please understand as well that an “incomplete”, or “I,” (for undergraduate students or “delayed grade” or “DG” for graduate students) is to be assigned only in the case of exigent circumstances beyond the student’s control and arising at or near the end of the semester. An “incomplete” should never be granted merely to allow more time to help a student improve his or her grade. “I” and “DG” grades require special paperwork available from the Student Service Center that outlines the scope of work to be completed and the deadline for completing it; these grades should be discussed with the Program Director prior to being assigned.

#### Submitting Grades

All grade and attendance reporting is submitted on-line through Access Maryville which is accessible through the Maryville portal (<https://my.maryville.edu>). (You may post grades on Canvas for your students, but you must post grades for the Registrar’s office through Access Maryville).

#### Grade Deadline

Grade deadlines are published in the official academic calendar. Failure to submit final grades by the deadline results in students receiving a grade of NA. Often this may affect a teacher’s pay increases, an employee’s tuition reimbursement, or a student’s financial aid. IT IS EXTREMELY IMPORTANT THE REGISTRAR’S OFFICE RECEIVES GRADES BY THE DEADLINE! Grades need to be submitted on-line through Access Maryville. Should there be a need for re-negotiation of a deadline, contact your Dean to arrange an alternative date for submission.

#### Class Roster / Class Attendance

Instructors are expected to verify the class roster to ascertain valid student registration. **You MUST take attendance during your first and second weeks of classes and report attendance to the Student Service Center no later than the end of the second week of classes (you will receive a reminder e-mail asking you to share this information and how to do so). If a student is attending class, but his/her name does not appear on the official class roster,** the instructor is asked to verify registration by viewing either a form issued by the Registrar admitting the student to the class, or a receipt from the Business Office indicating payment or a plan for payment of tuition fees. Without proper registration, a student will not appear on the class roster, will not appear in Canvas, and should be referred to the Student Service Center. In addition, your class roster in Access Maryville and Canvas will be updated within 24 hours for any student who is added to your course or who withdraws from your course. If this change does not appear, please notify the Student Service Center. Please review your roster using AccessMaryville on the Portal at <https://my.maryville.edu> – Click on AccessMU for Faculty – Faculty Information – Class Roster. Please report any discrepancies between your Class Roster and students who are or are not attending the course to the Registrar using the Attendance Reporting link under

AccessMU for Faculty in Access Maryville as this may affect students' financial aid and federal reporting of students' enrollment.

### Classroom Change / Field Trips

Any need for a change of classroom should be discussed and cleared with the Registrar's office prior to the change. Students should be alerted in writing of any official classroom change and of any field trip, at least two class sessions prior to the change or event. If possible, an early indication should be included in the course syllabus. A field trip should be arranged only with the approval of the Dean of your academic unit. University vans are available to transport students on field trips; however, you must first be qualified as an approved driver. Contact the Public Safety Office at 314-529-9553 to become an approved driver. Vans can be reserved through the WHAM R-25 scheduling system on the portal (<https://my.maryville.edu>); reservations should be made at least three weeks in advance of the trip.

### Classroom Courtesy

- Make every effort to begin and end each class on time.
- Erase white boards after class.
- Do not leave papers (handouts, tests, reference material, etc.) in classrooms.
- If you moved furniture in the classroom during class, please move it back in place before leaving.
- If you disconnected equipment in the room, please reconnect equipment before leaving.
- If your class is not meeting or will be meeting in a different location (e.g., field trips) notify your program secretary and/or post a note on the scheduled classroom door as a reminder to the students.
- If you have questions about returning material and/or tests to students, please check with your Program Director.
- Notify your program secretary if whiteboard markers are missing or dry so they can be replaced.
- Notify the Help Desk (314-529-9506) immediately if you have any problems with the computer or AV equipment in the classroom.

### Classroom Visitation

Classroom visitations by discipline colleagues, Program Directors, Assistant/Associate Deans, and other academic administrators, and/or Micro-Teaching tapings are encouraged for the purpose of enhancing effective teaching. Classroom visitations are also a way of establishing intellectual rapport and support with your colleagues.

### Third-Week Feedback

Deans and/or Program Directors will provide Third-Week Feedback forms to students to complete in all courses with new instructors. This is an informal opportunity to gather preliminary feedback aimed at helping instructors make their courses as rewarding and engaging as they possibly can be. The purpose is to give students a voice and to allow instructors to determine, early on, whether there is a need to

clear up any misconceptions, make any changes in pedagogy, or provide clarity on assignments. All new instructors are expected to participate.

#### Course Evaluation

An Online Course Evaluation (OLE) is conducted each term for all faculty/courses. Online course evaluations are conducted for all courses each semester to provide important and reliable data to improve the teaching and learning at Maryville. We contract with a system called CourseEval® hosted off-site by Academic Management Systems, Inc. (AMS). The online course evaluation is one of the measures used to derive information to evaluate educational effectiveness at Maryville University. You and the students will be sent e-mail announcements when the evaluations are open for access each semester. Typically this will be one week before the last class for 8-week courses and 2-3 weeks before the last class for 16-week courses; the online course evaluation system will remain open until the date grades are due. A list of the questions may be obtained from your Program Director or Dean. Completed online course evaluations are available online approximately 1-2 weeks after the due date for final grades. All faculty members are encouraged to review evaluations after each course and to consider modifying courses based upon student input. Program directors and/or Deans may meet with faculty members to discuss student input and offer support and suggestions as needed or desired. The report is available by clicking the CourseEval link in the portal (<https://my.maryville.edu>).

#### Academic Expectations and Academic Integrity

The faculty members of Maryville University strive to foster an academic environment marked by civility, tolerance, and mutual respect. Faculty should set high standards but also seek to accommodate a diversity of student talent, learning styles, and preparation. It is expected that both instructors and their students will communicate in acceptable modes of speech, refraining from any offensive expressions and untoward personal references. In the event an incident occurs in which a faculty member believes a student has presented uncivil behavior toward the faculty member or another student, the incident should be documented and shared with the Program Director immediately to discuss what (if any) action should be taken to address the matter. If a student believes a faculty member has behaved in an uncivil or inappropriate manner with him/her, the student may choose to file a grievance against the faculty member. This occurs very rarely, but instructors should be aware of the process the student will pursue under these circumstances. Students should pursue an informal resolution process first as grievances should be resolved at the lowest level possible. Please see the Grievance Process under Academic Services on the portal <https://my.maryville.edu/AcademicServices/default.aspx>

Maryville University is also committed to maintaining an atmosphere that requires and expects academic integrity from its students. There are written policies on academic integrity issues in student, faculty and program handbooks. In addition, academic integrity is addressed in new adjunct faculty orientation and other professional development workshops throughout the year. However, when an instructor is actually confronted with a suspected instance of academic dishonesty it is sometimes difficult to decide what to do. The developed guidelines are intended to assist you when a problem arises. Violations of academic integrity policies can involve a number of different behaviors on the part of the student(s) including collusion on homework, cheating on examinations, and plagiarism (see below for a non-exhaustive list of examples of dishonest work). The University realizes that there are many degrees of seriousness surrounding these issues and allows instructor discretion (within the scope of the grade in the course) in deciding the consequences to the student. However, the instructor should discuss the situation and procedures with the Program Director as soon as is practical. We recognize

that these situations are never easy for the instructor or the student, but we wish for these conversations to be educational in nature (and documented) such that they help to prevent future incidents from occurring. There is a Confidential Report of Academic Dishonesty that should be completed and submitted to the Dean who oversees the course. These forms and procedures are also available under the Academic Services tab on the portal <https://my.maryville.edu/AcademicServices/default.aspx>

Although the following is not an exhaustive list, it describes some types of dishonest work:

- Plagiarism; presenting the words or ideas of someone else (including text from any web pages) as one's own in papers or assignments
- Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
- Submitting someone else's work as one's own work; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another
- Obtaining a paper from the Internet or a commercial research firm and submitting it as one's own work
- Submitting work previously presented in another course even if written by the student
- Arranging to give or receive answers by use of signals, notes, or technological devices during an exam
- Copying with or without the other person's knowledge during an exam
- Obtaining a copy of a test without authorization in advance of its scheduled administration
- Unauthorized use of notes during an exam or quiz
- Collaborating with other students on assignments when collaboration is not allowed (including on-line exams or assignments)
- Altering answers on a graded test and submitting it to be re-graded
- Destroying or stealing the work of other students
- Falsification or invention of any information or citation in a paper, lab, or assignment
- Intentionally or knowingly helping or attempting to help another person cheat or plagiarize
- Doing assignments for someone else
- Accessing and altering records in a grade book
- Misrepresentation of circumstances surrounding academic work, assignments, or attendance
- Misrepresenting oneself to access electronic resources intended for instructors only

#### Sexual Harassment / Sexual Violence – Title IX Compliance

University administrators, faculty members, staff members, and volunteers who observe, or learn of sexual harassment directed against another member of the University Community MUST report the alleged sexual harassment / sexual assault to one of the university's designated officials (noted below) within 7 days.

The University seeks to handle all complaints of sexual harassment with discretion. This means the University will make all reasonable and appropriate efforts to preserve a complainant's privacy and to protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make a complaint of sexual harassment.

In the event a person files a complaint and requests confidentiality, or asks that the complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint

consistent with the request for confidentiality; however, the university is required to conduct an appropriate investigation of all reported incidents. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University will initiate an investigation despite a complainant's request for confidentiality particularly in those circumstances involving serious or repeated discrimination or where the alleged perpetrator may pose a continuing threat to the University Community.

NOTE: All University personnel, regardless of the wishes of a complainant, are required to report sexual abuse of a child. A "child" for purposes of mandatory reporting is a person under the age of 18. All reports of sexual abuse of children will be reported and referred to local and state authorities for investigation.

For further information or to file a report, please contact:

Kathleen Quinn – Dean of Students, Title IX Coordinator

314-529-9476 or [kquinn@maryville.edu](mailto:kquinn@maryville.edu)

Nikki Payne – Controller, Director of Finance – Deputy Title IX Coordinator

314-529-6864 or [npayne@maryville.edu](mailto:npayne@maryville.edu)

Mark Decker – Office Manager, Public Safety

314-529-9553 or [mdecker1@maryville.edu](mailto:mdecker1@maryville.edu)

University Counseling Services and several local hospitals have counselors available to assist victims of sexual harassment, sexual assault, domestic violence, and stalking. Contact information for these resources is noted below. In addition, victims of sexual violence/assault may contact the rape hotline offered by Women's Support & Community Services—Tel: (314) 531-2003 or (314) 531-7213. NOTE: Women's Support & Community Services is not affiliated with the University and will not forward a complaint of sexual violence/assault to the University without the victim's consent.

Jennifer Henry - Director of Personal Counseling

314-529-9556 or [jhenry@maryville.edu](mailto:jhenry@maryville.edu)

Linda Meyers - Personal Counselor

314-529-6533 or [lmeyers@maryville.edu](mailto:lmeyers@maryville.edu)

St. Luke's Hospital (closest to Main campus) - 232 S. Woods Mill Road, Chesterfield, MO 63017

Main: 314-434-1500 - ER: 314-205-6990

Mercy Hospital - 615 S. New Ballas Road, St. Louis, MO 63141

Main: 314-251-6000 - ER: 314-569-6090

Missouri Baptist Hospital - 3015 N. Ballas Road, St. Louis, MO 63131

Main: 314-996-5000 - ER: 314-996-5225

### **Resources for Faculty**

#### **Identification Number / Faculty Identification Cards / Parking Permits**

An identification number and ID card are needed in order to secure an e-mail account, a parking permit, and use of the copy machines on campus. ID cards are needed in the library if you wish to check out materials. Parking permits are necessary for accessing faculty parking lots and permit Public Safety to monitor identification of Maryville-authorized vehicles. ID numbers are provided by the Human Resources Office where both identification card and parking permits will be issued to new employees. Any changes to parking permits should be made in the Office of Public Safety in Buder Commons.

### E-mail

Use of Maryville University e-mail is important for all students and faculty. Please be sure that you include your Maryville e-mail account on your syllabus and that you check it regularly as this is the account to which Canvas is connected (for student contacts) as well as the primary means by which your Program Director and Dean will communicate with you.

To set up your Maryville e-mail account, go to <http://mylogin.maryville.edu>. On the My Login page, click Activate My Maryville Login. You will be asked for your Maryville ID number, first and last name, birth date and zip code. Then you will be asked to create a security question/answer. Last, create your new password. Then, you're ready to go. If you need assistance please call the Technology Help Desk at 314-529-9506 or send an e-mail to [helpdesk@maryville.edu](mailto:helpdesk@maryville.edu)

### On-Line Access to Course Materials: Canvas

All courses and their enrollments are automatically created within the Learning Management System, Canvas accessible at <http://learn.maryville.edu>. Canvas provides easy-to-use teaching and learning tools for course development, delivery, and management. Canvas' learning environment provides the flexibility to control the environment to match your own unique approach to teaching and student learning and provides tools to help facilitate communication, collaboration, and community building with the students in your course. Students' electronic course materials are also available through the Resources => Course Materials link in Canvas.

You and your students may access the system using your Maryville e-mail username and password. If you are interested in learning more about the functionality and use of the system, there are regular training workshops offered, the dates for which are published at <http://blogs.maryville.edu/learn/>. From this location, you can also find further Canvas documentation by navigating to Technologies, then to Canvas.

Canvas Quick Reference for Instructors:

Maryville Canvas Site: <http://learn.maryville.edu>

Login: Maryville e-mail username and password

Canvas support: [learn@maryville.edu](mailto:learn@maryville.edu)

### The Portal and AccessMaryville

Maryville's portal (<https://my.maryville.edu/>) is the university's secured server through which you will gain access to considerable information including your e-mail, Outlook calendar, Canvas courses, the Copy Shop copy request form, campus events and announcements, campus resources as well as AccessMaryville which provides access to your class roster, as well as the reporting for mid-term and final grades. If you have concerns about a student, AccessMaryville is the place to submit an Early Alert, through which you can share your concerns with our Student Success team.

The Maryville Portal uses the same login as your Maryville e-mail address.

### Campus Mailbox System

Because the campus mailbox system is a critical link in the communications network at Maryville University, it is imperative that you check your campus mailbox prior to each class session. If you teach

on more than one of our sites, you will have a mailbox at each location. On the main campus, mailboxes are located in the School/College offices for Business, Education, Health Professions, and Arts and Sciences. Specific locations will be provided by the Dean of the respective School/College. Mailboxes on the Lake Saint Louis campus are located in the administrative office and mailboxes on the Sunset Hills campus are located in Room 101. Online faculty should access their email account regularly as this will be the primary means of communication.

### Copies

Instructors are required to use Canvas (our learning management system) to post syllabi, materials and items for courses. If you need to have material copied, you can log in to the portal at <https://my.maryville.edu> and go to the left-hand column (Quick Reference) and click on New RICOH Copy Request. You will be able to enter all of your information on that form, attach your file, then click “submit” at the bottom of the form. The system will e-mail you when the request has been received as well as send an e-mail when the job is ready to be picked up at the Bookstore. If it is an exam, be sure to note that in your request, so that the staff (not student workers) will make the copies; instructors must pick up exams in person, show an ID, and sign for it. Standard copies will be placed in the department mailbox and then placed in your specific mail slot. A good rule-of-thumb is to allow at least 48 hours for copy orders to be processed.

In the interest of our campus-wide initiative toward sustainability, whenever possible, please post information for students on Canvas in lieu of copying. If students wish to make their own copies, they may download documents and make their own copies. Faculty members are responsible for following all Copy Right laws.

Limited copies may also be made on the copier in the office of your School/College. To access the copier, you will need your Maryville ID. Talk with the Program Assistant or Academic Administrative Staff in the Dean’s office to get tips on how to use the machines. After making your copies touch the Cancel button to prevent further copies from being charged to your account. Please note: These copies are much more costly to your department than those made through the Bookstore copy service.

### Paychecks

Payroll is only available through Direct Deposit. An enrollment form for direct deposit should be completed during your initial meeting with Human Resources. Changes to your direct deposit should be made by contacting Ms. Jenny Lane in the Payroll Office in Gander Hall (314-529-9395 or [jlane@maryville.edu](mailto:jlane@maryville.edu) ). Employees are paid on the last business day of the month. There are three paydays in the Spring semester, three in the Summer and four in the Fall semester.

### Pay Disbursement for Part-time Faculty

Salary will be disbursed in equal payments as follows:

- Fall semester – starting with the last weekday of the month of September
- Spring semester – starting with the last weekday of the month of February
- Summer Term Weekend College – starting with the last weekday of the month of June for classes starting in May
- Other Summer pay will be disbursed within the time frame of the course or courses being taught, consistent with the monthly pay cycle of the University

## Resources for Students

### Class Attendance

Maryville University recognizes that regular class attendance is essential to student success. While Maryville does not centrally monitor attendance in courses, instructors may do so based on their individual discretion.\* Accordingly,

- Instructors may set their own class attendance policy.
- If the instructor implements a class attendance policy, they must communicate said attendance policy in writing in the course syllabus.
- Each student is responsible for his/her own attendance and is responsible for communication about that attendance with the instructor.
- Each student is responsible for any work missed as a result of absences of any kind.

\*Institutional guidelines and procedures regarding class attendance are currently being reviewed with an anticipated release effective Spring 2017.

Students with excessive absences (regardless of academic performance or reason) may be given a grade of AF (Failure due to Absence).

### Peer Tutoring and Writing Studio

Maryville University's Division of Student Success provides trained and carefully selected tutors free of charge to assist students who need help with specific subjects, assignments, or projects. Tutors are not only knowledgeable in their subject areas, but also knowledgeable in study skills, time management, and test taking strategies. Although Peer Tutoring is fully-staffed and run by students for students, the tutors are trained and guided by Kelly Mock, the director of Academic Advising and Life Coaching.

Students should be encouraged to call for an appointment (314-529-9228), to e-mail [peertutors@maryville.edu](mailto:peertutors@maryville.edu), or to stop by regularly scheduled BYOH (Bring Your Own Homework) sessions especially geared toward writing and mathematics. An appointment is not needed to receive assistance on those challenging math problems or with papers.

The Writing Studio is housed in the University Library and staffed by screened and trained undergraduates. The Writing Studio can help students to become better writers in any subject or major. Writing tutors offer individualized learning sessions for specific projects or help in general in all aspects of writing: generating ideas and planning a draft, citing sources and avoiding plagiarism, and revising for coherence, concision, and clarity. Students may visit on their own or on the recommendation of an instructor. The Writing Studio is also a speaking center, offering tutorials for in-class presentations or for ESL students in conversational English.

For more information on helping students develop their writing talents visit the Writing Studio located in the University Library.

For more information about Peer Tutoring, check out: <http://www.maryville.edu/fye/peer-tutoring/>  
And for more information about the Writing Studio, visit: <http://www.maryville.edu/fye/writing-studio/>



### Withdrawal from a Course

Only a student can initiate a withdrawal from a course. The student, not the instructor or any other university official or employee, is responsible for filing the requisite withdrawal form with the Registrar's office in the Student Service Center. The deadlines for withdrawal without academic penalty and the refund schedule are published in the course schedule and the university catalog.

### Health and Wellness

Our nurse-directed Health and Wellness Center provides students with health education, emergency care and treatment of minor illnesses or injuries, medical records maintenance and referrals and resources for confidential care. Our goal is to help Maryville students maintain optimal health during their academic years and to develop a lifestyle that will support wellness throughout their lives. For more information on the Health and Wellness Services and Programs please visit

<http://www.maryville.edu/studentlife/services-programs/health-wellness/>

### Personal Counseling

Our personal counseling staff is here to help ensure that students have a positive college experience and that their personal growth is encouraged throughout their time at Maryville. Services available at Maryville include individual and group counseling, educational workshops, and referrals to outside psychiatric and mental health resources.

The mission of the Personal Counseling staff is to actively promote and facilitate the personal growth and well-being of Maryville students through psychosocial support, education, and intervention in a safe and confidential environment. For more information please visit

<http://www.maryville.edu/studentlife/services-programs/personal-counseling/>

## **University Closings and Protocols for Emergencies**

### SAINTS ALERT

Our Campus Notification System called Saints Alert is designed to enhance and improve communication so that all members of the Maryville campus community can stay informed in the event of an emergency. Maryville has contracted with e2Campus to provide this service which will allow students, faculty and staff to "opt in" to be notified via text message in the event of an emergency or campus closure. The message can also be sent to a designated e-mail address, PDA or pager.

This system will add another immediate mechanism to the existing methods that the university has in place to alert the community to an emergency situation. The system will be used only for emergency contact purposes. Saints Alert will not be used to distribute advertising or other unsolicited content. Please note that subscribers to the system will pay no fees for the service, other than any regular fees from your cellular phone service provider associated with text messaging services.

All members of the campus community should participate in this emergency notification system. Log in to this site <https://my.maryville.edu/services/PublicSafety/SA/Pages/default.aspx> to sign up to receive Saints Alert messages!

### Public Safety

The Maryville University Public Safety Department, located on the west side of Buder Family Student Commons, provides service 24 hours a day and is an integral part of the University's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many University departments and community organizations.

In accordance with the Jeanne Clery Campus Security Act, incidents of crime and other related information is posted on the Public Safety website. This site includes the Maryville University Public Safety Report to Campus, the Daily Crime and Fire Log and information on the Campus Sex Crimes Prevention Act. For more information on Public Safety please visit

<http://www.maryville.edu/publicsafety/>

The public safety department understands the overall academic mission of the University and strives to play a vital role in enhancing that mission. Concern for the community's well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors inherent in the department's daily operations and policy. ***Feel free to contact the office at 314-529-9500 if there is a mechanical issue, a health concern, any kind of disturbance in your classroom, or other issue that needs their attention.***

***In the event of a Public Safety concern or other campus emergency, Public Safety officers will often work in cooperation with local community emergency personnel. It is expected that students, faculty, and staff will comply with the directions of these campus and community officers, operating within the scope of their responsibilities, at all times. If the campus is in a weather alert, or other emergency situation, please get yourself and your students to a safe location as quickly as possible.***

### Snow Schedule and University Closings

During inclement weather situations, instructors and students are responsible for checking the Maryville University website ([www.maryville.edu](http://www.maryville.edu)), television stations KTVI, FOX, KMOX or KSDK, or radio station KMOX 1120 AM for notifications regarding university closings or snow schedule. Notifications will also be sent via the Saints Alert messaging system. Instructors of evening classes should monitor the website and/or stations noted above as updates regarding the schedule for evening classes will be made throughout the day as new information becomes available.

When the University is closed or your class is cancelled due to inclement weather or other campus emergency, it is expected that you will host class "virtually" using the Canvas course site. Students should be reminded to consult the Canvas course site for more specific information on class assignments to be completed in lieu of meeting face to face.

If Maryville is on the "snow schedule" and your class starts between 8 and 10:40 a.m. on Mon/Tues/Wed/or Thurs, your class is canceled; if your class starts between 8 and 11:45 on Friday, your class will meet from 10:00-11:45. All classes later in the day will meet according to the regular schedule.

### Emergency Medical Procedures

During the day, if non-life threatening, call the nurse, Pam Culliton, at 314-529-9520 or on her cell phone at 314-560-1481. If the nurse is not available (evenings, etc.), call Public Safety at 314-529-9500. For life threatening medical emergencies, call 911. If you call from an MU phone, public safety will be notified.

<http://maryville.edu/studentlife-health.htm>

<b>Resource / Contact List</b>			
<b>College of Arts and Sciences</b>			
Cherie Fister	Dean	<a href="mailto:cfister@maryville.edu">cfister@maryville.edu</a>	314-529-9638
Sandy Reeder	Dean's Administrative Assistant	<a href="mailto:sreeder@maryville.edu">sreeder@maryville.edu</a>	314-529-9638
Bebe Nickolai	Associate Dean for Humanities	<a href="mailto:bnickolai@maryville.edu">bnickolai@maryville.edu</a>	314-529-9430
Jennifer Yukna	Assistant Dean for Science & Mathematics	<a href="mailto:jyukna@maryville.edu">jyukna@maryville.edu</a>	314-529-6858
Guangwei Fan	Interim Director of Actuarial Science & Mathematics	<a href="mailto:gfan@maryville.edu">gfan@maryville.edu</a>	314-529-9427
Peter Green	Assistant Dean for Social Sciences	<a href="mailto:pgreen@maryville.edu">pgreen@maryville.edu</a>	314-529-9428
Shirley Ashauer	Director of Organizational Leadership Graduate Program	<a href="mailto:saashauer@maryville.edu">saashauer@maryville.edu</a>	314-529-9582
Kent Bausman	Director of Criminal Justice, Criminology, & Sociology	<a href="mailto:kbausman@maryville.edu">kbausman@maryville.edu</a>	314-529-9429
C. Leilani Carver	Director of Communication Graduate Program	<a href="mailto:clcarver@maryville.edu">clcarver@maryville.edu</a>	314-529-9460
Rebecca Dohrman	Director of Communication Undergraduate Program	<a href="mailto:rlrohrman@maryville.edu">rlrohrman@maryville.edu</a>	314-529-6338
Jonathan Fahnestock	Assistant Dean for Design & Visual Art, Director of Graphic & Interactive Design Programs	<a href="mailto:jfahnestock@maryville.edu">jfahnestock@maryville.edu</a>	314-529-9426
Jessica Erickson	A & D Program Associate	<a href="mailto:jerickson@maryville.edu">jerickson@maryville.edu</a>	314-529-9381
John Baltrushunas	Director of Studio Art Program	<a href="mailto:jbaltrushunas@maryville.edu">jbaltrushunas@maryville.edu</a>	314-529-9679
Darlene Davison	Director of Interior Design Program	<a href="mailto:ddavison@maryville.edu">ddavison@maryville.edu</a>	314-529-6587
<b>John E. Simon School of Business</b>			
Pamela Horwitz	Interim Dean	<a href="mailto:phorwitz@maryville.edu">phorwitz@maryville.edu</a>	314-529-9572
Jana Bradley	Dean's Administrative Assistant	<a href="mailto:jcbradley@maryville.edu">jcbradley@maryville.edu</a>	314-529-9418
Sheryl Cole	Program Assistant	<a href="mailto:scole1@maryville.edu">scole1@maryville.edu</a>	314-529-9317
Somer Anderson	Director, Accounting Program	<a href="mailto:sanderson6@maryville.edu">sanderson6@maryville.edu</a>	314-529-9482
Melissa Griswold	Director, Financial Services	<a href="mailto:mgriswold@maryville.edu">mgriswold@maryville.edu</a>	314-529-6859
Dustin Loeffler	Director for Graduate Studies in Business	<a href="mailto:dloeffler@maryville.edu">dloeffler@maryville.edu</a>	314-529-9571
Jason Williams	Assistant Dean and Director, Rawlings Sport Business Management Program	<a href="mailto:jwilliams4@maryville.edu">jwilliams4@maryville.edu</a>	314-529-6847
<b>School of Education</b>			
Catherine Bear	Dean	<a href="mailto:cbear@maryville.edu">cbear@maryville.edu</a>	314-529-9466
Mascheal Schappe	Associate Dean and Director of Teacher Ed	<a href="mailto:mschappe@maryville.edu">mschappe@maryville.edu</a>	314-529-9471
Sandy Hermann	Dean's Administrative Assistant	<a href="mailto:shermann@maryville.edu">shermann@maryville.edu</a>	314-529-9466
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Steve Coxon	Director, Gifted Education	<a href="mailto:scoxon@maryville.edu">scoxon@maryville.edu</a>	314-529-9567
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Keith Kinder	Director, Teacher Leadership	<a href="mailto:lkinder@maryville.edu">lkinder@maryville.edu</a>	314-529-9557

<b>College of Health Professions</b>			
Charles Gulas	Dean	<a href="mailto:cgulas@maryville.edu">cgulas@maryville.edu</a>	314-529-9474
Michelle Unterberg	Assistant Dean	<a href="mailto:munterberg@maryville.edu">munterberg@maryville.edu</a>	314-529-9590
Christy Sutton	Dean's Administrative Assistant	<a href="mailto:csutton@maryville.edu">csutton@maryville.edu</a>	314-529-9625
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Cynthia Briggs	Director, Music Therapy Program	<a href="mailto:cbriggs@maryville.edu">cbriggs@maryville.edu</a>	314-529-9441
	Program Assistant, OT and MT Programs		314-529-9515
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Stacey Decker	Administrative Assistant	<a href="mailto:sdecker1@maryville.edu">sdecker1@maryville.edu</a>	314-529-9435
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Michael Kiener	Director, Rehabilitation Counseling & Rehabilitation Services	<a href="mailto:mkiener@maryville.edu">mkiener@maryville.edu</a>	314-529-9443
Michelle Unterberg	Director, Physical Therapy	<a href="mailto:munterberg@maryville.edu">munterberg@maryville.edu</a>	314-529-9590
Annette Milla	Program Assistant	<a href="mailto:amilla@maryville.edu">amilla@maryville.edu</a>	314-529-9523

**For questions about or updates to this handbook, please contact:  
Dr. Tammy Gocial, Associate Academic Vice President at [tgocial@maryville.edu](mailto:tgocial@maryville.edu) or 314-529-6893.**