



Adjunct Faculty Handbook: Responsibilities, Policies, Procedures and Resources

September 2018

Table of Contents

Deans' Welcome	3
Adjunct Faculty Resources Website	4
Maryville University Policy Library	4
Conditions of Faculty Appointment	4
Appointment Status	4
Official Transcript	4
Work Eligibility Verification	4
Teaching Load	5
Course Reassignment	5
New Faculty Orientation	5
Convocations, Awards Ceremony, Commencement, and other University Events	5
Responsibilities, Duties, and Deadlines	6
Instruction	6
Course Syllabus	6
Textbooks / Course Materials	6
Supplementary Course Materials	7
University Calendar / Schedule	7
Final Examinations	7
Student-Faculty Consultation (Office) Hours / Faculty Accessibility	7
Faculty Absence / Course Cancellation	8
Academic Technology / AV Equipment / Canvas LMS / WiFi	8
Class Roster / Class Attendance	9
Grades	9
Submitting Grades and Attendance Reports	10
Grade Deadline	10
Classroom Change / Field Trips	10
Classroom Courtesy	10
Classroom Visitation	11
Third-Week Feedback	11
Course Evaluation	11
Academic Expectations and Academic Integrity	12
Academic Grievances	13

Sexual Harassment / Sexual Violence – Title IX Compliance	13
Resources for Faculty	14
ID Number / Faculty Identification Cards / Parking Permits	14
E-mail.....	15
Adjunct Faculty Lounges	15
On-line Access to Course Materials: Canvas	15
The Portal and Access Maryville	15
Campus Mailbox System.....	16
Copies.....	16
Paychecks and Pay Disbursement Schedule	16
Resources for Students.....	17
Class Attendance	17
Religious Holidays	17
Peer Tutoring and Writing Studio	18
Students with Documented Disabilities	18
Withdrawal from a Course.....	19
Health and Wellness	19
Personal Counseling	19
Early Alert.....	19
University Closings and Protocols for Emergencies.....	20
SAINTS ALERT.....	20
Public Safety	20
Snow Schedule and University Closings.....	21
Emergency Medical Procedures	21
Academic Program Resources / Contact List.....	21
College of Arts and Sciences	21
John E. Simon School of Business	22
School of Education	22
Myrtle E. and Earl E. Walker College of Health Professions	22
Catherine McAuley School of Nursing.....	22
School of Adult and Online Education	23
Finch Center for Teaching and Learning	23

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, any of us, or the Finch Center for Teaching and Learning. 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 term!

Sincerely,

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

Mascheal Schappe, Ed.D.
Dean, School of Education

Jennifer Yukna, Ph.D.
Interim Dean, College of Arts and Sciences

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.

<https://www.maryville.edu/academicaffairs/center-teaching-learning/adjunctfaculty/>

Maryville University Policy Library

The Policy Library 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.)

Specific policies related to Enrollment and Academics; Campus Health and Safety; Anti-Discrimination and Anti-Harassment; Privacy; Information Technology; Students; Faculty; Employees; and Research are contained in the Policy Library. Adjunct faculty members should pay particular attention to the relevant policies as they pertain to the role and responsibilities of adjunct faculty, for faculty members in general, and for members of the campus community. It is expected that adjunct faculty members are abiding by the policies set forth in the Policy Library and in 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 Office 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. This process should be fairly simple if you follow the expectations in our TalentEd portal. Complete the forms on the New Adjunct Faculty Checklist described in the Welcome Note from do-not-reply@ted.peopleadmin.com – all documents (except the I-9) will be collected through this system.

All new hires (and rehires) must also pass a background screening. [NOTE: You will receive a message from customersupport@hireright.com. This message will include a link to the form you need to complete to get the background screening process started.]

All forms should be signed and returned to the TalentEd portal except the I-9 Form which must be presented and verified in person in Human Resources with appropriate documentation AS SOON AS POSSIBLE after being hired. Special note, online faculty may return the I-9 Form via United States Postal Service with appropriate documentation verified by a notary to Human Resources. [Note: Please follow the steps outlined on the TalentEd checklist.]

NOTE: Faculty members cannot be assigned a Maryville University ID number until a signed contract has been returned, and 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, add you to our learning management system (Canvas), 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 important for instructional coherence and continuity, the University expects your participation in the Adjunct Academy orientation program that provides a comprehensive overview of policies, procedures, teaching strategies, and resources related to teaching and working at Maryville. To receive updates on professional development opportunities at Maryville, join the Adjunct Teaching Canvas page by emailing Laura Ross lrross@maryville.edu. You can learn more about the Center for Teaching and Learning at <https://www.maryville.edu/academicaffairs/center-teaching-learning>. 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, Commencement, and other University events

The President hosts two Convocations each year, one in August and the other in late-January/early-February. 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. Rule of thumb: If you receive an invitation, then the event includes you.

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 interaction, 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 talents, learning strategies, 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 by some 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. For faculty teaching on ground, syllabi should be posted to your Canvas course shell two weeks prior to the start of the course, but please DO NOT copy or post the syllabus to the Canvas LMS before it has been approved by your program director. For faculty teaching online, the approved syllabus will be pre-loaded into the course when you have access to it four weeks prior to the start of the term, but you will need to make sure that all relevant dates for key assignments are accurate for your section.

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. Some important information for students will be included in every course syllabus in Canvas. These statements address the following: Academic Support, Academic Integrity Policy, Technology in Class, Campus Notification System: SAINTS Alert, and a "Subject to Change" Clause. These statements cannot be changed as they reflect official University policies.

Textbooks / Course Materials

Textbooks/Course materials 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 items may have already been 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 MBS for the 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/section. Traditional undergraduate students and graduate students in full-time graduate programs (OT, PT, SPLP) are provided all of their materials as part of their OneFee, thus any items adopted are considered to be REQUIRED for all students. Adult undergraduate and part-time graduate students access the MBS book site (https://bookstore.mbsdirect.net/vbm/vb_home.php?FVCUSNO=37919&url=maryville.htm) to identify the needed materials for their courses. They can purchase items through the MBS site or any other book site they prefer. In addition, some courses have electronic resources that are delivered to the course directly through Canvas, so it is important that you are familiar with how to access these materials and that you are able to assist your students when needed. If you have questions about the course materials, please contact your Program Director or Mr. Matt Helis in the M Store (campus bookstore) at mhelis1@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 without prior approval from your Program Director. 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. The calendar also includes important deadline dates for students who may be selecting Pass/No Pass option or the last date to withdraw from the course, and for you to know when final grades are due.

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 for the full length of time 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. Virtual contact (e.g., FaceTime, Skype, Canvas) may be used in lieu of face-to-face contact. 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 or Canvas message system for ALL university-related correspondence. These accounts should be checked on a daily basis so that messages may be addressed promptly.

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 must be notified in advance. No instructor substitution may take place without the expressed 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 Maryville University e-mail and/or the Canvas message system. Ideally, students will be provided a meaningful engagement activity or assignment and instructed how to connect with each other via Canvas to complete the activity/assignment.

Academic Technology / AV Equipment / Canvas LMS / WiFi

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 Learning Design and Technology website <http://blogs.maryville.edu/learn/> or the University Library <https://www.maryville.edu/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 314-529-9516 with your questions or concerns.

Canvas is the Learning Management System used at Maryville. You and your students can access the Canvas system by visiting <http://learn.maryville.edu> and logging in with your Maryville username/password. Canvas allows faculty to load a syllabus, collect assignments, post announcements, host discussions, keep a gradebook, and more. **The minimum expectation for Canvas use is to post the syllabus and provide status of all graded work.** All Maryville faculty (online and on-ground) are expected to use Canvas to make their syllabus available to students at least 2 weeks prior to the start of class. Faculty will have access to their Canvas course 4 weeks prior to the start of class. If you are teaching an online course, Canvas is the system you will use to facilitate learning activities for the course (actively discuss course concepts with students, review submissions, provide feedback, etc.). Contact Pam Bryan Williams (pamela.williams@maryville.edu) before teaching your online class to learn about Maryville's expectations for engagement within the online environment.

If you are interested in learning more about the functionality and use of the Canvas system, there are regular professional development opportunities offered, the dates for which are published at <http://blogs.maryville.edu/learn/>. From blogs.maryville.edu/learn, you can also find further documentation by navigating to the Canvas link.

All members of the campus community have access to the password-protected **WiFi system, SaintsNation**. Use your Maryville username and password to access this secure network. Maryville guests can use the open Maryville guest network.

Class Roster / Class Attendance

Instructors are expected to verify the class roster to ascertain valid student registration in each course each term. Maryville allows individual instructors to set and follow their own attendance policy, but the policy must be clearly communicated to the students in the syllabus. **ALL faculty MUST take attendance during the first and second weeks of classes and report attendance to the Solution Center in the Division of Operational Excellence no later than the end of the first week of classes for all 8-week courses and the end of the second week of classes for 16-week courses (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 Senior Director of Academic Records and Technology (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 Solution Center to ensure that all paperwork has been properly completed. 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 Solution Center. Please review your roster using Access Maryville 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 Senior Director of Academic Records and Technology (Registrar) using the Attendance Reporting link under AccessMU for Faculty in Access Maryville as this may affect students' financial aid and required federal reporting of students' enrollment.

Grades

The Maryville University grading standards are published in the current Catalog (https://catalog.maryville.edu/content.php?catoid=14&navoid=1080#ar_grading); however, please note that individual academic programs may have grading scales that differ from this generic scale. Each instructor should be familiar with the grading standards for the course/program 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-.

Throughout the term, it is expected that grades for all assignments are being posted in Canvas so that students are aware of their current academic standing in the course. At the end of the term, final grades must ALSO be submitted to the Solution Center via the Access Maryville site in the portal (see below for specific directions). In general, students expect timely feedback on their performance and course assessments throughout the semester, including final grades.

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 Solution Center. Failure to submit final grades at the specified time and date will result in a delay of the final paycheck for the term.

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 Solution 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 and Attendance Reports

All grade and attendance reporting is submitted online through Access Maryville which is accessible through the Maryville portal (<https://my.maryville.edu>). On the Right side under Access Maryville, click AccessMU for Faculty, then click Faculty Information, and Attendance Reporting, Midterm Grading, or Final Grading (depending on what you need to do).

For all D, F, or AF grades, you should also provide a Last Date of Attendance for the students earning one of those specific grades.

Grade Deadline

Grade deadlines are published in the official academic calendar <https://catalog.maryville.edu/index.php?catoid=16>. 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 SOLUTION CENTER RECEIVES GRADES BY THE DEADLINE! Grades need to be submitted online through Access Maryville as noted above. Should there be a need for re-negotiation of a deadline, contact your Dean to arrange an alternative date for submission. If you are negotiating an Incomplete or Delayed Grade with one student, do not hold the other students’ grades while this is being negotiated.

Classroom Change / Field Trips

Any need for a change of classroom should be discussed and cleared with the Solution Center prior to enacting 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 to transport students in this manner. 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. Note: travel via University vans is the best way to ensure proper liability coverage for yourself and your students on the trip in the event there is an accident.

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.

- You are encouraged to move the furniture in the room to suit the teaching and learning needs of your course, then you may leave it “as is” for the next class.
- 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 director 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 someone in your program if whiteboard markers are missing or dry so they can be replaced.
- Notify the Help Desk (314-529-9516) immediately if you have any problems with the computer or AV equipment in the classroom.

Classroom Visitation

Classroom visitations for on-ground and online courses 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

Third-Week Feedback is conducted electronically in almost all courses. 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. This feedback is intended to be informative and supportive rather than evaluative, so we hope you will be eager to participate and receive students’ feedback.

Course Evaluation

An Online Course Evaluation (OLE) is conducted each term for all faculty in all courses to provide important and reliable data to improve the teaching and learning at Maryville. We contract with a system called EvaluationKit. 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 two weeks 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 one week 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 on your course in Canvas.

Academic Expectations and Academic Integrity

Faculty members at 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 strategies, 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 or question arises. Violations of academic integrity policies can involve a number of different behaviors on the part of the student(s) including, but not limited to 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 that should be documented and addressed:

- 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 without modifying it to fit the parameters of the new assignment

- 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, technological devices, or other resources during an exam or quiz
- Collaborating with other students on assignments when collaboration is not allowed (including online exams or assignments)
- Altering answers on a graded test and submitting it to be re-graded without authorization
- 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

Academic Grievances

Students who have an academic grievance are encouraged to make every effort to resolve their concern at the lowest level possible which is typically working directly with the faculty member for a given course. Faculty members should listen fully to the concern the student is presenting and make an effort to resolve the concern at a level of mutual satisfaction. If this is not possible, the faculty member should direct the student to contact the Program Director about the concern. Faculty members are encouraged to alert their Program Director to the circumstances that led to the student's concern. For more specific information, the Academic Grievance Policies are available in the portal at:

<https://my.maryville.edu/AcademicServices/default.aspx>

Sexual Harassment / Sexual Violence – Title IX Compliance

University administrators, faculty members, staff members, and volunteers must participate annually in an educational program provided by our legal counsel to ensure you know the specific expectations for what to do when you observe, or learn of sexual harassment directed toward another member of the University Community as all such incidents of alleged sexual harassment / sexual assault MUST be reported 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 any 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:

Karlla Dozier – Assistant Dean for Compliance and Recruitment/Title IX Coordinator
314-529-9981 or kdozier@maryville.edu

Kathleen Quinn – Dean of Students, Deputy Title IX Coordinator
314-529-9476 or kquinn@maryville.edu

Mark Decker – Office Manager and Shift Supervisor, Public Safety
314-529-9553 or 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

Caitlin Layer-Gaskell - Personal Counselor
314-529-9556 or clayergaskell@maryville.edu

Verne Wilson – Personal Counselor
314-529-9556 or vwilson2@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 and access to library 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. Feel free to forward your Maryville email account and to set Canvas notifications to forward to whichever account you will check daily.

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

Adjunct Faculty Lounges

Lounge spaces have been established in REID 1312 and KERNAGHAN 3117 for adjunct faculty members who teach on ground. Lounges are equipped with computers, comfortable seating, a refrigerator, microwave, and office supplies. These spaces may also be used for consultations with students.

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. The 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 professional development 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

The Portal and Access Maryville

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 Access Maryville which provides access to your class roster, as well as the reporting for attendance, mid-term

and final grades. If you have concerns about a student, Access Maryville is also the place to submit an Early Alert, through which you can share your concerns with our Student Success team (see specific details in the *Resources for Students* section below).

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

Campus Mailbox System

Some, but not all, academic programs have a physical mailbox for on ground adjunct faculty. Be sure to check with your program director to find out if there is a mailbox for you. If so, it is imperative that you check your campus mailbox prior to each class session. If you teach at more than one of our sites, you may have a mailbox at each location. On the main campus, mailboxes are located in the School/College offices, 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 Maryville 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 IST Copy Center. The first time you use this site, you will need to create an account with your Maryville email address. You will then be able to enter all of the information for your copy request on the 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 Mstore. 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 the packet. 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 your Program Director 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 Mstore copy service.

Paychecks and Pay Disbursement Schedule

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). Employees are paid on the 15th and last business day of the month from

September 15th to December 31st for Fall; from February 15th to May 15th for Spring; and Jun 15th through August 31st for Summer.

Resources for Students

Class Attendance

Maryville University recognizes that regular class attendance is essential to student success and expects students to attend all classes. While Maryville does not centrally monitor attendance in courses, instructors may do so based on their individual discretion. Accordingly, all students should be aware of the following:

- Individual instructors determine their own attendance requirements and will communicate such requirements in writing on the course syllabus.
- Each student is responsible for her/his own attendance and is responsible for communication about that attendance with the instructor.
- Students are responsible for any work missed as a result of absences of any kind and shall make arrangements with the instructor for make-up work, if permitted.

The University recognizes that some absences are unavoidable due to serious personal illness; a family emergency such as serious illness or death involving a member of the immediate family; religious observance; jury or military duty; and representing the University in athletic, academic, professional or leadership development pursuits.

Although instructors are encouraged to make a reasonable effort to allow students to make up exams or work missed due to such unavoidable absences, an instructor is not required to provide alternative experiences that cannot be easily duplicated such as labs, clinical and practical experiences, guest speakers, etc. Students must remain aware that missing such experiences may result in a loss of points in that class. Excessive absences, even if necessary, may deprive students of the grade they are capable of earning and may result in failing the course. Students with excessive absences (regardless of academic performance or reason) may be given a grade of AF (Failure due to Absence).

In addition, a repeated failure to attend class for a significant period of time may result in a determination that the student has unofficially withdrawn, which may require repayment of financial aid awarded to the student for that course.

The policy applies to all courses in all venues – day, evening, and online.

Religious Holidays

Maryville University recognizes the variety of cultural and religious diversity expressed by our student body. Within our mission, “Maryville University regards diversity and inclusion as core principles of our learning environment, and multicultural understanding as an essential measure of student success.” Therefore, students have the opportunity to request reasonable consideration for absences due to religious or cultural observance. Students should communicate with the instructor prior to the end of the second week of the course to present their request.

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 primarily focused on offering support to undergraduate students, but if the need arises for graduate students, do not hesitate to send them for tutoring, and we will do our best to accommodate their needs. 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, 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 drafts 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/>

Students with Documented Disabilities

Students with documented disabilities should be registered with the Office of Disability Services which is located within the Division of Student Success in the University Library (<https://www.maryville.edu/fye/accommodations/>). If a student is receiving accommodations for the documented disability, a note will be provided from the Director of Disability Services and Student Success, Dr. Allison Fuller specifying the appropriate accommodation (e.g., extended time on testing, quiet/distraction-free testing area, note taker). If you have any questions, do not hesitate to contact Dr. Fuller for clarification and appropriate procedures.

If you have a student who indicates s/he had accommodations at a previous school, but you have not received a letter from Dr. Fuller indicating accommodations are in place for your course, direct the student to talk with Dr. Fuller to make sure s/he is registered and has all of the required documentation on file in her office. If you suspect a student may have a disability, you should also feel free to talk with Dr. Fuller to develop a strategy for helping the student connect with her office to receive the necessary testing to obtain the documentation needed to provide accommodations. Please note this could include a temporary disability such as a concussion from an accident or sports-related injury.

****NOTE:** Faculty should not simply go on the “word” of the student that they have a disability and should receive extended time on tests or some other accommodation without the letter from Dr. Fuller’s office. In such cases, the student should be directed to see Dr. Fuller and a letter should be forthcoming from her before accommodations are made.**

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 Solution 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 a limited number of individual and group counseling sessions, 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/>

If you are concerned about the mental health needs of a student, call 314-529-9556 during business hours to talk with someone in the Office of Personal Counseling. If the need arises on weekends, or during evenings or school breaks, you can contact this same number, press "0" and ask to be connected with the after-hours support team for consultation and assistance.

Early Alert

If there is a student who is struggling in your course (personally and/or academically) or who may be at risk of failing the course or leaving the university, you should submit an electronic Early Alert notice through the Portal – login at <https://my.maryville.edu/> Click on Access Maryville (right column), AccessMU for Faculty, then Faculty Information, and Submit an Early Alert. Students will receive a copy of the message if the Alert is for academic, behavioral, or financial concerns, so you should be mindful about that when submitting written notes about the student. Personal concerns are not copied to the student. Early Alert messages are sent directly to our Division of Student Success where a committee is responsible for following-up on all messages received, although they do not always respond to the

individual who submitted the message. If you have questions about the status of an Early Alert concern, you may contact Dr. Kelly Mock, Director of Academic Advising and Life Coaching at kmock@maryville.edu or 314-529-9579.

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, or other personal device.

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://www.maryville.edu/publicsafety/saints-alert/> to sign up to receive Saints Alert messages! You can also download the RAVE Guardian app for up-to-date messages to support public safety.

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, facilities issues, a health concern, any kind of significant disturbance or disruption 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), 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 practitioner at 314-529-9520 or on her cell phone. If the nurse practitioner 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>

Academic Program Resources / Contact List			
College of Arts and Sciences			
Jennifer Yukna	Interim Dean	jyukna@maryville.edu	314-529-6858
Jonathan Fahnestock	Associate Dean for Design & Visual Art, Director of Graphic & Interactive Design Programs	jfahnestock@maryville.edu	314-529-9426
John Baltrushunas	Director of Studio Art Program	jbaltushunas@maryville.edu	314-529-9679
Darlene Davison	Director of Interior Design Program	ddavison@maryville.edu	314-529-6587
Peter Green	Associate Dean for Social Sciences, Director of Psychology Program	pgreen@maryville.edu	314-529-9428
Geri Brandt	Director of Criminal Justice & Criminology Program	gbrandt@maryville.edu	314-529-9643
Dustin York	Director of Communication Program	dyork1@maryville.edu	314-529-9455
Art Santirojprapai	Program Director for Humanities	asantirojprapai@maryville.edu	314-529-9669
Alex Wulff	Director of Writing and Multimodal Composition	awulff@maryville.edu	314-529-9621

Jason Telford	Interim Assistant Dean for Natural Sciences & Mathematics	jtelford@maryville.edu	314-529-9432
Guangwei Fan	Director of Actuarial Science, Data Science, & Mathematics	gfan@maryville.edu	314-529-9427
John E. Simon School of Business			
Crystal Jacobsmeyer	Director of Academic Operations	cjacobsmeyer@maryville.edu	314-529-9654
Somer Anderson	Assistant Dean for SSOB, Director of Accounting Program	sanderson6@maryville.edu	314-529-9482
Stacy Hollins	Assistant Dean for SSOB for Technology Programs	shollins@maryville.edu	314-529-9421
Jason Williams	Assistant Dean and Director, Rawlings Sport Business Management Program	jwilliams4@maryville.edu	314-529-6847
School of Education			
Mascheal Schappe	Dean	mschappe@maryville.edu	314-529-9670
Destiny Reddick	Assistant Dean	dreddick@maryville.edu	314-529-9470
Dan Deschamp	Director, Educational Leadership	ddeschamp@maryville.edu	314-529-9467
Robin Grebing	Director, Higher Education Leadership	rgrebing@maryville.edu	314-529-9542
L. Keith Kinder	Director, Teacher Leadership	lkinder@maryville.edu	314-529-9557
Stacey Ruffin	Coordinator of Graduate Programs and Clinical Experiences	sruffin@maryville.edu	314-529-9542
Myrtle E. and Earl E. Walker College of Health Professions			
Charles Gulas	Dean	cgulas@maryville.edu	314-529-9474
Christy Sutton	Dean's Administrative Assistant	csutton@maryville.edu	314-529-9625
Michelle Unterberg	Assistant Dean and Director, Physical Therapy	munterberg@maryville.edu	314-529-9590
Laura Beer	Director, Music Therapy Program	lbeer@maryville.edu	314-529-9441
Robert Cunningham	Director, Occupational Therapy Program	rcunningham@maryville.edu	314-529-6862
Michael Kiener	Director, Rehabilitation Counseling & Rehabilitation Services	mkiener@maryville.edu	314-529-9443
Victor Kizer	Director, Exercise Science	vkizer@maryville.edu	314-529-9626
Karen Schechter	Director, Healthcare Practice Management	kschechter@maryville.edu	314-529-6593
Renee Schuster	Interim Director, Speech Language Pathology	rschuster@maryville.edu	314-529-9479
Bonnie Stegman	Coordinator, Community Paramedic Program	bstegman@maryville.edu	314-529-6595
Catherine McAuley School of Nursing			
Elizabeth Buck	Assistant Dean, Catherine McAuley School of Nursing, Director of Online Nursing Program	ebuck@maryville.edu	314-529-9453
Geralyn Frandsen	Assistant Director, Nursing	gfrandsen@maryville.edu	314-529-9450
Jennifer Brunworth	Nursing Resource Center	jbrunworth@maryville.edu	314-529-9689
Barb Loeffler	Clinical Coordinator	bloefler@maryville.edu	314-529-9447
Jessica McKay	Academic Systems Specialist, Nursing	jmckay1@maryville.edu	314-529-6705
Kristi Filley	Clinical Coordinator, Online Nursing	kfilley@maryville.edu	314-529-6835
Dan Spiller	Instructional Program Manager, Online Nursing	dspiller@maryville.edu	314-529-9265
Nina Zimmermann	Director, MSN Nurse Practitioner Program	nzimmermann@maryville.edu	314-529-9221

School of Adult and Online Education			
Dan Viele	Dean	dviele@maryville.edu	314-529-9671
Katherine Louthan	Executive Director	klouthan@maryville.edu	314-529-9327
Pam Bryan Williams	Director Learning Design and Development	pbryanwilliams@maryville.edu	314-529-9614
Sam Harris	Director of Learning Technology and Support	sharris@maryville.edu	314-529-9316
Lori Sharp	Director of Operations and Adjunct Faculty Engagement	lsharp@maryville.edu	314-529-9667
Stacey Decker	Online Program Support Specialist (Business)	sdecker1@maryville.edu	314-529-9683
Cecelia Perry	Online Program Coordinator (Arts & Sciences)	cperry@maryville.edu	314-529-9620
Finch Center for Teaching and Learning			
Jesse Kavadlo	Director, Center for Teaching and Learning	jkavadlo@maryville.edu	314-529-9402
Laura Ross	Associate Director, Center for Teaching and Learning	lross@maryville.edu	314-529-6683
Mary Ellen Finch	Senior Associate, Center for Teaching and Learning	mfinch@maryville.edu	314-529-9400

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