



Adjunct Faculty Handbook:

Responsibilities, Policies, Procedures and Resources

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Welcome Adjunct Faculty Colleagues!

We are pleased that you are joining the Maryville University teaching community. 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 to teach your courses, familiarizing yourself with relevant policies and procedures, and preparing to connect and engaged with Maryville students. Please use it as a supplement to the Adjunct Academy, and the Maryville University Policy Manual, which provide 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,

Laura Ross, Assistant Academic Vice President, Academic Affairs
Tammy M. Gocial, Ph.D., Dean, John E. Simon School of Business
Mascheal Schappe, Ed.D., Dean, School of Education
Michelle Jenkins, Ph.D., Dean, Myrtle E. and Earl E. Walker College of Health Professions
Jennifer Yukna, Ph.D., Dean, College of Arts and Sciences

The Maryville Teaching Academy

The Maryville Teaching Academy is a series of online modules delivered through Canvas, Maryville's Learning Management System (LMS). This course provides teaching faculty members the opportunity to learn more about the teaching expectations at Maryville as well as the teaching and learning resources available to support you in your work with students. Participation in the Academy is required of all new teaching faculty and should take between 4-6 hours to complete. Please make time this term to work through the content and materials and complete the associated tasks. The academy is asynchronous and can be started/stopped at any time.

You will be added to the Maryville Teaching Academy 30 days prior to your start date. Please endeavor to complete the academy prior to the end of your first term teaching with us as the information contained within it is directly applicable to your teaching success.

[Click here to access the Maryville Teaching Academy.](#)

Maryville University Policy Library

The [Policy Library](#) includes a number of key policies related to working at Maryville University.

(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; Grievance Procedures 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.

[Click here](#) to learn more about the Student Academic Grievance Process.

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 required Missouri state, Federal, and Maryville forms)

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 presented in person. Appropriate documentation typically includes a driver's license and social security card, or a valid US passport.

Effective October 1, 2020, Maryville transitioned to an all-electronic I-9 processing system that allows new hires to select an authorized representative of their choice (either a friend, family member or neighbor over the age of 18) to meet with in-person, present their identification documentation, and complete the I-9 process. Instructions for how to complete the I-9 are sent via email after beginning the onboarding process. Any faculty rehired after 3/8/2013 who have had a break in service for a year or more must complete a new I-9 Form.

All new hires (and rehires) must also pass a background screening.

NOTE: You will receive a message from noreply@hireright.com regarding your background screening. This message will include a link to the form you need to complete to initiate the background screening process.

All onboarding forms should be reviewed and acknowledged inside Maryville's onboarding portal, including the I-9 instructions. The I-9 Form must be completed electronically via the link received in an email from i9complete@trackercorp.com. The I-9 process is now electronic and cannot be accepted in hand.

NOTE: Please follow the steps outlined in the email and the instructions included in your onboarding task list.

IMPORTANT: Faculty members cannot be assigned a Maryville University ID number until all three HR onboarding steps have been completed (background check, I-9 completion and onboarding task list). A Maryville ID number is necessary to be assigned an email account, to assign you to courses, to add you to our Canvas learning management system, and to include you in payroll. Please complete your HR onboarding tasks within 10 days of receiving your course offer.

Faculty members with a break in service of at least one year will be considered inactive. If rehired, the faculty member will be required to complete a new onboarding task list, criminal background screening, and the I-9 form in order to regain access to Maryville credentials.

Teaching Load

Part-time: The normal part-time teaching load is 1-3 courses (3-10 semester credit hours) per semester. 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 faculty member does not have a full load, excluding overload, by the beginning of the first week of the term, s/he may be assigned to teach a course previously assigned to an adjunct faculty member.

Maryville Teaching Academy/New Faculty Orientation

Orientation to the Maryville University community and teaching environment is important for instructional coherence and continuity. To that end, the University expects your participation in and completion of the **Maryville Teaching Academy**, including its required reflection assignments and quizzes. You must complete the Maryville Teaching Academy within Canvas by the end of your first scheduled course as well as participate in any additional orientations or faculty meetings as required by your school/college or program.

The Maryville Teaching Academy, a Canvas-based non-credit course, provides a comprehensive overview of policies, procedures, teaching strategies, and resources related to teaching and working at Maryville. You will be added to the Maryville Teaching Academy within the Canvas Learning Management System 30 days prior to the start of your first semester provided that you have fully completed your onboarding through Human Resources.

The Maryville Teaching Academy is maintained by our Center for Teaching and Learning (CTL). You can learn more about the and the resources provided to all faculty by visiting the CTL webpage. 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. [Center for Teaching and Learning](#) and the resources provided to all faculty by visiting the CTL webpage. In addition, each academic unit may offer specially planned and announced sessions and events before or during each term. Please consult your Dean's office or your Program Director for opportunities within 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. 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 student 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 and prepare to teach 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 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 and term.

Syllabus templates for specific programs may be found in the Maryville Teaching Academy, ([Your Syllabus](#)). 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 / “Digital First” Initiative

Textbooks/Course materials for courses are selected in consultation with the appropriate Assistant/Associate Dean or Program Director. Maryville partners with RedShelf 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. Please check with your Program Director regarding course materials for your course. If you would like to order supplemental items, you will need their approval to do so, as course materials may have already been selected by the program for all sections of a particular course.

The “Digital First” Initiative is being launched in the Fall 2019. All course materials are being deployed digitally (where available) through the RedShelf link in Canvas prior to the start of the term. Students may preview the items in the digital format and choose whether to retain the digital format or place an order for the physical format (where available). Some selected course materials are only available in the digital format due to the more extensive courseware the product provides (such as Connect, Mind Tap, or MyLab). These items require some advanced preparation on the part of the instructor, so be sure you ask your program director about setting up the text for your section.

Students must make a decision about their preferred format (digital or physical) no later than the drop/add deadline for the course (typically Friday of the first week of classes). If students prefer the physical format, they will have to provide their shipping address in the RedShelf link in Canvas. Students will also need to provide a shipping address for all physical supplies like lab goggles, calculators, or nursing kits.

Traditional undergraduate students and graduate students in full-time graduate programs (OT, PT, SPLP) are provided all of their course materials as part of their OneFee, thus any items adopted are considered to be REQUIRED for these students. Adult undergraduate and part-time graduate students will also have their materials deployed digitally first and they will have the same choice whether to retain the digital format or select the physical format. For this group of students, their OneFee does not cover the cost of course materials, so they will need to pay for the items after they make a format selection. If a selection is not made and purchased, the student will no longer have access to the digital item following the first week of classes. Students in this group always have the choice to purchase items through another book site they prefer (e.g., Amazon). They can get more information about required course materials through

the M Store Course Materials Information page: <https://mstore.maryville.edu/pages/course-materials-information>

Four weeks before the first day of class, instructors will also have course materials deployed to them digitally through the RedShelf link in Canvas. The M Store will send out email notification to instructors asking instructors to go to the RedShelf link and verify that the correct materials are listed through RedShelf. Please be sure to verify RedShelf materials by the deadline. Instructors who would like a copy of the instructor's manual, test bank, or other instructor supplemental materials should contact the publisher directly.

[Click here for more information about RedShelf Course Materials](#)

If you have questions about course materials, please contact your Program Director, or The M Store Course Materials Support at mstore@maryville.edu

Supplemental Course Materials

Instructors are advised to consult with the appropriate Assistant/Associate Dean or Program Director concerning the availability of funds for supplemental course materials. Many items are available through the University Library (e.g., film rentals, journal articles, ebooks) and are available to students and faculty free of charge. Requests for guest speaker honoraria must be approved in advance. 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](#) via 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, and Zoom) 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. Students should be provided a meaningful engagement activity or assignment and instructed how to connect with each other via Canvas to complete the activity/assignment.

Online faculty experiencing illness, limited access to the internet, or other circumstances that prohibit them from meeting the teaching expectations for online faculty (checking Canvas daily, responding to student messages within 24-36 hours, and providing timely feedback) should communicate temporary or short-term limitations (1 day) to their students. Repeated or extended circumstances out of your control should be discussed with the appropriate Assistant/Associate Dean and/or Program Director.

Academic Technology / AV Equipment / Canvas LMS / WiFi

All classrooms have a computer, a projection device available, and an appleTV. You may call the Technology Help Desk at 314-529-9516 with your questions or concerns.

[Click here](#) to learn more about troubleshooting and digital materials.

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 all faculty to load a syllabus, collect assignments, post announcements, host discussions, keep a gradebook, and more. **The minimum expectation for on-ground faculty Canvas use is to post the syllabus and provide status of all graded work (typically within five days of the due date).** 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.).

[Click here to learn more about Canvas and Zoom.](#)

[Watch this video about online teaching expectations.](#)

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 the [Learning Design and Technology blogsite](#). There are also videos available for most frequently asked questions:

<https://maryville.mediaspace.kaltura.com/category/Academic+Affairs%3Elearning+Design+%26+Technology/181323051>

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 Squad in the Division of Operational Excellence no later than the Thursday of Week 2. You will receive a reminder e-mail to your Maryville email address asking you to share this information and how to do so.

If a student is attending class, but the student's name does not appear on the official class roster in Self-Service, the instructor is asked to email academicrecords@maryville.edu. Without proper registration, a student will not appear on the class roster, will not appear in Canvas, and should be referred to the Solution Squad to ensure that all paperwork has been properly completed. In addition, your class roster in Self-Service and Canvas will be updated within a few 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 Squad.

Please review your roster using Self-Service at <https://my.maryville.edu> – Click on Other Links – Self-Service – Faculty Roster then click on the course in question. Please report any discrepancies between your Class Roster and students who are or are not attending the course to academicrecords@maryville.edu as this may affect students' financial aid and required federal reporting of students' enrollment.

[Click here](#) to learn more about Attendance reporting through Canvas.

[Click here](#) for general attendance policies.

Grades

The Maryville University [grading standards](#) are published in the current Catalog; 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 (within one week of the due date of the assignment) so that students are aware of their current academic standing in the course. At the end of the term, final grades must be submitted online through [self-service](#). Students expect timely feedback on their performance and course assessments throughout the semester, including final grades. This feedback should be thoughtful and robust in order to facilitate students' learning and improvement throughout the course and throughout their learning experience.

Submission in Self-Service 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 from the Registrar. 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 Squad 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 Mid-term and Final Grades and Attendance Reports

All mid-term and final grade reporting is submitted online through [Self-Service](#).

All attendance reporting is submitted via your Canvas course shell.

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 GRADES ARE SUBMITTED BY THE DEADLINE! Grades need to be submitted [online through Self-Service](#). 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.

Visit the [Academic Records Resource Center](#) to learn more about entering final and mid-term grades.

Visit the [Grades and Attendance page in the Maryville Teaching Academy](#) for more information.

Classroom Change / Field Trips (On-ground teaching faculty)

Any need for a change of classroom should be discussed and cleared with the Solution Squad 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 [Events scheduling system on the portal](#); 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.

Logout of computer equipment

Turn off projectors (this means pressing the "power" button on the Crestron device in the classroom).

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.

Online Communication Guidelines for Students:

We hold important expectations for how you interact with others in your course. This is called netiquette, which consists of the proper and polite way to communicate with others online. As you are learning online, it is critically important to follow some basic principles of netiquette.

Keeping the following points in mind will help ensure that you are communicating effectively in the online environment.

Respect others.

Always respect the opinions of others. Even when you disagree with someone, remember that you are communicating with a real person.

Be courteous.

Using good manners and showing courtesy to those you are working with helps to establish effective relationships. Using phrases such as "please" and "thank you" will help set the tone for online relationships. Be certain to address your peers by name. For example, saying, "That was a great point, Michael, your thoughts on" helps Michael see that you were directly addressing his post and provides Michael an opportunity to continue the conversation or provide clarity.

Check your grammar.

Always use proper spelling, grammar, and sentence structure when communicating in your online course. Your learning experiences have been designed to prepare you for a professional career. Ensuring effective professional communication begins with proper spelling, grammar, and sentence structure in the online environment. Do not use acronyms such as OMG, LOL, or other common "texting" shortcuts when communicating in your online course. Using all capitals is considered SHOUTING and is rude in the online environment.

Seek clarification.

If you are unsure of the meaning behind another student's post, it is best not to assume the worst (deliberate bad intentions); instead, ask for clarification. As you know from personal experience, reading tone from email, text messages, and other written materials is not always straightforward. Give others the benefit of the doubt, and they will extend the same courtesy to you.

Challenge ideas.

Challenge ideas rather than the people offering those ideas. When you challenge an idea, do it respectfully and with the goal of increasing knowledge. It is important to understand that you may disagree with the thoughts and opinions of others. Exposure to the opinions and ideas of others is part of the learning experience.

Know your audience.

When participating in course activities, think critically about how the message will be received by others. Your email, discussions, or other posts should be conversational in nature and reflect the type of conversation you would have when in a traditional course setting. Address your professor respectfully when you begin the conversation. Dr. Smith or Professor Smith is most appropriate (unless your instructor has asked that you address him/her in a specific manner).

Read and revise.

Before sending any message or submitting a post, always read the post in its entirety and revise

it as necessary. You can not 'stop' a post once it has been sent and you want to ensure that your message reflects what you want to share!

Classroom Observations

Classroom observations 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.

Three-Week Feedback

Three-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 for the current term. 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 and act on students' feedback. In addition, Program directors and/or Deans may meet with instructors to discuss student input and offer support and suggestions as needed or desired.

Course Evaluation

An Online Course Evaluation (OLE) is conducted each term 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 your students will receive e-mail announcements when evaluations are open for access each semester. Typically, this occurs 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. A summary of completed online course evaluations is available online through Canvas 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 "course evaluations" in the left toolbar 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 the [Academic Services tab on the portal](#).

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 the 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 first discuss the situation and procedures with the Program Director or appointed representative within their academic department 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](#).

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 your 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 and submitting it as one's own work

Obtaining a copy of a test in advance of its scheduled administration
Using notes during an exam
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

Turning in a paper that has been purchased from a commercial research firm
Submitting work previously presented in another course
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

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

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 try 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 about [Academic Grievance Policies, click here.](#)

Title IX and Reporting Sexual Harassment/Sexual Violence

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Title IX prohibits sex discrimination in all University programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment. Sexual violence and harassment are also forms of sex-based discrimination prohibited by Title IX. These acts include sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

All Maryville faculty, staff, volunteers, and other individuals with positions of authority, such as graduate assistants and resident assistants, are designated mandatory reporters and are obligated to immediately report to the University's Title IX Coordinator, all information pertaining to sexual harassment or sexual violence that is witnessed or reported to them. Faculty, staff, and volunteers must participate annually in an educational program provided by the University's legal counsel to ensure that they know the specific expectations of what to do when they observe, or learn of sexual harassment directed toward another member of the University Community.

Mandatory reporters should never promise confidentiality to a reporter/complainant of sexual harassment or attempt to conduct any investigatory steps. All information obtained should be reported immediately to the University's Title IX Coordinator (see below). While 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, there are federal and state laws related to reporting, that prevents the University from guaranteeing confidentiality to those who make a complaint of sexual harassment. The University can guarantee that all inquiries and investigations will be conducted discreetly.

Further information on Title IX and mandatory reporting obligations are outlined in the University's Sexual Harassment Policy and can be located [HERE](#).

NOTE: All University personnel, regardless of the wishes of a complainant, are required to report sexual abuse of a minor. A "minor," 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:

Dr. Claudia D. Lyerly, Executive Director of Institutional Equity and Compliance/Title IX Coordinator

314-529-6721 or clyerly@maryville.edu

Portia Britt Esq., Institutional Equity Officer and Deputy Title IX Coordinator

314-529-6722 or pbritt@maryville.edu

Joseph Fitzpatrick – Dean of Students, Deputy Title IX Coordinator

314-529-9476 or jfitzpatrick@maryville.edu

Jair Kollasch – Director of Public Safety

314-529-9564 or jkollasch@maryville.edu

The **University Counseling Center** 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 24-Hour Crisis Helpline offered by Safe Connections by calling (314) 531-2003. NOTE: Safe Connections is not affiliated with the University and will not forward a complaint of sexual violence/assault to the University without the victim's consent.

University Counseling Center Staff

All students can talk with a licensed counselor anytime, 24/7, by calling the Maryville University Counseling Center Support Line at 314-529-6630.

Jennifer Henry - Director of the Counseling Center (314)-529-9556 or jhenry@maryville.edu

Caitlin Layer-Gaskell – Licensed Clinical Social Worker (314)-529-9556 or clayergaskell@maryville.edu

Verne Wilson – Licensed Professional 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: 314-251-6090

Missouri Baptist Hospital - 3015 N. Ballas Road, St. Louis, MO 63131. Main: 314-996-5000 - ER: 314-996-5433

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 allow Public Safety to monitor identification of Maryville-authorized vehicles. ID numbers are provided by the Human Resources Office; identification card and parking permits will be issued to new employees from the Office of Public Safety. 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. include your Maryville e-mail account on your syllabus and 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. Electronic course materials are also available through the RedShelf 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 Canvas system, there are regular professional development workshops offered by the Learning Design and Technology team, the dates for which are published on their [blog site](#).

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 and password 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. Online faculty should access their Maryville email account daily 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 [Copy Request Form](#). 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 M Store. 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: Copies made on departmental machines are much more costly to your department than those made through the M Store copy service.

Paychecks and Pay Disbursement Schedule

Payroll is only available through Direct Deposit.

New and returning faculty who did not teach the prior term will receive an email from Human Resources with details on how to register in ADP to enter Direct Deposit and tax withholding information.

Faculty who taught in the prior term will not receive the above noted email.

Changes to direct deposit information can be made by logging into ADP.

Employees are paid on the 15th and last business day of the month as follows:

Fall

Stipends for the first session 8-week courses will be divided into 4 equal installments to be paid semi-monthly mid-September through the end of October.

Stipends for the second session 8-week courses will be divided into 4 equal installments to be paid semi-monthly mid-November through the end of December.

Stipends for 16 week courses will be divided into 8 equal installments to be paid semi-monthly mid-September through the end of December.

Spring

Stipends for the first session 8-week courses will be divided into 3 equal installments to be paid semi-monthly mid-February through mid-March.

Stipends for the second session 8-week courses will be divided into 4 equal installments to be paid semi-monthly end of March through mid-May.

Stipends for 16 week courses will be divided into 7 equal installments to be paid semi-monthly mid-February through mid-May.

Summer

Stipends for the first session 8-week courses will be divided into 3 equal installments to be paid semi-monthly mid-June through mid-July.

Stipends for the second session 8-week courses will be divided into 4 equal installments to be paid semi-monthly mid-July through the end of August.

Stipends for 16 week courses will be divided into 6 equal installments to be paid semi-monthly mid-June through the end of August.

If you have questions regarding your pay, you may contact Debbie Piel (314-529-9532 or dpiel@maryville.edu) or Jenny Lane (314-529-9395 or jlane@maryville.edu) in the Payroll Office in Gander Hall.

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 daily/weekly 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.

Assignment deadlines will rarely, if ever, be modified due to poor attendance.

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 and modalities.

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: *TutorOcean* (available to undergraduate, on-campus students)

Tutoring services are available for all Maryville Undergraduate students this summer. You have the opportunity to connect with current Maryville students who did well in the course before. Whether you think you need tutoring or not, it's never a bad idea to know your resources. This summer 2021 term we are offering virtual tutoring for MATH, NURSING, and WRITING. You can sign up for virtual session by clicking [this link](#) and following the instructions from [this video](#).

Smarthinking (available to on-campus undergraduates, online undergraduates, and some graduate programs)

Smarthinking is an on-demand, online tutoring service that is currently available for all online and traditional undergraduate students. To explore the many tutoring categories Smarthinking offers, click [this link](#) for step-by-step instructions to get started.

Writing Studio (available to all students at Maryville: online, on-ground, undergraduate, and graduate).

The writing studio is a student run tutoring service that helps students with the writing process. Whether you are just starting a paper or needing a final read through before submitting, the writing studio can help! You can simply submit your paper using the online submission form [here](#). The writing studio will not correct every grammar error or fix your APA citations, but they will provide you specific feedback and walk you through any issues or questions that came up during the review process. Papers are typically turned back to students in 24-48 hours. It is advised to submit at least a few days before the assignment/paper is due.

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 . 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). Note that providing specified accommodations is not optional. If accommodations have been granted by Dr. Fuller then they MUST be offered to the student. 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 provided.**

[Click here](#) to learn more about student accommodations through the Maryville Teaching Academy.

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 Squad. The deadlines for withdrawal without academic penalty and the refund schedule are published in the [academic calendar](#) in the university catalog.

Health and Wellness

Our nurse-practitioner directed Health and Wellness Center offers Maryville students the opportunity to obtain care for chronic and acute conditions on campus. In addition to providing comprehensive health

services, Health and Wellness also manages student health records, provides health education/ wellness programming for the Maryville community and supports community outreach programs. For more information on the Health and Wellness Services and Programs, please visit the Health and Wellness website.

Counseling Center

Our Counseling Center 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. All students have access to a licensed counselor anytime, 24/7, by calling the Counseling Center Support Line at 314-529-6630. In addition, the Counseling Center offers a limited number of individual and group counseling sessions, educational workshops, and referrals to outside psychiatric and mental health resources.

The mission of the Counseling Center 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 the [Counseling Center website](#).

If you are concerned about the mental health needs of a student, you can call the Counseling Center at 314-529-9556 for consultation.

For URGENT concerns, you can do one of the following:

- Call the Counseling Center Support Line at 314-529-6630, to be quickly connected with a counselor for guidance. All calls to the Counseling Center Support Line are promptly reviewed and followed up on by the main campus Counseling Center staff.
- Call the Office of Public Safety at 314-529-9500
- Call 911

Early Alert

If there is a student who is struggling in your course or who may be at risk of failing the course or leaving the university, you should submit through Canvas.

To submit an Early Alert through Canvas, follow these easy steps:

Login to [Canvas](#)

Select the desired course on your **Dashboard**

Scroll down and click on the Early Alert page located on the left-hand Course Navigation Bar

Find the student name

Submit the Early Alert

Early Alert messages are sent directly to the student's Life Coach and Online Student Support Advisors. Team members will reach out to students and close early alerts with a 7 business day window of time. If you have questions about the status of an Early Alert concern, you may contact Dr. Aretha Hardrick, Director of Academic Success at ahardrick@maryville.edu or 314-529-6303.

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 the [Saints Alert site](#) to sign up to receive Saints Alert messages! You can also download the RAVE Guardian app for up-to-date messages from the Office of 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 Annual Security Report for all Campus, emergency preparedness information, a link to update and manage your Saints Alert account, parking regulations, and how to obtain a parking permit. Please note that the Daily Crime and Fire Log can be viewed anytime by stopping by the Public Safety office.

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.

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. 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.

Emergency Medical Procedures

In the event of a life- threatening medical emergency, please call 911. The office of Health and Wellness can be reached by calling 314-529-9520, Monday through Friday, between 8:30am-5:00pm. For after hours and weekend health issues, you may reach out to Suzanne Jaudes, Directory of Health and Wellness, at 314-529-9572.

Academic Program Resources / Contact List			
College of Arts and Sciences			
Jennifer Yukna	Interim Dean	jyukna@maryville.edu	314-529-6858
Cecilia Perry	Academic Assistant Dean	cperry@maryville.edu	314-529-9620

Jonathan Fahnestock	Associate Dean for Design & Visual Art, Director of Graphic & Interactive Design Programs	jfahnestock@maryville.edu	314-529-9426
Scott Angus	Director of Photography and Digital Media	sangus@maryville.edu	314-529-9414
Todd Brenningmeyer	Director of Art History Program	tbrenningmeyer@maryville.edu	314-529-9652
Darlene Davison	Director of Interior Design Program	ddavison@maryville.edu	314-529-6587
Peter Green	Associate Dean for Social Sciences, Director of Organizational Leadership, Political Science, Psychology, and Sociology Programs	pgreen@maryville.edu	314-529-9428
Geri Brandt	Director of Criminal Justice & Criminology Program	gbrandt@maryville.edu	314-529-9643
Lisa Lillie	Director of History Program	llillie@maryville.edu	314-529-9206
Catharine Mennes	Director of Social Work Program	cmennes@maryville.edu	314-529-6701
Leilani Carver	Director of Communication Program	clearver@maryville.edu	314-529-9460
Art Santirojprapai	Assistant Dean for Humanities	asantirojprapai@maryville.edu	314-529-9669
Scott Lyle	Director of Music Program	slyle@maryville.edu	314-529-2809
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

Kristen Bruzzini	Director of Biology Program	kbuzzini@maryville.edu	314-529-9519
Guangwei Fan	Director of Actuarial Science, Data Science, & Mathematics	gfan@maryville.edu	314-529-9427
John E. Simon School of Business			
Tammy Gocial	Interim Dean	tgocial@maryville.edu	314-529-9401
Crystal Jacobsmeyer	Director of Academic Operations	cjacobsmeyer@maryville.edu	314-529-9654
Somer Anderson	Assistant Dean for SSOB, Director of Accounting and Finance Programs	sanderson6@maryville.edu	314-529-9482
Christopher Gourdine	Assistant Dean for SSOB for Business Administration, Management, Marketing, and Sales Programs	cgourdine@maryville.edu	314-529-6861
Stacy Hollins	Assistant Dean for SSOB for Technology Programs (Business Data Analytics, Cybersecurity, Management Information Systems, Software Development)	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
Jason Castles	Director, Higher Education Leadership	jcastles@maryville.edu	
Michelle Hunter	Director, Pre-Service Program	mhunter1@maryville.edu	314-529-9471
Lisa Meridith	Director, Literacy Program	lmeridith@maryville.edu	314-529-9670
Stacey Ruffin	Coordinator of Graduate Programs and Clinical Experiences	sruffin@maryville.edu	314-529-9542

Kevin Stokes	Director, Educational Leadership	kstokes1@maryville.edu	314-529-9468
Myrtle E. and Earl E. Walker College of Health Professions			
Michelle Jenkins	Dean	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
Jill Heitzman	Director, Physical Therapy Program	jheitzman@maryville.edu	314-529-9563
Michael Kiener	Director, Rehabilitation Counseling	mkiener@maryville.edu	314-529-9443
Victor Kizer	Director, Exercise Science	vkizer@maryville.edu	314-529-9626
Karen Schechter	Director, Healthcare Practice Management, and Senior Living Management Programs	kschechter@maryville.edu	314-529-6593
Renee Schuster	Director, Communication Sciences and Disorders, and Speech Language Pathology Programs	rschuster@maryville.edu	314-529-9479
Catherine McAuley School of Nursing			
Karla Larson	Assistant Dean, Catherine McAuley School of Nursing, Director of Online Nursing Program	Klarson@maryville.edu	314-529-9453
Geralyn Frandsen	Assistant Director, Undergraduate Nursing	gfrandsen@maryville.edu	314-529-9450
Jennifer Daye	Coordinator, Nursing Learning Lab	jbrunworth@maryville.edu	314-529-9689

Jennifer Wiederkehr	Clinical Coordinator	jwiederkehr@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
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