INFORMATION FOR ADJUNCT PROFESSORS

Adjunct Office Space – Office space shared by adjuncts is located in the lower level of the Lark academic building. You may set convenient times to meet with students in this space.

Audit Students – Lancaster Seminary Students, as well as others from the wider community, may audit classes at the discretion of the professor of the course. While auditors are expected to do the readings, they do not do assignments nor receive any evaluation for their work. Auditors from the community must register with the Registrar.

Building Access - Seminary doors automatically open at 8:30 a.m. and automatically lock at 5:00 p.m. If you have a class that meets in the evening, please go to the Business Office, located on the second floor of the Library building, to request a key fob for access after 5:00 p.m., or contact Rose Germeyer (rgermeyer@lancasterseminary.edu).

Campus and U.S. Mail – Faculty and staff mailboxes are located on the right side of the mail area, with adjunct mail slots on the top. Student mailboxes are located on the left side, with continuing education auditors on the top. Papers on which you have written evaluations or that contain grades should be placed in the privacy envelope provided in each student's slot. Stamped mail may be placed in the box on the table in the mail area in lower level Lark. If you wish to have your mail metered and mailed, place it in the box on the copy room floor under the counter or see the faculty administrative assistant.

Chapel services - During the Fall and Spring terms there is a service on Wednesdays at 10:45 a.m. that includes communion. Services are normally held in Santee Chapel. Wednesdays are reserved for Community Hours that include lectures and special presentations. You are invited to participate as you are able.

Class Attendance - Seminary policy is as follows (from the Section 7.4 of the Student Handbook):

-Students are expected to attend every class session in its entirety. Attendance in each course is recorded in the manner preferred by the instructor. All absences not satisfactorily explained by the seminarian are regarded as unexcused.
- Absences may be taken into consideration in evaluating the seminarian's total contribution to the work of the course.

- The student is responsible for consulting with the professor about the best means for making up work missed due to absence.

- Normally, missing more than 20% of class sessions will result in failure of the course.”

Computers – Public computers with internet access and printers are available for your use in the Library. If you wish to use your own wireless-equipped laptop, you will need an access code that may be obtained from the library assistant. **Contracts** – Once you receive your contract please return the following asap: 1. a signed copy of the contract, 2. a completed W4 form, 3. a completed I9 form, 4. a transcript, or copy of a transcript, from your terminal degree, 5. a CV, and 6. a headshot photograph of yourself.

Course changes – Adding or dropping courses, extensions of work, waivers, etc., must be submitted to the registrar by the student on the proper forms. Arrangements between the professor and student are not official and are not recognized without the proper form. Students should follow the procedures in the *Student Handbook*. As the professor, you may be asked to sign various forms. Questions may be directed to the registrar, Teresa Benneian.

**Course Syllabus** - As soon as it is available, please submit a course syllabus via e-mail attachment to Teresa Benneian at tbenneian@lancasterseminary.edu.

Disability Services – Students who may request special consideration in a course because of a disability, other than obvious physical disability, should contact the registrar for referral, per the Seminary’s Disability Services policy. If a student has been granted accommodations, you will receive an “Academic Accommodations” form signed by the Dean of the Seminary. Casual academic accommodations negotiated between individual professors and the student are not recognized under the Seminary's policy.

**Doctor of Ministry (D.Min.) Students**

- Professors should meet with D.Min. students prior to the first class
to determine specific doctoral-level expectations, learning goals and objectives on which the students will be evaluated.

- Grading - In addition to grades to be recorded on the transcript, instructors must complete the “Final Student Evaluation” form available from the registrar.

- Pass grade for D.Min. students is B or higher

Email

- Students, Faculty, Adjunct Faculty and Staff are assigned Seminary email addresses.

  - All email addresses are (all lower case) first letter of first name + last name@lancasterseminary.edu (jsmith@lancasterseminary.edu)

  - See appendix V of the Student Handbook for access and forwarding instructions.

  - Contact Augustine Apprey (aapprey@lancasterseminary.edu) if you have problems with email.

Extensions of Course Work - students must complete the proper form to be signed by the professor and the student's advisor then submitted to the registrar no later than the last day of the term. If the professor does not submit a grade and a signed extension form has not been submitted by the student, a failing grade will be recorded for the course.

Faculty - The regular faculty meets monthly. You are invited to attend if your schedule permits.

Family Educational Rights and Privacy Act of 1974 As Amended (FERPA) – In compliance with FERPA, please be sure that any graded items that are returned to the students' campus mailboxes are placed in envelopes for privacy. Grades should not be submitted by email. If submitting them by FAX, please contact Teresa Benneian (tbenneian@lancasterseminary.edu or 717-290-8718) prior to sending them to 717-393-0423 only.

Grading - Letter or Pass/Fail is listed on the course schedule.
- Letter grades are calculated in the GPA; Pass and Fail are not calculated in the GPA.

- Master's: A through C are passing and will count toward program
- Doctor's: A through B are passing and will count toward program
- Master's: C- through F credits will not count toward program
- Doctor's: B- through F credits will not count toward program
- Master's: Pass is equivalent to C or higher; Fail is equivalent to C-
or lower
- Doctor's: Pass is equivalent to B or higher; Fail is equivalent to B-
or lower
- Student may choose alternate grading by completing and submitting the proper paper work to the registrar by the deadlines noted in Section 7.2 of the Student Handbook.

- Course evaluations are conducted electronically via the SONISWEB system. The registrar will provide information about completing the evaluations. After final grades have been submitted, professors will be given access to view the evaluations through their accounts in SONISWEB.

- Grades may be posted by professors using SONISWEB.(See instructions on website.)

- Final grades should be submitted to the registrar by the dates posted on the Academic Calendar.

- In compliance with the Family Educational Rights and Privacy Act, grades may not be submitted via email. They may be submitted by fax after receiving authorization from the registrar to only the following number: 717-393-0423.

**Instructional Support** - All classrooms are AV equipped with the exception of Hafer, Glatfelter and Bricker Room. To reserve AV for these rooms, please contact Virginia Whitaker-Brooks. vbrooks@lancasterseminary.edu.

**Library Orientation** – Please contact the library assistant for information regarding orientation to the Phillip Schaff Library.

**Library Reserves** – To designate resources to be placed on reserve in the library, please contact the faculty administrative assistant (vbrooks@lancasterseminary.edu).
Meeting Room Reservation – Email Rose Germeyer (rgermeyer@lancasterseminary.edu) to request a room for any meeting other than your regularly assigned classroom or use of your assigned office. Set up information must be submitted as far in advance of the event as possible.

Overnight Accommodations - Rooms may be available at a special rate in Richard's Hall for overnight stays. Contact Rose Germeyer (717-290-8725 or 800-393-0654 ext 8725, rgermeyer@lancasterseminary.edu) for availability.

Parking – As a member of the faculty, you may park in the West Lot, immediately to the right as you enter the main Seminary driveway. You may request a parking pass from Rose Germeyer in the Business Office.

Photocopying – A copy machine is located in lower level Lark. Contact the faculty administrative assistant for the adjunct copy code. If you wish to have copies made for you, please arrange for copying material for your class well in advance of when you will need it.

SONISWEB - Scholastic Online Information System (SONISWEB) may be utilized to view and print your class roster as well as to post final grades for the course by the date noted on the academic calendar. ID and PIN are required and will be supplied by the registrar prior to the beginning of the term in which you will teach. If you have a problem with access, please contact Teresa Benneian (717-290-8718 or 800-393-0654, ext 8718, tbenneian@lancasterseminary.edu). Access to and instructions for using the system may be found at MY LTS - Adjunct Faculty.

Standards for Student Conduct -“As a theological seminary educating and strengthening persons for service to church and society, the Seminary expects students to commit themselves to high standards of academic and community life. Expected in all matters is honesty, respect for others and care for the quality of community life...” (Please read the full text in Section 9 and Appendix I of the Student Handbook.)

Style Guide for Writing Papers - The faculty has adopted as the standard guide to writing papers for all programs the following handbook: MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern Language Association, 1999. Papers that do not conform to this standard may be returned by professors for rewriting. All students are urged to purchase this handbook. (Section 4.9 of the Student Handbook.)
Student Handbook – Includes all academic and institutional policies, and may be found online at www.lancasterseminary.edu> Current Students. If you would like a printed copy, please contact the registrar.

Submission of Assignments – Submitting assignments in electronic format is at the discretion of the professor. Students should follow all policies and procedures set forth in Lancaster Theological Seminary’s Electronic Communications Policy in Appendix I of the Student Handbook.

Textbook Ordering - See faculty administrative assistant.
Website - The address of the Lancaster Theological Seminary website is www.lancasterseminary.edu

Important events Adjunct Faculty are invited to attend when possible:

- Lectures and workshops as announced.
- Fall Convocation – adjunct faculty invited to march (robes no hats)
- Alumni/ae Day and Commencement (Mid-May) – adjunct faculty invited to march (robes and hats)
- Chapel attendance.
- Community Awards Day (The last Tuesday of the Spring Term).

SOME ABBREVIATIONS YOU MAY SEE OR HEAR AT LTS

MS – Ministerial Studies LTS - Lancaster Theological Seminary Seminary Community Council CE - Continuing Education CVR - Comprehensive Vocational Review CPE - Clinical Pastoral Education Ed/Student Life - Education and Student Life Committee of the Seminary ESL - Education and Student Life Committee of the Board of
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