

# High School Faculty Policies & Procedures

## Dual Credit/Dual Enrollment General Policies & Procedures

### Contact Information

Office of  
Academic  
Outreach  
Open 8-5 M-F

- MSSU Hearnes Hall 315
- Phone: 417-625-9785
- Fax: 417-625-3549
- Email: [dualcredit@mssu.edu](mailto:dualcredit@mssu.edu)

### Accreditations

Missouri Southern State University is a four-year state-supported university serving, southwest Missouri and surrounding areas. We offer a wide range of baccalaureate degrees as well as some associate degrees and certificates. Missouri Southern State University is accredited by The Higher Learning Commission (HLC) and is a member of the North Central Association (312/263-0456, [www.hlcommission.org](http://www.hlcommission.org)). Other accreditations and approvals include:

- AACSB (Association to Advance Collegiate Schools of Business)
- Accreditation Council for Business School and Programs (ACBSP)
- Accreditation Commission for Education in Nursing (ACEN)
- American Association of Colleges for Teacher Education (AACTE)
- American Association of State Colleges and Universities (AASCU)
- American Dental Educators Association (ADEA)
- Association of American Colleges & Universities (AAC& U)
- Commission on Accreditation for Respiratory Care (CoARC)
- Commission on Dental Accreditation, American Dental Association (CODA)
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
- Council for the Accreditation for Education Preparation (CAEP)
- Council for the Advancement and Support of Education (CASE)
- Council of Social Work Education (CSWE)
- Engineering Technology Accreditation Commission of ABET
- Institute for Safety and Health Management (ISHM)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Missouri Association of Colleges for Teacher Education (MACTE)
- Missouri Department of Elementary and Secondary Education (MO DESE)

- Missouri Department of Health and Senior Services Bureau
- National Association of Schools of Music (NASM)
- National Environmental Health Science and Protection Accreditation Council (EHAC)
- National League for Nursing (NLN)
- Southwest Center for Educational Excellence (SWC)
- Southwest Missouri Nursing Education Consortium



### National Alliance of Concurrent Enrollment Partnerships

#### **Program Description**

The Missouri Department of Elementary and Secondary Education (DESE) has authorized (under Section 37 of SB 740, 85 General Assembly) Missouri high schools and Missouri colleges and universities to grant dual credit to high school students enrolled in both colleges and high schools.

Missouri Southern State University (MSSU) is committed to serving the higher education needs of the high school students in the area by offering both dual credit and dual enrollment opportunities to high-performing high school students. To participate in the program, secondary educational entities must execute a dual credit agreement with MSSU. This agreement shall be signed by both parties prior to the enrollment of students in the program. Contact the Office of Academic Outreach for more information about these agreements.

#### **Program Mission**

The mission of the MSSU Dual Credit/Dual Enrollment Program, in collaboration with area high schools, is to provide geographically feasible and affordable access to quality university-level undergraduate education to high-performing high school students in order to enrich the high school educational experience as well as foster a smooth transition from high school to a four-year university.

#### **Non-Discrimination/EEO Policy**

Missouri Southern State University emphasized the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the

University, including but not limited to athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing.

An employee with questions or concerns about any type of discrimination in the workplace including discriminatory harassment is encouraged to bring these issues to the attention of the Chief Human Resources Officer, who may be contacted at (417) 625-9805.

Questions or concerns regarding the University's compliance with Title IX may be directed to the University's Title IX Coordinator or Deputy Title IX Coordinator as named in the University's Title IX Policies and Procedures.

Tamika Harrel, Title IX Coordinator

Billingsly Student Center 347G Phone (417) 625-3022

Samantha Quackenbush, Deputy Title IX Coordinator

Billingsly Student Center 347B Phone (417)625-9531

For ADA/Section 504 related questions or concerns, please contact: Lori Musser, Coordinator of Disability Services, Hearnes Hall 301L Phone (417) 625-9516

For all other inquiries related to discrimination at the University, please contact:

Christina Means, Chief Human Resource Officer

Hearnes Hall 217B Phone (417) 625-9527

No individual will be subject to any form or organization retaliation, discipline, or other adverse action for reporting conduct in violation of the University's nondiscrimination/EEO policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or University policy will be subject to disciplinary action, up to and including dismissal or termination of employment. Employees who feel that they have a grievance pertaining to any form of discrimination should follow the policies and procedures outlined in the Employee Handbook.

### **Program Definitions**

***Academic Affairs*** – A division of the University that promotes the development and effective delivery of quality educational programs that lead to a variety of associate and baccalaureate degrees, as well as selected jointly delivered graduate degrees. This office provides access to academic programs and assures the provision and coordination of resources and services in order to support effective learning and advance the development of the whole student.

***Application*** – The written request for admission into the program and university.

**Blackboard** – An online course delivery system for web-based education or classroom enhancement.

**Credit Hour** – A one hour credit course is one that meets for one hour per week for one semester. A three credit hour course meets for three hours per week, etc. This is based on a 15-week semester, or roughly 45 hours for a 3-credit hour course.

**Department** – A division of a university containing faculty and/or staff devoted to a particular academic discipline.

**Distance Education/Distance Learning** – Courses in which traditional face-to-face instruction is not the delivery mode (e.g, online and television). Blackboard is used to deliver the course to the students.

**Drop** – To remove a course from the student schedule without financial and academic record implications. Drops occur prior to the census date. See also, withdrawal.

**Dual Credit** – Dual credit enables qualified high school students to take University-level courses and to simultaneously receive academic credit for the course from both the high school and MSSU.

**Dual Enrollment** – Dual enrollment enables qualified high school students to take University-level courses that are taught by an MSSU Faculty member while simultaneously enrolled in the high school and MSSU. Dual enrollment opportunities at MSSU will likely be delivered to the student through a distance learning delivery mode (online).

**Faculty Evaluation** – The process used to assess all MSSU faculty. This process is coordinated through the appropriate MSSU Academic Department Chair’s office.

**FERPA** – Family Education Rights & Privacy Act of 1974

**GPA** – Grade Point Average

**High School Dual Credit Coordinator** – Most often a counselor at the high school, the High School Dual Credit Coordinator is the person designated by the high school that coordinates all aspects of dual credit and serves as a liaison between the high school and MSSU for all dual credit needs.

**High School Dual Credit Faculty/High School Faculty**– The person responsible for teaching a dual credit course on the high school campus.

**LioNet** –MSSU’s web portal that provides personalized access to web services.

**MWF** – Monday, Wednesday, Friday

**National Alliance of Concurrent Enrollment Partnerships (NACEP)** - The sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. (NACEP defines concurrent enrollment the same way MSSU and the State of Missouri define dual credit in this document.)

**Provost/VPAA** – In academic administration, a senior administrative officer presiding over Academic Affairs at MSSU.

**Registrar** – College or university official responsible for registering students, maintaining their records, etc.

**Registration (or Enrollment)** – Selecting and enrolling in courses for the upcoming year.

**School Dean** – In academic administration, a person with significant authority over a specific academic unit, or a specific area of concern, or both.

**SID/Banner ID** – The Banner, or Student ID is the student’s unique 9-digit identification number at MSSU. Once this number is assigned to a student, it remains with the student for *any* future enrollment period with MSSU. This number will be used for most any transaction that occurs with MSSU (transcript requests, bill payments, course registrations, etc.).

**Student Affairs** – A division of the University that supports the university’s educational mission through comprehensive programs and services that promote student learning and success while fostering an inclusive and vibrant campus community.

**Student Email** – Email address and inbox provided by the University to be used for University and personal communication.

**Student Handbook** – Handbook provided to the students that relays University policies applicable to students, including the Student Code of Conduct.

**Syllabus** – An outline and summary of topics to be covered in a course usually containing contact information, course objectives, a schedule of test dates and due dates, grading policy, and/or classroom rules.

**Term/Semester** – The length of an academic session at MSSU (Fall, Spring, Summer). Each semester has a six digit code, with the first four digits being the year the course is offered. Fall courses are designated with “80”, Spring courses are designated with “10”, and Summer courses are designated with “60”. Examples: Fall 2013 = 201380, Spring 2014 = 201410, Summer 2014 = 201460.

**TR** – Tuesday, Thursday

**Transcript** – Official record of student academic work bearing the Registrar’s signature and the University seal.

**Withdrawal** – To officially withdraw from a course. To remove a course from the student schedule. This will result in a “W” on the official transcript. Withdrawals occur after the census date, and a formal approval process is required.

**Yearlong Courses** – For a variety of reasons, some high schools may offer a native MSSU semester long course over the period of one academic year (instead of one semester). These are referred to as yearlong courses in this document. Students enrolled in yearlong courses at the high school are enrolled at MSSU in the Fall semester.

### **Select Missouri Department of Higher Education and Workforce Development (MDHEWD) Dual Credit Policy**

*PLEASE NOTE THE MOST UP TO DATE STATE OF MISSOURI DUAL CREDIT POLICY IS AVAILABLE ON THE MDHEWD WEBSITE. THE POLICY PRINTED IN THIS HANDBOOK MAY NOT MATCH THE WEBSITE DEPENDING UPON THE PRINT DATE OF THIS HANDBOOK.*

MSSU shall comply with MDHEWD’s policy for dual credit as written below. The MDHEWD policy only applies to dual credit general education courses offered in high schools, by high school teachers.

#### **1.0 Introduction**

*1.1 Dual credit courses provide high school students an opportunity to experience rigorous college-level coursework and to receive, simultaneously, both high school and college-level course credit. Providing dual credit opportunities to high school students not only works to increase the number of students graduating from high school and attending college, but also to reduce students’ costs and time to degree completion.*

*1.2 The Missouri Department of Higher Education and Workforce Development (MDHEWD) is dedicated to ensuring the delivery of quality dual credit courses, so that we may continue to support college enrollment and completion of Missouri students. As part of this effort, the MDHEWD, in collaboration with Missouri public and independent institutions, and the Department of Elementary and Secondary education (DESE), worked to create this statewide dual credit policy for all Missouri institutions of higher education. This policy reflects quality standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the Higher Learning Commission (HLC).*

#### **2.0 Policy Purpose & Objectives**

*2.1 The purpose of this policy is to ensure the quality of dual credit programs being offered to high school students in the state of Missouri. Quality programs are not only*

*important to the MDHEWD, but also to the DESE. A policy that is reflective of quality standards will serve to assure DESE, high schools, students, parents and other interested constituents that Missouri dual credit programs are of the highest standard. The policy guidelines described below were developed within the context of this stated purpose and apply to dual credit courses offered in high schools to high school students by qualified high school faculty, as defined in paragraphs 7.1 and 7.2.*

### **3.0 Statutory Authority**

*3.2 RSMo 167.223.1: Public high schools may, in cooperation with Missouri public community colleges and public or private four-year colleges and universities, offer postsecondary course options to high school students. A postsecondary course option allows eligible students to attend vocational or academic classes on a college or university campus and receive both high school and college credit upon successful completion of the course. 2. For purposes of state aid, the pupil's resident district shall continue to count the pupil in the average daily attendance of such resident district for any time the student is attending a postsecondary course. 3. Any pupil enrolled in a community college under a postsecondary course option shall be considered a resident student for the purposes of calculating state aid to the community college. 4. Community colleges and four-year colleges and universities may charge reasonable fees for pupils enrolled in courses under a postsecondary course option. Such fees may be paid by the district of residence or by the pupil, as determined by the agreement between the district of residence and the college or university.*

### **4.0 Guiding Principals**

*4.1 The primary goal of this policy is to ensure that institutions across the state deliver high-quality college experiences in the form of dual credit to high school students, thereby increasing student success in and access to postsecondary education.*

*4.2 Dual credit programs should provide opportunities for academic acceleration for students by enriching and extending the high school curriculum, providing rigorous college coursework, and avoiding unnecessary duplication in coursework as students transition from high school to college.*

*4.3 High school faculty and institutional faculty should continually engage in collegial interactions and work closely as instructional collaborators to ensure student and program success.*

*4.4 By ensuring close collaboration between high school and institutional faculty, dual credit programs may serve to promote increased curricular alignment between high school and postsecondary institutions.*

*4.5 This policy should promote flexible and creative guidelines to encourage program innovation while maintaining program quality and student success.*

## **5.0 Program & Curriculum Standards**

*5.1 Dual credit courses, including course content and course requirements, offered in high schools must duplicate the identical course offerings delivered on campus to matriculated students. On-campus college faculty must ensure that each dual credit course has the same level of academic rigor and comparable standards of evaluation as that of its campus-based equivalent.*

*5.2 Institutions must ensure that dual credit assignments and grading criteria are identical to, or are of comparable design, quality, and rigor to the equivalent campus-based course. Elements of the dual credit course to be approved by the on-campus college faculty in the appropriate academic discipline include the syllabus, textbook(s), teaching methodology, and student assessment strategies.*

*5.4 Institutions of higher education should facilitate frequent, consistent, and timely communication with the high schools in which they provide dual credit courses. That communication should address the scheduling of courses, compliance with statewide dual credit policy, identification and resolution of problems that occur, and evaluation of each dual credit course.*

*5.5 Because discrete classes that totally separate dual credit from non-dual credit students may be prohibitive to operate in some cases, those classes with a mixed population must show evidence of collegiate level expectations for all students in the course. All high school students enrolled in a dual credit course must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.*

*5.6 In order to limit or prevent retroactive registration, a practice that permits students to choose whether to register for courses for college credit late in the semester, students enrolled in dual credit classes should adhere to the dates comparable to those specified on the college campus for registration, drop, withdrawal, or refund.*

## **7.0 Faculty Qualifications & Support**

*7.1 High school instructors of dual credit courses are, in effect, adjunct faculty of the college or university providing dual credit. As for any faculty member of college-level courses, high school faculty members of dual credit courses shall meet the requirements for faculty teaching in institutions of higher education, as stipulated for accreditation by the Higher Learning Commission. Dual credit instructors shall possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees for which they must possess the same level of degree.*



*Instructors using credentials for qualification with a master's level degree in a discipline or subfield other than that in which he or she is teaching must have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.*

*7.2 Institutions may, at their discretion, employ as dual credit faculty for career and technical programs an individual who has superior knowledge and tested experience in the discipline in which he or she is teaching. However, the knowledge and experience of any dual credit faculty member must be measurable through means such as documented experience working in the field, industry certification and years of experience in the field, documented recognition of excellence in teaching in the discipline, expertise validated through publications or wide critical and public acclaim, or through a nationally recognized rating of proficiency.*

*7.3 New dual credit instructors must participate in orientation activities provided by the dual credit provider institution and/or academic department.*

*7.4 In order to assure comparability of the dual credit course with the corresponding college course and to foster collaboration between high school faculty and college faculty, academic departments at the institution shall provide faculty of dual credit courses with support services. These include, but are not limited to, opportunities for dual credit faculty members to discuss concerns and to share information with each other and with the institution of higher education, access to appropriate professional development opportunities, and mentoring offered either exclusively to dual credit instructors or to both campus-based faculty and dual credit instructors.*

*7.5 The chief academic officer of the postsecondary institution is responsible for involving full time faculty in the appropriate academic department in the selection and evaluation of all dual credit faculty members. Dual credit instructors are evaluated regularly in accordance with established institutional policies and procedures. Regular on-site course evaluations at the high school should occur once a year for the first two years for new faculty. For all faculty, evaluations should occur a minimum of once every two years. Annual reports of student performance and feedback should also be utilized and analyzed with respect to the continuation of the dual credit faculty.*

## **8.0 Assessment of Student Performance**

*8.1 The responsibility for the development of assessment and evaluation measures to assure quality and comparability of dual credit courses resides with the on-campus college faculty in the appropriate academic discipline. In general, comparability between the dual credit course taught in the high school and the corresponding course taught on the college campus should be demonstrated by using the same methods of assessment or identical testing procedures, and by employing the same means of evaluation, which will be supervised by the appropriate faculty on the college campus.*

*8.2 In atypical cases, when different tests are constructed and the high school teacher performs independent evaluations, the burden shifts to the institution to demonstrate the comparability of dual credit courses and to ensure a common standard of grading. The use of nationally-normed instruments is recommended when the substance of the nationally-normed test is consistent with the learning objectives of the dual credit course. Locally developed assessments must be administered to both on-campus and dual credit students in order to provide the on-campus college faculty in the appropriate academic discipline with data appropriate to demonstrate comparability. Nonetheless, any specialized assessment of dual credit courses must emulate the on-campus institutional assessment plan required by the Higher Learning Commission, including the identification of the general education learning objectives and outcomes.*

*8.3 Dual credit providers should compare the dual credit course to assessments of student learning outcomes in similar courses taught on-campus.*

## **Faculty Information**

### **Faculty Address Change**

An address can be verified through the LioNet system (Quick Links Self-Service Menu/View Addresses and Phones). The address listed is the official mailing address, and MSSU will use this address for official mail correspondence. An address change for faculty must be done through the Human Resources Office, located in Hearnest Hall, Room 217. Photo identification must be provided, but the address on the ID does not need to match the new address being submitted.

### **Faculty Name Change**

A faculty name change must be done through the Human Resources Office, located in Hearnest Hall, Room 217. All name changes must include supporting documentation such as a marriage certificate, divorce decree, or court order. Photo identification must be provided. A name change will result in the generation of a new MSSU email address; however, the name change will NOT change the name in Blackboard.

## **MSSU Faculty Handbook**

High School Dual Credit Faculty may access the MSSU Faculty Handbook at any time by using his/her University-issued credentials to login to the MSSU Intranet site/Employee Sharepoint: <https://intranet.mssu.edu/SitePages/Home.aspx>. High School Dual Credit Faculty should be familiar with, and abide by, the Operating Procedures section of the handbook to ensure consistency in delivery of all MSSU courses.

## **High School Dual Credit Faculty Status**

High School Dual Credit Faculty Members are classified as “Dual Credit Adjunct Faculty” or “Part-Time” for purposes of how University business is conducted. Dual Credit Adjunct Faculty is defined in the Faculty Handbook under Adjunct Faculty.

## **Student Access to Faculty**

Dual credit/dual enrollment students shall have access to faculty members outside regular classroom hours if necessary.

## **Course Syllabus**

The MSSU course syllabus is to be used for all MSSU courses, including dual credit courses being taught at the high school. High School Dual Credit Faculty should check with the Academic Department Chair for course syllabus approval. A sample syllabus from an on-campus section will be provided by the Academic Department Chair. The Faculty Handbook (pp. 58-59) lists required components for three categories: 1. Components required for submissions to School Curriculum Oversight Committees, Graduate Council, and the Academic Policies Committee. 2. Required components for all syllabi. 3. Optional components that represent best practice. APPENDIX N: COURSE INFORMATION AND OUTLINE has been revised to accommodate these changes.

## **Official Class Roster/Enrollment Verification – Dual Credit Faculty**

Once registrations are complete, The Office of Academic Outreach will send the official class roster to the High School Dual Credit Faculty Member and/or High School Dual Credit Coordinator. Class rosters may be accessed at any time by the faculty member through the LioNet system. It is the responsibility of the high school to ensure the accuracy of the Official Class Roster. Students not listed on the Official Class Roster by the **Census Date** will not receive college credit for the course. Instructions on how to run a roster in LioNet are available on the dual credit website in the High School Coordinators & Faculty section.

### ***Official Class Roster Exception***

In the event of a demonstrated and documented extraordinary circumstance, MSSU may grant credit for the course to a student who was not listed on the Official Class Roster by the Census Date. Failure to complete required paperwork, or waiting until the end of a term to determine the student’s level of success in the course, are not considered extraordinary circumstances and will not be granted this exception.

## Forms

Any forms related to the program may be accessed online at the dual credit/dual enrollment website: <http://www.mssu.edu/academics/dual-credit/> or may be obtained from the High School Dual Credit Coordinator.

## Grades

Policies regarding grades and the procedures of how to submit grades can be found in the **Grades/Academic Standards** section of this handbook.

## MSSU Academic Department Support

In order for High School Dual Credit Faculty to duplicate the content and rigor of a college level course, the respective MSSU Academic Department shall provide guidance to the faculty members throughout the partnership. The MSSU Academic Department will provide the following support to Dual Credit faculty:

- Faculty Liaison: a MSSU faculty member will serve as a resource and primary communicator regarding the course and any critical departmental information. This individual will provide guidance in developing the course and ensuring its equivalence to the native MSSU course.
- Evaluation: comparable standards of evaluation exist for dual credit faculty. Evaluations for dual credit faculty will be the same as for traditional MSSU adjunct faculty.
- Training: For new dual credit faculty, discipline specific training will be provided for new instructors before they begin teaching the course. For all dual credit faculty members, professional development opportunities that are normally provided by the department to their adjunct faculty members will be available; annual on campus discipline-specific training is required
- Student Performance: Work with MSSU faculty liaison to ensure the use of appropriate methods of assessment or testing procedures. Common course assessments must be administered (i.e., common final exam, common labs, pre and post tests)

## **Evaluations & Site Visits (Revised 12/2014)**

Dual credit faculty are evaluated regularly in accordance with the State of Missouri Dual Credit Policy and established institutional policies and procedures (**see 7.5, MDHE Policy on Dual Credit**). In order to ensure dual credit courses being offered on the high school campus are equivalent to courses being offered on the MSSU campus, site visits are required. During a site visit the MSSU Academic Department Chair (or designee) will coordinate evaluations according to university policy observe the High School Dual

Credit Faculty Member actively teaching the MSSU dual credit course. High School Dual Credit Faculty and the MSSU Academic Department Chair (or designee) will coordinate site visit timelines together. Each time a site visit is conducted the Site Visit Form must be completed and submitted to both the Office of Academic Outreach and the High School Dual Credit Faculty Member. The Academic Department Chair (or designee) should schedule a time with the High School Dual Credit Faculty Member to discuss the observations from the site visit. Every effort should be made to discuss the site visit and submit the Site Visit Form within five business days of the completion of the visit. The Site Visit form can be found on the MSSU intranet site. Site visits are tracked by the Office of Academic Outreach. MDHE site visit frequency: *“Regular on-site course evaluations at the high school should occur once a year for the first two years for new faculty. For all faculty, evaluations should occur a minimum of once every two years.”*

Per the MSSU Faculty Handbook, adjunct faculty are formally evaluated each semester, or at least once per academic year in cases where adjunct faculty member may teach for both fall and spring semesters for teaching/job performance. Annual reports of student performance and feedback should also be utilized and analyzed with respect to the continuation of the dual credit faculty member. All performance evaluations shall be conducted in accordance with the policies and procedures set forth in the MSSU Faculty Handbook. Performance evaluations may be conducted by MSSU personnel during a site visit, or as a separate visit, as a means of offering a professional development opportunity to the High School Dual Credit Faculty. These evaluations are used by Academic Department Chairs and Deans in order to recognize strengths, address any weaknesses, and offer suggestions to enhance the quality of the course; they are used to continually improve pedagogy, which can enrich the student learning experience. Existing departmental/institutional forms should be used to conduct evaluations. Evaluations are tracked by the Office of Academic Outreach.

### **Faculty Compensation**

High School Dual Credit Faculty will be compensated by MSSU for carrying out required responsibilities related to the delivery and administration of dual credit courses.

#### ***Pay Rate Scale***

The following chart should be used to determine faculty compensation rates:

# MSSU Dual Credit High School Faculty Pay Scale

Course enrollment of 20-30 students = \$550/credit hour	Course enrollment of 15 - 19 students = \$500/credit hour	Course enrollment of 10 - 14 students = \$450/credit hour	Course enrollment at 9 or fewer students = *pro-rated	Course enrollment over 30 students = instructor will be paid as if they are teaching another course
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\*Pro-rate formula: # enrolled students x # credit hours of course x \$35

For purposes of faculty compensation, final course enrollment figures are calculated upon census date. High School Dual Credit Faculty members are paid based upon the number of students, not by the amount of sections of the same course taught on the high school campus. Compensation will be processed through payroll in the months of January (for Fall courses) and June (for Spring and Yearlong courses).

## ***Required Documents***

Some documents are required during the faculty approval process, prior to hiring. The faculty approval process is outlined in the **Academic Faculty Appointments and Course Approvals** section of this handbook.

Upon being accepted for hire, the following additional documents must be on file with and/or distributed to the faculty member by the MSSU Human Resources Office prior to a faculty member being compensated:

- W-4 Form, Federal and State
- I-9 Form and supporting documents
- Direct Deposit Form
- FERPA Guidelines
- Workers' Compensation
- Alcohol & Drug Free Workplace Policy
- Anti-Harassment Policy & Acknowledgement
- Employee Data Sheet
- Transition Team Notification
- CHIP Notification

- Marketplace Notification
- Dual Credit Adjunct Faculty Contract
- Other applicable required fliers/handouts

### **Faculty Benefits/Resources**

As with all MSSU adjunct faculty members, High School Dual Credit Faculty will have access to MSSU resources in order to support and/or enhance the college teaching experience. Specifically, High School Dual Credit Faculty will

- be issued a faculty/staff ID (Lion Card)
- have access to LioNet (University portal)
- be issued an MSSU faculty email account
- have access to George A. Spiva Library
- enjoy free admission to on-campus sporting events and performing arts events that are free to MSSU faculty/staff
- enjoy a 10% discount on regular priced apparel and imprinted gifts at the MSSU Bookstore with use of the Lion Card

Access to MSSU resources will be coordinated and facilitated through the High School Dual Credit Faculty member, High School Dual Credit Coordinator, and the Office of Academic Outreach.

### **Professional Development**

High School Dual Credit faculty will have professional development opportunities provided by the MSSU Department during the year. The professional development will be discipline-specific. The MSSU Academic Department shall maintain documentation of attendance and other documents (agenda, minutes, reports, etc) and shall provide such documentation at the request of the Office of Academic Outreach. If a High School Dual Credit Faculty member should submit a Professional Development Documentation Form to the Office of Academic Outreach upon completion of a professional development activity that is not provided by MSSU.

### **Faculty/Staff ID Card (Lion Card)**

High School Dual Credit Faculty members are eligible to receive a Faculty/Staff Lion Card. The Faculty/Staff Lion Card is a photo ID and contains the identification number on it. The first card is issued free of charge. There will be a \$20.00 charge for replacement of any type; lost or stolen cards, name change, etc. Replacement ID's may be obtained in the MSSU Card Center located on the campus of MSSU in the basement of Billingsly Student Center.

The care, custody, and control of the card are the responsibility of the card holder. This card is nontransferable and should not be modified; the lending out of an employee's

Lion Card subjects the employee and holder to disciplinary action and forfeiture of the Lion Card privileges.

The MSSU Lion Card is required to be used for identification purposes and help facilitate business transactions. These uses include, but are not limited to, campus bookstore purchases, access to George A. Spiva library and computer labs, access to the recreation center, checking out of books and resource materials, and free admission to the sporting and performing arts events that are free to MSSU faculty/staff.

### ***Obtaining the Lion Card (Revised 01/2016)***

Lion Cards may be obtained in the Office of Card Services. Be prepared to take a photograph for the ID.

### **LioNet**

LioNet is Missouri Southern State University's web portal that provides personalized access to web services. Faculty can use LioNet to access class rosters, submit final grades, run reports, email students, run degree audits (CAPP), and access important University information. Please refer to the LioNet User's Guide for detailed information: <http://www.mssu.edu/information-technology/pdfs/lionet-user-guide-web.pdf>. **Call the MSSU Help Desk at 659-4444** if you have specific questions about obtaining your S# and password.

### ***Access to LioNet***

LioNet login information may be obtained at the general adjunct Orientation and Training Meeting or by calling the MSSU Help Desk – 417-659-4444. Login with the LioNet ID; your password is the LioNet default PIN. Usernames and passwords are case sensitive.

### **MSSU Faculty Email (Outlook)**

MSSU provides all of its faculty members an e-mail account. Visit <https://student.mssu.edu:8080/User-Services/SitePages/Technical%20Guides.aspx> for access to the technical guides, which include directions on how to set up your MSSU e-mail account. The University regularly sends information to employees' e-mail addresses. Call the MSSU Help Desk at 625-4444 if you have specific questions about your MSSU e-mail account. Email information may be provided to faculty members during the hiring process or during the general orientation and training meeting. For information about how to sync other email accounts to the MSSU faculty email account, refer to the Information Technology website and/or the Technical Guides.

### **George A. Spiva Library Services**

All MSSU faculty members have access to over 282,222 print volumes including state and federal government documents, a 775,337 item microform collection, a law collection, print and electronic journal subscriptions, and electronic databases in the



George A. Spiva Library. Major electronic databases in business, education, social science, history, psychology, English, biology, nursing and many other disciplines are available online, many in a full text format. Access to these resources is available through the library's web page <http://www.mssu.edu/library>. Faculty may access these resources from off-campus through the proxy server using their Missouri Southern credentials. For directions on how to access resources from off-campus, SEE: <http://www.mssu.edu/library/services-off-campus.php>.

## Grading System

A student's grade is officially recorded by letter. The following grades and their numerical equivalents are used:

Grade		Grade Points
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Minimum Passing	1
F	Failing	0
W	Withdrawal	-

### Faculty Submission of Final Grades (Revised 02/2015)

High School and University Faculty shall submit final grades through the LioNet Portal for semester-long courses. Instructions for this process may be obtained through the Office of Academic Outreach or the Registrar. Grades may only be submitted through the LioNet Portal *prior to* MSSU's deadline for grade entry, regardless of when grades are posted at the high school. Contact the Office of Academic Outreach for specific deadlines each semester, and for information about submitting yearlong course grades.

### Grade Changes

A grade change is initiated by the faculty member by filing a Change of Grade Form with the Registrar. No change of grade is to be made without good cause. All grade changes must be approved by the School Dean; exceptional cases will be reviewed by the School Dean and Provost/Vice President for Academic Affairs. Change forms must be submitted within one year. To access the form, contact the Office of Academic Outreach

### Textbooks

All textbooks used in dual credit and/or dual enrollment courses must be approved by the on-campus college faculty liaison or department chair in the appropriate academic discipline.

### Academic Faculty Appointments & Course Approvals

This policy is applicable to the traditional mode of delivery for dual credit, where the course is offered on the high school campus and is taught by a high school faculty member. Academic course approvals and faculty appointments for dual credit shall be made by the respective academic Department Chair and Provost/Vice President for Academic Affairs, just as those

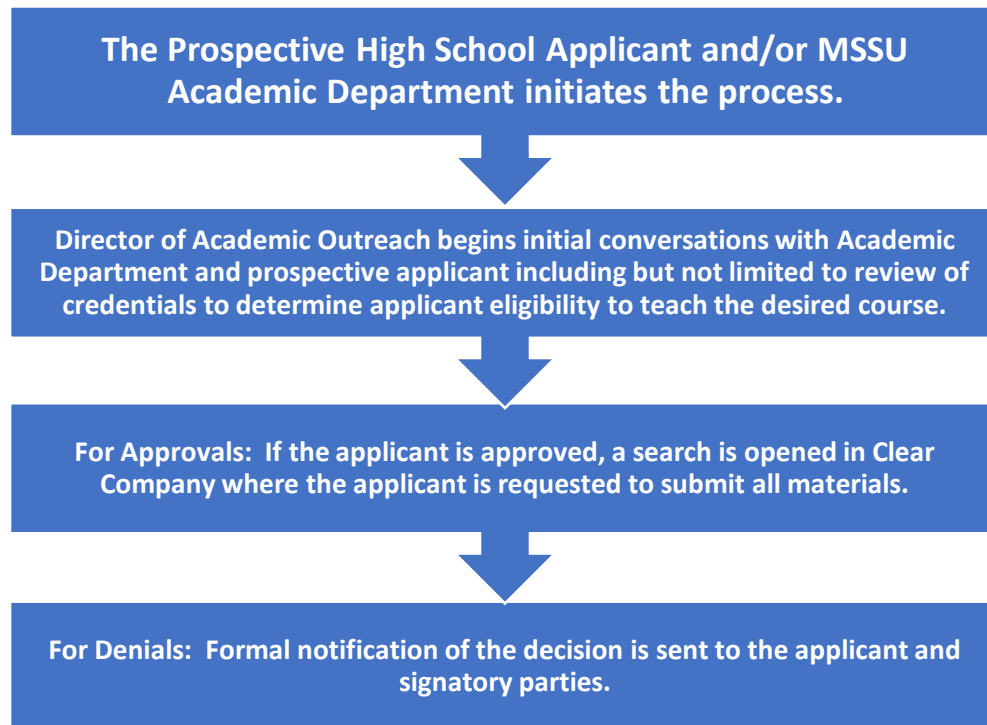
decisions are made for the approval of native MSSU courses and adjunct faculty members. The Office of Academic Outreach will help to facilitate the process.

### **Faculty Approvals**

The Dual Credit Faculty Approval process will ensure all parties meet applicable institutional, MDHE, and HLC policies set forth for dual credit faculty members. The Director of Academic Outreach shall inform the Prospective High School Faculty of the hiring recommendation. The Office of Academic Outreach shall send written notification of the decision to the applicant and all signatory parties.

Faculty for dual credit courses must have the same academic credentials and teaching qualifications that are required of MSSU faculty members. Institutional policies for hiring faculty are located in the **MSSU Faculty Handbook**, in the Appointment of Non-Tenure Track Faculty section. The **MDHE Policy on Dual Credit** can be found within this handbook, and faculty qualifications are located in the **Faculty Qualifications & Support** section; for the most current version of this policy refer to the **MDHE website**. **HLC guidelines for determining qualified faculty** can be found on the HLC website.

Faculty Approval Procedure:



## Course Evaluations & Program Surveys

Program and course evaluations will be coordinated through the cooperation of the Office of Academic Outreach, the Office of Assessment and Institutional Research, the High School Dual Credit Coordinator, and the High School Dual Credit Faculty Member.

### Student Evaluations of the Course/Faculty

A required student evaluation will be available through LioNet each semester for the course. Students will be sent a notification that course evaluations are open and should be completed. The instructor may give students time to complete the evaluation during class. The evaluations must be completed by the time the evaluation period closes. The student evaluation instrument will be the same that is used for on-campus courses at MSSU. Survey instructions and materials will be provided to the High School Dual Credit Coordinator. Results of the evaluations will be made available to the Office of Academic Outreach, the Department Chair, the Academic Dean, and the instructor.

### Program Surveys

The National Alliance of Concurrent Enrollment Partnerships (NACEP) requires regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.

## Faculty Expectations

High School Dual Faculty members are expected to meet the requirements defined in the Dual Credit/Dual Enrollment Handbook as well as those requirements that pertain to them as defined in the MSSU Faculty Handbook. In the case of non-compliance with the established policies and procedures set forth for the High School Dual Credit Faculty, the MSSU Dual Credit/Dual Enrollment program reserves the right to reduce or cancel faculty compensation, restrict a faculty member from offering a dual credit course, or place the instructor on an improvement plan.

## MSSU Academic Department Locations & Phone Numbers

<b>SCHOOL OF ARTS &amp; SCIENCES</b>		
<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>PHONE NUMBER</b>
Art	TETPCA	417-625-9656
Biology	Reynolds Hall 215	417-625-3569
Chemistry	Reynolds Hall 210	417-325-9766
Communication	Webster Hall 361	417-625-9580
Criminal Justice	Justice Center 109	417-625-9302
English & Philosophy	Kuhn Hall 203D	417-625-9686
Environmental Health	Reynolds Hall 313A	417-625-9765
Geology	Reynolds Hall 210	417-625-9766

Global and Political Affairs (Geography, Political Science, International Studies)	Webster Hall 241	417-625-9564
History	Webster Hall 241	417-625-9564
International English Program	Webster Hall 338	417-625-9821
Law Enforcement	Justice Center 109	417-625-9302
Mathematics	Nixon Hall	417-625-9675
Modern Languages	Webster Hall 352	417-625-3125
Music	Fine Arts	417-625-9318
Physics & Pre-Engineering	Reynolds 210	417-625-9766
Political Science	Webster Hall 245	417-625-9564
Social Work	Justice Center 155	417-625-3144
Sociology	Webster Hall 245	417-625-9564
Theatre	Taylor Performing Arts Center 237	417-625-9393

## PLASTER SCHOOL OF BUSINESS

DEPARTMENT	LOCATION	PHONE NUMBER
Computer Information Science	Plaster Hall 223	417-625-9383
Engineering Technology	Ummel Technology 153	417-625-9849
Entrepreneurship	Plaster Hall 107B	417-625-9520
Finance & Economics	Plaster Hall 309H	417-625-3012
Management	Plaster Hall 309Q	417-625-9703
Marketing	Plaster Hall 107B	417-625-9383

## SCHOOL OF EDUCATION

DEPARTMENT	LOCATION	PHONE NUMBER
Kinesiology	Robert E Young Gymnasium 212	417-625-9316
Psychology	Health Science 234	417-625-9315
Teacher Education	Taylor Hall 232	417-625-9309

## SCHOOL OF HEALTH SCIENCE

DEPARTMENT	LOCATION	PHONE NUMBER
Dental Hygiene	Health Sciences 143	417-625-9302
Emergency Medical Technician	Health Sciences 319	417-625-3020

Health Science	Health Sciences 324	417-625-4405
Nursing	Health Sciences 243	417-625-9322
Radiology	Health Sciences 325	417-625-3118
Respiratory Therapy	Health Sciences 325	417-625-4405