



**Lancaster**  
THEOLOGICAL SEMINARY

**LANCASTER THEOLOGICAL SEMINARY**  
**Information for Adjunct & Regular Professors**  
*Updated March 2018*

**Academic Calendar** – The academic calendar is published annually and can be found on the seminary website in the “My LTS-Faculty” section.

**Academic Integrity and 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.) In cases where a faculty member has evidence that a student has duplicated material without appropriate documentation, the faculty member is expected to consult with the Dean of the Seminary immediately before engaging the student on the matter. The Dean, in consultation with the professor, will determine whether the incident can be addressed by the professor directly or the Standards process needs to be invoked.

**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 or on the weekend, please go to the Business Office, located on the second floor of the Library building, to request a key fob for building access, or contact Rose Germeyer ([rgermeyer@lancasterseminary.edu](mailto:rgermeyer@lancasterseminary.edu)).

**Campus and U.S. Mail** – Student, faculty and staff mailboxes are located in the lower level of the Lark building, next to the copier room. 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.

**Chapel services** – Each week during the academic terms there are services of Word and Sacrament on Wednesday and Saturday mornings. Check the yearly schedule to confirm times and locations. Services are normally held in Santee Chapel. Wednesday afternoons are reserved for Seminarian Hours, committee meetings, 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. Each professor is required to take attendance at every class session. How attendance is recorded is at the discretion of 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.” All absences apply, whether “excused” or not.

**Classroom Guest Presenters** – The seminary is not able to provide stipends for classroom guest presenters. Instructors are encouraged to investigate other methods for bringing additional voices into the classroom: YouTube presentations, essay, books, and recorded interviews. Please do not recruit guest presenters with the expectation that a stipend can be secured. The dean's office does not have the budget to fulfill those offers.

**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 may connect to our Public network. Connection information is posted throughout the Lark building.

**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 ([tbenneian@lancasterseminary.edu](mailto:tbenneian@lancasterseminary.edu)).

**Course Evaluations** – The following information is solicited from your students at the end of each term:

**Evaluate the Course**

- The syllabus accurately followed the course description.
- Classwork was appropriate and useful in increasing knowledge, skills and understanding of the subject.
- Criteria for the evaluation of class work were presented at the beginning of the semester and applied in evaluating my work.
- The textbook(s)/assigned readings were appropriate and useful in increasing knowledge, skills, and understanding of the subject.
- Library resources were adequate to support the work of the class.
- Student participation enriched the learning and interaction

**Evaluate the Instructor**

- The instructor made good use of class time
- The instructor was accessible to students outside of class time.
- The instructor was well prepared, clear and well organized
- The instructor used appropriate learning methods for this course.
- The instructor stimulated interest in the subject.
- The instructor provided feedback on assignments in a timely manner.

**Self-Evaluation**

- I completed assignments on time.
- I completed the reading and other assignments for this course
- I learned something of value in this class.
- I took advantage of the opportunities made available to interact with classmates and learn from one another.
- On average, how many hours per week have you spent on this class, including attending classes, doing readings, reviewing notes, writing papers and any other course related work?
- Comments

## **Overall**

- What is your overall assessment of how the course addressed the stated learning goals?
- What was most beneficial related to your learning in the course?
- What was least beneficial related to your learning in this course?
- How was diversity (racial, ethnic, theological, gender, etc.) addressed in this course?
- Please share any other feedback that you think will be helpful to the faculty in the process of reviewing the curriculum.

## **Optional**

- Provide your name and email address if you would like to be contacted about your responses.

**Course Readings** – Any readings you wish to assign your students that are not included in a purchased textbook, not available online via open access or library-supported electronic means, and covered by copyright law must be evaluated before distributing a copy. Search the Copyright Clearance Center database ([www.copyright.com](http://www.copyright.com)) to see if a resource is covered for Academic use. If a resource is not covered for Academic use or not found in the CCC database, contact the seminary librarian, Myka Kennedy Stephens ([mkstephens@lancasterseminary.edu](mailto:mkstephens@lancasterseminary.edu)), for a fair use analysis.

When scanning or photocopying a reading, include both the title page and the copyright statement (t.p. verso) in the copy. PDF scans may only be distributed to students via Moodle. Distribution of copyrighted material via email is strictly prohibited.

Link to readings that are available by library-supported electronic means; do not upload your own copy to Moodle. Instructions for finding and using permalinks to the library's eResources are available in the Teaching with Moodle course (found inside the Moodle).

**Course Syllabus** – Syllabi for MDiv courses are due 1 month before the course begins. (The Doctor of Ministry course syllabi, however, are due earlier. Please see Doctor of Ministry below.) Please submit a course syllabus via e-mail attachment to Teresa Benneian ([tbenneian@lancasterseminary.edu](mailto:tbenneian@lancasterseminary.edu)).

### **Course syllabi must include the following:**

- Course Title and Number
- Instructor contact information/office hours, if applicable
- Course dates and times
- Which degree goals this course addresses and how
- Learning outcomes for this course
- Reading list
- Course assignments (there are to be no pre-course assignments in any MDiv courses)
- Hours of work expected for class assignments, including but not limited to, reading, researching, and online interactions.
- Criteria of evaluation for assignments
- How the final grade will be determined
- Schedule of sessions, topics, assignments and expectations of on-line participation (where required)
- Statement regarding how diversity will be engaged in this course
- Attendance expectations (in line with the student handbook)
- Academic integrity statement (in line with the student handbook)

### **Elements to consider including:**

- How to succeed in this class
- Where to go for help

**Disability Services and Accommodations** – Students who request special consideration in a course because of a disability, other than obvious physical disability, should contact the Educational Specialist or the Registrar, 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 an individual professor and a student are not recognized under the Seminary’s policy.

### **Doctor of Ministry (DMin) Program**

Important Dates: The dates below should guide you in your planning. Exact dates for a particular year can be found on the Academic Calendar.

#### Fall semester:

- |  |                       |
|--|-----------------------|
| • Textbook orders due                    | May 15                |
| • Registration                           | July 1-15             |
| • Syllabi and Moodle Site completion due | September 15          |
| • Term begins                            | Early October         |
| • On Campus Intensive                    | October               |
| • Term ends                              | Mid-December          |
| • Grades due                             | See Academic Calendar |

#### Spring semester:

- |                               |                       |
|-------------------------------|-----------------------|
| • Textbook orders due         | Oct 15                |
| • Registration                | Nov15-Dec1            |
| • Syllabi and Moodle Site due | April 1               |
| • Term begins                 | Mid-April             |
| • On Campus Intensive         | May                   |
| • Term ends                   | Mid-June              |
| • Grades due                  | See Academic Calendar |

Professors teaching electives in the DMin program may have a limited number of registered master’s level students. Master’s level students should be assessed at the same level as the doctoral students. This should be made clear to them in the course, and the professor must not make exceptions to this policy, unless official accommodation requests have been submitted.

**Grading** – In addition to grades to be recorded on the transcript, instructors must complete the “Final Student Evaluation” form available from the registrar. Please Note: Pass grade for DMin students is B or higher

**Email** – Students, Faculty, Adjunct Faculty and Staff are assigned Seminary email addresses. Everyone is expected to use their seminary email addresses only when communicating with students. Use of private email addresses to communicate with students is not permitted.

- All email addresses are (all lower case) first letter of first name + lastname@lancasterseminary.edu (jsmith@lancasterseminary.edu)
- See appendix V of the Student Handbook for access and forwarding instructions.
- Contact Augustine Apprey ([aapprey@lancasterseminary.edu](mailto: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. Adjunct faculty is invited to attend if 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. Please use these envelopes for all student work, graded or not. Additionally, grades should not be submitted by email. If submitting them by FAX, please contact Teresa Benneian ([tbenneian@lancasterseminary.edu](mailto: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.

	Counts Toward Degree	Does Not Count Toward Degree
Master's	A, B, C Pass (C or higher equivalent)	C-, D, F Fail (C- or lower equivalent)
Doctor's	A, B Pass (B or higher equivalent)	B-, C, D, F Fail (B- or lower equivalent)

- 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 SONIS 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 SONIS.
- Grades may be posted by professors using SONIS. (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.

**Hybrid Courses – Masters Level** – Courses that are scheduled to be hybrid courses require the use of a Moodle classroom. See Moodle Learning Management System below for more information about using Moodle.

Except for the courses in the Doctor of Ministry program, all hybrid courses must begin with a face to face session. All online activity follows. The exact arrangement of course days will be assigned by the Registrar and Dean's Office. These should be finalized at the moment when the teaching appointment is official.

## Guidelines for MDiv Hybrid Courses

- **Pre-course assignments:** No assignments are permitted in advance of the start date for the course.
- **Online postings:**
  - All posting times for online submissions should be 8:00 a.m. This provides consistency to students and allows for less confusion.
  - If you are teaching on the weekend, please coordinate your assignment schedule with the other professor(s) teaching the same cohort for that term. Weekend professors teaching the same cohort should avoid having major assignments due on the same day. You may need to make adjustments.
- **Term Breaks:** If there is a break during your course, you are not permitted to add extra work. In addition, the regularly assigned work should take into account that students are going on a break. This means that the timing of assignments should be done so that students aren't required to post or work during the break.
- **Final assignments:** If the course has a final assignment, it cannot go beyond the Tuesday following the last day of the course. No exceptions will be supported by the dean's office.

**Instructional Support** – All classrooms are AV equipped with the exception of Hafer, Glatfelter and Bricker Room. To reserve AV for these rooms, please contact the Faculty Assistant ([facultyassistant@lancasterseminary.edu](mailto:facultyassistant@lancasterseminary.edu)).

**Interdisciplinary Seminars** – Some required courses in the MDiv program are designated Interdisciplinary Seminars (IS). While a regular faculty member is charged to be the lead professor, each of these courses is intended to be team taught. The regular faculty member is charged with researching and locating the other member(s) of the teaching team. In some cases this involves recruiting one additional professor to serve as co-teacher. In other cases the course or topic may require a series of speakers who appear for only one or two sessions. The staffing decision should be determined by the learning outcomes for the course and our commitment to a diverse teaching staff. The additional professor or speakers must be preapproved by the Dean of the Seminary before any invitation is issued.

**Letters of Appointment** – Once you receive your appointment letter please return the following as soon as possible: 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. All of these, with the exception of the W4 form and the I9 form, may be returned in electronic form to Rachel Gawn ([rgawn@lancasterseminary.edu](mailto:rgawn@lancasterseminary.edu)).

**Library** – Please contact the library ([library@lancasterseminary.edu](mailto:library@lancasterseminary.edu)) to open a library account and learn about library services. The library's website is <https://library.lancasterseminary.edu>. Contact the seminary librarian, Myka Kennedy Stephens ([mkstephens@lancasterseminary.edu](mailto:mkstephens@lancasterseminary.edu)), if you would like a course guide developed for your course or would like to incorporate information literacy skills into your course.

**Library Reserves** – See “Making Course Materials Accessible to Students: An Illustrative Chart” and “Course Materials: A Summary of Responsibilities” under the faculty resources on the My LTS-Faculty webpage on the seminary website. Course reserves: Please contact Hannah Bingman-Forshey ([hbingman@lancasterseminary.edu](mailto:hbingman@lancasterseminary.edu) , 717-290-8742). Copyright and reference services: Please contact Myka Kennedy Stephens, ([mkstephens@lancasterseminary.edu](mailto:mkstephens@lancasterseminary.edu) , 717-290-8704).

**Meeting Room Reservation** – Email Rose Germeyer ([rgermeyer@lanasterseminary.edu](mailto:rgermeyer@lanasterseminary.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.

**Moodle Learning Management System** – Moodle is located at <https://courses.lanasterseminary.edu>. Moodle classroom use is required for all hybrid courses and optional for face-to-face courses. Classroom shells are created by default for every course before registration begins. Instructors and students are automatically enrolled through a synchronization process with Sonis. Moodle accounts are also generated through a synchronization process with Sonis. New users receive an email at their [lanasterseminary.edu](mailto:lanasterseminary.edu) email address with login instructions.

- The Moodle Team provides support and assistance for all Moodle-related questions and issues. Contact them by using the Support & Help link at the top of the site.
- All instructors are enrolled in the Teaching with Moodle course. This course site contains resources for learning how to use Moodle. How-to guides for setting up the course shell, copying content from one course to another, and utilizing the different features in Moodle are all available through this course site.
- Instructors may request to have an experimental “sandbox” course created for their use to try new things or practice. Submit a Moodle Support request if you would like a sandbox.
- Co-teachers may not be automatically enrolled in their courses. If you are a co-teacher and do not have access to your course, please submit a Moodle Support request.

**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@lanasterseminary.edu](mailto:rgermeyer@lanasterseminary.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 (717-290- 8725 or 800-393-0654 ext 8725, [rgermeyer@lanasterseminary.edu](mailto:rgermeyer@lanasterseminary.edu)) in the Business Office.

**Photocopying** – A copy machine is located in lower level Lark. Contact the Faculty Assistant ([facultyassistant@lanasterseminary.edu](mailto:facultyassistant@lanasterseminary.edu) or 717-290-8750) 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, but no less than 24 hours in advance (the Faculty Assistant does not work on Mondays, but does work Saturday morning).

**SONIS** – Scholastic Online Information System (SONIS) 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@lanasterseminary.edu](mailto:tbenneian@lanasterseminary.edu)). Access to and instructions for using the system may be found at [MY LTS - Adjunct Faculty](#).

**Style Guide for Writing Papers** – The faculty has adopted as the standard guide to writing papers for all programs the following handbook: Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertation*, 8th ed. (Chicago: University of Chicago Press, 2013). This handbook is based on the *Chicago Manual of Style*, 16th edition (2010). See section 4.13 of the Student Handbook for more information.

**Student Handbook** – Includes all academic and institutional policies, and may be found on the seminary website in the “My LTS-Faculty” section. 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.

**Syllabus** – See Course Syllabus

**Textbook Ordering** – Textbook orders are due months in advance in order to comply with federal regulations, which require books and prices to be available to students when the courses are posted before registration.

Textbook ordering deadlines:

For Masters Level Adjuncts:

- **March 15th (for Fall Semester)**
- **October 15th (for Spring Semester)**

For Doctor of Ministry Adjuncts:

- **May 15 (for Fall Semester)**
- **October 15 (for Spring Semester)**

You can submit the books directly into the MBS bookstore system or you can request the assistance of the Faculty Assistant ([facultyassistant@lancasterseminary.edu](mailto:facultyassistant@lancasterseminary.edu)). When ordering, please select the most recent edition of the book.

This is the information needed if you do not submit your books to MBS directly:

- your course number and title
- the title of the book(s)
- the author(s)
- and the ISBN number for the most recent edition

Books are categorized by the following distinctions, please specify for each book:

- Required
- Recommended
- Optional
- Previous Purchase Possible
- other notes

If desk copies are needed, the professor should request them directly from the publisher. The Faculty Assistant can provide requested documentation on Seminary letterhead.

**Weather** – The Seminary Inclement Weather Policy for cancelling courses, opening on a delay, and closing early is posted on the Seminary website > MY LTS - for Students > Inclement Weather Policy. The Seminary makes announcements about delays and closures on the seminary website and it sends out emails and text messages, depending on your preference settings in Sonis.

Cancelled or shortened classes due to changed hours are expected to be made up. The Academic Calendar includes make up days for each term. Each professor is responsible for working out the details of the makeup sessions with the course participants.

**Website** – The address of the Lancaster Theological Seminary website is [www.lancasterseminary.edu](http://www.lancasterseminary.edu)

**Important events Adjunct Faculty are invited to attend when possible:**

- Lectures and workshops as announced
- Fall and Spring Convocation – adjunct faculty invited to process (robes no hats)
- Alumni/ae Day and Commencement (Mid-May) – adjunct faculty invited to process (robes and hats)
- Chapel Services
- Awards Celebration (The end of the Spring Term)

**Some Abbreviations You May Hear at Lancaster Seminary**

CE – Continuing Education

CMR – Comprehensive Ministry Review

CPE – Clinical Pastoral Education

CVR – Comprehensive Vocational Review

DMIN – Doctor of Ministry

ESL – Education and Student Life Committee of the Board of Trustees

IT – Institutional Technology

Leadership Now – Seminary Youth Program

LTS – Lancaster Theological Seminary

MAML – Master of Arts in Ministry and Leadership Degree

MA(R) – Master of Arts (Religion) Degree

MDiv – Master of Divinity

MS – Ministerial Studies

SCC – Seminarian Community Council

SONIS – Scholastic Online Information System

## CONTACTS

<b>Registrar</b> <ul style="list-style-type: none"> <li>• Grades</li> <li>• Registration Changes/Issues</li> <li>• Classroom Issues</li> <li>• Disability Accommodations Requests</li> <li>• SONIS Applications</li> </ul>	Teresa Benneian	tbenneian@lancasterseminary.edu 717-290-8718
<b>Dean of the Seminary's Administrative Assistant</b> <ul style="list-style-type: none"> <li>• Letter of Appointment</li> <li>• Appointment with Dr. Mellott</li> </ul>	Rachel Gawn	rgawn@lancasterseminary.edu 717-290-8723
<b>Technology</b> <ul style="list-style-type: none"> <li>• Email Setup/Issues</li> </ul>	Augustine Apprey	aapprey@lancasterseminary.edu 717-290-8757
<b>Library</b> <ul style="list-style-type: none"> <li>• Copyright for course readings</li> <li>• Library account</li> <li>• Moodle</li> <li>• Writing Center</li> </ul>	Library personnel	717-290-8707
<b>Business Office</b> <ul style="list-style-type: none"> <li>• Key Fob/Parking Permit</li> <li>• Reserve Meeting Room</li> <li>• Reserve Overnight Room</li> </ul>	Rose Germeyer	rgermeyer@lancasterseminary.edu 717-290-8725
<b>Faculty Administrative Assistant</b> <ul style="list-style-type: none"> <li>• Mail &amp; Photocopies for class</li> <li>• Supplies</li> <li>• Textbook Submissions</li> <li>• AV Requests</li> </ul>	Jamie Beth Schindler	facultyassistant@lancasterseminary.edu 717-290-8750