Welcome Adjunct Instructor,

The Mary Baldwin University community thanks you for taking on the important role of educating our students. We pride ourselves on engaging our students in learning experiences that empower leaders for a changing world.

Whether your students are engaged in studying within a traditional undergraduate residential environment, continuing their undergraduate studies online, or pursuing graduate education, they are trusting us with their precious time and money to advance their education. Thus, we work hard to maximize this investment of their resources and their potential outcomes.

This document is intended to help adjunct faculty understand Mary Baldwin's expectations for their work at the university, and to provide directions and guidance about how to be successful here.

Thank you, again, for your interest in sharing your expertise in your field, and for your understanding, compassion, and support for our students as you begin, and complete, your teaching time at MBU.

It takes a team. You are not alone in your endeavors as an adjunct instructor at Mary Baldwin. You have the support of the MBU administration, including the Vice Presidents/Deans, Associate Deans, department chairs, and/or program director. Our MBU advisors are your best resource when you have questions and/or concerns about a student.

There are resources available to help you learn how to build a strong course offering in Canvas, our learning management system (LMS). (Contact Ribriddell@marybaldwin.edu for assistance.) This is just one of the many resources that are here to help you succeed in your role.

Welcome to the Mary Baldwin Family. We are glad and grateful that you are here. Your participation in our mission means a lot to us, as we empower tomorrow's leaders to pursue lives of purpose and professional success.

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General Information about Mary Baldwin University

Mary Baldwin University's Mission

Empowering tomorrow's leaders to pursue lives of purpose and professional success.

As a distinctive small university committed to its rich heritage as an inclusive, women-centered liberal arts college, Mary Baldwin fulfills its mission by providing undergraduate, graduate, and professional education to a diverse population of students. It emphasizes high ethical standards and the development of critical, creative, and reflective reasoning as the foundation for fulfilling, engaged, and meaningful lives.

Mary Baldwin University's Commitment to Inclusive Community

We, the community of Mary Baldwin University, strive to celebrate humanity in all its wondrous and complex variations. Because we value diversity, it is our mission to sustain a community where all may flourish. We are safe to embrace our shared experiences and our differences. To this end, we treat all with respect and compassion.

In accordance with this commitment, we use students' preferred names and pronouns.

Locations and Staunton Campus map

Mary Baldwin University's Historic Campus is at 101 East Frederick Street, Staunton, VA 24401.
Link to map
The Murphy Deming College of Health Sciences is at 100 Baldwin Boulevard, Fishersville, VA 22939.
Link to more location information

Departments

Financial Aid 540-887-7301
Student Accounts 540-887-7364
Instructional Design 540-887-7188
Classroom Technology 540-887-7052
Instructional Technology 540-887-7347
Registrar 540-887-7033
MDCHS Administration 540-887-4000
Business Office 540-887-7178

Vice President of Academic Affairs Office
540-887-7030
Grafton Library 540-887-7085
Office of Information Technology 540-887-7075
Registrar's Office 540-887-7071
Security 540-887-7000
Support Services 540-887-7017

Mary Baldwin University Department Chairs are listed in the Mary Baldwin University Catalog.

Course Delivery Methods

Mary Baldwin provides courses in varied formats, which include face to face, online, and hybrid courses. All courses encourage interaction between students and keep all students engaged and feeling connected to their academic peers and instructors, whether they are on or off-campus.

Face to Face Classes

In face to face classes, the syllabus, assignments, and grades are updated in the Canvas Learning Management System™. Use of Canvas for assessments is required, so students can accurately track their progress and so grading information can be visible to the students' advisors, and passed to our retention tools. All communication between adjuncts and students also occurs via Canvas Announcements or the Canvas Inbox, so that there will be a record of the communication.

Online Courses

Online courses use the Canvas Learning Management System™ software that allows faculty to post materials online and create asynchronous discussion boards. An online course should conform to the best practices in online teaching standards found at the end of this document (MBU'S Best Practices — Elements of an Online Course).

The first page of the document includes the elements required of an online course. The remainders are suggestions for improved course design. Please read this document and plan your course accordingly.

Your program director may have additional program-specific requirements.

Hybrid Classes

In hybrid classes, students are expected to do much of the work on their own, but they attend scheduled classes evenings and/or weekends, in person, virtually, or a combination. In most cases, classes meet four to six times during the semester. Because class time is limited, faculty must make creative use of the hours allotted to them. A hybrid course uses the Canvas Learning Management System™ to keep students engaged between class meetings.

Administrative Details

Compensation

Adjunct faculty are sent a contract letter for the course(s) they are asked to teach about 4 weeks prior to the start of the upcoming semester. The contract will list the course(s), the compensation structure, and the payment schedule. A signed contract is also required to be returned by the due date in the letter. The return date may vary based on when the contract is issued. Any questions or concerns about the contract should be directed to the department chair or program director for which the course is taught.

Contracts and Payroll Processes

The types of contracts offered by Mary Baldwin University are: probationary, continuing, fixed-term, part-time, adjunct, and Professor of Practice. Adjunct and part-time members of the faculty are

contracted on the basis of an individually-specified part-time commitment to the university. Such appointments carry no expectation of promotion or tenure, no faculty privileges other than those specifically stated in the contract, and no expectation of further contracts.

Your earnings will be reported on a Form W-2 and taxes, including Social Security, will be deducted from your salary. You can see your pay statement online here. Please direct all payroll questions to the Central Office: 540-887-7003 or toll free 800-822-2460.

Staunton Campus Mail, Security Badges, Keys, Parking, Meal Options

Mail can be sent to the Staunton Campus at 101 E Frederick St., Staunton, VA 24401. Parcels should be sent to 318 Prospect St. and include the building address on campus.

(For Example, Dr. Mary Jones, Carpenter Academic 392, 318 Prospect St., Staunton VA 24401)

Keys are available from Facilities. Information about facilities management is on the Mary Baldwin website. More information about parking is on the Mary Baldwin website. Faculty can purchase meals on the Staunton campus. Your account is linked to your ID card, and more information about menus and how to add funds to your account is on the Dine On Campus website.

MDCHS Campus Mail, Security Badges, Keys, Parking, Meal Options

Mail can be sent to the Murphy Deming College of Health Sciences at 100 Baldwin Blvd., Fishersville, VA 22939. Security badges and parking passes are available from the operations manager at the Murphy Deming College of Health Sciences. Adjunct faculty with a parking pass may park in any lot labeled faculty/staff parking. Murphy Deming faculty can purchase meals on the Staunton campus. Your account is linked to your ID card, and more information about menus and how to add funds to your account is on the Dine On Campus website.

Campus Technology Account

The Office of Integrated Technology will create your account details, and will contact you with instructions about how to access the campus network, your @marybaldwin.edu email, your Office365 account, and the Canvas LMS.

Faculty Meetings

Part-time faculty, adjunct faculty, and Professors of Practice members are contracted on the basis of an individually-specified part-time commitment to the university. All faculty members, including part-time faculty, adjunct faculty, and Professors of Practice members, are welcome to attend faculty meetings with the privilege to participate in discussion, but only full-time faculty members are entitled to vote.

Expectations and Employment Policies

Faculty Expectations

All faculty will use their @marybaldwin.edu email. Your Mary Baldwin University email account can be accessed directly on the web at gmail.marybaldwin.edu. Note that this is the only email address listed for you in the MBU directories that university personnel and students consult. All electronic

correspondence from the university will be sent to this account. Check your MBU email on a regular basis. Students expect prompt responses to questions to facilitate academic progress during the semester. Each instructor or team (in the case of team taught courses) is responsible for planning and presenting the course material for their own courses, for establishing course objectives, and for selecting and ordering texts. Externally accredited and graduate programs may require greater consistency in course offerings, including the establishment of specific course objectives and text selection, and in those cases the program director will advise you.

Use of the CANVAS Learning Management System

Mary Baldwin is committed to offering excellent education to our students. Each student expects and deserves a well-designed, student-centered, and consistent learning experience. Student success and retention are important to Mary Baldwin. The Center for Teaching and Learning has provided tools so that all instructors can support these efforts.

Canvas, our learning management system (LMS), supports student learning and faculty teaching and provides critical retention data through Dropout Detective, one of our retention tools. IOTA360, our course evaluation tool, is accessed via Canvas. The Canvas website is http://marybaldwin.edu/Canvas. You use your MBU email username and your domain password to access Canvas.

Starting August 2021, unless otherwise instructed by a dean or program director, adjuncts teaching at Mary Baldwin will follow these guidelines.

1) All adjunct instructors are enrolled as students in the Canvas Faculty Training Course, and are expected to complete this course.
2) All assessments will be graded in Canvas. Students will submit written and file submission assignments via Canvas. Assignments that are not written (in-person presentations, participation, artwork) will be set up as "No Submission" assignments in Canvas, and graded promptly after the due date.

3) Due dates will be entered for all assessments in the Canvas due date field.

Assign

Assign to

Everyone ✕

Due

Aug 31, 2020 11:59pm 📅

Mon Aug 31, 2020 11:59pm

Available from   **Until**

📅   📅

4) The "total" grade shown in Canvas (points or percentage) will be calculated in accordance with the final/total grade as stated in the syllabus. The undergraduate grading scale is published in the Catalog. For graduate programs, please check with your program director to see if a letter grading scale is used.

Assignment Groups Weight   ✕   +Group   + Assignment   ⋮

☑ Weight final grade based on assignment groups

                                    0% of Total + ⋮

Homework   30   %   ✓ ⋮

FinalExam   25   %   ✓ ⋮

Test   30   %   ✓ ⋮

Attendance   15   %   ✓ ⋮

Total   100%   ⦸ ⋮

                        Cancel   **Save**

5) Use the "zero if unsubmitted by due date" Canvas Late Policy. Any graded submission submitted later will replace the zero with the actual grade. (This is so students, if they fail to submit an assessment, are not surprised by a significantly lower final grade than the one they

thought they were getting.)

Beverly Play › Grades

| Late Policies | Grade Posting Policy | Advanced |

☑ Automatically apply grade for missing submissions

Grade percentage for missing submissions

| 0| | % |

☐ Automatically apply deduction to late submissions

| Late submission deduction percent | Late submission deduction interval |
| 0 | % | Day | ⌄ |

Lowest possible grade percent

| 0 | % |

Cancel   **Update**

6) Publish the course by 9 a.m. on the <u>first day of the term or subterm</u>. The instructor may publish the course up to 14 days prior to the start of the term or subterm.

7) When prompted by the email from IOTA360, use the Canvas Announcement feature to remind students of the course evaluation window and encourage completion once the window has opened.

Home

Announcements

Modules

Portfolium

Badges

Grades

New Analytics

Rubrics

| All ⌄ | Search 🔍 | 🔒 | 🗑 | + Announcement |

External Feeds

Welcome to the Course!

☐   U   All Sections   ⋮

Text of Announcement   Posted on:

8) All communication from adjuncts to students about academic progress will be made from the [Canvas Inbox](), so there is a record of that communication stored within the course.

Lecture Capture

There are a variety of lecture capture options for faculty teaching online and/or face-to-face. More information about options and their various features are on the [CTL Website]().

Adjunct faculty in some programs may be expected to record their classroom lectures using a specific lecture capture tool. The program director will advise their faculty about this expectation.

Ethical Obligations of Faculty

See the [Mary Baldwin Faculty Handbook]() section 2.4.

Academic Freedom

See the [Mary Baldwin Faculty Handbook]() section 2.8.2.

FERPA

All faculty are required to view [this FERPA Presentation]() and successfully complete the accompanying quiz. Your FERPA certificate will be emailed to you and a copy sent to the registrar.

Evaluation of Adjunct Faculty and Contract Renewal

See the [Mary Baldwin Faculty Handbook]() section 3.4.3.

Faculty Grievances, Discipline, and Severance

See the [Mary Baldwin Faculty Handbook]() section 5.1.

Employee Handbook

The Employee Handbook is on the [Mary Baldwin University]() website.

Additional Expectations for Online and Hybrid Teaching

Consider the challenges that students encounter when working independently. Remember online students may feel somewhat isolated and overwhelmed. Be prepared to offer encouragement and answer questions.

- Contact all students in your courses at the beginning of the semester. This initial contact is very important!

- Respond to student inquiries in a timely fashion and notify students of any changes in your contact information.
- Notify students if you will be absent from the course during the semester.
- Provide rich and rapid feedback during the semester and return graded assessments promptly. Grading and returning assignments promptly is especially critical for online courses where students often cannot continue to progress without input from you.
  - For example: Post a "zero for assignments where the work has not been submitted" by the due date. Canvas can do this for you (see "Use of the Canvas LMS," above.) You can make it clear that this zero is a placeholder if you will accept late work. "Zero filling missing submissions" provides the most accurate information to Dropout Detective, which gives advisors data they need to help students.
- Be clear and firm in all interactions and keep well-organized records. Document your exchanges with a student by using the inbox in Canvas for individual student communications. In most cases you will be able to manage challenges with patience and care, but if you sense that there is a significant problem developing, you may wish to consult with the student's advisor. You can see student advisors from Dropout Detective, under the contacts tab.
- It can be helpful to contact the student's advisor and have them join you in efforts to help the student. Online students often juggle many responsibilities and handle much stress. Communication is key.

Before Classes Begin

Textbook Orders

Because students are responsible for acquiring their own textbooks, it is imperative that you provide students with textbook requirements as soon as possible or check with your department chair on choosing texts. Ensure the textbook information you are providing on your syllabus and on Canvas is up to date and accurate. Please be sure to provide the author, title, publisher, and ISBN of each book you are requiring. If you are requiring a bundled course pack, you will need to provide a separate ISBN. Please watch for the email to order books for the subsequent semester. Our online bookstore requires that an accurate ISBN is included, so please be particularly careful with the ISBN.

Office Hours

Office hours may be held in your office, if you have one, or online via Teams, Google Meet, or Blackboard Collaborate. For more information about how to set up office hours in Blackboard Collaborate, see the [Center For Teaching and Learning website](#).

The Mary Baldwin University Honor Code

The Honor Pledge

Mary Baldwin University operates under an Honor System. All students are asked to sign and abide by the following pledge:

> *Believing in the principles of student government, I pledge to uphold the ideals and regulations of the Mary Baldwin University community. I recognize the principles of honor and cooperation as the basis of our life together. I shall endeavor faithfully to order my life accordingly. I will not lie, cheat, steal, plagiarize, or violate my pledge of confidentiality. I will encourage others to fulfill the ideals of the honor system and will meet my responsibility to the community by reporting incidents of honor offenses.*

Ideals of the Honor System

In becoming a member of the Mary Baldwin student body and in taking the honor pledge, each student enters into an agreement based on freedom and recognition of responsibility to this community, promising to uphold the ideals of the Honor System. The ideals of the Honor System include trust among all members of the community. A student assumes full responsibility for her or his actions.

If you suspect an Honor Code violation

To report an Honor Code incident, use this link. If you have any further questions, please contact the Honor Council chair and/or the faculty advisor to the Honor Council. Use this email address: sga-honor-council@marybaldwin.edu. They will advise you concerning the submission of an incident report and the process undertaken by student representatives for conducting an investigation to determine the facts of the case. More information about the Honor and Judicial Systems is on the Community Standards webpage.

Sample Syllabus and Syllabus Guidelines

At the first class meeting of the semester or term the instructor will distribute or make available a syllabus for each course (including course goals, topics to be covered, requirements, assignments, grading policies, etc.) and will forward a digital copy to the dean of the faculty member's college and to the Office of the Provost, where it is kept on file. For online or hybrid classes, each instructor will provide a digital syllabus in Canvas.

A sample syllabus is here.

Class Rosters

If your Canvas course is published, you can contact your students by sending an announcement, or via the Canvas Inbox. Canvas is refreshed daily with new enrollment information, and students can be added or dropped from your course within the add/drop period, so announcements that are saved in Canvas might be the best way to communicate important information to all students. For the most up to date information about your course roster, log into MyMBU. Additional documentation is on the Center for Teaching and Learning Website.

Classroom Technology and the CANVAS Learning Management System

The Center for Teaching and Learning exists to enhance the learning and teaching environment at MBU. They partner with faculty to cultivate teaching that is inclusive, centered on student learning, and guided by research. They offer individualized consultations, resources, and workshops designed to promote critical reflection and experimentation in teaching, including the purposeful use of technologies both online and in the classroom.

If you need access to classrooms in order to familiarize yourself with the technology, please contact the Center for Teaching and Learning for classrooms in Staunton, or the MDCHS OIT team for classrooms in Fishersville. More information about classroom technology is on the Center for Teaching and Learning Website.

All faculty are enrolled in the Faculty Canvas Training Course, and have access to the Center for Teaching and Learning website. If you have questions about any instructional technologies, please contact the CTL staff or email ctl@marybaldwin.edu.

During Term — Administration Details

Reporting Non-Participation

In order for Mary Baldwin to remain in compliance with state and federal financial aid regulations, we require that all instructors complete a non-participation report for any student who does not attend or participate in class within the first five days of the term. We must know which students start and finish each course. A failing grade for any student at the end of the term will require a last date of participation/attendance.

Non-attendance/non-participation is defined as inactivity in the classroom setting in the first five days of the term and a failure to communicate with the instructor to explain that period of inactivity.

- A student who engages in an academic-related activity is considered attending/participating and should not be reported.
- Examples of academic-related participation include:
    - Attending an in-person class
    - Submitting online academic-related activity (Visible from the participation column on the student tab in Canvas New Analytics)
    - Taking an exam or submitting an assignment

You will receive an email from the registrar with the link to the non-participation reporting form.

If you are concerned about a student, please submit an "early alert" using the "student concern" option in myMBU.

Class Cancellation Policy

University closings and other important information are shared via the Baldwin Alert Message (BAM) system. Adjunct faculty should sign up at bam.bbcportal.com to receive these alerts. Additional information on BAM is shared later in this document in the "emergency procedures" section. Other cancellations should be shared with the students and the department chair or program director in a timely manner.

Access and Disability Services Guidelines

See Accessibility Services on the Mary Baldwin Website

UNSAT and Midterm Grading

UNSATs are progress reports for students (except for the graduate programs at MDCHS*), intended to provide feedback to those who are not performing well in your course, whether for attendance issues, missing assignments, or poor test grades. This feedback is very helpful for students and advisors and allows them to make informed decisions to seek help or consider possible P/NC or withdraw options by the deadline. (The deadline to PNC and withdraw for 15-week courses is at the end of the eighth week of the semester.)
Students and advisors will receive an email notification if an UNSAT is given.

When prompted by an email from the registrar, you will report unsatisfactory ("U") grades via MyMBU. Students meeting the criteria above (or for other reasons, if you feel it necessary) are the only ones who need to be given an unsatisfactory grade. If all of your students are performing satisfactorily, you don't need to do anything. If, however, you have students who should receive an unsatisfactory report, here are the simple steps to record them online:

1. Log in to MyMBU with username and PIN.
2. Click on the "faculty" tab
3. In the "faculty course control" area, you should see a list of courses you are teaching this semester. To the right of each course should be a dropdown menu to "go directly to" an option for that course. Select "**grade entry**" from the menu.
4. The grade entry selection will take you to your roster for that particular class. Using the **"midterm grade"** column, select "U" (unsatisfactory) for any student you deem appropriate. Midterm UNSATs are only for students not doing well; anyone doing well, leave alone. *Please note:* if a student appears with no editable absence box, that student has already withdrawn from the course and no UNSAT should be given (see below):
5. Once you've recorded the UNSATs for a certain class, scroll to the bottom of the page and click "SAVE."

*The graduate programs at Murphy Deming College of Health Sciences do not use this procedure for UNSATs and midterm grading. Please contact the program director for any of those programs (PT, OT, PA, healthcare administration, nursing) for procedures related to this item.

Emergency Procedures

BAMs (Baldwin Alert Messages) are voice, text, and email messages that alert the university community to imminent danger on either the main campus in Staunton or the Murphy Deming College of Health Sciences campus in Fishersville. Examples of imminent danger include a tornado in the vicinity, an armed robbery near one of our campuses, or an active shooter on either campus. In cases of extreme and imminent danger on the main campus, sirens will be sounded as well.

BAM's outreach function is also used to share news of weather closings and delays (text message and email only).

To customize your BAM alert settings:
At a minimum, we encourage all who are regularly on either campus and who carry a mobile phone to register that number for BAM text alerts. All employees and students are automatically included, but the contact information that is pulled from the main database may not be the best way to reach you in case of emergency. So it is important that you review your record and adjust your settings.
· Go to https://bam.bbcportal.com/

If you are signing in for the first time:
Click on "Sign Me Up!" in the bottom right corner of the screen. You will need your MBU email address and MBU ID number to register, and you will be asked to set up a password of your choosing (not the same as your other MBU passwords). Check your gmail.marybaldwin.edu email and click on the link. Then it takes just a few minutes to choose security questions, enter contact information, and establish your subscription settings.

If you have previously signed in:
Your settings should be the same as before, but please make sure. Sign in using your marybaldwin.edu email address and your BAM password. Hover your cursor over your name in the upper right hand corner (or tap your name if using a touch screen), and click on "contact info" and "subscriptions."

For weather closures and delays, if you wish to receive text and/or email announcements, be sure to enable your "outreach" subscription and to select your choice of email and/or text message options. Due to the early hour at which closure decisions are made, weather closure announcements are not sent via voicemail.

During Term — Issues of Concern

## Immediate Attention from On-Call Staff

If there is an imminent risk to the health and/or safety of a residential student, please call 911 and then report to Campus Safety at 540-887-7000.
Otherwise, use this form to report something that is time-critical to the on-call staff. These reports will be attended to as a priority.

Student of Concern

Early Alerts: Students struggling academically, personally, or behaviorally

Submit any student concerns you may have through our retention module in MyMBU. You must be logged in to MyMBU to access the "student of concern" button on the left side of your screen (see below). Once you click "student of concern," a new window will open where you input the information and submit the form.
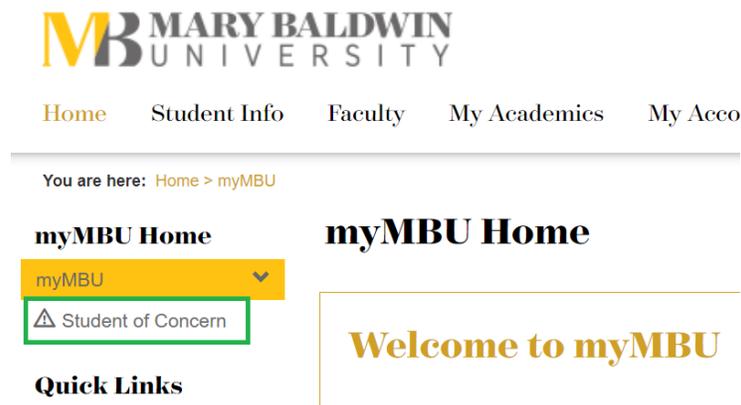
If you are submitting reports about multiple students at once, such as students who are in danger of failing the course, do not add student-specific comments to the details of your concerns. If you have details to submit on a student, please submit those alerts individually rather than in a group.

Faculty advisors and our Student Success Team leaders receive automatic notification when you submit your alerts, and are able to begin outreach quickly. Thank you for your attention to this important process.

Cheating and Plagiarism

If you believe an undergraduate student has cheated, Report an Honor Code Violation. If you believe a graduate student has cheated, please check with your program director/dean about the process in your college.

Sexual Misconduct / Title IX

Information about sexual misconduct and gender discrimination, and reporting forms are here: Title IX at Mary Baldwin

End of Term

Student Evaluation of Course

Toward the end of each term, our IOTA360 Course Evaluation Service will email students and

encourage them to evaluate their courses. The course evaluations are accessed via Canvas.

Evaluation results are sent to the instructor, and are reviewed by the department chair and dean.

Send an announcement via Canvas to encourage your students to fill out evaluations; we need this information for accreditation and academic rigor. We have found that instructors have the greatest influence in getting students to fill out evaluations.

Final Exams for Undergraduate Courses

The expectation for each undergraduate course is that it will require a comprehensive final examination or other appropriate final project. For on-campus 15-week courses, final exams/projects must take place during exam week, not take place during the last week of regularly-scheduled classes. Copies of final examinations or appropriate other final projects will be sent to the dean of the faculty member's college. You will receive an email from the Office of the Provost or your dean providing instructions for submitting this information.

Final Grades

Letter grades for the equivalent numerical totals can be found in the [Mary Baldwin University Academic Catalog](#) for undergraduate courses. For graduate courses, check with your program director to see if there is a defined letter grading scale.
Final Grades are submitted via MyMBU (See midterm grading, above)

"Incompletes"

A student may request an "incomplete" at the end of a course if, for reasons beyond their control, they are unable to complete the course work.
An "incomplete" may be given to an undergraduate student only with the approval of a college dean and of the course instructor. Graduate students may request incompletes from their program director or dean.
Incomplete work must be completed by the end of the next calendar term, that is, by the end of term 3 for fall semester courses, and by the end of term 1 for spring courses. In unusual circumstances, such as prolonged illness, with the approval of the instructor, the registrar may extend the time.
If the work is not completed within the time specified, the Office of the University Registrar will assign the grade awarded by the instructor based on the work completed to date.
Information about how to update Canvas to accommodate student incompletes is on the [CTL Website](#).

Grade Changes

If a grade of W (withdrawn), I (incomplete), or NR (not reported) is in the student's course record, it cannot be changed by the instructor; you will need to email the Office of the Registrar to submit a

grade change.

If for some reason you are unable to assign a grade, you may leave the grade field blank. If an Incomplete has not been processed by the grade submission deadline, an administrative F will be assigned by the Office of the Registrar. This can be changed if an approved incomplete is subsequently received.

Grade Appeals

Students have the right to appeal grades. Details are under "grade changes" in the Mary Baldwin University Catalog.

University Resources

Grafton Library

You and your students have access to library resources at Martha S. Grafton Library on campus in Staunton; you may check out books, request materials on interlibrary loan, and place materials on reserve.

You and your students also have access to a wide array of online resources, including databases, full text articles, reference tools, online catalogs, film/video collections, and interlibrary loan. For information on off-campus access to the library, see libguides.marybaldwin.edu/home.

If you have any questions about library usage, consult a librarian at ask@marybaldwin.edu or 540-887-7085.

Academic Resource Center

The Academic Resource Center (ARC) combines the talents of writing, math, and subject tutors to provide the assistance your students may need in one central location with opening hours that accommodate their schedules.

More information is on the ARC website.

Computer Labs

There are several computer labs on the Staunton campus that are used as classrooms and are also available for student use when there is not a class scheduled. Information about the computer labs on the Staunton Campus is located here.

General Information

Academic Processions

You are welcome to participate in the university's formal academic processions on campus. There are three processions a year: Charter Day in early September, Founders Day in early October, and Commencement in May. Please notify the President's Office if you plan to march: 540-887-7030.

Communication with Departments

- Each adjunct faculty member has a department home with a full-time MBU faculty member as the department chair or program director. This is an important contact person for adjuncts.
- The level of communication between adjuncts and their MBU department chairs (or program director) varies greatly among the different departments. Each adjunct should speak with their department chair/director to ascertain that department's expectations regarding the adjunct member's attendance and participation in departmental meetings and other activities.
- Regardless of the frequency and depth of official top-down departmental communication with adjuncts, adjuncts are encouraged to contact the department chair/director when relevant problems or questions arise. These include course content and student instruction.
- The adjunct should make at least annual contact with the department chair/director to discuss:
    - Course offerings for that year.
    - Changes in department policy that might affect teaching
    - Changes in department curriculum that might affect course content.

Campus Events
As an adjunct you are welcome to attend campus events. The MBU website (www.marybaldwin.edu) highlights information about upcoming events.

Where Can I Find It?	
Information	**Resource**
Academic Calendar	marybaldwin.edu/academics/academic-calendar
Canvas	marybaldwin.edu/Canvas
Help with Canvas and other Instructional Technologies	https://sites.google.com/marybaldwin.edu/ctl/canvas/canvas-basics?authuser=1
Class Rosters	MyMBU/Faculty
Course Offerings List for (Online courses)	MyMBU/MBUOnline

Forms to Print (Administrative)	marybaldwin.edu/fac-staff
General Information about the University	www.marybaldwin.edu
Help from the Office of Information Technology	help@marybaldwin.edu
Library Services	libguides.marybaldwin.edu/home/
Online Directory for MBU Faculty and Staff	MyMBU