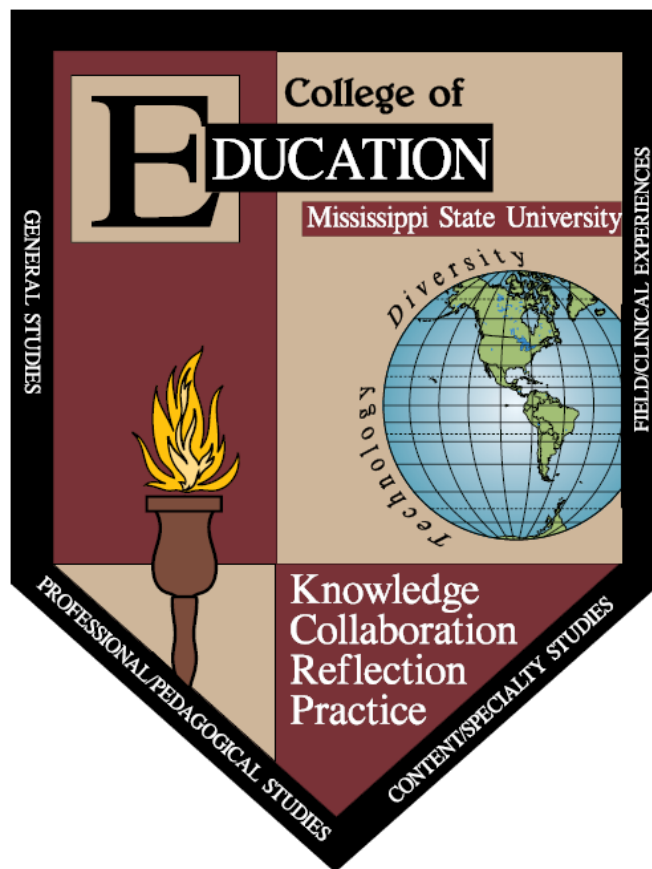


# MISSISSIPPI STATE UNIVERSITY COLLEGE OF EDUCATION LECTURERS' HANDBOOK



2007

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## PREFACE

The faculty of the College of Education is committed to fulfilling the following three major functions: (1) to provide undergraduate and graduate professional preparation for teachers, administrators, school service personnel, and others who assume education-related positions in settings other than schools; (2) to collaborate with school personnel, educational agencies, professional groups, and others interested in the evaluation and improvement of educational opportunities, programs, and services; and (3) to promote and conduct experimental and other research studies designed to improve educational practice and to advance educational theory.

In addition to being accredited by the National Council for Accreditation of Teacher Education and the Southern Association of Colleges and Schools, the College of Education is a member of the American Association of Colleges for Teacher Education. It is the objective of this College to provide excellence in education while at the same time exhibiting a friendly attitude toward students. The teacher education programs are approved by the Mississippi State Department of Education, thereby enabling graduates to satisfy the certification requirements for the State of Mississippi.

This Handbook is presented to each lecturer (temporary and/or part-time) in the College of Education at Mississippi State University. It is hoped that the material presented in this document will be helpful to you.

*Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.*

## **I. GENERAL INFORMATION**

### **A. University Mission Statement**

The mission of Mississippi State University is to educate the workforce and leaders of the future, produce robust research for our state and nation, and provide expert services to our citizens, communities and businesses.

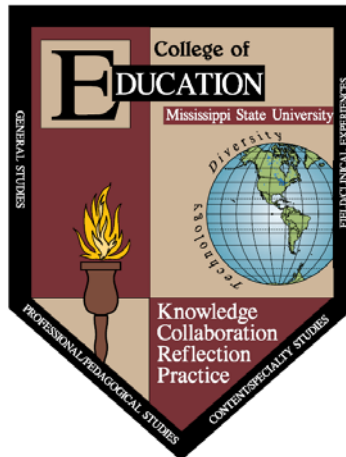
### **B. College of Education Mission Statement\***

As a land grant institution founded in 1878, Mississippi State University has a rich and distinguished tradition of providing leadership and service to the state and its people. Within this tradition of excellence, the mission of the College of Education at Mississippi State University is to prepare highly qualified professionals for the state and region to serve as teachers, administrators, supervisors, counselors, and other professionals in public schools, industry, and human service agencies. The College of Education values outstanding teaching and is dedicated to offering nationally accredited programs that are based on essential knowledge, sound practice, relevant research, and realistic clinical training. It is committed to the provision of actualizing professional development opportunities at the baccalaureate, master's, specialist, and doctoral levels. The College is committed to providing professional development opportunities at the baccalaureate, master's, educational specialist, and doctoral levels. Through its leadership in teaching, service, and research, the College of Education prepares professionals who contribute substantially to the improvement of the lives of many individuals in our changing, technologically complex, and increasingly diverse society.

\*This statement is a result of faculty input beginning at the August 17, 1995 College Retreat and concluding at the May 2, 1996 College Round Table.

## C. College of Education Conceptual Framework

The mission of the College of Education at Mississippi State University is to assure the success of students and graduates by providing superior learning opportunities that are continually improved as society, schools, and technology change. Consequently, the faculty of the College of Education at Mississippi State University believe that their role is to prepare **Educators/Professionals** who possess the necessary knowledge, skills, behaviors, and attitudes to function competently and ethically and who are dedicated to continual improvement of all students' educational experiences.



The organizing theme for the conceptual framework for the College of Education at Mississippi State University is **EDUCATORS/PROFESSIONALS** - Dedicated to Continual Improvement of All Students' Educational Experiences.

The visual symbol is a shield depicting a burning torch, a metaphor for the necessary knowledge, skills, behaviors, and attitudes of educators/professionals and a globe, symbolizing the dedication of educators/professionals to the improvement of **all** students' educational experiences. On the outside edges of the shield are the areas of study which constitute the components of the educative process and are essential underpinnings for development of knowledge, skills, behaviors and attitudes of educators/professionals: (1) **General Studies** assist educators/professionals in understanding themselves and the world around them and allow them to gain both a more integrated view of knowledge and authentic view of life; (2) **Professional/Pedagogical Studies** encourage educators/professionals to connect their knowledge of those areas of specialization to an understanding of how students or clients learn and think at various stages in their development; (3) **Content/Specialty Studies** enhance and build upon the general studies allowing students opportunity to learn to think about how knowledge in their discipline can contribute to educating a productive educator/professional; (4) **Field/Clinical Experiences** allow students the opportunity to participate in field/site-based experiences where they explore the issues involved in the setting and develop specific competencies through guided practice, both of which contribute to effective teaching/leadership and build reflective practice to help ensure that necessary skills have been mastered.

Contained within the shield are the words “knowledge,” “collaboration,” “reflection,” and “practice” identifying the essential characteristics of an effective educator/professional. The beliefs that guide program development are as follows:

1. **KNOWLEDGE** - Educators/professionals must have a deep understanding of the organizing concepts, processes and attitudes that comprise their chosen disciplinary knowledge base, the pedagogical knowledge base, the pedagogical content knowledge base and how these knowledge bases are complemented by proficiency in the use of technology.
2. **COLLABORATION** - Educators/professionals must continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility.
3. **REFLECTION** - Educators/professionals must determine their strengths and weaknesses and possess the skills, behaviors, and attitudes necessary to learn, change, and grow as life-long learners.
4. **PRACTICE** - Educators/professionals must have a rich repertoire of research-based strategies for instruction, assessment, and the use of technologies and be able to focus that array of skills on promoting authentic learning by all students or clients, while exhibiting an appreciation and commitment to the value and role of diversity.

## **II. CONDITIONS OF EMPLOYMENT**

### **A. Qualifications for Employment**

1. Undergraduate teaching - completed at least 18 graduate hours in the teaching discipline and hold at least a master's degree, hold the minimum of a master's degree with a major in the teaching discipline, or possess outstanding professional experience and demonstrated contributions to the teaching discipline
2. Graduate teaching - hold terminal degree in teaching discipline or a related discipline

### **B. Required Documentation**

1. Resume
2. Two letters of recommendation
3. Official college or university transcripts
4. Employment eligibility form
5. State and federal tax withholding forms
6. Other forms as required by department/university (i.e., Certification/Acknowledgment of Reemployment of Retiree Form; Noncovered Employment Acknowledgment Form, etc.).

## **III. OBLIGATIONS AND RESPONSIBILITIES OF LECTURERS**

### **A. Familiarization with Appropriate Handbooks**

1. College of Education Faculty Handbook
2. Lecturers' Handbook
3. Mississippi State University Bulletin

### **B. Preparation for Teaching**

1. Review/modification of existing NCATE-approved course syllabus.
2. Review of existing course textbook(s).
3. Clarification of any areas of concern.
4. Arrangements to reserve laboratory space, audiovisual equipment, supplies, or other special requests.

### **C. Obligations to Students**

1. Distribute a clear course syllabus outlining the objectives, requirements, standards, grading, and attendance policy.
2. Require teacher education admission cards from all students enrolled in professional education courses.

3. Make accommodations for students with documented disabilities.
4. Abide by the Family Education Rights and Privacy Act (Buckley Amendment), which requires eligible students access to their educational records and forbids disclosure of certain identifiable information from a student's educational records to unauthorized third parties.
5. Meet classes as scheduled and, when circumstances prevent this, arrange equivalent alternate instruction.
6. Remind students of university policies describing drop and withdrawal policies. (See University Bulletin for dates.)
7. Present a reasonable range of opinions on controversial issues within the scope of the course. A faculty member's own views on such issues should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
8. Evaluate fairly and impartially the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, political views, or be based on the student's agreement with the teacher's opinion on controversial issues in the discipline.
9. Protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action.
10. Be available before and/or after class for student conferences.
11. Demonstrate respect for the student and treat the faculty-student relationship with confidentiality.
12. Avoid any exploitation of students for personal advantage.
13. Conduct official student evaluations of teaching performance during the last two weeks of the fall and/or spring semester, and during a regularly scheduled class period.
14. Give a test or other graded assignment prior to the drop date.
15. Abide by "Dead Days" policy, which forbids unscheduled tests or assignments during the last three class days immediately preceding the first day of the official University examination period as established by the University calendar, the University catalog and the schedule of course offerings circulated by the Office of the Registrar. This policy applies to the regular academic year (fall and spring semesters) only.
16. Give a final examination at the appointed time and place printed in the Mississippi

State University Master Schedule.

17. Submit mid-term and final grade reports, including student absences, to the University Registrar by the requested date.

#### **IV. EXPECTED ETHICS/DISPOSITIONS**

##### **A. Professional Ethics**

It is the responsibility of each faculty member and administrator to maintain an academic environment conducive to the positive educational development of all students and fellow faculty members. This standard of professional conduct requires each member to behave in a manner which is free of intimidation, harassment, and discrimination based on sex, race, religion, politics or professional interest. Special care must be taken to avoid exploitation of students or colleagues for private or professional advantage especially those vulnerable to the faculty member's authority.

##### **B. Sexual Harassment**

###### *Policy Statement*

Mississippi State University, in its efforts to foster an environment of respect for the dignity and worth of all members of the University community, is committed to maintaining a work-learning environment free of sexual harassment. It is the policy of the University that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action.

###### *Definition of Sexual Harassment*

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work-learning environment.

###### *Procedures for Handling Policy Violations*

See University Faculty Handbook for procedures related to ethics violations.

##### **C. Conflict Of Interest/Ethics (HRM 416)**

Mississippi statutory law requires state employees to abide by certain ethical standards as public employees. The law applies to all employees of Mississippi State University, as well as to all other state employees. It specifically prohibits public employees from using their official positions and/or information gained through the course of employment to obtain pecuniary

benefit for themselves other than compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which they are associated. Violations of this policy include immediate discharge and possible civil penalties.

#### **D. Professional Ethics Violations**

Formal accusation of a faculty member or an administrator of an ethics violation is a very serious matter. If, after exhausting informal means, an individual feels that the ethics violation is continuing or that the violation has not been rectified in sufficient degree, the individual can communicate the ethics violation in writing to the immediately responsible administrative official. This written communication must include the fullest possible documentation of the violation. In turn, the administrative official must respond to the accusing individual in writing with a copy of the letter to the accused individual member within a reasonable length of time, generally within 30 days. In this letter, the administrative official must acknowledge receipt of the formal accusation. The administrative official's letter may also indicate the actions that will or will not be taken with regard to the alleged ethics violation and include a rationale for the selected course of action.

If the accusing individual feels the administrative official's actions are inadequate, the individual may forward copies of his/her original letter plus the administrative official's letter recognizing the accusation to the administrative official next highest in rank and request further consideration. This administrative official will normally react by convening a committee (three or more members) of the accused individual's peers to evaluate the accusation and the response of the immediate administrative official. Conclusions and recommendations formulated by the higher administrative official, after due consideration and consultation with the committee, will normally be final. The accusing individual should forward a letter to the administrative official of next highest rank only after serious and reflective consideration of the response of the immediate administrative official.

If the individual accused of the ethics violation feels that the sanctions dictated by his/her immediate administrative official or higher level administrative official are unjustified and/or unfair, the accused individual can appeal these sanctions through the established grievance procedure of the University.

#### **E. Drug-Free Campus (HRM 410)**

The University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on University property or as a part of any University activity.

#### **F. Use of Tobacco on Campus (HRM 411)**

In order to provide a healthful environment, indoor smoking is limited to designated smoking areas.

## **V. OTHER UNIVERSITY POLICIES**

### **A. Employment of Retirees (HRM 115)**

Individuals who have retired from the University or other State of Mississippi service, may be reemployed on an emergency basis as an employee or independent contractor, if they have been withdrawn from service a minimum of 45 calendar days, beginning with the effective date of retirement. If the individual retired as a nine-month-employee, he/she may not be reemployed in an educational institution any earlier than 45 consecutive days after the beginning of the next school year.

These individuals may be reemployed to assist in meeting critical short-term staffing needs under the following conditions: a period not to exceed 120 days in a twelve month position or 89 days in a nine month position and compensated at an appropriate rate; an unspecified period during the fiscal year paid at a rate not to exceed 25% of the individual's average compensation used in calculating retirement benefits; or an unspecified number of days at a rate not to exceed 25% of the rate normally paid for the position.

### **B. Affirmative Action Policy**

It is the policy of Mississippi State University to take affirmative action:

1. To recruit, hire, and promote persons in all job classifications without regard to race, color, religion, sex (except where sex is a bona fide occupational qualification), national origin, age, or disability (except where such disability renders the person incapable of doing the job or poses a threat to the health and safety of others);
2. To base decisions on employment so as to further the principle of equal employment;
3. To ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
4. To ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, returns from layoff, university sponsored training, education, tuition assistance, and social and recreational programs, will be administered without regard to race, color, religion, sex, national origin, age, or disability;
5. To employ and advance in employment qualified disabled veterans and veterans of the Vietnam era at all levels of employment. This includes, but is not limited to, hiring, upgrading, demotion or promotion, transfer, recruitment, layoff or termination, rates of pay, or other forms of compensation; and
6. To monitor affirmative action efforts daily and to audit and report results quarterly.

The institution takes affirmative action to admit, teach, grade, discipline, provide financial aid to, graduate, admit to graduate school, award graduate assistantships and fellowships to, provide fringe benefits to, and assist toward placement, all students, without regard to race, color, religion, sex, national origin, age, disability, or veteran status. This policy is actuated and implemented through the authority of its Chief Executive Officer, derived from the Board of Trustees of Institutions of Higher Learning in the State of Mississippi and delegated to the

University's Office of Diversity and Equity Programs.

Mississippi State University invites all applicants and employees who believe themselves covered by Section 503 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; and Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; and who wish to be considered under the affirmative action program to identify themselves to the Director of Human Resources Management, 150 McArthur Hall. Information given incident to such identification is voluntarily provided and will be kept confidential. Refusal to provide such information will not subject the applicant or employee to any adverse treatment. The information will be used only in accordance with the Acts and governing regulations.

Mississippi State University seeks the advice of the applicant or employee regarding proper placement and appropriate assignment. An employee may inform Mississippi State University at any time of his/her desire to be considered under the program.

The Affirmative Action Compliance Program is available for inspection by any employee or applicant for employment at <http://www.msstate.edu/president/odep/>. A copy of it is located in the departmental office; the Department of Human Resources Management, 150 McArthur Hall; and the Office of Diversity and Equity Programs, 106 McArthur Hall.

### **C. Human Research Subjects**

University policies and federal regulations require that all research involving human subjects be reviewed and approved by the University's Institutional Review Board for the Protection of Human Subjects in Research (IRB) prior to initiation of the research.

## **VI. UNIVERSITY RESOURCES AND SERVICES**

### **A. The Teaching and Learning Center**

The Teaching and Learning Center is an entity that serves as a focal point of an ongoing forum on the science and art of teaching and learning in a higher education environment. This is accomplished by providing programs and services that emphasize the knowledge, techniques, and issues related to teaching and learning. For more information, visit <http://www.ctl.msstate.edu/>, or the offices at 2205 Mitchell Library, or call 325-1403.

### **B. The Learning Center (TLC)**

The major purpose of The Learning Center (TLC) is to help Mississippi State University students improve their academic performance by offering both credit and non-credit courses, including a one-hour freshman experience course. The Learning Center also provides access to computers and a copy machine and allows faculty to check out audiovisual equipment and video cameras. For more information, call 325-2957 or visit 267 Allen Annex.

### **C. Student Support Services**

Student Support Services seeks to provide educational access and opportunity through support, resources, advocacy, collaboration, and academic accommodations for students with disabilities (as defined by the Americans with Disabilities Act and the Rehabilitation Act of 1973) who are accepted to the University. The Office of Student Support Services and Disability Support Services is located in 01 Montgomery Hall. Call (662) 325-3335 or visit <http://www.msstate.edu/dept/sss/>.

#### **D. Employee Identification Cards**

Employee Identification Cards are issued to faculty, staff, retirees, and affiliate employees by the Campus Card Office located in 108 Allen Hall. An ID allows employees to identify themselves for admittance to special events and provides library privileges and other special services only available to Mississippi State employees.

#### **E. Parking and Decals**

Registration is required for all vehicles operated on campus by students, faculty or staff members. Decals may be purchased from Parking Services. All Faculty and staff members are expected to be aware of the state law regarding Mississippi license plates and to be in compliance. All parking areas are designated by appropriate signs and listed in the Traffic Rules and Regulations. Although fines for uncleared tickets are deducted from paychecks, vehicles are subject to being wheel-locked for five (5) or more unpaid tickets. A current copy of the Traffic Rules and Regulations of Mississippi State University is available at the time of purchase of the decal at Parking Services, located in the Roberts building at 412 Lee Boulevard.

### **VII. EVALUATION OF LECTURERS**

At the end of each semester in which a lecturer teaches, the department head will evaluate the lecturer using the following form. In addition to the Lecturer Evaluation by the department head, students are given the opportunity to evaluate all of their professors and lecturers at the end of each course. Department heads will meet with each lecturer once per semester to review both the student evaluations and the departmental evaluation.

**Mississippi State University  
College of Education  
Lecturer Evaluation**

Interim  
 Final

\_\_\_\_\_  
Employee's Name      MSU ID Number      Department      Dates Covered

Instructions: For each of the following factors listed in the left-hand column, place an X in the box that best describes the employee's performance. If a category is not applicable, leave it blank.

	Unsatisfactory	Needs Improvement	Satisfactory	Commendable	Superior
	1	2	3	4	5
<b>Quality of Teaching</b> Demonstrates content knowledge and teaching ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism</b> Demonstrates respectful, ethical, and collegial behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cooperation</b> Works well with colleagues and administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b> Attends class and submits reports on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resourcefulness</b> Exhibits originality and creativity in teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Judgment</b> Demonstrates ability to evaluate students fairly and accurately and make sound decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills:</b>					
Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



