

Adjunct Faculty Handbook

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[Welcome and Introduction](#)

[The Academic Team](#)

[What is an adjunct?](#)

[Mission and Core Values](#)

[Terms and Conditions of Employment](#)

[Employment Status](#)

[Scheduling](#)

[Faculty Credentials](#)

[Adjunct Expectations](#)

[Master Course Syllabi](#)

[Moodle](#)

[Instructor Locator](#)

[Faculty Absences](#)

[Work Requests](#)

[Mailboxes](#)

[Faculty Supplies](#)

[Grading and Gradebook](#)

[Textbooks](#)

[Student Attendance](#)

[Course Outcomes](#)

[Teaching Philosophy, Pedagogy/Teaching Methods, and Classroom Management](#)

[Degree Qualification and Assessment](#)

[General Education](#)

[Site Visits and Observations](#)

[Professional Development](#)

[Academic Calendar](#)

[Accessibility](#)

[Accessibility Concepts](#)

[College Catalog](#)

[Office Hours and Office Locations](#)

[Final Exams](#)

[Student Success Referrals through RMS and Maxient](#)

[Library](#)

[Technology and Instruction](#)

[Finding Articles](#)

[Finding Books](#)

[Student ID's](#)

[Learning Services](#)

[Labs and Tutoring](#)

[Testing and Assistance](#)

[Supplemental Instructors and Labs](#)

[Security Operations and Systems](#)

[Campus Safety and Security](#)

[Reporting Procedures](#)

[Mid Alert!](#)

[Conduct and Wellness](#)

[Title IX/Civil Rights](#)

[Mid Policies and Procedures](#)

[Title IX Sexual Harrasment Policy and Campus Non Discrimination, Harassment and Sexual Misconduct Policy](#)

[Title IX: Responsible Employees](#)

[Title IX/Civil Rights: Duty to Report](#)

[Title IX/Civil Rights: What Happens After You File a Report?](#)

[Covid 19 - Study Safe, Work Safe, Stay Healthy](#)

Welcome and Introduction

Welcome to Mid Michigan College! I am very pleased that you have joined our instructional team. Mid is committed to delivering exceptional higher education to our students, and we need you to help us fulfill that promise. We value your expertise as an adjunct faculty member, as well as your skills in the classroom. Our students expect a great deal from faculty, and it is my hope that you will provide a challenging and stimulating experience for those you teach and mentor. For some students, you may be the only contact these learners have with a representative of the college. I trust that you will value your unique position at Mid!

I invite you to become an active member of this learning community. Please do participate in our varied campus activities, as you are able. Best wishes for a successful and productive experience!

Scott Mertes, Ph.D.

Provost, Mid Michigan College

The Academic Team

As an adjunct faculty member, you are an important part of our academic team. You report to the academic Dean, (or Deans), responsible for the subjects you teach. However, many questions you may have about processes and procedures can best be answered by our administrative assistants, who play a critical role in ensuring the efficient and effective delivery of our academic programs. As you begin your journey with Mid, please take some time and become acquainted with our [Academic Team](#).

What is an adjunct?

At Mid we define an adjunct as anyone with teaching responsibilities who is not a member of our permanent full-time faculty. This includes:

- Lectureships employed by Mid.
- Part-time adjuncts employed by Mid.
- Part-time adjuncts employed through Edustaff.
- Concurrent enrollment faculty, employed by a school district, who teach classes for Mid.

- Full-time Mid Administrative employees who teach a limited number of courses as part of their normal workload, as detailed in their job description.
- Full-time Mid Administrative employees who teach a limited number of courses in addition to their normal workload.

Faculty in each of these categories have different payroll requirements, and limitations on how many hours they can teach during an academic year (Fall, Winter, and Summer Semesters), some of which are outlined below. Please acquaint yourself with these limitations and if you have further questions, please contact a representative of Human Resources or your academic Dean.

All categories of adjuncts, with the exception of full-time Mid Administrative employees teaching courses, may teach up to a maximum of 29 load hours per academic year. Within the annual load of 29 hours, adjuncts may not teach more than 12 load hours in a given semester.

Adjuncts who desire to work an additional hourly position (i.e. tutor, writing lab, etc.) must have prior approval from their Dean and Human Resources.

While there is no general job description for adjunct faculty, we expect all of our adjuncts to familiarize themselves with the essential job functions, common to all faculty, that were detailed in their job description at the time of hire. Here is a sample from a recent job description:

- [Sample Job Description](#)

In addition to these essential functions, please follow these general rules:

- Be positive and professional. Professional dress (Business Casual) is highly recommended.
- Take attendance every class period and use Moodle.
- Follow appropriate departmental curricula and assessment practices, as well and use institutional syllabus template, unless directed otherwise.
- Participate in Welcome Back days, and other professional development opportunities where possible. Mid compensates adjunct faculty for these efforts.

Mission and Core Values

We ask all members of our community to become familiar with our core values, and our mission. Mid uses a strategic planning process to help us meet the high standards we have set for the college. Each Academic Dean has a divisional strategic plan, which is

shared with faculty. When you meet with your Dean, you can learn how you can help Mid meet its goals and fulfill its mission! [Mission and Core Values](#).

Terms and Conditions of Employment

Employment Status

In the scheduling of both fulltime and part-time/adjunct faculty for Mid courses, the College reviews a variety of factors including, but not limited to, full-time faculty load requirements, matching skills with course openings, location of courses, etc. The administration reserves the right to select and schedule both full-time and part-time faculty as course needs dictate. Adjunct faculty are hired to teach on a semester by semester basis as Mid's needs dictate. Being hired to teach in a single semester does not obligate Mid nor the Adjunct faculty member to future teaching assignments.

Scheduling

Two to three months before the beginning of a new semester, the administrative assistants will send out a "Wishlist" which details the open sections we need to have filled. Please carefully review these sections, and indicate any sections you are willing and able to teach. If Academics does not receive a completed Wishlist from an adjunct, it will be interpreted to mean the instructor does not wish to be considered for the given semester course assignment(s). Off-campus instructors, including dual and concurrent enrollment, should also use this Wishlist process. After making your requests, your Dean will assign faculty to the available sections based on the needs of the college. In some cases, a full-time faculty member in the area you teach will reach out to you and attempt to coordinate schedules to meet both the needs and desires of individual faculty members and the College. Generally, we don't inform faculty of assignments at the time they are made. You can check the schedule to see the courses you have been assigned by checking the course schedule in [Self-Service](#). However, in some cases you may have been assigned to a "shadowed section" that won't appear in self-service until sufficient students have enrolled to activate that section. For that reason, it's a good idea to check your schedule for changes the week before classes start, or during welcome back day. If you have questions or concerns about the scheduling process, or special needs, please contact your Academic Dean.

Faculty Credentials

We invite faculty to sign up for any section they are qualified to teach. The general guidance we follow from the Higher Learning Commission (HLC, Mid's accreditor), is that a faculty member should have a Master's degree or higher in the subject area they are teaching, or a Master's degree in another discipline with 18 or more graduate credits in the subject area they are teaching. In some cases, such as Art, and many occupational

courses, professional certifications and/or tested experience working in the subject area can substitute for a Master's degree in the discipline.

It is also important to understand that "in the discipline" can vary by subject. In some cases, Mid may need a faculty member with a degree or coursework in a very specific area, such as Anatomy and Physiology to teach a certain course, while in other areas, such as Freshman Writing, a degree in any English discipline or sub-discipline, or a rhetoric-based field such as Communication or Journalism, may suffice.

Each Academic Dean maintains a matrix which lists acceptable faculty credentials for a subject or course. This matrix is based upon recommendations of the full-time faculty, who are the disciplinary experts in deciding whether or not a degree or a degree with tested experience meets the HLC's expectations for credentials "in the discipline."

If you have questions as to whether or not you are qualified to teach a course, please contact your Academic Dean.

Adjunct instructors who are inactive on Mid or Edustaff payroll for twelve (12) consecutive months will be separated from employment. Reinstatement of employment may happen at any time by the respective Dean contacting Human Resources and initiating an employee rehire form.

Adjunct Expectations

Adjunct Faculty at Mid Michigan College are expected to represent the college in a positive and professional manner. Attendance for every class is expected, along with the basic use of Moodle within the course. Furthermore, adjunct faculty are to follow the appropriate departmental curricula and assessment practices, institutional syllabi, and they are encouraged to participate in Welcome Back Days (August & January).

Master Course Syllabi

All faculty at Mid are expected to follow the Master Course syllabus for the course, if available. Your academic dean is the contact point for the master course syllabus, or for sample syllabi. You should use the syllabus provided by the Dean to prepare your own individual syllabus, using the accessible template to have the course shell uploaded. If you are teaching online, you should contact the [Office of Online and Distance Learning](#). Your syllabus must be posted on Moodle and sent to Academic Affairs. Follow the procedures on Mid's Faculty Requirements and Procedures website. Mid Michigan College is in the process of transitioning to a product called Simple Syllabus. This fall, some faculty will be utilizing this product, while others will transition fully in the winter of 2023. Please monitor your emails closely and be on the lookout for more information pertaining to Simple Syllabus.

Moodle

All faculty at Mid are required to have their syllabus in the course shell within Moodle. Remember, Moodle is the online Learning Management System (LMS) used at Mid. Not only is Moodle used for online sections, the College uses this system for on-campus and hybrid classes as well. Please review the “[Moodle for Faculty](#)” course provided. If you are an online instructor, you will have to complete our credentialing course, “[LVL.101 Learning How to Teach Online at Mid.](#)” For completing this course, you will receive a \$100.00 stipend. Lastly, you are not required to but are encouraged to check out our “[ADA 1.0: Fundamentals of Accessibility](#)” training to get further acquainted with ensuring you use and create materials in an accessible manner in your course.

If you have questions about Moodle, there are a number of ways you can contact the HelpDesk and those are listed here:

- Use our [online form](#) to create a ticket
- Call 989-317-4630 or use extension 411 (if on-campus)
- Help Desk located in The Center for Liberal Arts and Business - room 143
- Send an email to helpdesk@midmich.edu

Instructor Locator

Please upload a copy of your locator by the end of the first week of classes to the [Locator Submission Form](#). Don't forget to include a photo of yourself as well as instructor name/contact information/list of courses being taught/office hours. A sample Locator for you to follow will be sent to you via email from the administrative assistants (please use your own photo). Please note that you will need to make a copy of the document so you can make edits.

Faculty Absences

There may be times when it is necessary to miss class. If this occurs, please follow the procedures found on the [Class Cancellation Information](#) website. Essentially, when you cancel a class during the semester, please contact us by email or phone and be sure to include the course and correct synonym number. This information saves the administrative assistants considerable time. Also, note that this is not an automated process, and class cancellations are checked and completed first thing every morning and throughout the day by the assistants during the business hours of 8:00 a.m. to 4:30 p.m. If you know in advance that you will have to miss a class, and you have a Mid instructor who is willing to substitute for you, let your dean know, and he or she can authorize the payment of a stipend for the substitute.

Work Requests

Please submit work requests using Mid's HelpDesk system. These requests should be submitted to the assistant for your department no later than one week before you must have it completed.

This includes things like typing, copying, etc. Submitting any later than that may delay your project and won't be guaranteed. To access the HelpDesk, go to midmich.edu, click on myMid and login. Then click on HelpDesk. When you submit the work requests using the HelpDesk, select Academic Affairs and the department OR Academic Affairs, and then select Other if you are not sure.

Mailboxes

Mailboxes are located on both campuses. In Mt. Pleasant, the mailboxes are located in LB 241. Harrison mailboxes are located on the second floor in the Center for Teaching and Learning. If you teach on both campuses, it is possible you will have two mailboxes. If this is the case, please let the administrative assistants know where you would prefer to check your mailbox. If you are having any difficulties with your mailbox, please email asaa@midmich.edu.

Faculty Supplies

Faculty supplies are located on both campuses. For instance, in:

- Mt. Pleasant, supplies are located in Room 241.
- Harrison, supplies are located in Room 215 in the Center for Teaching and Learning.

Grading and Gradebook

All gradebooks must be submitted per the course procedures found here: [Gradebook and Final Grade Submission Policy](#). It is preferred, and highly recommended, that you maintain grades in Moodle using the Moodle gradebook. The gradebook can be easily exported to an Excel file. Using the Moodle gradebook can help with continuity related to communication purposes and help others direct students to a common place when they have questions or may be struggling.

Textbooks

Once an instructor has been hired, the individual should notify their dean that they are in need of an instructor copy of the textbook. Your dean will work with the Bookstore Manager to obtain a copy, if available. If you happen to teach a different section in the future, again you will need to contact your dean and let them know of your need. Keep in mind that obtaining a copy of your book may take up to 7-14 business days.

Student Attendance

All faculty in face-to-face classes are expected to take attendance in Moodle at every class. Faculty in online sections should document student participation/attendance in Moodle on a weekly basis. This [video](#) will show you how to take attendance in Moodle.

Course Outcomes

Each class taught at Mid Michigan College is expected to be based on *written* Performance Outcomes. These outcomes must be included in your course Syllabus. These outcomes should

clearly identify what students are expected to learn in the course, as well as a clearly stated associated minimum level of performance.

Teaching Philosophy, Pedagogy/Teaching Methods, and Classroom Management

It is very important that faculty keep well informed in their subject area and pedagogy, with particular attention to the latest developments and advances in their respective subject areas. It is helpful to investigate and implement best practices which reasonably reflect current and emerging technologies and methods which meet the specific needs of our students. Moreover, because adjunct faculty are a key part of the overall community of higher education, they should stay current in understanding the trends and challenges within higher education.

Degree Qualification and Assessment

Your syllabus contains the master course proficiencies for the courses. Your dean will connect you with the lead faculty for the course, who will advise you as to any course artifacts that need to be collected for assessment purposes.

General Education

The college believes in producing “T” shaped learners and professionals. The programs of study we provide will allow students to have a broad knowledge of skills across a variety of subjects as well as a deep and specific knowledge required to join a profession or area of advanced study. There are two layers of assessment in the courses that make up the [General Education Program](#). The first level is content or Broad and Integrative Knowledge in the course, and the second is the Intellectual Skills that the course is targeted to teach. The assessed outcomes of the General Education Program are the Intellectual Skills listed in the [Degree Qualification Profile \(DQP\)](#) from the Lumina Foundation and are identified as:

1. Analytic Inquiry
2. Use of information Resources
3. Engaging Diverse Perspectives
4. Ethical Discourse
5. Quantitative Fluency
6. Communicative Fluency

The General Education Program is customized to fit two different kinds of degrees: The Associate in Applied Science (A.A.S.) Degree and the Associate in Arts (A.A.) or the Associate in Science (A.S) degree. In both of its iterations, it teaches and assesses the same general education skills. The difference is in the course requirement for different degrees.

Site Visits and Observations

Visiting and observing the classrooms of adjunct instructors is an opportunity to learn and share teaching and learning, collaborate, reflect, share best practices, and affirm support for the

adjuncts on the academic team. It is not evaluative, but rather an indispensable component of productive collaboration and is formative in nature. Not only does the observed adjunct have an opportunity to get concrete feedback, but also the observer naturally reflects on her or his own practice and gets ideas from the observed adjunct to share with other adjunct instructors. If an adjunct instructor teaches in an off campus setting in Health Sciences, the adjunct will have an annual site visit by the Dean or designee. Feedback will be solicited from students, staff and administration at the facility, along with the adjunct themselves. Every effort is to assure good learning opportunities for students, so feedback is encouraged and then shared with the adjunct at the end of the semester. If at any time the adjunct feels they have a concern at the clinical facility, they are encouraged to contact their lead faculty or dean and an additional observation may be made.

Generally, an Administrator or Full-time Faculty will observe an instructor during their first semester of teaching, and every three years thereafter.

Professional Development

Any faculty requesting to attend a conference must complete a [Request for Professional Development Funds](#). A committee reviews the proposal and you will receive an email with the results. An allocated amount is available each year, with full time faculty receiving priority for funding first.

Academic Calendar

The [Academic Calendar](#) is an important source and planning reference tool as you prepare your course. The calendar identifies all of the important dates within each semester that you can plan around. It also includes registration dates, holidays, start and ending dates of the semester, etc. Please note that course minutes are calculated around the calendar and respective days off. For example, if a holiday or PD day are scheduled on one of your class days, there will be more minutes built into your courses each week to assure your course meets the required contact hours.

Accessibility

Mid's [Accessibility](#) website is a source of information pertinent to accessibility at Mid. Mid has adopted the definition of "accessible" used by the U.S. Department of Education in resolutions with postsecondary institutions regarding civil rights complaints about the inaccessibility of their Information Technology. *"Accessible" means a person with a disability is "afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability."*

Accessibility Concepts

- Accessibility focuses on four key concepts.
- Perceivable - capable of being perceived by others especially by sight or hearing.
- Operable - Buttons, navigation bars and other interactive elements must be functional.
- Understandable - Don't use overly complex sentences or jargon.
- Robust - Content should be able to be interpreted by a wide variety of users including those that use assistive technologies such as screen readers.

College Catalog

The [College Catalog](#) is published annually and provides a wealth of information about the college as a whole. It is important that students, staff, administrators, and instructors become familiar with this catalog. The catalog includes academic program and course information, as well as policies associated with the entire college.

Office Hours and Office Locations

All full time and adjunct faculty members are required to hold office hours. Full time faculty are required to post a minimum of five (5) office hours weekly for the academic assistance of students. Adjunct faculty should schedule time with students to address any individual needs. We encourage flexibility when you are scheduling appointments with students, keeping in mind that some students are not always available before or after class. Communication by email, phone, text or synchronous communication through Skype, Zoom, or FaceTime is encouraged. The faculty member's syllabi must include the faculty member's electronic contact information (Phone number, Skype or Zoom information). Faculty members that are only teaching online can schedule virtual office hours for one-on-one or group discussions.

Each department within the college is assigned to a specific office area or suite. Adjunct faculty members will have shared office space within their departmental suites which can be used to prepare for your course or meet with students. Within the suite you will have access to printers/copiers and in some cases you will have a cabinet you can utilize to store student papers and projects. Please check with your dean or faculty mentor to see if this option is available to you. We encourage all adjunct faculty members to utilize the office area in the suites that is provided for them and take advantage of the opportunity to interact with the full time faculty on campus.

Final Exams

Mid Michigan College does not have a final exam schedule incorporated into its calendar. The last class period of the semester, however, is generally used for final exams.

Student Success Referrals through RMS and Maxient

Occasionally you will have a student that is struggling in your course or experiencing life issues

which are impacting their chance of success. We have tools in place to help you intervene with the student and redirect them on the path to success. There are two ways to report student issues or needs. One is the referral management system which is most often referred to as the RMS, and the other is through the MidCares Webpage, which houses various report forms, including wellness and conduct. You should use the RMS system for academic related issues which would include attendance, low scores on assignments, or if a student needs academic support services. Once you submit an RMS alert, the Mid Mentor assigned to that student will be notified and they will reach out to the student to provide assistance or referrals to academic support services. Please click here to learn more about how to use the [RMS system](#). To report Student Wellness needs or concerns you should visit the [MidCares Webpage](#). Here you will find various reporting options and forms such as wellness concerns, student conduct concerns, academic dishonesty, safety and security, discrimination, harassment and sexual misconduct, as well as forms for Student Accommodations and COVID 19 reporting. The link to the Student Concern Report can be found on the upper right hand corner of your Portal home screen. Please note if you have non-academic student wellness concerns at a Dual site, the best course of action is to contact the school counselor or building principal as soon as possible.

Library

The Charles A. Amble Library provides services that are designed to meet the academic, general, and technical needs for students, faculty, and administration at Mid. In addition to serving the College's academic community, the Library offers information services and programs to members of the community as well.

Technology and Instruction

Both Library locations provide the most up to date technology and services including free wireless internet, laptops for both in-house and take-home use, hotspots for internet service, viewing facilities for students who need to watch a DVD for course related purposes, and desktop computers for both student and community member use. The staff at both libraries can provide bibliographic instruction, library tours, and research tutorials for instructional purposes.

Finding Articles

In order to meet the research needs of our student population, an array of online academic databases are available. Some of the academic databases that can be found through the Library are ProQuest, Wilson Web, and Ebsco. Other online services include the Oxford Dictionary Online and The Routledge Encyclopedia Online.

Finding Books

Mid's Charles A. Amble Library is a member of the Michigan Electronic Library (MeL) and the Valley Library Consortium. These partnerships give both students and community

members InterLibrary Loan (ILL) access to the majority of college, university, and public libraries throughout the state of Michigan. This computerized resource sharing system allows users to navigate the databases of over 1 million items held by these various libraries by author, title, subject, and keyword searches. All of Mid's ILL and online services are available for on or off-campus users.

Student ID's

Students can receive their student IDs from either the Mt. Pleasant or Harrison campus Libraries. The student ID serves two main purposes: It is their college ID as well as their Library Card. The ID card contains a photo, student ID number and Library Barcode number. There is no charge for the first ID and a \$5.00 fee for replacement IDs.

Learning Services

Mid's Learning Services exists to help students succeed at the College. Our team is a mix of high-achieving students and professional support staff that enjoy helping students navigate the academic landscape. All services are free of charge and provide students with a consistent study space where help is available. Fostering the development of independent learning is a fundamental tenet of Mid's Learning Services. We strive to promote independent inquiry to improve student success as they pursue their academic and professional goals.

Labs and Tutoring

Peer tutors and professional support staff provide walk-in math assistance with anything from basic mathematics to calculus to statistics. This is a great space for students to complete assignments while having tutors available when questions arise.

Individual or one-on-one tutoring is also available by appointment for courses such as accounting and computer information systems among others. We try our best to identify a tutor for any class when a request is received. Tutoring services are intended to improve academic skills and develop a better understanding of course material. Students can request a tutor online on our webpage using the "request a tutor" icon, via email, or stopping by the Mount Pleasant campus library.

Drop-in science tutoring is available in both campus libraries. Peer tutors and supplemental instruction leaders are available to assist fellow students in difficult science courses. It's a great space for students to clarify their understanding of the course content in addition to having several models and other supplemental materials to assist students with different learning styles.

Testing and Assistance

Testing Centers are available on both campuses, and because of limited seating, online students and those with documented accommodations have prioritized scheduling. It is requested that students make appointments to guarantee space is available. Our professional writing consultants have extensive writing backgrounds and are familiar with nearly all course readings and assignments. They can assist with all stages of the writing process from analyzing academic articles to organizational structure and writing style documentation. The Writing and Reading Center (WRC) is mainly a walk-in service, but appointments are recommended during midterms and finals. The WRC also has an online Moodle Space to accommodate varying schedules and work habits. Papers can be submitted 24 hours a day, and feedback is guaranteed within 48 hours. Although this space is in no way meant to replace actual, face-to-face dialogue regarding your reading and writing needs, we hope that this space can provide an alternative for students who cannot make it to the center.

Supplemental Instructors and Labs

Supplemental Instruction (SI) sessions are peer-assisted study sessions that accompany courses having high drop, fail, or withdrawal rates. SI sessions are collaborative and are intended to examine course material in different, creative ways. Data shows that students attending SI sessions are more likely to complete and succeed in the course and on average, earn a half-letter grade higher compared to those that do not attend. One of our newest services, the Speech lab was created to provide a space for students to receive help with the development and practice the delivery of public speaking assignments. It is a great resource for students to build confidence and improve their public speaking skills. Lab hours vary by semester but are available on our Learning Services webpage.

Security Operations and Systems

Campus Safety and Security

Campus Safety and Security has offices on both the Harrison and Mt. Pleasant Campuses. Campus security services are provided by Clare County and Isabella County Sheriff's Department during the day with a Liaison Officer assigned to each campus Monday – Thursday. Event, evening and Friday security services are provided by STT t. Coverage is provided from 7:00am to 10pm Monday through Thursday and from 7am to 5:00pm on Friday. Security services include addressing reports of crime and or disruptive behavior, escort services, lost and found, campus surveillance and property patrol, parking enforcement, emergency assistance – first aid, auto-jump start. To learn more about Safety, Security, and Emergency Response protocols visit the [Safety and Security](#)

[webpage](#).

Reporting Procedures

Mid encourages prompt reporting of any crime to Campus Security, and offers an online report form for matters surrounding conduct issues, wellness concerns, acts of discrimination, harassment and sexual misconduct, or any other policy violation. Online reports can be submitted using the [Mid Cares! webpage](#). Reports submitted through the online system are monitored by the Security Operations and Systems Coordinator and routed to the proper College Official.

Mid Alert!

To keep the Campus Community informed, Mid utilizes the **MidAlert!** notification system. This allows the College to relay notifications out to the campus community through two components:

- An [emergency notification /timely warning](#) for time-sensitive situations that may pose an ongoing threat to the campus community; emergency situations, inclement weather, and campus closures.
- General campus information such as activities, notices and announcements.

Emergency notifications are sent to all active MidMail Accounts, through automated voice messaging to telephone numbers listed on file, and posted on the College's [incident update page](#).

To receive emergency notifications via text individuals must enroll and can be set up through your portal account or by visiting the [Mid Alert webpage](#).

NOTE: MidAlert! preferences must be reviewed and confirmed every year; otherwise, the default setting will take effect.

Conduct and Wellness

Reports submitted through the online system will be routed to the proper College official, which includes the following individuals: Ryan Harkrader for Conduct issues, Amy Campbell for Wellness concerns, and Tricia Farrell for acts of discrimination, harassment and sexual misconduct.

Title IX/Civil Rights

Reports of Discrimination, Harassment or Sexual Misconduct will be routed to the

College's Title IX/Civil Rights Coordinator, Martricia Farrell.

Mid Policies and Procedures

Important policies and procedures-highlights:

- [Student Code of Conduct](#)
- [Alcohol & Other Drugs/Prevention and Programming](#)
- [Title IX Sexual Harassment; Campus Non Discrimination, Harassment & Sexual Misconduct; Employee Nondiscriminatory Harassment Procedure](#)
- [College Complaint & Grievance Procedures](#)

Title IX Sexual Harassment Policy and Campus Non Discrimination, Harassment and Sexual Misconduct Policy

Mid Michigan College implements and maintains a zero tolerance posture with acts of discrimination, harassment, and sexual misconduct, including acts of dating violence, domestic violence, sexual assault and stalking.

Mid's Title IX Sexual Harassment Policy, along with the Campus Non-Discrimination, Harassment and Sexual Misconduct Policy reiterates these principles and provides recourse for those individuals whose rights have been violated. The Policies are intended to define community expectations in the workplace, classroom, college facilities, and in other off-campus sponsored activities and events. It establishes a standard for determining when those expectations have been breached and is available at www.midmich.edu.

Title IX: Responsible Employees

While Mid encourages all members of the campus community to promptly report allegations of Prohibited Conduct, Responsible Employees have a duty to report. Failure by a Responsible Employee to report a suspected misconduct could cause an undue hardship for the individual by creating a hostile work or learning environment, delay the College's ability to address the situation and expose the College to fines and sanctions through the Department of Education.

Title IX/Civil Rights: Duty to Report

Responsible Employees have a duty to report acts of discrimination, harassment or sexual misconduct that they observe, suspect or have direct knowledge of to the College's Title IX Coordinator. Responsible Employees are encouraged to disclose the obligation of their position before any statement is made to them, this provides transparency to the individual that may be making the statement and allows them to

decide if they want to continue the conversation or not.

Title IX/Civil Rights: What Happens After You File a Report?

After a report of misconduct is filed the Title IX Coordinator will reach out to the victim and provide information on their rights under various college policies, review supportive measures that are available and connect them with internal and external resources. The College will also take corrective action and work to end the misconduct, prevent reoccurrence and remedy its effects on the campus community. For additional information and resources relating to Title IX/Civil Rights issues please visit www.midmich.edu/titleix.

Covid 19 - Study Safe, Work Safe, Stay Healthy

Whether your teaching experience at Mid will be on campus or off, your health and safety is our concern. We recognize that the College's safety response to COVID 19 remains a priority and as such we maintain a [COVID 19 webpage](#), with up to date information regarding:

- Safety Protocols;
- Exposure guidelines and COVID 19 Reporting;
- Confirmed Case Information.