



# **Faculty Procedure Handbook**

## **Fall 2025 – Winter 2026**

[www.canadachristiancollege.com](http://www.canadachristiancollege.com)

# Table of Contents

<b>Introduction</b>	<b>3</b>
<b>Syllabus and Grading System</b>	<b>4</b>
<b>Attendance and Tardy Policy</b>	<b>4</b>
<b>Classroom Policies and Conduct</b>	<b>5</b>
<b>Class Time</b>	<b>5</b>
<b>Plagiarism and Academic Integrity</b>	<b>5</b>
<b>Academic Integrity Policy</b>	<b>6</b>
<b>Intellectual Property Policy</b>	<b>8</b>
<b>Faculty Evaluation and Professional Development</b>	<b>9</b>
<b>Faculty Workload and Availability</b>	<b>10</b>
<b>Textbooks, Grade Submission and Invoicing</b>	<b>11</b>
<b>Inclement Weather Policy</b>	<b>12</b>
<b>Graduation Date</b>	<b>12</b>
<b>Emergency Exit Protocol</b>	<b>12</b>
<b>Faculty Dress Code</b>	<b>12</b>
<b>Faculty Suite</b>	<b>12</b>
<b>TA Pool</b>	<b>13</b>
<b>Library</b>	<b>13</b>
<b>Library Resources and Computer Lab</b>	<b>14</b>
<b>Classroom Equipment</b>	<b>14</b>
<b>Mailboxes</b>	<b>14</b>
<b>Security Access Cards</b>	<b>14</b>
<b>Faculty ID Cards and Athletics</b>	<b>15</b>
<b>CCC Shuttle</b>	<b>15</b>
<b>Floor Plan</b>	<b>15</b>
<b>Contact Information</b>	<b>16</b>

# **ACADEMIC YEAR 2025-2026 FACULTY PROCEDURE HANDBOOK**

Thank you very much for the great job you do. We are still hearing good things from our students, and it is evident that your work is paying off. As we start another school year, please take a few minutes to review these Canada Christian College & School of Graduate Theological Studies (“CCCSGTS”) faculty procedures. It is very important that our academic policies are applied consistently from class to class for the sake of clarity and equity. If you have any questions, please do not hesitate to ask.

# SYLLABUS AND GRADING SYSTEM

Faculty must have their syllabi approved **four weeks prior** to the beginning of their course and uploaded to MyCCC. Certain information such as the grading system and attendance policy must be the same—verbatim—on all syllabi. For the standardized syllabus template, please contact the Academic Dean, Dr. Michael Reardon by emailing him at: [mreardon@canadachristiancollege.com](mailto:mreardon@canadachristiancollege.com)

## Grading System

Letter Grade	Percentage Rating	Grade Point
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	-

# ATTENDANCE AND TARDY POLICY

Attendance must be taken for every class (this is both an OSAP and Government of Ontario requirement). Please pick up your course attendance record from your faculty mailbox, ask students to sign it at the beginning of class, and then return it to Ranmalie Brooker's mailbox at the end of your class.

If a student is handwriting their name on your class attendance sheet, they are probably not registered with the College for your class. Please ask them to go to the admissions office as soon as possible.

## Attendance and Tardy Policy

Students are allowed a total of 3 absences per semester. Students must attend a minimum of 90% of the class time to be counted as present in the class. When students are more than 15 minutes late for class, they are marked “Tardy”. After receiving 2 Tardies, the student earns another absence. A student is responsible to notify their instructor of any expected absences prior to class.

2 Tardies = 1 Absence | 3 Absences allowed | 4+ Absences = Failing the course

# CLASSROOM POLICIES AND CONDUCT

Students should conduct themselves in a professional, responsible, and polite manner during class sessions. Food is **NOT** allowed in classrooms and should not be tolerated during a lecture as it is a distraction. Laptops and smart phones are permitted for educational use only (note taking, research, etc.).

If a student is repeatedly conducting himself/herself in a way that damages the learning experience of others or impedes the ability of the professor to effectively teach, please report the individual to the admissions office immediately and appropriate action will be taken.

## CLASS TIME

If circumstances arise that make it impossible for you to teach your class, please inform Dr. Jennifer McVety ([jennifer@canadachristiancollege.com](mailto:jennifer@canadachristiancollege.com)) or Nikita Abraham ([nabraham@canadachristiancollege.com](mailto:nabraham@canadachristiancollege.com)) as soon as possible so that a suitable replacement can be found to fill in.

**Please do not, under any circumstances, simply cancel class.**

Please be on time for your class and teach for the full scheduled time. If an emergency arises, please call or email the admissions office as soon as possible, and we will have someone proctor your class until your arrival. **Students are only required to wait 15 minutes before they are allowed to leave a class where the professor is absent.**

## PLAGIARISM, ARTIFICIAL INTELLIGENCE, AND ACADEMIC INTEGRITY

Academic Integrity is of the upmost importance at Canada Christian College. **All instances of plagiarism must be reported to the Academic Dean, Dr. Michael Reardon** ([mreardon@canadachristiancollege.com](mailto:mreardon@canadachristiancollege.com)). Please see the following Academic Integrity and Intellectual Property Policies for more details.

The College has purchased TurnItIn, a high-performance plagiarism and AI detector, and integrated it into MyCCC. We **require** all professors to require students to submit any essays or research papers via MyCCC so that this software can be used. For questions or training on

TurnItIn, you can set up an appointment with the Executive Director of Online Studies, Lindsay McVety (lindsay@canadachristiancollege.com) or the Academic Dean, Dr. Michael Reardon (mreardon@canadachristiancollege.com).

## ACADEMIC INTEGRITY POLICY

Academic integrity at CCCSGTS is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student, both graduate and undergraduate, belongs to a community of scholars where academic integrity is a fundamental commitment. The College, as an institution, makes collaboration and the pursuit of knowledge possible while always promoting and evaluating individual effort and learning.

This statement broadly describes the principles of student academic conduct supported by all academic programs at the College.

- **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- **Plagiarism:** submitting material that, in part or in whole, is not entirely one's own work without attributing those same portions to their correct source.
- **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data was gathered or collected.
- **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity

- **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
- **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

- Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
- Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
- Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
- Reasonable time, if requested, within which to prepare a response to the charge.
- A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision-maker.
- Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
- Final review of an unsuccessful appeal, if requested, by the Registrar or an advisory committee designated by the Registrar.

### **Procedures**

Suspected cases of academic dishonesty should be reported to the course instructor, the administration of the school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending, or in which a finding of academic dishonesty has been made.

## Sanctions

All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade should be imposed by the school in which the student is enrolled. The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the school holding jurisdiction. Sanctions may include but are not limited to:

- Reduced or failing grade;
- A letter of reprimand;
- A defined period of probation, with or without the attachment of conditions;
- Withdrawal of University funding;
- A defined period of suspension, with or without the attachment of conditions;
- Exclusion from the University;
- Notation on the official record;
- Revocation of an awarded degree; and/or
- Any appropriate combination of the above sanctions.

## Policy Regarding the Use of Artificial Intelligence

Artificial Intelligence (“AI”) is a developing technology that can serve as a helpful tool for students when used properly. It may assist with research tasks such as identifying sources, reviewing scholarship, or organizing study materials. However, the responsibility for writing academic work rests entirely with the student. At this College, we affirm that education involves not only gaining knowledge but also cultivating wisdom through the guidance of the Holy Spirit. For this reason, while AI may be used to support research, it must never be used in the writing of assignments.

**Students are prohibited from submitting any writing generated by AI, whether in part or in full.** Work that includes AI-written material will be treated as plagiarism. Students may not copy and paste from AI. Every student is expected to ensure that written submissions represent his or her own original thought and expression.

AI tools may be used for research support. Examples include locating sources, summarizing scholarship for study, or generating questions for further exploration. **AI may not be used to compose, draft, rewrite, or edit the actual text of assignments.** The distinction is clear: **AI may help a student prepare for writing, but it may not take part in the writing process itself.**

### *Disciplinary Action*

Violations of this AI policy will be addressed as academic misconduct. The following consequences apply:

- A first violation will result in a zero on the assignment and may include an oral examination with the professor.
- A second violation will result in failure of the course and referral to the Academic Council.
- A third violation will lead to suspension for at least one semester.
- A fourth violation will result in permanent expulsion.

Professors may require students to explain or defend their written work if AI use is suspected. Continued or serious violations will be reviewed by the Academic Council in accordance with the College's standards of academic integrity.

# INTELLECTUAL PROPERTY POLICY

## Ownership by Faculty and College Employees

CCCSGTS recognizes that the production of research, publications, and creative activities is a vital part of its academic mission. Thus, the College does not assert copyright ownership of any publications, or creative works that are created as a part of a faculty member's independent research or scholarship and that are developed without resources usually and customarily provided by the College. Furthermore, CCCSGTS does not own rights to inventions or other creative activities unrelated to a faculty member's or employee's job duties or responsibilities.

The sole exception to this protection of faculty and employee intellectual property relates to publications or creative activities that are explicitly created within the confines of an agreement with the College outside of a normal professorial or employee contract (e.g., a "work-for-hire" contract with a faculty or employee member to create promotional materials for the college) or where the intellectual property is created—in full or in part—using CCCSGTS resources.

## Ownership by Students

A student's intellectual property is considered to be any work or idea that has been presented by the student. Intellectual property could take the form of written essays, poems, and other literature as well as ideas or concepts presented in oral presentations, songs, and other multimedia presentations. The intellectual property of each student is held in confidence and a copy can be made available to be returned to the student at the end of their program. A bound copy of all thesis submissions is kept at the college at all times. Any abuse of intellectual property by any other student will result in the offending student meeting with the Academic Council with possible repercussions, such as being removed from our program.

CCCSGTS upholds all local, provincial, federal, and international standards regarding the protection of copyrighted material. All material published by faculty or staff on behalf of the College is subjected to rigorous internal review to ensure that all thoughts and statements are the result of original research. All student class submissions and degree theses are subjected to

review by TurnItIn, a cloud-based plagiarism detection software which the college has purchased and integrated into its course management database.

# FACULTY EVALUATION

CCCSGTS uses a variety of tools and methods to measure teaching efficacy, including (but not limited to):

- (a) Class visits by the Academic Dean (AD) or a Department Dean;
- (b) Anonymous student course evaluations; and
- (c) Yearly review of faculty portfolios by the Quality Review Committee (QRC)

The Academic Dean is tasked with ensuring that measurement standards are applied in a fair and unbiased manner. The AD, or, by explicit delegation, a Department Dean, compiles strengths and weaknesses from each set of student course evaluations and create a summarized report. This report, along with the performance evaluation(s) from in-class visits, will be made available to each faculty member within one month of the end of each semester.

## **Professional Development**

CCCSGTS supports all faculty and staff in their pursuit of professional development activities to ensure the currency of faculty knowledge and promote curricular, instructional, and technological innovation.

To maintain currency of relevant knowledge, faculty are encouraged to:

- (a) Attend academic conferences and meetings;
- (b) Coordinate with the AD concerning industry placements or job exchanges;
- (c) Utilize research tools available at the college, inclusive of the faculty research library and database;
- (d) Contact the AD to procure any materials needed for research projects; and
- (e) Contact the AD to procure any funding needed for research initiatives.

CCCSGTS promotes curricular innovation by:

- (a) Tasking the AD and Department Deans to set aside time to research current trends in theological, counselling, leadership, business, and music education; and
- (b) Promoting an open and transparent environment for faculty to approach academic administration with new approaches.

CCCSGTS promotes instructional innovation by:

- (a) Maintaining a faculty research library containing top textbooks, research studies, and scholarly articles on pedagogy; and
- (b) Holding seminars on specific instructional topics such as lecture preparation, grading, faculty-student relations, and other crucial matters.

CCCSGTS promotes technological innovation by:

- (a) Holding on-campus seminars for faculty led by the college's technology team.

## **FACULTY WORKLOAD AND AVAILABILITY**

CCCSGTS is committed to a fair and equitable workload that is allocated in a transparent manner with great deference given to faculty input.

### **Teaching and Supervision Load**

Faculty have three primary responsibilities: teaching, service, and research.

- a) **Teaching responsibilities** relate to maintaining a level of teaching competence and effectiveness, ensuring that department course loads are shared in an equitable manner, and contributing to curriculum development as needed.
  - a. "Teaching" may include both course instruction and supervising graduate theses. Normally, the AD and Department Deans are expected to teach at least one course each semester and supervise multiple students within their disciplines.
  - b. All contract faculty are expected to teach at least one course every three semesters to maintain active faculty status.
  - c. The Academic Council is free to adjust any of these requirements on a case-by-case basis.
- b) **Service responsibilities** relate to faculty contributing to CCCSGTS governance, to their external profession(s), to their discipline nationally and internationally, and to the furthering of good relations between CCCSGTS and the local community.
- c) **Research responsibilities** primarily refer to projects and initiative which contribute either to the academy or to the practical life of the church in a meaningful way. Faculty are encouraged to aspire for their writing or artistic creativity to enhance their national or international reputation as scholars.

CCCSGTS expects that a normal faculty workload will be composed of all three areas of activity to varying degrees.

# TEXTBOOKS, GRADE SUBMISSION, AND INVOICING

## Textbooks

It is the professor's responsibility to locate and, if necessary, purchase the textbook(s) for their class(es). If the professor so chooses, CCCSGTS will reimburse the cost of the textbook(s). If CCCSGTS does reimburse the cost of the textbook(s), then the professor must turn in their textbook(s) to the library at the end of the semester. This applies to e-textbooks that can be converted to a PDF or Word format—these can be turned in by emailing [library@canadachristiancollege.com](mailto:library@canadachristiancollege.com). The only exception to this policy is in the event that the professor purchased an e-textbook that cannot be converted to a PDF or Word format.

## Grade Submission

Assignments should be graded within two weeks of student submissions and uploaded to MyCCC so students can check their class standing online. For further assistance on how to enter marks on MyCCC please contact Research Library staff (416-391-5000 Ext. 222, [library@canadachristiancollege.com](mailto:library@canadachristiancollege.com)).

Final grades should be completed and finalized on MyCCC by no later than two weeks after the term has ended. If you need assistance on how to finalize grades, please contact Research Library staff (416-391-5000 Ext. 222, [library@canadachristiancollege.com](mailto:library@canadachristiancollege.com)).

Do not allow your students to submit their workbooks or assignments later than the end of the semester. By the last day of class ALL assignments and workbooks must be submitted.

Please follow CCC's grading scale on page 4 of this handbook (MyCCC will be set to this grading scale as the default).

## Invoicing

Once all grades are submitted and the semester is completed, please promptly submit invoices to [finance@canadachristiancollege.com](mailto:finance@canadachristiancollege.com). All invoices will be paid within thirty days.

# VERIFY MOBILE NUMBER ON MyCCC

All staff, faculty, and students are **required to verify their mobile numbers on MyCCC**. Doing so allows CCCSGTS to notify you of important alerts, weather closures, exciting events, etc. To verify your mobile number, follow the steps below:

1. Click on "Settings" on MyCCC by clicking your profile icon;
2. Click "Notifications" under the "My Settings" header and locate the "Text notification number" header;
3. Enter your text-enabled mobile number in the box under "Text notification number" and then select "Send Verification Code";
4. In the box next to your mobile number, enter the 6-digit code that was texted to you and click "Verify Number";
5. You're done! Just make sure you received the notification on your browser that your number has been verified, and make sure your text notification number is active.

## INCLEMENT WEATHER POLICY

In the case of extreme weather conditions that make it unsafe to travel to the campus, an email and text message will be sent to all faculty early in the morning. In the event that you cannot arrive at campus on time for you class or you need to miss the class, please call our admissions office as soon as possible so that the school may find an appropriate solution.

## GRADUATION DATE

The Graduation and Commencement date is to be determined. **Attendance for faculty is mandatory.** Graduation is a great opportunity to congratulate your students on the completion of their academic journey and the commencement of their ministry.

## EMERGENCY EXIT PROTOCOL

In the case of an emergency alarm or evacuation order, please escort your class to the nearest emergency exit in a calm and quick manner.

## FACULTY DRESSCODE

Faculty are required to wear appropriate professional business attire while on campus.

# FACULTY SUITE

The west side of the second floor houses the Canada Israel Centre, the Faculty Suite, and Academic Service Centre. Faculty have full access to three office pods for research, preparation, grading, etc. All office pods are fully equipped with WiFi, printing, and Microsoft Office.

Faculty also have access to:

- Six lockers available to store valuables before, during, and after classes being taught the same day only. Please bring your own lock to use this facility.
- A mini fridge for storing meals or snacks, a coffee machine, a kettle, and a microwave.
- Two offices that can be booked by appointment only to meet with students or other individuals. Please do not leave your belongings in these shared spaces.

# TA POOL

The Faculty Wing on the second floor will have at least one TA on staff from Monday through Thursday from 11:00 a.m. until 8:00 p.m. They are available for all grading needs. **We encourage you take full advantage of this opportunity.**

The major requirement to utilize the TA Pool is that all assignments, quizzes, or exams are accompanied by clearly marked and easy-to-follow answer keys. TAs have also been trained to use the **Scantron Machine**, assuming such quizzes or exams are accompanied by an answer key and directions have been properly followed by students.

TAs can also grade short-answer assignments. However, they must be accompanied by a detailed grading rubric. Longer essays or research papers will be accepted on a case-by-case basis after consultation with the Academic Dean.

TAs are only allowed to grade courses that:

- They have taken before (e.g. a Master of Divinity student could grade most Bachelor-level courses)
- OR**
- Courses that are outside of their degree program (e.g., a Bachelor of Theology student may be allowed to grade a Master of Sacred Music exam).

All assignments, quizzes, and exams must be submitted and filed by the TA at the reception desk. From there, they are input into a database, assigned to an individual TA, and tracked. We aim to have a one-week turnaround on all submissions.

Lastly, during downtime, the TA Pool is also available as a resource to assist professors with Populi or to train students to use our ATLAS RDB Serials Plus research Database.

## **LIBRARY**

The Han Gill Park Research Library has staff that work from 10:00 a.m. until 8:00 p.m. Monday through Thursday and 10:00 a.m. until 3:00 p.m. on Friday. The staff is trained to assist faculty with classroom A/V needs, copying, and research.

## **LIBRARY RESOURCES AND COMPUTER LAB**

The College has purchased ATLA RDB SerialPlus, a research database with access to over 530 academic journals, 790,000 full-text scholarly articles, and 2.9 million bibliographic entries. All CCCSGTS computers have access to this valuable resource. Training to use this resource is available either from the library staff or the TA Pool. This resource can also be used from home but requires a username and password; please see library staff for this information.

A 20-workstation computer lab is available to be booked if your class needs universal access to the internet or Microsoft Office for a particular lecture. Please book the lab with a Library Associate well in advance.

## **CLASSROOM EQUIPMENT**

Each classroom is equipped with an installed projector and screen which can be connected to via a wall outlet (HDMI). If you need any equipment assistance (i.e. markers, projector, more tables, chairs, etc.) please contact the Research Library staff (416-391-5000 Ext. 222, [library@canadachristiancollege.com](mailto:library@canadachristiancollege.com)).

# **MAILBOXES**

Each active faculty member has a private mailbox located in the Admissions office. In your mailbox, you will find your weekly attendance sheets, student hand ins, and invoice payments.

Please do not share this code with students as to protect secure academic information.

# **SECURITY ACCESS CARDS**

Security Access cards may be provided upon request. Please email Building Manager Andrew Clark at [andyclark@canadachristiancollege.com](mailto:andyclark@canadachristiancollege.com) with the times of your courses.

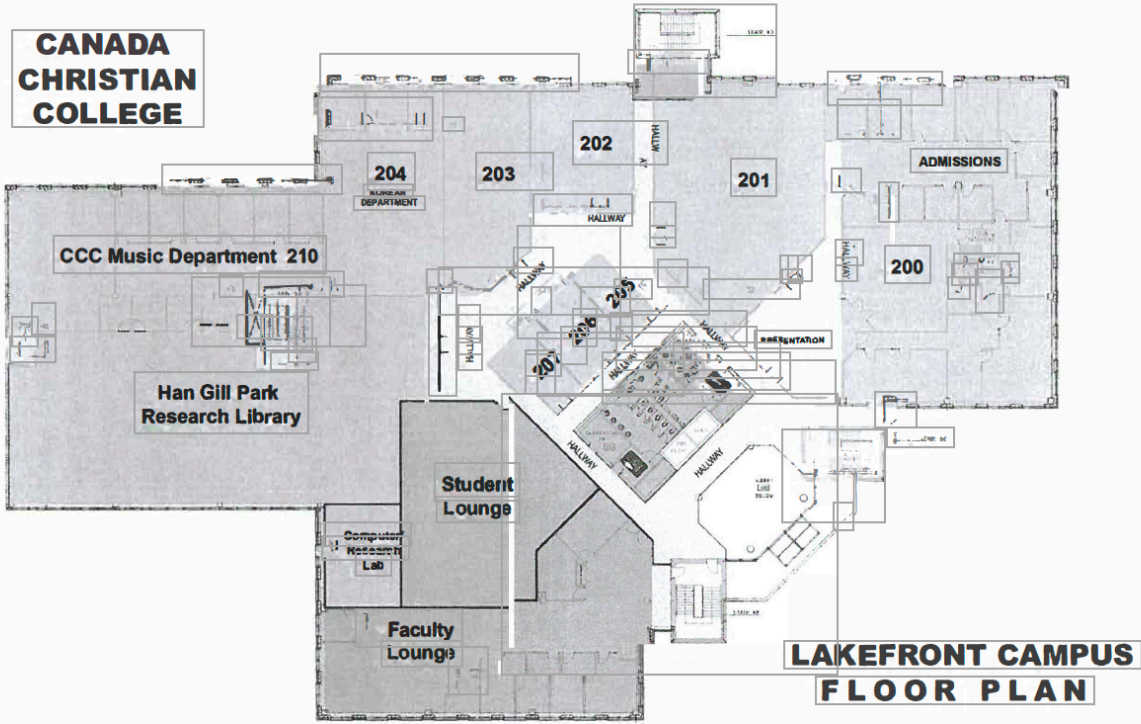
# **FACULTY ID CARDS AND ATHLETICS**

Faculty should be issued an official Canada Christian College ID card once hired. In addition to identifying faculty, these ID cards grant faculty free access to the College's athletic facilities. If you do not have an ID card, please contact the Academic Dean, Dr. Michael Reardon ([mreardon@canadachristiancollege.com](mailto:mreardon@canadachristiancollege.com)).

# **CCC SHUTTLE**

A full service on-call Mercedes shuttle to and from the Whitby GO Station is available from 9:00 a.m. to 10:00 p.m. Monday through Thursday and 9:00 a.m. to 3:00 p.m. on Friday.

# FLOORPLAN



# CONTACT INFORMATION

## CONTACT INFORMATION

Canada Christian College  
300 Water St.  
Whitby, ON L1N 9B6

Tel: (416) 391-5000  
Fax: (416) 391-3969  
Email: [info@canadachristiancollege.com](mailto:info@canadachristiancollege.com)  
Web: [www.canadachristiancollege.com](http://www.canadachristiancollege.com)

## REGISTRAR

Dr. Jennifer B. McVety, *B.C.C., D. Litt.*  
Vice-President & Registrar  
[jennifer@canadachristiancollege.com](mailto:jennifer@canadachristiancollege.com)

## ACADEMIC DEAN

Dr. Michael Reardon  
[mreardon@canadachristiancollege.com](mailto:mreardon@canadachristiancollege.com)

## SOCIAL MEDIA

Instagram: [www.instagram.com/canadachristiancollege](http://www.instagram.com/canadachristiancollege)

Facebook: [www.facebook.com/canadachristiancollege](http://www.facebook.com/canadachristiancollege)

Threads: [www.threads.net/@canadachristiancollege](http://www.threads.net/@canadachristiancollege)

TikTok: [www.tiktok.com/@canada.christian.college](http://www.tiktok.com/@canada.christian.college)

YouTube: [www.youtube.com/canadachristiancollege](http://www.youtube.com/canadachristiancollege)