University of Detroit Mercy Faculty Handbook

Updated – 9/26/2025

Dear Colleagues

This University of Detroit Mercy Faculty Handbook is an electronic resource for individuals on all campuses: McNichols, Aquinas, Riverfront, Corktown, and Novi. While much of the Handbook's contents will prove especially useful for new faculty members, I encourage all full-time and part-time faculty to take advantage of the information provided in print and through the links included in the document. The Handbook was created through the efforts of the Faculty Development Team and input from additional faculty, administrators, and staff. Please remind your colleagues of its availability and share its location link on the Office of Academic Affairs webpage.

The document is a dynamic one and will be reviewed and revised annually. If you have suggestions for content, please forward those recommendations to zarkowp1@udmercy.edu.

Thank you for your invaluable contributions to our students, colleagues, the University, and the communities we serve.

Regards,

Pamela Zarkowski, JD, MPH
Provost and Vice President for Academic Affairs

Disclaimer Regarding Web Content

Detroit Mercy's website has online resources available to its community and is updated in real-time, with daily changes. Web links in the Handbook were active as of August 15, 2025, but may change at anytime. While every effort is made to ensure the accuracy of material published in the Handbook or on the Detroit Mercy website, discrepancies or outdated information may occur. If you reach a link that does not exist or does not appear to be accurate, please notify the Office of Academic Affairs.

Contents

1 ABOUT DETROIT MERCY

1.1 DETROIT MERCY MISSION, VISION, and CORE VALUES
- Mission, Vision, and Core Values of the University: http://udmercy.edu/about/mission- vision/ index.php
- Detroit Mercy's Catholic identity also reflects the tradition of our religious sponsors: the Society of Jesus and the Sisters of Mercy of the Americas: https://udmercy.edu/about/mission-vision/religious-sponsors/index.php
- Sisters of Mercy Critical Concerns: https://www.sistersofmercy.org/mercy-for-justice/
- Universal Apostolic Preferences: https://www.jesuits.global/uap/

1.2 DETROIT MERCY LEADERSHIP
- University Leadership: https://www.udmercy.edu/about/leadership/leaders.php
- Shared Governance: http://www.udmercy.edu/faculty-staff/governance/

1.3 CAMPUS LOCATIONS
University of Detroit Mercy has three campuses in Detroit and offers programs at additional locations in southeast Michigan. Please use this link to access maps of all campus and program
locations: http://www.udmercy.edu/about/location.php

1) **McNichols Campus**
   4001 West McNichols Road, Detroit, 48221
   - School of Architecture & Community Development
   - College of Business Administration
   - College of Engineering & Science
   - College of Health Professions
   - College of Humanities, Arts, & Social Sciences
   - Administrative Offices, University Ministry, Library, Student Support Services, Student Residences, and Athletic Facilities (including Calihan Hall)
2) **Riverfront Campus**
   651 East Jefferson Avenue, Detroit, 48226
   - School of Law
3) **Corktown Campus**
   2700 Martin Luther King Jr Blvd., Detroit, 48208
   - School of Dentistry
   - Clinical Dental Center
4) **Aquinas Campus**
   1700 Fulton St. E, Grand Rapids, 49506

- BS Nursing Program

5) **Novi Campus**

   41555 W 12 Mile Rd., Novi, MI 48377

   - School of Optometry
   - Detroit Mercy Eye Institute

1.4 OFFICE OF MISSION INTEGRATION

The Office for Mission Integration (OMI) creates opportunities for Detroit Mercy personnel to understand the rich Catholic and explicitly Jesuit and Mercy traditions that inform the mission of University of Detroit Mercy. The OMI empowers faculty, staff, administrators, and trustees to creatively and effectively lead from a commitment to Detroit Mercy's mission, more fully integrating the mission into the University's life and thus better serving our students.

Mission | University of Detroit Mercy

2 GETTING STARTED

2.1 PARKING PERMIT AND EMPLOYEE ID

University ID is required at all times while on campus. In order to park on campus, you must have a valid parking permit.

1) **Parking Permit**

   Step 1

   - Go to my.udmercy.edu in your web browser.

   - Select **Main Parking Permits System** listed under Quick Links.

   - If you are a new employee, the link is designed for you to add your vehicle information to obtain a parking permit. Employees must also complete the Employee Payroll Deduction tab as well.

   Step 2

   - You may proceed to the Titan Information Center to pick up your Parking Permit Tag when you receive confirmation in your University email. Please know your T number and bring a State ID Card or Passport for identification.
   - The Titan Information Center is located on the McNichols Campus, Student Union, Lower Level. The Fall and Winter term hours of operation are Monday through Friday, 10:00am-5:00pm.
   - Please note:
     - In order to park on campus, you must have a valid Parking Permit.
     - If you do not have a valid Parking Permit, you will receive a ticket from Public Safety.

- The permit must be visible in your vehicle. The permit should appear on your rear-view mirror or on the dashboard of the driver's side of the car.

For Further assistance:

a) **McNichols Campus**

Please direct questions to Christina Socha, Student Engagement Manager, sochacr@udmercy.edu , 313-993-1028 or to the Titan Information Center student staff, 313993-1100.

b) **School of Dentistry**

Crystal Becker, Assistant to the Dean, walikacm@udmercy.edu, Office 313-494-6620.

c) **School of Law**

Employees with the School of Law will continue current practices with the Student Services Center. Questions may be directed to Yvette Chapman, chapmayv@udmercy.edu, 313-596-0224 and the link here: School of Law Student Service

2) **Employee ID**

Uploading Your Photo

- Employees are able to upload a picture through the **GET** mobile app to obtain a Detroit Mercy ID card. You will receive an email confirmation when the picture is processed. Please present a picture ID (drivers license or state ID card) to pick up the ID card from the Titan Information Center

- Please download the free app for **GET** in the app store.

- Find specific instructions for the photo upload process here.

2.2 DETROIT MERCY EMAIL ACCOUNT AND OTHER IMPORTANT ACCOUNTS

- Home and departmental file storage services are available through the University Office 365 domain environment. Office 365 is a cloud-based solution providing access to Detroit Mercy email and rich solutions that keep people connected to documents and data. Intuitive tools for online meetings, file storage, sharing, and team collaboration make connecting and collaborating with students, faculty, and staff easy. In addition, the University manages much of its self-service and administrative operations using the my.udmercy.edu portal environment.

- Requests for accounts on these systems are obtained during your employment onboard through the HR department. Your credentials packet will be created and sent to your supervisor who will then provide them to you. You will be required to change initial passwords upon your first login.

- The ITS department is pleased to announce the Microsoft Advantage Program, which allows current employees to download and install Microsoft Office 365 ProPlus applications at NO cost. Please read more at: https://www.udmercy.edu/about/its/computing/personal/index.php

- The University uses a hosted Blackboard environment as its learning management system.

- Information about IT services, including support, hardware, software, audio-visual service, lab service classroom technologies, policies, and security, may be found online at: http://www.udmercy.edu/about/its.

2.3 MY PORTAL

- My Portal is the secure, personalized site through which Detroit Mercy students and employees access available online services.

- The Self-Service section of My Portal has multiple uses including access to class enrollment lists, class schedules, the Detroit Mercy course catalog, and individual student and advising information. You will also use My Portal Self-Service to submit the required midterm and final grades.

- If you need help setting up your access to either Detroit Mercy email and/or My Portal, please call the IT help desk at 313-993-1500 during business hours.
  - Quick access to the Detroit Mercy portal and other frequently used faculty sites: https://www.udmercy.edu/faculty-staff/index.php

2.4 FACULTY LISTSERVS

- The listserv for faculty across all campuses is faculty@listserver.udmercy.edu .

- The listserv for McNichols and Aquinas faculty including Adjunct faculty is nuntium@listserver.udmercy.edu.

3 PREPARING TO TEACH

3.1 SYLLABUS CREATION AND DISTRIBUTION
- All faculty teaching undergraduate, graduate or professional courses are required to create a course syllabus.
- A course syllabus should indicate clearly to students what is expected of them in the course and how they are to be evaluated
- Faculty must distribute their course syllabus to students no later than the first synchronous class session or the beginning of the term. The syllabus should be made available in digital format with relevant hyperlinks.

3.2 TEXTBOOKS
Consult with your department Chair or Program Director regarding whether you are free to select your textbooks or if a particular book or books are required for your courses.

1) **Ordering Textbooks**
   - Desk copies or evaluation copies of texts are often provided to instructors at no cost from the publisher. Publisher websites will include the process for ordering these free copies. They will often include contact information for your regional representative, who can also be a valuable source for ordering desk copies and discussing other possible books and sources for your courses. (Please note: desk copies cannot be sold or donated to the library.)
   - Once you have decided on the books for your courses, place your book orders with the Detroit Mercy bookstore as early as possible to help ensure your students have the most access to affordable options. The bookstore also offers a variety of additional course materials and resources, including textbook rentals; used, new, and digital textbooks; custom course materials; and Open Education Resources (OER) Courseware. The bookstore also offers a Price Match program with Amazon.com and bn.com, with restrictions. In addition, the bookstore can help create a custom option for faculty using portions of a textbook and/or multiple sections from different textbooks.
   - When placing a book order, include whether the course material is going to be required for the class or just recommended. If you use the same materials as the previous semester, please also include the Subject abbreviation and Course number of the course. The bookstore website is: https://www.udmercy.edu/faculty-staff/facilities/bookstore.php

2) **Textbook Order Deadlines**

The bookstore fully complies with the 2008 federal HEOA. The HEOA intends to help students with financial concerns about textbooks by requiring post-secondary institutions that participate in federal financial aid programs and receive federal financial assistance to disclose verified pricing for both required and recommended textbooks and cost information for other course supplies

Submit your book orders with the ISBN, Author, and Title

via phone (313) 993-1030 or

email: **2385txt@follett.com** by the following schedule

- On or before April 1 for the fall semester
- On or before October 15 for the winter semester
- On or before March 15 for the summer semester

3) **Bookstore Locations and Phone Numbers**
McNichols Bookstore
4001 W. McNichols Rd
Detroit, MI 48221
Student Union, lower level
(313) 993-1030

Dental Bookstore
Corktown Campus
2700 Martin Luther King, Jr. Blvd.
Detroit, MI 48208

2nd floor, near Café; across from the Special Functions Room

Law Bookstore
Riverfront Campus
651 E. Jefferson Ave.
Detroit, MI 48226
Room 149
(313) 596-0267

3.3 FINDING YOUR CLASSROOM

- Locate your course section(s) online in the Detroit Mercy class schedule: https://reg-prod.ec.udmercy.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search
- Select Term (semester), for example, Fall 2025, from the pulldown menu and click "Continue."

- On the next screen, select the Advanced Search option at the bottom of the screen. Enter your name as the instructor, then click on search at the bottom of the screen.
- The next screen will provide a list of your course(s), including the Catalog name of your course; its five-digit course reference number (or CRN); its section number; scheduled meeting times; campus (e.g., "McNichols Campus"; and its building location (e.g., "Briggs 205"). Maps of all campus and program locations are posted at: http://www.udmercy.edu/about/location.php
- Contact your Department Chair or Program Director if your course is not listed.

- If the scheduled classroom is unsuitable for the class you teach, contact your Assistant/Associate Dean for a review of reassignment through the Registrar's Office.
- Once you have obtained your My Portal account (see My Portal section above), you may also obtain this information through the steps outlined in 4.1 below.

3.4 RESERVING CLASSROOM AV EQUIPMENT

- Check your classroom audio-visual (AV) equipment to determine if it is sufficient for your course needs. A Classroom Directory detailing AV equipment available for individual classrooms may be found at http://www.udmercy.edu/about/its/classrooms/index.php.
- You may still want to visit the room in person before the start of classes to verify that sufficient equipment is in place and that you are comfortable using it. If you are unsure how to use the equipment, you may schedule an overview with the AV department.
- HDMI, VGA, and other cables to connect notebook computers may be obtained through your college office. The AVCS office will provide one in a pinch but does not give out cables.
- If you need additional equipment, contact the Audio-Visual and Classroom Support Department (AVCS) to schedule delivery of the needed equipment. The process for reserving equipment, including a required Reservation Form, is available through the AVCS website https://www.udmercy.edu/about/its/av/index.php . The phone numbers for the AVCS offices are 313-993-1800 (Briggs) and 313-993-1957 (Engineering).
- Additional information (including procedures, the equipment loaner program, and campus videoconferencing technology) is available on the AVCS website.

3.5 RESERVING SPACE FOR EVENTS

- Event request forms can be found in COURSEDOG:
  https://udm.events.prod.coursedog.com/

4 CLASS LISTS, LATE ADDS, MIDTERM & FINAL GRADES

Please note: Self-Service in my.udmercy.edu is available to all faculty. However, policies and practices regarding class lists, mid-term grades, and final grades may differ for faculty at the School of Dentistry, School of Law, and School of Optometry. Please follow protocols established by your respective Dean's Office.

4.1 CLASS LISTS

- Class lists are available through Self-Service in my.udmercy.edu, accessed using your Titan Pass. Once you log into my.udmercy.edu you will see a Self-Service- Faculty menu where you can choose Class List. When you click on Class List, you will see a list of courses that you are attached/assigned to as an instructor. Click anywhere around the course name to see course information such as course dates, enrollment counts, class list, waitlist (if applicable), etc. The list of courses is cumulative over time, so you can go back and see prior courses from prior semesters. If you have more than one course for the semester, you can click on the CRN Listing link at the top to be taken back to the menu to choose another course to view.

- You can click on an individual student from the class list to go to their student profile for detailed student information. From the top right-hand corner of the Class list page, you can export the class list into an excel file or print it.

- Class lists reflect real-time transactions and are updated 24/7 for adds/drops from the day registration begins for the semester through the 100% add/drop period. Within the first two weeks of your class, please review your official class lists and inform the Registrar's Office of students on your course list who are not attending or report students who are not on the official class list who may be attending. You will also receive an email instructing you to provide this information to the Registrar's Office after add/drop week. It is against University policy to allow students to attend your class sections without official registration.

4.2 ACADEMIC POLICIES AND PROCEDURES

Academic policies and procedures are included in the catalogs. Please take time to familiarize yourself with them in the undergraduate or graduate catalog:

https://www.udmercy.edu/academics/catalog/index.php

4.3 LATE ADDS

- Detroit Mercy allows students to freely add/drop during the add/drop period, which is the first week of class for full semester courses, as long as seats are available. However, adding a course after the first day of class does not exempt students from any assigned work or deadlines stated in the syllabus on the first day of class.

- After the first week of classes, you are not required to allow a student to add your class. If you do decide to allow a student to add your class after the first week of classes, the student will need an official "Advising and Registration/Change in Registration Form" signed by the instructor, advisor, and Dean's office to join your class. This form can be found online at https://www.udmercy.edu/current-students/registrar/forms.php

- Please direct 'students' questions to your Associate Dean and/or Dean's Office.

- Students are responsible for all missed work due to late registration or other reasons.

4.4 FINAL GRADES

All faculty teaching undergraduate, graduate or professional courses are required to submit final grades within 48 hours after the class ends, using my.udmercy.edu – Self-Service. See the academic calendar for the exact due date each semester.

4.5 MIDTERM GRADES

All faculty teaching full semester (15 week) undergraduate courses are required to submit midterm grades in week eight of the course, using my.udmercy.edu-Self Service. See academic calendar for the exact due date each semester.

4.6 Grades of "I", "U", "F" OR "XF"

- For information regarding the use of the Incomplete ("I") Grade for undergraduate students, see "Incomplete Grade" tab under Academic Policies in the Undergraduate Catalog and for graduate students, see the "Incomplete Work" tab under Academic Policies in the Graduate Catalog: Access respective catalogs at https://www.udmercy.edu/academics/catalog/index.php

- A grade of "XF" should be assigned when the instructor has no record of a student ever attending class although the student is still officially registered for the course and has never withdrawn. XF grades are permanent grades and count in the student's GPA as an F or failure for the course. These grades are used in calculating academic standing at the end of each semester and may contribute to academic warning, academic probation, or academic

dismissal from the program. XF grades will also impact financial aid because of non- attendance in the course. See the undergraduate or graduate grading system under Academic Policies in the respective catalogs.

- A grade of "U" is a temporary grade given to indicate a graduate student's unsatisfactory progress in a research project, internship, or practicum. See the graduate grading system **under** Academic Policies in the graduate catalog.

- For any non-passing grades such as "I", "U", "F," or "XF", you will need to indicate the last date of attendance. If you do not provide a last date of attendance for these instances, your grades will not be submitted for the entire class section. If the student never attended, use the first day of the class.

5 CENTER FOR EXCELLENCE IN TEACHING & LEARNING

5.1 WHAT IS CETL?

The Center for Excellence in Teaching & Learning (CETL) supports faculty in enhancing teaching effectiveness and student success. Support is available through one-on-one consultations, small group sessions, formal workshops, and short courses on a variety of evidence-based teaching strategies.

https://cetl.udmercy.edu/about/

1) **Instructional and Pedagogical Support**
   - Course development, design, and revision
   - Faculty on-boarding
   - Course troubleshooting and instructional problem solving
   - Confidential teaching observations
   - Active learning strategies and classroom activity development
   - Curriculum and course alignment
   - Program and course learning outcomes alignment
   - Assessment mapping, development, and analysis
   - Writing effective learning objectives
   - Aligning course materials and assessments with objectives
   - Syllabi review
   - Professional development opportunities in effective teaching and learning
   - Research and grant support related to teaching and learning

2) **Academic Technology Support**
   - Learning Management System (Blackboard) support
   - Supported instructional technologies
   - Creation of customized instructional materials & digital media

- Implementation of new technologies & methodologies
- Course support (e.g., content uploads, test creation, and grade center management)

5.2 CETL LOCATION & CONTACT

The CCETL office is located on the third floor of the McNichols Campus Library in the Teaching and Learning Center. Not sure where to start? Please contact the CETL Director with questions or visit our website for guidance, programming and academic technology resources

1) **General Contact Information**
   Phone: 313-578-0580
   Website: https://cetl.udmercy.edu
   Meet the CETL Team: https://cetl.udmercy.edu/meet-the-people/
   Professional Programming https://cetl.udmercy.edu/sessions/
   Academic Technology & Reference: https://cetl.udmercy.edu/knowledge/

2) **Email Contacts**
   Programming and pedagogical support: cetl@udmercy.edu
   Academic Technology support: Ask-CETL@udmercy.edu

3) **Director Contact**
   Dr. L. Michael Verdusco
   Phone: 313-993-1299
   Email: Verdusmi@udmercy.edu

6 ACADEMIC TECHNOLOGY FOR FACULTY

6.1 BLACKBOARD

Blackboard is a Learning Management System (LMS). An LMS is a web-based platform that empowers instructors to distribute course content, post and collect assignments, administer online assessments, provide students with grading feedback, and facilitate various other educational activities. In addition Blackboard accommodates a wide range of learning modalities from fully online courses to traditional face-to-face instruction.

6.2 BLACKBOARD LOGIN

Blackboard may be found at: http://blackboard.udmercy.edu/

Login using your Microsoft Office 365 username and password. If you are having password issues, contact the ITS helpdesk 313-993-1500.

6.3 BLACKBOARD AND ACADEMIC TECHNOLOGY REFERENCE MATERIAL

1) **BLACKBOARD TUTORIALS**

   Self-service tutorials and reference materials that introduce the fundamental of concepts of using Blackboard and supported academic technologies are available at: https://cetl.udmercy.edu/knowledge/

   You can also seek support through the CETL Team. Refer to section 5.2 for contact information.

2) **ADDITIONAL SUPPORTED ACADEMIC TECHNOLOGIES**

   Recognizing that supporting all potential educational software is not practical, a list of officially supported software tools is maintained. Focusing on a core set of tools ensures that students and others are not required to manage multiple tools that often serve the same purpose and provide a more uniform experience.

   View the list of officially supported software tools and find out how to make suggestions at
   https://cetl.udmercy.edu/knowledge/support/supported-tools

6.4 NOTEBOOK COMPUTERS

University Provided Base Computer – All full-time employees will be assigned a notebook computer as part of the standard University refresh process. Should full-time employees remain without a notebook computer after the FY23 refresh has been completed, the University will accelerate their refresh to provide a notebook computer as expeditiously as possible. All base computers will have a built-in webcam, microphone, speakers and standard carrying case. For more details, go to:

https://www.udmercy.edu/about/its/keepworking.php

6.5 COURSEDOG

Coursedog (www.coursedog.com) is the class scheduling software utilized by program directors, department chairs, and Dean's Offices in collaboration with the Office of the Registrar to create the class schedule for each semester. This powerful tool enables departments to manage course adjustments such as adding sections, changing instructors, modifying instructional methods, updating capacities, managing cross-listings, and more. If you need to make changes to your class schedule before the semester starts, please contact your program director or department chair to request the necessary updates.

7 UNIVERSITY of DETROIT MERCY PROFESSOR'S UNION (UDMPU)

- The faculty union for Detroit Mercy's McNichols Faculty is the *University of Detroit Mercy Professors Union*—or UDMPU. The UDMPU Contract—with which all new, McNichols faculty should familiarize themselves—is available at https://www.udmercy.edu/academics/academicaffairs/aca-affairs-pdf/2021-2026-Contract-Official-Signed-Version-w-headers.pdf
- The Contract is also known as "the Collective Bargaining Agreement" or "Agreement."
- Most Detroit Mercy McNichols full-time faculty and librarians join the Union. Part-time faculty and faculty affiliated with the School of Dentistry and School of Law are not members of the UDMPU. See Articles 3.2 and 3.4 for Union membership information. New full-time McNichols faculty will be provided with membership forms during the UDMPU portion of New Faculty Orientation.

8 DETROIT MERCY SHARED GOVERNANCE

The governance structure provides an opportunity for the ongoing assessment and improvement in many aspects of the University and an expanded communication avenue to enhance the academic and administrative functions. The Shared Governance Task Force and University Teams benefit from faculty membership from all campuses.

As outlined in the Joint Policy Statement on a Faculty Rights and Responsibilities Framework (adopted in 2000 by the University of Detroit Mercy Board of Trustees and UDMPU and included as Appendix A of the UDMPU Contract)—McNichols faculty participate in a shared governance model as follows:

- The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (everything except hiring and firing decisions), promotion and tenure process, and academic/program standards, and with shared responsibility for supporting those procedures for

admission of students and other aspects of university life that relate to the educational process.

- Budgetary policies and decisions directly affecting those areas for which the faculty has substantive responsibility shall be made within the defined shared governance process. Fiscal policies and decisions to be made in concert with the faculty should include but not be limited to curriculum, subject matter and methods of instruction, research, faculty status, promotion and tenure process, academic/program standards, and those aspects of admission of students and student life that relate to the educational process.

- The faculty sets the degree requirements, determines when they have been met, and otherwise qualifies students and recommends them for awarding of degrees.
- Duly elected faculty should participate on University standing committees and any Ad Hoc University committee or task force.

The McNichols Faculty Assembly (MFA) is the representative body of the McNichols faculty in shared governance and thus ensures that the faculty, as detailed in the UDMPU Contract, have primary responsibility for curricular and academic areas. In addition, the MFA is the collective voice of the McNichols faculty in all matters of academic policy extending beyond the individual academic unit. Similarly, faculty members from the School of Dentistry and the School of Law participate in their respective faculty governance assemblies (*Riverfront and Corktown Faculty should address their questions about Shared Governance to their Dean's Office). University Teams benefit from faculty and staff representatives from all campuses.*

For more information: https://udmercy.libguides.com/shared_governance

9 BASIC FACULTY WORKLOAD AND PROFESSIONAL RESPONSIBILITIES

- Faculty Workload and Professional Responsibilities for McNichols Faculty are outlined in Article VI of the UDMPU Contract.

- School of Dentistry, Law and Optometry Faculty should consult their Deans' Offices.

10 ANNUAL REPORTS AND PROBATIONARY REVIEWS

- All McNichols faculty undergo an Annual Review. Information and forms shared on the Faculty Promotions, Tenure, & Annual Reviews website https://www.udmercy.edu/academics/academic-affairs/Promotion-Tenure-Annual-Reviews.php under the Faculty Annual Report Forms tab and the Probationary Review Forms tab.
- Please read related UDMPU Contract sections, including Article V and Article 6.3(c).

- For detailed information, please read the **Detroit Mercy Promotion and Tenure Handbook**
- School of Dentistry, Law and Optometry faculty should consult their Deans' Offices.

11 PROMOTION AND TENURE

- Fundamental information about promotion and tenure is posted on the Faculty Promotions, Tenure, & Annual Reviews website.
- For McNichols faculty additional information is contained in Article V of the UDMPU Contract.

12 ACADEMIC ADVISING AND STUDENT SUPPORT SERVICES

Detroit Mercy faculty play a significant role in student advising by serving as Academic Advisors for many students. All new faculty should review the following site for information about this important responsibility: http://www.udmercy.edu/academics/academic- affairs/advising/index.php

In addition to academic advising, Detroit Mercy faculty, assisted by multiple offices across campus, take pride in the personalized attention provided to students. Below are several valuable campus resources for advising, assisting, and mentoring students.

12.1 CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT (CCPD)

- The Center for Career & Professional Development (CCPD) provides career and professional development opportunities to Detroit Mercy students. http://www.udmercy.edu/cec/
- The CCPD partners with faculty to connect students to relevant resources and equips them with knowledge and tools to make career decisions, explore majors, and seek experiential and post-graduation employment.
- Faculty are encouraged to contact the CCPD to coordinate classroom activities and workshops to help students prepare for their career goals and job search.
  - Located on the ground floor of the Student Union (adjacent to the Blackbox Theatre), the Center is open Monday through Friday.
  - Call 313-993-1017 or email careerlink@udmercy.edu

12.2 EQUAL OPPORTUNITY/STUDENT ACCESSIBILITY SERVICES (SAS)

- Part of the Office of Equal Opportunity, Student Accessibility Services facilitates academic and housing accommodations, advocates for students with disabilities, and serves as an educational resource for the University community.

https://www.udmercy.edu/academics/academic-affairs/oeo/sas/index.php

- Accommodations are individualized modifications or adjustments to the academic or campus environment. Accommodations must be approved by Student Accessibility Services.
- At the beginning of each semester, faculty will receive an email notifying them of approved accommodations for students in their courses. Faculty with questions about how to implement accommodations in their courses should contact: Student Accessibility Services:sas@udmercy.edu
- If a student tells you they have experienced discrimination or sexual harassment , or if you experience discrimination or sexual harassment on campus, visit the Office of Equal Opportunity website or send an email to novellme@udmercy.edu

12.3 STUDENT COMPLAINT POLICY & RESOLUTION CENTER

- The Student Complaint Policy & Resolution Center website provides a resource for students to submit complaints regarding academic or nonacademic experiences not addressed in college and school handbooks or University policies and procedures. https://www.udmercy.edu/about/consumer-info/complaint-policy.php

- There are two types of complaints:
  - o Academic: College/School-related, Libraries, Center for Career & Professional Development, Student Success Center issues, or any other academic matter.

  - o Non-academic: Student Services (issues with Admissions, Financial Aid, Registrar, Student Accounting, International Services, Residence Life, or other non-academic departments), Auxiliary Services (bookstores, food services), or issues with Facilities or Public Safety (buildings, parking lots, security of person or property, etc.)

12.4 STUDENT SUCCESS CENTER (SSC)

- The Student Success Center (SSC) provides a variety of student support services, including a testing center (including placement testing), free tutoring, college life coaching, athlete study tables, exploratory student advising in the (Academic Interest & Major Exploration) AIME and Health Exploration (HEX) programs, developmental coursework, and Student Accessibility Services.
- http://www.udmercy.edu/current-students/support-services/success-center
- The SSC also provides academic support programming through the King-Chavez-Parks (KCP) Connections 4s grant program and sponsors the First Gen Network student organization.

- Located on the 3rd floor of the McNichols Campus Library, Faculty should refer students in academic distress (missing assignments, excessive absences, under-preparedness, etc.) to the SSC for academic or transitional support by submitting an alert through Beacon.
  - Tutoring is available in most freshman and some upper-division courses, including math, chemistry, biology, languages, philosophy, history, and English. Students can make appointments for tutoring by using the online scheduler, TutorTrac, located in their My Portal page.

12.5 STUDENTS OF CONCERN / STUDENTS OF CONCERN COMMITTEE

The Student Care and Concern Team/Behavior Intervention Team (BIT) is a University resource established to help promote a safe campus community by receiving, collecting, considering, and — when deemed necessary — acting upon information regarding the behavior of concern exhibited by a student or group of students. The goal is to promote a safe University environment for all students and staff focused on student learning and development.
https://www.udmercy.edu/faculty-staff/concern/index.php

- By encouraging all campus community members to report concerning behaviors, BIT will be able to reach out to students to intervene, provide support and connect them with resources that can assist them. As such, BIT asks that the University community report concerning "red flag" behaviors. See the "Students of Concern" page for more information:

- Who may be referred?
  - Students who may be a threat to their safety
  - Students who may pose a threat to members of the University community
  - Students who may have experienced traumatic personal events
  - Students whose behavior and/or emotional state raise significant concerns

- Who can make a referral? Students may be referred directly by any individual who has observed or witnessed the behavior of a student that causes concern.
  - Faculty, staff, students, and community members who interact with our students can refer
  - Students can be referred anonymously. If there is a concern of imminent harm to the student or others, please contact public safety 313-993-1234. To report an episode or concern, contact the Dean of Students at 313-993-1028.   Please refer to "Recognizing Students in Distress on the Recognizing Students in Distress website.

12.6 TRIO STUDENT SUPPORT SERVICES PROGRAM

The Detroit Mercy TRIO Student Support Services program (TRIO SSS) is a federally funded program designed to provide underrepresented student populations with academic support, cultural engagement, and personal development programming: https://www.udmercy.edu/current-students/support-services/trio.php

- The TRIO SSS program is designed to increase student persistence, promote degree completion, and realization of career or academic goals. The Trio SSS Program provides individualized academic services to underrepresented students (first-generation, income- eligible, or documented disability), regardless of academic program, allowing each student to focus on their personal goals while embracing exclusive opportunities that support and nurture the student. Please feel free to contact TRIO SSS at trio@udmercy.edu or 313-993-1108

- The TRIO Office is located on the 3rd floor of the McNichols Campus Library - Room 314

12.7 THE WRITING CENTER

The Writing Center is an essential component for success, supporting students in all courses with their writing assignments, including, but not limited to courses in: English, Biology, History, Social Work, Engineering, Architecture, ESL/ALCP, Nursing/CHP, Business, Economics, Criminal Justice, Philosophy, Communications, CIS, Education, Psychology, and more: https://www.udmercy.edu/current-students/writing-center/

- The Writing Center is located in the Briggs Building in room 131, and is staffed by well-trained professional and peer consultants who work with students at all stages of the writing process.
- Students can create an account and book appointments through the Writing Center's Scheduling Website at https://udm.mywconline.com/
- The Writing Center is also an important resource for students applying to graduate and professional schools and internships. Consultants can assist student with personal statements, internship essays, and other essays or letter-based application materials. We welcome students applying to master's and doctoral programs, including dental, medical, and physician assistant programs.
- Appointments are 30 minutes, with face-to-face and online options available. Graduate students may request 60-minute sessions with select writing consultants. Faculty may request in-class visits to introduce students to available services. Each semester, workshops are offered to students on topics like MLA/APA Style, Research Integration, Plagiarism Prevention and other special topics by request.
- Writing Center phone: 313-993-1022 & email: writingcenter@udmercy.edu

12.8 UNIVERSITY LIBRARIES

The University Libraries provide support for the teaching and research of faculty and students by providing:

- Research and reference assistance online and in-person in each discipline area, including 24/7 chat service
- Research guides in various subject areas to streamline the research process
  Law Library: https://libguides.udmercy.edu/
  McNichols. Dental and Optometry Libraries:
  https://udmercy.libguides.com/?b=g&d=a
- Library orientations and classroom or individual research instruction by appointment
- Core collections in a variety of formats in each discipline area covered by the Detroit Mercy curriculum
- Course reserves for items to which all students in a course will require access, upon request of teaching faculty
- Electronic databases providing access to articles, eBooks, and videos
  - Law Library: https://libguides.udmercy.edu/az.php
  - McNichols, Dental and Optometry Libraries:
    https://udmercy.libguides.com/az.php
- Print and electronic books.
- Access to additional titles, including articles, through interlibrary loan (ILL).

McNichols Campus Library: 313-993-1795
https://libraries.udmercy.edu/guides

Dental Library (Corktown Campus): 313-494-6900
https://libraries.udmercy.edu/dental/

Optometry Library (Novi Campus): 248-675-0835
https://libraries.udmercy.edu/optometry/

Law Library (Riverfront Campus): 313-596-0241
https://law.udmercy.edu/library/

13 HEALTH AND WELLNESS

In keeping with the Ignatian Jesuit characteristic *cura personalis*, care of the whole person, i.e., heart, mind, soul, and body, Detroit Mercy is committed to the health and well-being of all its students and employees. *Please note that section 14 also contains resources useful for faculty when encountering urgent situations.*

13.1 ILLNESS-RELATED PROTOCOLS

The Wellness & Wellbeing webpage is focused on creating an environment that enables wellness and well-being and health promotion as a basic human right for every member of the University community. You will find illness-related absence protocols, details on navigating common illnesses, and resources that address the impacting factors of one's health and academic success. https://www.udmercy.edu/health/advisories/

13.2 TEACHING RESOURCES FOR STUDENT ABSENCE AND ASSISTANCE

The Health Advisories webpage found on the Wellness & Well-Being website provides guidance on Student Absence Protocols and resources for navigating student distress.

The Access to Technology Working Group prepared guidelines to address the technology needs for effective teaching and working when appropriate.

See details at: https://www.udmercy.edu/about/its/keepworking.php

13.3 PSYCHOLOGY CLINIC

University of Detroit Mercy Psychology Clinic offers confidential psychological services to University students, staff, and residents of the entire metropolitan Detroit area.

http://liberalarts.udmercy.edu/psychology-clinic/index.php

- The Psychology Clinic provides assessment services for Detroit Mercy students referred by the Student Success Center and the Office of Student Disability & Accessibility Support Services.
- The clinic partners with faculty and Detroit Mercy groups to provide outreach activities and mental health education workshops.
- Children, adolescents, and adults from the entire metropolitan area are eligible to receive services with affordable fees based on gross household income.
- Doctoral students in clinical psychology provide all services and are supervised by licensed psychologists.
- Located in Reno Hall, the clinic is open Monday through Saturday. Evening hours are available. Individuals interested in services may call 313-578-0570 and visit the clinic webpage.

13.4 UNIVERSITY MINISTRY

- As a Catholic, Jesuit, and Mercy University, the ministry staff supports a sense of belonging and community, accompanies the spiritual development

of any student, offers spaces to serve the Detroit community, and creates space for awareness and advocacy for social justice issues.

- Collaboration: We invite faculty to collaborate on programs and events of a spiritual/advocacy /service/social justice nature with our staff.
- Faculty are encouraged to use their "mission time" to collaborate with University Ministry and accompany students on service immersion experiences, days of reflection, retreats, prayer experiences, or interfaith opportunities. There are also many options for faculty to participate in activities such as the Busy Persons Retreat offered once a semester or various lectures, prayer events, etc.
- The University Ministry Office also serves our community in remembering the deaths of our colleagues and their direct family members. If you or a colleague have a death in the family, please share the information (employee name, position, family member name and date of death, and any accompanying information for memorial services, obituary, etc.) Also, if there is a current student death we need to be aware of, please inform our office at ministry@udmercy.edu. We can also support potential memorial or prayer services for employee/student deaths or other traumatic events going on in the world.
- The University Ministry Office is located on the ground floor of the Student Union across from the bookstore on the McNichols Campus.
- Visit the website: https://www.udmercy.edu/life/ministry/
- Contact University Ministry at 313-993-1560 or ministry@udmercy.edu.

13.5 WELLNESS CENTER – PERSONAL COUNSELING

- The Wellness Center is committed to enhancing the physical, psychological, emotional, and relational well-being of the student in an attempt to promote personal growth and the achievement of academic success.

  - https://www.udmercy.edu/life/health/index.php

- Professional outpatient counseling and psychotherapeutic treatment are available to students at no charge.

- Services are provided by a clinical psychologist, clinical social workers, and mental health counselors licensed in Michigan at the highest level of practice.

- Appointments can be made by phone or email.

  - 313-993-1562
  - personalcounselingwc@udmercy.edu

13.6 RELIGIOUS SERVICES AND SPACES

<mark>Schedule of Religious Services</mark>: https://www.udmercy.edu/life/ministry/liturgy-prayer.php

1) **Detroit Mercy Chapels and Spiritual Spaces**
   a) **McNichols Campus**

   - *St. Ignatius Chapel* - Located in the Commerce and Finance Building (C&F). Combining contemporary and traditional architectural forms, the chapel is a beautiful place for prayer, reflection, and worship. Catholic Mass is offered at

     o noon on Mondays, Wednesdays, and Fridays
     o 12:45 on Tuesdays and Thursdays
     o 8:00 pm on Sundays

   - *Holy Spirit Chapel* – Located on the ground floor of the Student Union. This is an ecumenical/Christian prayer space open to all. It seats approximately 10-12 people.

   - *Multi-faith Reflection Room* - Located on the lower level of the McNichols Campus Library, the room provides a space for prayer and reflection for students of all faith backgrounds. For more information, contact the library Check Out & User Services desk.

   - *Islamic Prayer Room* - Located on the first floor of the Student Union. This offers a space to make wudu and space for men and women to pray including prayer rugs and prayer beads. Jummah prayer is offered by teachers every Friday in the Fountain Lounge.

   - *Reflection Garden* -The garden is a place of beauty to sit, reflect, and be with others. Included in this space is a remembrance bowl to remember those who have passed away.

   - *Mercy Gathering Place* **-** Located on the first floor of Shiple Hall, the space is used for group gatherings, retreats, and days of reflection.

   b) **School of Dentistry**

   - *Reflection Room* - Located on the fourth floor of the Clinic Building on the Corktown campus, the Reflection Room may be used for prayer or quiet reflection. Please contact the Assistant Dean of Student Services & Enrollment Management

for more information concerning the Reflection Room at (313) 494-6850.

- *Muslim Prayer Room* **-** The Muslim Prayer Room is also located on the fourth floor of the Clinic Building on the Corktown campus, Room 4-106. Please contact the Assistant Dean of Student Services & Enrollment Management for more information concerning the Prayer Room at (313) 494-6850 or DC Room 470.

c) **School of Law**

- *Prayer/Reflection Room* – Located in the School of Law--room 145. It is always open for student and employee use.

- *Mass* - Located at 629 East Jefferson Avenue and just down the street from the School of Law, Ss. Peter and Paul Jesuit Church. Visit their website for specific dates and times for mass: http://ssppjesuit.org/

d) **School of Optometry**

- *Multi-faith Prayer Room* – Located on the first floor of the building. It is a small room for 1-2, but open for all to use for private prayer and reflection**.**

13.7 PUBLIC SAFETY

1) **Contact Information**
   https://www.udmercy.edu/life/public-safety/

- Campus Emergency: 313-993-1234

- Non-Emergency: 313-993-1234

- School of Dentistry: 313-993-1234

- School of Law: 313-993-1234

- Off-Campus Reporting: 911 Email: publicsafety@udmercy.edu

2) **Campus Locations and Maps**
   https://www.udmercy.edu/about/location.php

3) **Emergency Preparedness and Emergency Response Plan**
   https://www.udmercy.edu/life/public-safety/emergency.php

4) **Getting Emergency Notices- RAVE**
   - Register for University of Detroit Mercy emergency communications to receive alerts on class cancellations or other emergency notices via text message and email through the RAVE Mobile Safety system. https://www.udmercy.edu/life/public-safety/rave.php All faculty, staff, and students are enrolled in the free program but must register to confirm contact information and choose notification preferences (cell phones, landline phones, text pagers or emails).

5) **Walking to Your Car at Night**
   - If you are working/teaching late, you are encouraged to walk to your car with others whenever possible. If this is not an option, you may call the Department of Public Safety 313993-1234 for a campus escort during evening hours on all campuses.

6) **Additional Services**
   http://www.udmercy.edu/life/public-safety/services.php

14 Safety and Wellness

14.1 STEPS FACULTY CAN TAKE

1) **Prepare for an Emergency on Campus**
   - Sign up for the RAVE Emergency Alert system.
   - Review and print University of Detroit Mercy's Emergency Response Plan.
   - Program the campus emergency number into your cell phone: 313-993-1234.
   - Learn multiple escape routes out of buildings you visit frequently.
   - Discuss emergency procedures with students in your classes; consider adding key points to your course syllabus. **If there is an emergency on campus?**

2) **Follow the ABCs:**
   - A – Assess the situation and determine if you should evacuate or use containment procedures.
   - B – Before doing either, visually note your surroundings for hazards (i.e., noises, alarms, etc.).
   - C – Call Public Safety and communicate incident location, type, and injuries: 313- 993-1234.
   - Consult the Emergency Procedures one-pager (also hung in every classroom):

3) **Active Shooter**
   - Review the active shooter protocol in University of Detroit Mercy's Emergency Response Plan. Run, Hide, Fight.
   - After you have evacuated, contact Public Safety immediately: 313-993-1234.
   - Find out more on the University's emergency preparedness webpage.

4) **Recognizing Students in Distress**

   Visit the Recognizing Students in Distress website to learn what to look for: https://www.udmercy.edu/faculty-staff/concern/students-distress-resource-guide.php

   - If there is an imminent threat to anyone's personal safety, call Public Safety immediately: 313-993-1234. Less urgent concerns can be emailed to publicsafety@udmercy.edu.
   - Complete a Student Care and Concern form or contact the Office of the Dean of Students at 313-993-1028.
   - Don't be afraid to ask if a student is considering hurting themselves or thinking about suicide. Asking the question does not increase risk.
   - If a student indicates they are considering suicide, try to persuade them to get help. Ask if you can walk to the Wellness Center Personal Counseling office or the Dean of Students office together or call to make an appointment if that is not possible.
   - You or your students can dial 988 for the national Suicide and Crisis Lifeline

5) **Student Depression, Anxiety, or other Mental Health Issues**

   How do you support a student who comes to you with signs of depression, or anxiety or other mental health issues?

   - Listen and let them know you care about them and that many people struggle at different times. Talking things out can make a huge difference.

   - Professional, confidential counseling is available to students free of charge through Wellness Center Personal Counseling, located on the McNichols Campus in West Quad 104.

   - Appointments can be made by phone or email: 313-993-1562, personalcounselingwc@udmercy.edu. Students should leave a detailed message with their name and contact information.

   - Offer to sit with students while they call or email, or offer to let them use your office for this purpose.

- Find more strategies for connecting students with Wellness Center Personal Counseling: [Connecting Students with Wellness Center Personal Counseling | University of Detroit Mercy](#)
- If you are comfortable, talk about your own strategies for self-care. Discuss the importance of seeking out connection and social support.

6) **Student Academic Concerns**

How do you support a student who lets you know they are failing classes or thinking of dropping out?

- Show your care and concern. Emphasize a growth mindset and discuss strategies for receiving the support they need, e.g., talking to their instructors, accessing free tutoring in the Student Success Center, meeting with a personal counselor in the Wellness Center, etc.
- Submit a referral to the [Student Success Center](#), which will help direct students to the needed resources.
- Students with financial concerns should contact the Office of [Financial Aid](#) to talk with their financial aid counselor.
- School of Law, Dentistry, Optometry and Aquinas based faculty should contact the appropriate offices on their campus.

7) **Victim of a Crime**

If you or someone else has been the victim of a crime on campus, contact Public Safety immediately: 313-993-1234.

8) **Target of Discrimination or Bias**

If a student tells you they have been the target of prejudice/discrimination on campus, or if you have experienced or witnessed an act of bias/intolerance, complete a [Bias Incident Report Form.](#) A member of the Bias Support Committee will contact you and/or the student.

9) **Sexual Harassment**

If a student tells you they have experienced sex or gender-based discrimination or unwanted sexual advances, or if you experience sex or gender-based discrimination or sexual harassment on campus, make a report of harassment or discrimination online at [Reporting Discrimination | University of Detroit Mercy](#) or contact the Office of Equal Opportunity at (313) 993- 1802 or **novellme@udmercy.edu**

15 GUIDE FOR ADJUNCT FACULTY

15.1 CONTRACTS

Your college/school's central office will provide your contract, which needs to be signed and returned to that office by the end of the first week in class to avoid delays in processing your pay. Your contract will state how much you expect to be compensated for the course(s) you are teaching, which will be divided into four payments, typically made on the last working day of the month.

If you have not taught at Detroit Mercy before, you will be required to complete all of the following:
- New Person Data Sheet (this is completed by the supervisor)
- ITS Account Application, ITS Acceptable Use & Security Policy documents
- FERPA Training
- Completing I-9 (Authorization to work in U.S.) form electronically in Gryphon
- Completing UDM Onboarding with Paylocity (online HRSI)
- Includes Tax Withholdings (e.g., - Federal, State, Local)

If you have taught at Detroit Mercy before, you may still be required to complete or update the following:

- ITS Account Application, ITS Acceptable Use & Security Policy documents
- FERPA Training
- Updating Tax Withholding (e.g., Federal, State, Local) o Provide updated employment authorization identification for I-9
- Changes in Personal Information such as a change in address, telephone number, emergency contact, beneficiary, and dependents, can be updated in Paylocity within Self-Service. Other updates such as changing name or marital status must be completed via directions provided on UDM website under Human Resources policies.

15.2 IDENTIFICATION CARDS AND PARKING PASSES

The Detroit Mercy ID will allow entrance to the McNichols Campus, grant you access to the Fitness Center and library, and serve as the library card. See section 2.1 for more information about ID cards.

Parking Passes need to be validated annually. The annual pass sticker may be obtained through your college/school's central office. There is a payroll deduction for parking. See section 2.1 for more information about parking passes

15.3 ABOUT THE CLASSROOM

1) **Syllabus**

   See section 3.1 for information concerning the preparation of the syllabus. The syllabus must be returned to your department chair and your college/school's central office no later than one week before the start of the Term.

2) **FERPA (Family Educational Rights and Privacy Act)**

   Note that a student's academic record is protected by law. This applies to all students attending post-secondary institutions, even for students younger than 18. You may not discuss a student's progress or attendance with parents, employers, or anyone else except employees at Detroit Mercy who have an academic need to know.

3) **Incomplete Grades**

   This grade is only appropriate at the end of the Term when the majority of the course work is completed but for a serious reason the student is unable to complete the remaining course requirements and is not to be used to give a student time to improve their grade. All assignments must be completed and submitted to the instructor within 8 weeks of the end of the semester. An """I""" grade petition contract (available on the ' 'Registrar's Office webpage under Forms, is required and must be signed by the student and faculty.

   https://www.udmercy.edu/current-students/registrar/files/Banner_I_grade_petition.pdf

4) **End of Semester Restrictions**

   Instructors are reminded that no quizzes or examinations may be scheduled during the last week of regular class sessions (commonly referred to as "dead week"). New material may be covered. Homework assignments, projects, etc. may be due.

5) **Final Examinations**

   All weekend classes have a two-hour exam scheduled for the 11th week. All other classes will be scheduled for a single two-hour examination period during the final week of the term. It is not possible to change the time of a scheduled examination unless you have the consent of the Dean, the registrar, and the students in the class. This will rarely be approved.

16 FREQUENTLY USED RESOURCES

Resources	Weblinks
ABCs of UDM	https://www.udmercy.edu/life/abc.php
About University of Detroit Mercy	https://www.udmercy.edu/about/index.php
Academic Affairs Employee Roster	https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/Academic_Affairs_Employee_Roster.pdf
Academic Affairs Office	https://www.udmercy.edu/academics/academic-affairs/index.php
Academic Assessment at Detroit Mercy	https://www.udmercy.edu/academics/academic-affairs/assessment.php
Academic Calendar	https://www.udmercy.edu/current-students/registrar/files/current_3yr_calendar.pdf
Academic Policies - listed in the Catalogs	https://www.udmercy.edu/academics/catalog/undergraduate2025-2026/policies/
Academic Policies - listed on the Academic Affairs webpage	https://www.udmercy.edu/academics/academic-affairs/index.php
Academic Policies - listed on the Shared Governance webpage	https://udmercy.libguides.com/shared_governance/proposals
Accredited Programs	https://www.udmercy.edu/academics/academic-affairs/research/compliance.php
Blackbox Theatre - Faculty Discount on Tickets	https://www.udmercy.edu/life/theatre/index.php
Bookstore Webpage, including information about faculty discount	https://www.udmercy.edu/faculty-staff/facilities/bookstore.php

Chemical Hygiene Plan – Lab Safety and hygiene practices	https://www.udmercy.edu/faculty-staff/facilities/operations/environment/EHS.php
Children in the Classroom Policy: See the Student Code of Conduct	https://www.udmercy.edu/life/policies/shb-policies.php
Class Cancellation & Instructional Continuity Protocol – McNichols Campus	https://www.udmercy.edu/academics/academic-affairs/Instructional_Continuity_and_Class_Cancellation_Protocol-2.pdf
Community Engaged Learning Information: (through the Institute for Leadership and Service)	https://www.udmercy.edu/about/mission-vision/lead-serve/service-learning#slforms
Copyright and Patent Policies	https://ospra.udmercy.edu/policies-procedures/
Core Curriculum Structure, Outcomes, & Approved Courses	https://www.udmercy.edu/current-students/registrar/core.php
Corporate and Foundation Relations works with faculty to identify fund seekers	https://www.udmercy.edu/giving/cfr/index.php
Course Evaluations	https://udmercy.campuslabs.com/ce/
Dean of Students Office	https://www.udmercy.edu/life/dean-students.php
Detroit Mercy Style Guide / Brand and Logo Guidelines	https://www.udmercy.edu/faculty-staff/marcom/index.php
Dossier Preparation	https://www.udmercy.edu/academics/academic-affairs/Promotion-Tenure-Annual-Reviews.php
Emeritus Policy	https://www.udmercy.edu/academics/academic-affairs/Professor_LibraryProfessor_Emeritus_Policies_2022.pdf
Employee Benefits, including discounts	https://www.udmercy.edu/faculty-staff/hr/benefits/

Employee Phone and Email Directory	https://generalssb-prod.ec.udmercy.edu/BannerExtensibility/customPage/page/UDMEmployeeDirectoryPublic
Employee Policies and Procedures	https://www.udmercy.edu/faculty-staff/hr/policies.php
Expense Reimbursement Policy and Form	https://www.udmercy.edu/faculty-staff/procurement-services/policies.php
Faculty, Staff, Administrator Resources	https://www.udmercy.edu/faculty-staff/index.php
Family Educational Rights and Privacy: (FERPA)	https://www.udmercy.edu/current-students/registrar/ferpa.php
Fitness Center (free for UDM faculty, staff, & students)	https://www.udmercy.edu/life/recreation/sfc/index.php
Human Resources & Payroll	https://www.udmercy.edu/faculty-staff/hr/index.php
Institutional Review Board - Ethics in Human Research Compliance Requirements	https://ospra.udmercy.edu/irb/
Instructional Continuity and Class Cancellation Protocol – McNichols Campus	https://www.udmercy.edu/academics/academic-affairs/Instructional_Continuity_and_Class_Cancellation_Protocol-2.pdf
IT helpdesk: for assistance with computer	https://www.udmercy.edu/about/its/help/index.php
Libraries	https://libraries.udmercy.edu/
McNichols Campus Library Mothering Room	https://libraries.udmercy.edu/faculty/page.php?audience=3&category=8&topic=36
McNichols Faculty Assembly	https://udmercy.libguides.com/shared_governance/MFA

McNichols Internal Research Grant Fund	https://ospra.udmercy.edu/faculty-research-awards-udmpu/
My Portal	https://my.udmercy.edu
Office of Institutional Research and Effectiveness	https://www.udmercy.edu/academics/academic-affairs/research/index.php
Office of Sponsored Programs and Research Activities: (OSPRA) (assists faculty in seeking external funding for research and other scholarly activities)	https://ospra.udmercy.edu/
Online Program and Course Development	https://cetl.udmercy.edu/knowledge/support
Pay Schedules – posted on HR website	https://www.udmercy.edu/faculty-staff/hr/index.php
Promotion and Tenure Documents	https://www.udmercy.edu/academics/academic-affairs/Promotion-Tenure-Annual-Reviews.php
Qualified Faculty Policy	https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/POLICY-ON-DETERMINING-QUALIFIED-FACULTY_Revised-1.9.2025.pdf
Schedule of Classes – Banner Search	https://reg-prod.ec.udmercy.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search
School of Dentistry Faculty Assembly	https://udmercy.libguides.com/shared_governance/dental
Shared Governance	https://udmercy.libguides.com/shared_governance
Social Media Policy	https://www.udmercy.edu/faculty-staff/marcom/policies/social-media-policy.php
Student Code of Conduct	https://www.udmercy.edu/life/policies/index.php

Student Complaint and Resolution Center	https://www.udmercy.edu/about/consumer-info/complaint-policy.php
Syllabus Guidelines	https://cetl.udmercy.edu/knowledge/university-standards/syllabus-guidelines
UDMPU Agreement	https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/2021-2026-Contract-Official-Signed-Version-w-headers.pdf
University Strategic Plan	https://www.udmercy.edu/academics/academic-affairs/strategic-plan/index.php
Wellness & Wellbeing	https://www.udmercy.edu/health/index.php

Back Cover