University of Detroit Mercy

Faculty and Librarian Handbook

A Guide to Detroit Mercy

Updated – Fall 2021

Dear Colleagues:

This **University of Detroit Mercy Faculty and Librarian Handbook** is created as 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 and librarians, 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 with input from staff, faculty, and administrators. 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 evaluated on a semester basis. If you have suggestions for content, please forward those recommendations to zarkowp1@udmercy.edu.

I am grateful for your contributions to our students, your colleagues, the university, and the communities we serve.

Regards,

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

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Disclaimer Regarding Web Content

Detroit Mercy's website has online resources available to its community and is updated in real- time, with changes made daily. Web links in the Handbook were active as of August 25, 2021 but may change at any time. 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is made to ensure the accuracy of material published in the Handbook or on the Detroit Mercy website, discrepancies or outdated information may exist from time to time. If you reach a link that does not exist or does not appear to be accurate, please notify the Office of Academic Affairs.

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1.1 DETROIT MERCY MISSION AND VISION

- Mission and Vision Statements of the University: http://udmercy.edu/about/mission-vision/index.php
- Mission and Identity Page: http://www.udmercy.edu/about/mission-vision/mission-identity/index.php
- Characteristics of a Jesuit education and Characteristics of a Mercy education (scroll down to the "A Jesuit and Mercy Education" section): http://udmercy.edu/about/mission-vision/religious-sponsors/index.php
- Sisters of Mercy Critical Concerns: https://www.sistersofmercy.org/files/documents/resources/Justice/CriticalConcerns-Poster-FINAL.pdf
- 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

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 the city of Detroit and also 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

- McNichols Campus: 4001 West McNichols Road, Detroit, 48221
  - School of Architecture and Community Development
  - College of Business Administration
  - College of Engineering & Science
  - College of Health Professions & McAuley School of Nursing
  - College of Liberal Arts & Education
  - Administrative Offices, University Ministry, Student Support Services, Student Residences, and Athletic Facilities (including Calihan Hall)
- Riverfront Campus: 651 East Jefferson Avenue, Detroit, 48226.
  - School of Law
- Corktown Campus: 2700 Martin Luther King Jr. Blvd., Detroit, 48208
  - School of Dentistry
  - Clinical Dental Center
- Aquinas Campus Nursing: 1700 Fulton St. E, Grand Rapids, 49506-1801

- Novi Campus: 41555 W 12 Mile Rd., Novi, MI 48377

1.4 OFFICE OF MISSION INTEGRATION:
https://www.udmercy.edu/about/mission-vision/office/index.php

The Office for Mission Integration (OMI) creates opportunities for Detroit Mercy personnel to better 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 integrate the mission into the life of the University and thus better serve our students.

2 GETTING STARTED

2.1 COVID-19 UNIVERSITY INFORMATION

The Titans Together webpage focuses on the unity shared by students, staff and faculty on all campuses working together and moving forward as Detroit Mercy continues to adapt to new ways of conducting University business and operations during the Covid-19 pandemic. The webpage is regularly updated as decisions are made and shares the most complete source of current information: https://www.udmercy.edu/coronavirus/index.php

2.2 GETTING YOUR PARKING PERMIT AND DETROIT MERCY ID CARD
- Parking permits are provided through the Titan Information Center. Parking information is entered online using my.udmercy.edu. Enter your university email and password, click Parking Permits under Quick Links. Parking privileges are deducted through university payroll. As the vehicle information is entered online, you are required to answer a brief question for the payroll deduction.   https://www.udmercy.edu/life/policies/parking.php

- ID Cards for employees are also provided through the Titan Information Center. Employees may upload a "selfie" headshot using website: https://get.cbord.com/udmercy/
or download the GET app from the App Store.
https://www.udmercy.edu/life/policies/id.php

- Hours of Operation: When the information is completed online for parking permit and ID Card, you will receive a confirmation sent to your udmercy email. You may visit the Titan Information Center to pick up both items at your convenience during office hours which are Monday to Friday, 10:00 am - 4:30 pm during the Fall and Winter Terms. We are closed on Fridays from May to August. The office is temporarily located in Shiple Hall, First Floor.

2.3 GETTING YOUR DETROIT MERCY EMAIL ACCOUNT AND OTHER IMPORTANT ACCOUNTS
- Office 365 is a cloud-based solution providing access to Detroit Mercy email, as well as rich solutions that keeps people connected to one another, and to documents and data.

Intuitive tools for online meetings, file storage and sharing, and team collaboration make it easy to connect and collaborate with students, faculty and staff. In addition, the University manages much of its self-service and administrative operations using the my.udmercy.edu portal environment. Home and departmental file storage services are available through the University TitanNet domain environment.

- Requests for accounts on these systems may be obtained by completing the forms located at https://www.udmercy.edu/about/its/access/application.php which must be approved and submitted by your supervisor. Your credentials packet will be created and picked up by your supervisor who will then provide them to you. You will be required to change initial passwords upon your first login. **Follow the instructions to set up an authentication phone number, an authentication email address, or security questions**.
- The ITS department is pleased to announce the Microsoft Advantage Program, which provides current employees the opportunity 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.
- Note that Office 365, my.udmercy.edu portal and TItanNet are separate systems. Your passwords will not be the same unless you set them as such. Your credentials for the my.udmercy.edu portal are also used by Blackboard and many other services at the University.
- Detailed information about IT services including information on support, hardware, software, audio-visual service, lab service classroom technologies, polices and security may be found online at: http://www.udmercy.edu/about/its.

2.4   MY PORTAL

- My Portal is the secure personalized site through which Detroit Mercy students and employees access available online services. The site is available 24 hours a day.
- 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 required midterm and final grades.
- If you need help setting up your access to either Detroit Mercy email and/or My Portal, feel free to call the IT help desk 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

3 PREPARING TO TEACH

3.1 COVID-19 TEACHING RESOURCES

The Detroit Mercy Instructional Design Studio provides leadership and serves as a catalyst in its mission to:
- serve as an information hub or center for media and technology related curricular concerns;
- provide media and technology support, resources, and expertise;
- enhance access to Detroit Mercy Libraries' unique collections through digitization and the development and management of digital special collection tools;
- produce and provide media materials and technology resources for instructional purposes;
- identify and implement appropriate media and instructional technologies;
- train faculty in the use of instructional software and integrate technology into the curriculum.
- enable the University and its community to facilitate teaching and enhance learning with such quality and innovation that a new expectation of excellence will be defined at University of Detroit Mercy.

The ODE includes links to teaching resources on their website specific to instruction during the Covid-19 pandemic:
https://libraries.udmercy.edu/ids/faculty/page.php?audience=2&category=7&topic=55&collection=164

The **Access to Technology Working Group** prepared guidelines to address the technology needs for effective teaching and working using the Work-from-Home and HyFlex models. See details at: https://www.udmercy.edu/about/its/keepworking.php

3.2 CREATING YOUR SYLLABUS
- McNichols Faculty are expected to abide by the **McNichols Campus Syllabus Guidelines:** https://libraries.udmercy.edu/page.php?item_id=574
- McNichols Faculty should check the syllabus guidelines before creating their syllabi every semester to ensure the most up to date information is being referenced.
- Use the Academic Calendar https://www.udmercy.edu/current-students/registrar/files/current_3yr_calendar.pdf in creating your class timeline or schedule.
- School of Dentistry and School of Law faculty should obtain academic calendars specific to their units from their Dean's Office, as well as syllabus requirements. See syllabus guidelines at https://libraries.udmercy.edu/contact/email/page.php?category=7&topic=166
- In addition, always consult with your department Chair or program Director for other information, advice, and requirements.

3.3 ORDERING COURSE TEXTBOOKS

- Consult with your department Chair or program Director regarding whether you are free to select your own textbooks or if a particular book or books are required for your courses.
- 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 and will often include contact information for your regional representative who can also serve as a useful 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 that 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 who are using portions of a textbook and/or multiple section from different textbooks.
- **You may place book orders** by emailing the bookstore at: bksdetroitmercy@bncollege.com, calling (313-993-1030), or in person.
- Textbook Order Deadlines
  Fall Semester: April 15
  Winter Semester: October 15
  Summer Semester: March 15
- Bookstore Locations and Phone Numbers
  McNichols Campus: 4001 W. McNichols Rd., Detroit, MI 48221 / 313 993-1030
  Corktown (Dentistry) Campus: 2700 MLK Jr. Blvd., Detroit, MI 48208 / 313 993-1030
  Riverfront (Law) Campus: 651 E. Jefferson Ave., Detroit, MI 48226 / 313 596-0267
- E-mail Contact for All Bookstores bksdetroitmercy@bncollege.com
- The bookstore fully complies with the 2008 federal HEOA. The HEOA is intended to help students with financial concerns about textbooks by requiring post-secondary institutions which participate in federal financial aid programs receive federal financial assistance to disclose verified pricing for both required and recommended textbooks as well as cost information for other supplies for each course.

3.4   FINDING YOUR CLASSROOM

- Locate your course section(s) in the Detroit Mercy class schedule online. It can be found at http://www.udmercy.edu/classschedule/

- Select Term (semester)—for example, Fall 2021—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

- If your course is not listed, contact your department Chair or program Director.

- If the scheduled classroom is unsuitable for the class you are teaching, contact your Assistant/Associate Dean for review of reassignment through the Registrar's Office.

- Once you have obtained your Titan Pass account (see Titan Pass section above), you may also obtain this information through the steps outlined in 4.1 below.

3.5   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 prior to 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 http://www.udmercy.edu/about/its/av/index.php.

- Additional information (including procedures, the equipment loaner program, and campus video-conferencing technology,) is available at the AVCS website.

4 Class Lists, Student 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 and final grades may differ for School of Dentistry and School of Law faculty. Please follow directions from your respective Dean's Offices.

4.1 Class Lists

- Class lists are available through Self-Service in my.udmercy.edu, which is 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 in the area around the course name to see course information such as dates of the course, enrollment counts, class list, wait list (if applicable) etc. 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. The list of courses is cumulative over time so you can go back and see prior courses from prior semesters.
- 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:

- Undergraduate Catalog 2021-2022:
  https://www.udmercy.edu/academics/catalog/undergraduate2021-2022/index.php
- Graduate Catalog 2021-2022:
  https://www.udmercy.edu/academics/catalog/graduate2021-2022/index.php

4.3 NEW POLICIES IN 2021

Academic Policies are posted on the Shared Governance website: https://udmercy.libguides.com/shared_governance/proposals. Policies adopted in 2021 are shared here for your convenience:

- Student Absence Policy (7/29/2021)
- Accelerated Dual Degree Policy (5/27/2021)
- Graduate Academic Renewal Policy (5/27/2021)
- Graduate Repeat Rule Policy (5/27/2021)
- Academic Program Review Guidelines (4/8/2021)
- Affiliate Faculty Designation (4/1/2021)
- Core Curriculum Committee Assessment Plan (1/21/2021)
- COVID-19 Summer 2021 Attendance Policy (5/6/2021)
- Test Optional Admissions Policy 2021-2023 (5/27/2021)
- Updated syllabus requirements (updated 8/19/2021)

4.4 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 there are seats available in the class. However, adding a course after the first day of class **does not** exempt students from any assigned work or deadlines stated in the syllabus given on the first day of class. Students are responsible for work missed because of late registration or for any other reason.

- 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 in order to add your class. This form can be found online at https://www.udmercy.edu/current-students/registrar/forms.php

- Please direct students with questions to your Associate Dean and/or Dean's Office. Students are responsible for work missed because of late registration or for any other reason.

4.5   MIDTERM & FINAL GRADES

- Midterm and final grades are posted through my.udmercy.edu using Self Service.
- The Registrar's Office will also send out a notice and instructions by email each semester.
- Detroit Mercy UG Grading System is included in the Undergraduate Catalog 2021-2022: https://www.udmercy.edu/academics/catalog/undergraduate2021-2022/policies/
- Detroit Mercy Graduate Grading System is included in the Graduate Catalog 2021-2022: https://www.udmercy.edu/academics/catalog/graduate2021-2022/index.php

Midterm Grades

All instructors teaching undergraduate courses are required to submit midterm grades through Self Service. Feedback on student performance, particularly in lower division and core courses, is critical to the academic process and is a vital part of student retention efforts and academic advising. Midterm grades provide a critical part of this feedback so it is essential that faculty make use of this form of assessment. Midterm grades are not recorded on the student's official transcript. Midterm grades are not required in every graduate program, but can be issued to indicate student progress in a course.

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: https://www.udmercy.edu/academics/catalog/undergraduate2021-2022/policies/ and for graduate students, see the "Incomplete Work" tab under Academic Policies in the Graduate Catalog: https://www.udmercy.edu/academics/catalog/graduate2021-2022/policies/
- 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 the calculation for 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) is available to support faculty through individual consultations, small groups, formal workshops, and short courses on specific teaching strategies that support student learning outcomes, for topics such as:

- Course development, design, and revision
- Faculty on-boarding
- Course problem solving
- Confidential teaching observations
- Classroom strategies and developing activities
- Curriculum/course mapping and alignment
  - o Alignment between program and course learning outcomes
  - o Assessment mapping, development, and analysis
  - o Writing learning objectives that establish clear expectations for students
  - o Aligning learning objectives and course materials with assessments
  - o Syllabi review
- Professional development opportunities in effective teaching and learning topics
- Research and grant assistance, principally related to teaching and learning

Physical renovations are still in the planning stages, but Center team members are available for support services and consultations. Please contact the Director with questions or visit the CETL website: https://www.udmercy.edu/academics/academic-affairs/cetl/index.php

L. Michael Verdusco, Ph.D.
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University of Detroit Mercy
Office: 313-993-1299
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5.2 WHAT IS ODE?

The Instructional Design Studio (IDS) has been integrated into the CETL and rebranded as the Office of Digital Education (ODE) to better reflect its vital role. This new name is more representative of the support provided to the University community. Currently, all ODE self-help resources for faculty can still be accessed at https://libraries.udmercy.edu/ids/faculty. In addition, all instructional designers are available to assist faculty with:

- Learning Management System (Blackboard)
- Supported academic technologies
- Creation of customized instructional materials & digital media
- New technologies & methodologies implementation
- Course support including adding content, creating tests, and grade center management
- Best practices for designing synchronous and asynchronous, online and hybrid courses

6 BLACKBOARD AND ONLINE TOOLS FOR FACULTY

6.1 WHAT IS BLACKBOARD?

Blackboard is a web-based platform that enables instructors to offer course content; post and collect assignments, including online tests; provide students with grading feedback, and more. In addition, it can be used to offer 100% online courses, partially online courses, as well as to supplement traditional face-to-face courses.

6.2 BLACKBOARD LOGIN

- Blackboard may be found at http://blackboard.udmercy.edu/
- Login using your Titan Pass user name and password. If you are having password issues, contact the ITS helpdesk (313-993-1500).

6.3 BLACKBOARD BASICS TUTORIALS

A series of videos/self-service tutorials introducing the basics of using the University of Detroit Mercy's Blackboard course site is available at:
https://libraries.udmercy.edu/ids/page.php?category=7&topic=55&collection=70

The series covers many topics including logging in, setting up course sites, and how to effectively use Blackboard's tools.

6.4 GETTING HELP WITH BLACKBOARD

The Office of Digital Education (ODE) https://libraries.udmercy.edu/ids/faculty/ provides the Detroit Mercy community with Blackboard training and support. ODE provides individual and small group instruction and consultation in order to help faculty use Blackboard effectively. Contact the Office of Digital Education to schedule a session.
Leave message for callback - 313-578-0580
Speak to a designer - 313-288-2060

6.5 ODE SUPPORTED TOOLS FOR ONLINE EDUCATION

The Office of Digital Education (ODE) endeavors to provide Detroit Mercy faculty and students with support and training for a broad range of tools used in online education experiences. In addition, while recognizing that it isn't possible to support all potential online education software, ODE provides further support to the Detroit Mercy community by maintaining a list of officially supported software tools. This focus on a core set of tools allows designers to build a deeper comprehension of the features of each supported tool while ensuring that students and others are not required to learn to navigate and manage multiple tools that often serve the same purpose. View the list of officially supported software tools, and find out how to make suggestions:
https://libraries.udmercy.edu/ids/faculty/page.php?category=8&topic=112&item_id=84

6.6 LAPTOP BASE COMPUTER

Base computer – all full-time employees will be transitioned to notebook computers as part of the standard University refresh process. Should there remain full-time employees without a notebook computer after the FY21 refresh has been completed, the University will accelerate their refresh to provide a notebook computer as expeditiously as possible. All base computers will come with a built-in webcam, built-in microphone, built-in speakers and standard carrying case. For more details, go to: https://www.udmercy.edu/about/its/keepworking.php

7 UNIVERSITY OF DETROIT MERCY PROFESSOR'S UNION (UDMPU) – MCNICHOLS FACULTY

- 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/academic-affairs/aca-affairs-pdf/2021-2026-Contract-Official-Signed-Version-w-headers.pdf
- The Contract is also known as "the Bargaining Agreement," or "Agreement."
- The vast majority of 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 and librarians will also be provided with membership forms during the UDMPU portion of New Faculty Orientation.

8 DETROIT MERCY SHARED GOVERNANCE

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[1] 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. Budgetary 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.

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[1] Faculty includes faculty and librarians as defined in the Collective Bargaining Agreement.

- The faculty sets the degree requirements, determines when the requirements have been met, and otherwise qualifies students and recommends them for award of degrees.
- Duly elected faculty should participate on University standing committees and any Ad Hoc[2] University committee or task force.

The McNichols Faculty Assembly (MFA) is the representative body of the McNichols faculty in shared governance and thus serves to ensure 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 representatives from all campuses.*

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

The Shared Governance Task Force and University Teams benefit from faculty membership from all campuses.

PLEASE NOTE SECTIONS 9, 10, AND 11 APPLY TO MCNICHOLS CAMPUS FACULTY. SCHOOL OF DENTISTRY AND SCHOOL OF LAW FACULTY SHOULD CONSULT THEIR DEAN'S OFFICE FOR INFORMATION AND DOCUMENTS RELATED TO WORKLOAD, ANNUAL REVIEWS, AND PROMOTION AND TENURE.

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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 and School of Law Faculty should consult their Deans' Offices.

10   ANNUAL REPORTS AND PROBATIONARY REVIEWS

- All McNichols faculty undergo some form of Annual Review. Information and forms may be found on the Academic Affairs website http://www.udmercy.edu/academics/academic-affairs/index.php under the Annual Report tab or the Probationary Review, Tenure, and Promotions 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 and School of Law faculty should consult their Deans' Offices.

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[2] Joint Task Force on Faculty rights and Responsibilities, May 2000.

11 PROMOTION AND TENURE

- Fundamental information about promotion and tenure for McNichols faculty is contained in Article V of the UDMPU Contract
- Additional information is posted on the Academic Affairs website http://www.udmercy.edu/academics/academic-affairs/index.php under the Probationary Review, Tenure, and Promotions tab.
- For detailed information about promotion and tenure processes, please read the Detroit Mercy Promotion and Tenure Handbook
- For dossier preparation please read:
  o Dossier Content and Check List
  o Instructions for Online Dossier Submission
  o Guidelines for Online Dossier Submission
- In addition, contact your Dean's Office for your college or school's detailed promotion and tenure criteria and guidelines. For your convenience, Academic Affairs post them on their website under the Promotion ad Tenure Guidelines tab.

12 ACADEMIC ADVISING AND STUDENT SUPPORT SERVICES

Detroit Mercy faculty play a significant role in student advising by serving as Academic Advisors for a large number of 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 a number of valuable campus resources for you to advise, assist, and mentor students.

12.1 CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT (CCPD)
http://www.udmercy.edu/cec/

- The Center for Career & Professional Development (CCPD) is dedicated to providing career and professional development opportunities to Detroit Mercy students. 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 with their career goals and job search preparations.
- Located on the first floor of Reno Hall, the Center is open Monday through Friday.
- Call 313-993-1017 or email careerlink@udmercy.edu

12.2 STUDENT DISABILITY AND ACCESSIBILITY SUPPORT SERVICES (DAS)

https://www.udmercy.edu/current-students/support-services/disability.php

- The Office of Student Disability & Accessibility Support Services provides support to currently enrolled students with a documented disability that <u>substantially</u> limits them in one or more major life activities. Individuals eligible for services may have, but are not limited to, the following types of disabilities: mobility, orthopedic, hearing, visual, learning, psychological and attentional. Information regarding the application process can be found on our website. Students approved for academic adjustments will be identified to course faculty through email notification from the Assistant Director of DAS.
- If a student requests an academic accommodation because of a disability and you have not received an official notification from DAS, if they have emergency medical information to share, or if they need special arrangements in case the building must be evacuated, direct them to contact:
  - o Laura M. Bagdady | Assistant Director, Student Disability & Accessibility Support Services
  - o Student Success Center | McNichols Campus Library, Room 319 | Email: bagdadlm@udmercy.edu | Phone: 313-993-1158
- It is the student's responsibility to be proactive with regard to requesting their disability accommodations <u>every semester</u>. Detroit Mercy faculty and staff are responsible for being responsive, reasonable, and appropriate in providing approved accommodations and addressing students' needs. Accommodations are to be arranged in advance and are never applied retroactively.
- Disability information is confidential and protected. Students are never required to disclose information about their disabilities to anyone except the Director of DAS, and only if they wish to request accommodations. Faculty should not request or accept documentation of a disability directly from a student. Please contact DAS regarding student's eligibility for services or other related concerns.

12.3 PSYCHOLOGY CLINIC

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

- University of Detroit Mercy Psychology Clinic offers confidential psychological services to university students, staff, and residents of the entire metropolitan Detroit area.
- 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.
- Sport Psychology services are available to student athletes through the Athletic Department.
- 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.

12.4   STUDENT COMPLAINT POLICY & RESOLUTION CENTER
https://www.udmercy.edu/about/consumer-info/complaint-policy.php

This site 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. There are two types of complaints:

- **Academic:** College/School-related, Library, Center for Career & Professional Development, Student Success Center issues or any other academic matter.
- **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.)

12.5   STUDENT SUCCESS CENTER (SSC)
http://www.udmercy.edu/current-students/support-services/success-center

- Located on the 3rd floor of the McNichols Library, the Student Succes Center (SSC) provides a variety of student support services, including a testing center (including placement testing), individual tutoring, learning studios, professional mentoring, study tables, exploratory student advising in the (Academic Interest & Major Exploration) AIME and Health Exploration (HEX) programs, developmental coursework, and Disability & Accessibility Support Services. The SSC also provides academic support programming through the King-Chavez-Parks (KCP) 4s grant, First Gen Network, and a therapy dog, Bentley. 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 action item on AccuCampus.
- Tutoring is available in most freshman and some upper-division courses, including math, chemistry, biology, languages, philosophy, history and English. One-on-one and small group appointments are available in the Student Success Center on the third floor of the McNichols Campus Library. Online tutoring is also available and facilitated through Blackboard Collaborate. The SSC organizes learning studios facilitated by tutors who sit in on specific sections of targeted courses throughout the term and run study sessions weekly. These guided study groups, support freshman math, science, and English courses.

12.6   STUDENTS OF CONCERN / STUDENTS OF CONCERN COMMITTEE

https://www.udmercy.edu/faculty-staff/concern/index.php

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 behavior of concern exhibited by a student or group of students. The overall goal is to promote a safe University environment for all students and staff focused on student learning and student development.

- By encouraging all members of the campus community to report behaviors that are concerning, 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?

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

- Who can make a referral?

  o   Students may be referred directly by any individual who has observed or witnessed behavior of a student that causes concern
  o   Faculty, staff, students, and community members who interact with our students can refer
  o   Students can be referred anonymously

- If there is a concern of imminent harm for 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.

12.7   TRIO STUDENT SUPPORT SERVICES PROGRAM

https://www.udmercy.edu/current-students/support-services/trio.php

- 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.
- 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) that allow each student to focus on their personal goals, while embracing exclusive opportunities that support and nurture the student as a whole.
- Please also 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

12.8   UNIVERSITY MINISTRY

https://www.udmercy.edu/life/ministry/

- Inspired by God's unconditional love, University Ministry accompanies the Detroit Mercy community as we seek to know, love and serve God and one another. As a Catholic, Jesuit and Mercy university, the ministry staff organizes liturgy and prayer and formation of students in the Catholic faith. As we are blessed by our diversity and value solidarity and inclusivity, University Ministry also supports students in the exploration of spirituality and the awareness and experience of students of any faith background. "Our innermost prayer should be that a Hindu should be a better Hindu, a Muslim be a better Muslim, a Christian be a better Christian. I broaden my Hinduism by loving other religions than my own." - Mahatma Gandhi
- Faculty are encouraged to use their "mission time" to collaborate with University Ministry and accompany students on retreats, service immersion experiences, days of reflection, or interfaith opportunities.
- Mercy Place is the site of the University Ministry Office located on the first floor of the Shiple Hall on the McNichols Campus.
- Contact University Ministry at 313.993.1560 or ministry@udmercy.edu

12.9   WELLNESS CENTER – PERSONAL COUNSELING

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

- Professional outpatient counseling and psychotherapeutic treatment is available to students at no charge. Services are provided by a clinical psychologist, clinical social workers and mental health counselors who are licensed in the state of Michigan at the highest level of practice.
- 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.
- Appointments can be made by phone or email.
  - o   313-993-1562
  - o   personalcounselingwc@udmercy.edu

12.10 THE WRITING CENTER

https://www.udmercy.edu/current-students/writing-center/

- The Writing Center is an important component for success in all courses across the curriculum (i.e. in all majors). The Writing Center supports any and all departments that have classes with writing components, including, but not limited to, the following: English, Biology, History, Social Work, Engineering, Architecture, ESL/ALCP, Nursing/CHP, Business, Economics, Criminal Justice, Philosophy, Communications, CIS, Education, Psychology, etc.
- The Writing Center is also an important resource for students applying to graduate and professional schools as well as to internships. Our consultants can assist students with

personal statements, internship essays and other essay- or letter-based application materials. We welcome students applying to dental, medical and physician assistant programs, as well as students applying to Ph.D., M.A. and M.S. programs.

- The Writing Center, located in the Briggs Building 131, is staffed by well-trained professional and peer consultants who work with students at all stages of the writing process.
- Appointments are 30 minutes with face-to-face and online options available. Graduate students may request additional time with select writing consultants. Faculty may request in-class visits to introduce students to available services. Workshops are offered to students each semester on topics like MLA/APA Style, Critical Thinking, and Time Management.
- Contact information: (313) 993-1022 or writingcenter@udmercy.edu

13 RELIGIOUS SERVICES AND SPACES

Schedule of Religious Services: https://www.udmercy.edu/life/ministry/services.php

This site includes a schedule of Catholic masses and services offered at Detroit Mercy and throughout the local community, as well as schedules for religious services for people of all faiths.

Detroit Mercy Chapels and Spiritual Spaces

McNichols Campus

- o *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 Wednesdays at noon and Sundays at 9PM.

- o *Multi-faith Reflection Room* - Located on the ground floor 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 front desk.

- o *Islamic Prayer Room* - Located in Reno Hall, room 048B. Jummah prayer is offered Friday afternoons at 1:15.

- o *Reflection Garden* -The garden is a place of beauty to sit, reflect and be with others.

- o *University Ministry Office (formerly Young Marytyrs Chapel)* - Located on the first floor of Shiple Hall, the space is open daily from 9:30 a.m. to 5 p.m. for those seeking a great community to connect with, a cup of coffee/tea or a space to study. Faith sharing groups (Christian Life Communities) and many ministry programs are hosted in this space that encourage community building, a sense of belonging and a place to know, love and serve God and each other.

School of Dentistry

- o *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.

- o *Muslim Prayer Room* - Also located on the fourth floor of the Clinic Building on the Corktown campus, Room 4-106, is the Muslim Prayer Room. 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.

<u>School of Law</u>

- o *Prayer/Reflection Room* – Located in the law school--room 145. It is always open for student and employee use.
- o *Mass* - Located at 438 St. Antoine Street and just down the street from the School of Law, Ss. Peter and Paul Jesuit Church. Visit their website from specific dates and times for mass: http://ssppjesuit.org/

14 PUBLIC SAFETY

Public Safety

https://www.udmercy.edu/life/public-safety/about/index.php

- Campus Emergency: 313-993-1123
- Non-Emergency: 313-993-1234
- School of Dentistry: 313-494-6706
- School of Law: 313-993-1123
- Off Campus Reporting: 911
  Email: publicsafety@udmercy.edu

Campus Locations and Maps

- https://www.udmercy.edu/about/location.php

Emergency Preparedness and Emergency Response Plan

- https://www.udmercy.edu/life/public-safety/emergency.php

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).

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 (313-993-1234) for a campus escort during evening hours.
  http://www.udmercy.edu/life/public-safety/services.php

15 FREQUENTLY USED RESOURCES

Academic Affairs Office:
http://www.udmercy.edu/academics/academic-affairs, contains important links for new faculty including information regarding Academic Support Services, Academic Policies, Faculty Annual Report, Probationary Review Forms, Promotion and Tenure information, Title IX information, and contact information for Academic Affairs.

Academic Calendar:
https://www.udmercy.edu/current-students/registrar/files/current_3yr_calendar.pdf

Academic Policies - listed in catalog:
https://www.udmercy.edu/academics/catalog/undergraduate2021-2022/policies/
Contact your Dean's Office as well for Policies specific to your College or School.

Accredited Programs
https://www.udmercy.edu/academics/academic-affairs/research/compliance.php

Assessment at Detroit Mercy
https://www.udmercy.edu/academics/academic-affairs/assessment.php

Bookstore Webpage:
https://www.udmercy.edu/faculty-staff/facilities/bookstore.php

Bookstore Discount: see "Faculty Benefits and Book Orders" tab
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: Student Handbook - General Policies and Procedures
https://www.udmercy.edu/life/policies/index.php

McNichols Class Session Cancellation Policy:
See Instructional Continuity and Class Cancellation Protocol

Copyright Policy:
https://www.udmercy.edu/academics/academic-affairs/ospra/compliance/intellectual.php

Core Curriculum Approved Courses:
http://www.udmercy.edu/current-students/registrar/core.php

Core Curriculum Structure and Outcomes:
https://udmercy.libguides.com/ld.php?content_id=44109753

Corporate and Foundation Relations works with faculty to identify fund seekers)
https://www.udmercy.edu/giving/cfr/index.php

Detroit Mercy Catalogs:
http://www.udmercy.edu/catalog/

Course Evaluations:
https://www.udmercy.edu/evaluate/

Covid19 Information - Titans Together
https://www.udmercy.edu/coronavirus/

COVID 19 Teaching Resources
https://libraries.udmercy.edu/ids/faculty/page.php?audience=2&category=7&topic=55&collection=164

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 Content Information
Dossier Content and Check List

Dossier Online Submission
Instructions for Online Dossier Submission and **Guidelines for Online Dossier Submission**

Emeritus Policy
Emeritus Policy (PDF)

Employee Phone and Email Directory: http://it.udmercy.edu/employee-directory/employees/index.html

Employee Benefits: http://www.udmercy.edu/hr/benefits/index.htm

Employee Discounts (on a range of services are available): contact hr@udmercy.edu

Employee Policies and Procedures: http://www.udmercy.edu/faculty-staff/hr/policies.php.

Expense Reimbursement Policy and Form: https://www.udmercy.edu/faculty-staff/procurement-services/policies.php

Faculty Roster – see resource tab on Academic Affairs website https://www.udmercy.edu/academics/academic-affairs/index.php

Family Educational Rights and Privacy: (FERPA) https://www.udmercy.edu/current-students/registrar/ferpa.php

Fitness Center (free for Detroit Mercy students, faculty, and staff): http://www.udmercy.edu/life/recreation/sfc/

Human Resources & Payroll: http://www.udmercy.edu/faculty-staff/hr/
Instructional Design Studio (Office of Digital Education): https://libraries.udmercy.edu/ids/

Institutional Review Board - Ethics in Human Research Compliance Requirements: https://www.udmercy.edu/academics/academic-affairs/ospra/compliance/review-board.php

Instructional Continuity and Class Cancellation Protocol – McNichols Campus **https://www.udmercy.edu/academics/academic-affairs/Instructional_Continuity_and_Class_Cancellation_Protocol-2.pdf**

Instructional Delivery Methods (as shown in the Detroit Mercy online schedule of classes: e.g. traditional, online, hybrid, etc.): https://udmercy.libguides.com/ld.php?content_id=47161612

McNichols Internal Research Grant Fund – see Article 11.7 of the Detroit Mercy/UDMPU Agreement: UDMPU Contract

IT helpdesk: (for assistance with computer, phone or printer problems): http://www.udmercy.edu/about/its/help/index.php or 313-993-1500

Libraries: http://libraries.udmercy.edu/

McNichols Faculty Assembly: https://udmercy.libguides.com/shared_governance/MFA

McNichols Campus Library Mothering Room : https://libraries.udmercy.edu/students/page.php?item_id=446

My Portal: https://my.udmercy.edu

Office of Sponsored Programs and Research Activities: (OSPRA) (assists faculty in seeking external funding for research and other scholarly activities):
http://www.udmercy.edu/academics/academic-affairs/ospra/index.php

Office of Digital Education (Instructional Design Studio):
https://libraries.udmercy.edu/ids/

Office of Institutional Research and Effectiveness:
https://www.udmercy.edu/academics/academic-affairs/research/index.php

Online Program and Course Development:
https://libraries.udmercy.edu/ids/faculty

Pay Schedules – posted on HR website:
https://www.udmercy.edu/faculty-staff/hr/index.php

Promotion and Tenure Handbook (on Academic Affairs webpage)
https://www.udmercy.edu/academics/academic-affairs/index.php

Qualified Faculty Policy
https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/DetroitMercyPolicyonDeterminingQualifiedFaculty_Revised7.13.20.pdf

Service Learning Information: (through the Institute for Leadership and Service):
http://www.udmercy.edu/about/mission-vision/lead-serve/service-learning.php

Schedule of Classes – Banner Search:
http://www.udmercy.edu/classschedule/

Shared Governance:
http://www.udmercy.edu/faculty-staff/governance/

Social Media Policy:
https://www.udmercy.edu/faculty-staff/marcom/policies/social-media-policy.php

Standardized Syllabus Guidelines - McNichols Campus:
https://libraries.udmercy.edu/page.php?item_id=574

Strategic Plan - Boundlessly Forward: Detroit Mercy 2019 – 2024
https://www.udmercy.edu/academics/academic-affairs/strategic-plan/index.php

Student Complaint and Resolution Center:
https://www.udmercy.edu/about/consumer-info/complaint-policy.php

Student Handbook:
http://udmercy.edu/life/policies/index.php

Syllabus Guidelines
https://libraries.udmercy.edu/contact/email/page.php?category=7&topic=166

Theatre Company:
Faculty receive discounted tickets
http://www.udmercy.edu/life/theatre/index.php

Title IX –Interim Sexual and Gender-Based Harassment Policy and Interim Resolution Process
https://www.udmercy.edu/academics/academic-affairs/titleix/

UDMPU Agreement:

UDMPU Contract

University Libraries:
https://libraries.udmercy.edu/faculty/handbook/page.php?audience=2&category=7&topic=68&collection=123

Voucher Fund for Faculty Research and

Professional Development Support - see Article

11.6 of the UDMPU Contract

Whistleblower Policy:
http://www.udmercy.edu/faculty-staff/hr/policies.php#whistleblower