University of Detroit Mercy

Faculty Handbook

A Guide to Detroit Mercy

Updated – Fall 2023

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 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 an annual basis. If you have suggestions for content, please forward those recommendations to zarkowp1@udmercy.edu.

I am grateful for your contributions to our students, 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 daily changes. Web links in the Handbook were active as of August 16, 2023 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is made to ensure the accuracy of material published in the Handbook or on the Detroit Mercy website, discrepancies or outdated information may occur.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.

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1 ABOUT DETROIT MERCY

1.1 DETROIT MERCY MISSION AND VISION

- Mission and Vision Statements 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.phpSisters of Mercy Critical Concerns: https://www.sistersofmercy.org/files/documents/resources/Justice/CriticalConcerns- Poster-FINAL.pdf
- Universal Apostolic Preferences: https://www.jesuits.global/2019/04/02/universal- apostolic-preferences-call-us-to-conversion/

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

- 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 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.

1.5 OFFICE OF DIVERSITY, EQUITY, AND INCLUSION (ODEI)

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

The Office of Diversity, Equity, and Inclusion (ODEI) leads and supports initiatives that educate the University community regarding identity and cultural background through regular workshops and training sessions. These initiatives have a direct positive impact on the retention of faculty, staff, and students. ODEI will also celebrate the varying identities of individuals on our campuses through educational and celebratory programming. ODEI offers opportunities for faculty and staff to connect through identity-based affinity groups and continued education programming. ODEI guides the campus community in diversity efforts that will aid the University of Detroit Mercy in becoming the lead University in community engagement and diversity efforts in the city of Detroit.

2 GETTING STARTED

2.1 GETTING YOUR PARKING PERMIT and EMPLOYEE ID FOR MCNICHOLS CAMPUS, SCHOOL OF DENTISTRY, AND SCHOOL OF LAW

Parking Permit

Step 1

- Go to my.udmercy.edu in your web browser.
- Select **Main Parking Permits** 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:
  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, 313-993-1100.

  School of Dentistry
  Crystal Becker, Assistant to the Dean, walikacm@udmercy.edu, Office 313-494-6621.

  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

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 GETTING YOUR 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.
- Note that Office 365, my.udmercy.edu portal, and TItanNet are separate systems. Blackboard and many other services also use your credentials for Office 365 at the University. Your passwords will not be the same unless you set them as such.
- 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 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 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 CREATING YOUR SYLLABUS

- McNichols Faculty are expected to abide by the McNichols Campus Syllabus Guidelines: https://cetl.udmercy.edu/knowledge/syllabus-guidelines
- 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 when creating your class timeline or schedule. https://www.udmercy.edu/current-students/registrar/files/current_3yr_calendar.pdf
- School of Dentistry and School of Law faculty should obtain academic calendars specific to their units from their Dean's Office and syllabus requirements.
- In addition, always consult with your department Chair, Division, or Program Director for other information, advice, and requirements.
- If you have any questions, the CETL can assist with syllabus development and best practices. Email cetl@udmercy.edu .

3.2 ORDERING COURSE 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.
- 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.
- All faculty can place book orders at https://aip.bncollege.com/app/courselist/ . The link can be found at https://www.udmercy.edu/faculty-staff/index.php , under Faculty Resources.
- 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

- Email Contact for Corktown and McNichols Bookstores bksdetroitmercy@bncollege.com Email Contact for Riverfront (Law) Bookstore SM128@bncollege.com
- 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.

3.3 FINDING YOUR CLASSROOM

- Locate your course section(s) online in the Detroit Mercy class schedule. It can be found at https://reg-prod.ec.udmercy.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search
- Select Term (semester)—for example, Fall 2022—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 video-conferencing technology) is available on 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 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, 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:

- Undergraduate Catalog 2023-2024: https://www.udmercy.edu/academics/catalog/undergraduate2023-2024/index.php
- Graduate Catalog 2023-2024: https://www.udmercy.edu/academics/catalog/graduate2023-2024/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. Students are responsible for work missed because of late registration or other reasons.
- 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 work missed because of late registration or other reasons.

4.4 MIDTERM & FINAL GRADES

- Midterm and final grades are posted through my.udmercy.edu using Self Service.
- The Registrar's Office will also email a notice and instructions each semester.
- Detroit Mercy UG Grading System is included in the Undergraduate Catalog 2023-2024: https://www.udmercy.edu/academics/catalog/undergraduate2023-2024/policies/
- Detroit Mercy Graduate Grading System is included in the Graduate Catalog 2023-2024: https://www.udmercy.edu/academics/catalog/graduate2023-2024/policies/

4.5 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 vital to student retention efforts and academic advising.
- Midterm grades provide a critical part of this feedback, so faculty must use 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.

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: https://www.udmercy.edu/academics/catalog/undergraduate2023-2024/policies/ and for graduate students, see the "Incomplete Work" tab under Academic Policies in the Graduate Catalog: https://www.udmercy.edu/academics/catalog/graduate2023-2024/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 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?

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

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
  - Alignment between program and course learning outcomes
  - Assessment mapping, development, and analysis
  - Writing learning objectives that establish clear expectations for students
  - Aligning learning objectives and course materials with assessments
  - Syllabi review
- Professional development opportunities in effective teaching and learning topics
- Research and grant assistance, principally related to teaching and learning

In addition, the CETL's provides support for academic technologies.

- 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

5.2 CETL LOCATION & CONTACT

The Center for Excellence in Teaching & Learning is on the third floor of the McNichols Campus Library Teaching and Learning Center. Not sure where to start? Please contact the CETL Director with questions or visit the CETL website (contact information below).

For support with Teaching & Learning or educational technology, more information is located on the CETL website or use the contact information below.

Office: 313-578-0580
Website: https://cetl.udmercy.edu
Meet the Staff: https://cetl.udmercy.edu/meet-the-people/
Academic Technology & Reference: https://cetl.udmercy.edu/knowledge/

For programming and pedagogical support questions and requests, email cetl@udmercy.edu. For technology support questions email Ask-CETL@udmercy.edu.

For general inquiries or larger teaching and learning projects: Director: L. Michael Verdusco, PhD.
Office: 313-993-1299
Email: mike.verdusco@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 enables instructors to offer course content, post and collect assignments, including online tests, provide students with grading feedback, and more. In addition, it can offer 100% online and partially online courses and supplement traditional face-to-face courses.

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

Self-service tutorials and reference materials introducing the basics of using the University of Detroit Mercy's Blackboard course platform is available at: https://cetl.udmercy.edu/knowledge/

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

SUPPORTED TOOLS FOR ONLINE EDUCATION

Recognizing that supporting all potential educational software is impossible, a list of officially supported software tools is maintained. This focus on a core set of tools ensures 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 at https://cetl.udmercy.edu/knowledge/support/supported-tools .

6.4 NOTEBOOK BASED COMPUTERS

Base computer – all full-time employees will be transitioned to notebook computers 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

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 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

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

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.

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

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.

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 and consult the applicable sections of the UDMPU Contract upon which the Handbook is based.
- For dossier preparation, please read:
  - Dossier Content and Check List
  - Instructions for Online Dossier Submission (MS Word doc)
  - 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, these are also posted on the Academic Affairs 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 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)

http://www.udmercy.edu/cec/

- The Center for Career & Professional Development (CCPD) provides 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 prepare for their career goals and job search.
- 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 ACCESSIBILITY SERVICES (SAS)

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

- Student Accessibility Services (SAS) works with each student individually to establish reasonable and appropriate accommodations for the purpose of eliminating environmental barriers impacting the student's equitable access to the services, programs and activities at University of Detroit Mercy. SAS supports currently enrolled students with a documented disability that *substantially* 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. With the student's permission, students approved for academic adjustments will be identified to course faculty through email notification from the SAS office. Information regarding the application process can be found on our website.
- If a student requests an accommodation because of a disability and you have not received an official notification from SAS, 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:

  Student Accessibility Services
  Student Success Center, McNichols Campus Library, Room 319
  Email: sas@udmercy.edu
  Phone: 313-993-1158
- It is the student's responsibility to be proactive concerning requesting accommodations every semester. 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.

- Information gathered by SAS is confidential and protected. Students are never required to disclose information about their disabilities. Faculty should not request or accept documentation of a disability directly from a student. Please contact SAS regarding the student's eligibility for services or other related concerns.

12.3 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, Libraries, 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.)

12.4 STUDENT SUCCESS CENTER (SSC)

http://www.udmercy.edu/current-students/support-services/success-center

- Located on the 3rd floor of the McNichols Campus Library, the Student Success Center (SSC) provides a variety of student support services, including a testing center (including placement testing), free tutoring, learning communities, professional mentoring, athlete study tables, exploratory student advising in the (Academic Interest & Major Exploration) AIME and Health Exploration (HEX) programs, developmental coursework, and Disability- 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 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. One-on-one small group and online appointments are available in the SSC on the third floor of the McNichols Campus Library.
- The SSC organizes learning communities facilitated by tutors. These guided study groups support freshman math, science, and English courses.

12.5 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 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.

- 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.

12.6 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), allowing each student to focus on their personal goals while embracing exclusive opportunities that support and nurture the student.

- 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

12.7 THE WRITING CENTER

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

- The Writing Center is an essential component for success in all courses across the curriculum (i.e. in all majors). The Writing Center supports any 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 and internships. Our consultants can assist students with personal statements, internship essays, and other essays or letter-based application materials. We welcome students applying to dental, medical, and physician assistant programs and 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. Each semester, workshops are offered to students on topics like MLA/APA Style, Research Integration, Personal Statements, and Plagiarism Prevention.
- Contact information: 313-993-1022 or 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 Campus and Dental Libraries: https://udmercy.libguides.com/?b=g&d=a).
- Library orientations and classroom or individual research instruction by appointment.
- Maintaining core collections in a variety of formats in each discipline area covered by the Detroit Mercy curriculum.
- Upon request of teaching faculty: Course reserves for items to which all students in a course will require access.
- 245+ electronic databases providing access to articles, eBooks, and videos 24/7 (Law Library: https://libguides.udmercy.edu/az.php, McNichols and Dental Libraries:

https://udmercy.libguides.com/az.php).

- 390,000+ print books and 560,000+ electronic books.
- Access to additional titles, including articles, through interlibrary loan (ILL).

Contact information:

McNichols Campus Library: https://libraries.udmercy.edu/ , 313-993-1795
Dental Library (Corktown Campus): https://libraries.udmercy.edu/dental/ , 313-494-6900
Law Library (Riverfront Campus): https://law.udmercy.edu/library/ , 313-596-0241

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.

In addition to the resources listed here, see Appendix I for additional steps faculty can take when encountering urgent situations.

13.1 ILLNESS-RELATED PROTOCOLS

https://www.udmercy.edu/health/advisories/

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.

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

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.

- 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

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

- Our mission: Inspired by God's unconditional love and rooted in our Catholic, Ignatian, and Mercy traditions, 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 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/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.
- Contact University Ministry at 313-993-1560 or ministry@udmercy.edu.

13.5 WELLNESS CENTER – PERSONAL COUNSELING

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.

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

13.6 RELIGIOUS SERVICES AND SPACES

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

Detroit Mercy Chapels and Spiritual Spaces

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 Monday to Friday at noon and Sundays at 9 pm.
- *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.
- *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 Multi-Faith Place* **-** Located on the first floor of Shiple Hall, the space is used for group gatherings, retreats, and days of reflection.

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.

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 438 St. Antoine Street 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/

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

Public Safety

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

- 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

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 on all campuses.

Additional Services

http://www.udmercy.edu/life/public-safety/services.php

14 GUIDE FOR ADJUNCT FACULTY

14.1 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 never taught at Detroit Mercy before, you will need to complete all of the following:

- New Person Data Sheet
- ITS Account Application, ITS Acceptable Use & Security Policy documents
- FERPA Training
- Using Paylocity, Human Resources and Payroll System, complete Onboarding electronically.
    - Tax Withholdings (e.g., - Federal, State, Local)
    - I-9, Employment Eligibility Verification

If you have taught at Detroit Mercy before, you may need to complete all of the following:

- ITS Account Application, ITS Acceptable Use & Security Policy documents
- FERPA Training
- Using Paylocity, Human Resources and Payroll System, complete Onboarding electronically.
    - Tax Withholdings (e.g., Federal, State, Local)
    - I-9, Employment Eligibility Verification
- Changes in Personal Information (e.g., name change, marital status, and immigration status) must follow the policies and procedures on the Human Resources website. Other personal information, such as a change in address, telephone number, emergency contact, beneficiary, and dependents, can be updated in Paylocity.

14.2 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

14.3 ABOUT THE CLASSROOM

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.

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.

> I: 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, https://www.udmercy.edu/current-students/registrar/files/Banner_I_grade_petition.pdf) is required and must be signed by the student and faculty.

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.

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.

15 FREQUENTLY USED RESOURCES

ABCs of UDM
https://www.udmercy.edu/life/abc.php

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.p df

Academic Policies - listed in the catalog:
https://www.udmercy.edu/academics/catalog/undergraduate2023-2024/policies/ Contact your Dean's Office for Policies specific to your College or School.

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

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

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

Bookstore Discount: see "Faculty Benefits and Book Orders": 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

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

Copyright and Patent Policies:
https://www.udmercy.edu/academics/academi c-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

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

https://www.udmercy.edu/about/its/computin g/course-evals.php

Dean of Students Office:
https://www.udmercy.edu/life/dean-students.php

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

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 (MS Word doc) and Guidelines for Online Dossier Submission

Emeritus Policy
Emeritus Policy

Employee Phone and Email Directory: https://generalssb-prod.ec.udmercy.edu/BannerExtensibility/customPage/page/UDMEmployeeDirectoryPublic

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.

Faculty Roster – see Resources tab on Academic Affairs website https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/2324_Academic_Affairs_Employee_Roster.pdf

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/

Institutional Review Board - Ethics in Human Research Compliance Requirements: https://www.udmercy.edu/academics/academi c-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 (p. 78) 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/

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

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 Institutional Research and Effectiveness: https://www.udmercy.edu/academics/academi c-affairs/research/index.php

Online Program and Course Development: https://libraries.udmercy.edu/ids/contact/page.php?item_id=306

Pay Schedules – posted on HR website: https://www.udmercy.edu/faculty-staff/hr/Pay- Schedule-for-Web-PD-MN-2022-2023-2024.pdf

Promotion and Tenure Handbook (on Academic Affairs webpage (under Probationary Review, Tenure, and Promotion Documents) https://www.udmercy.edu/academics/academi c-affairs/

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

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

UDMPU Agreement: UDMPU Contract

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

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://cetl.udmercy.edu/knowledge/syllabus-guidelines/mcnichols

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

Student Code of Conduct
https://www.udmercy.edu/life/policies/shb-policies.php

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

Syllabus Guidelines
https://cetl.udmercy.edu/knowledge/syllabus- guidelines

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/academi c-affairs/titleix/

Voucher Fund for Faculty Research and Professional Development Support - see Article 11.6 (p. 77) of the UDMPU Contract

Wellness & Wellbeing: https://www.udmercy.edu/health/

Whistleblower Policy: https://www.udmercy.edu/faculty-staff/hr/files/Whistleblower_Policy_From_Web site.pdf

16 Appendix I

UNIVERSITY OF DETROIT MERCY Build A Boundless Future **Safety and Wellness**

16.1 What Steps can faculty take?

To 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?

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): https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/Emergency%20Procedures.pdf .

If an active shooter incident occurs during class on campus?

- 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.

If you think a student might be a threat to themselves or others?

- 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 Wellness Center Personal Counseling 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

If a student 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: https://www.udmercy.edu/life/health/connect.php.
- If you are comfortable, talk about your own strategies for self-care. Discuss the importance of seeking out connection and social support.

If a McNichols student 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 and Aquinas based faculty should contact the appropriate offices on their campus.

If you or someone else has been the victim of a crime on campus?

- Contact Public Safety immediately: 313-993-1234.

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.

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?

- File a report online at the Title IX website or contact the Office of Title IX: (313) 993-1802, titleix@udmercy.edu