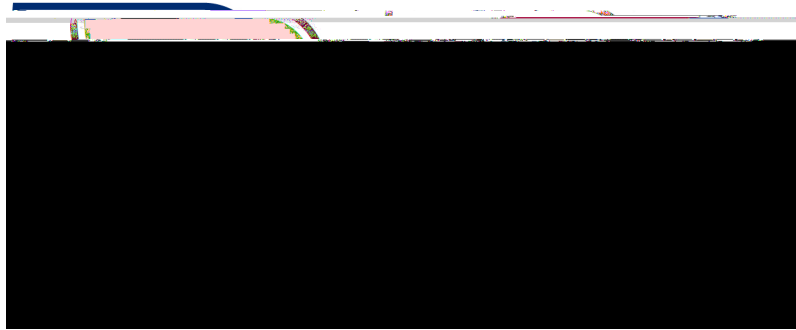


# University of Detroit Mercy



## Faculty Handbook A Guide to Detroit Mercy

Updated – Fall 2022





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## 2.2 GETTING YOUR DETROIT MERCY EMAIL



## 3 PREPARING TO TEACH

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### 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.udm7.6\(s\)-4.3\(\(c\)8.93\(g\)2.Tm\(\)\)Tj0-2\(d\)-0.7\(.\)-2\(um\)-613\(c\)5.9\(e\)cauE\(e\)-3\(t\)-3\(h\)1\(w\)-6](https://www.udm7.6(s)-4.3((c)8.93(g)2.Tm())Tj0-2(d)-0.7(.)-2(um)-613(c)5.9(e)cauE(e)-3(t)-3(h)1(w)-6)

- Email Contact for Corktown and McNichols Bookstores [bksdetroitmercy@bncollege.com](mailto:bksdetroitmercy@bncollege.com)  
Email Contact for Riverfront (Law) Bookstore [SM128@bncollege.com](mailto: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 receive federal financial assistance to disclose verified pricing for both required and recommended textbooks and cost information for other supplies course.

### 3.3 FINDING YOUR CLASSROOM

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





- 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

## 5.2 CET LOCATION & CONTACT

The Center for Excellence in Teaching & Learning is on the third floor of the McNichols Campus Library

#### 6.4 **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> .

#### 6.5 **LAPTOP/BASE COMPUTER**

Base computer- all full-time employees will be transi-0.001-0.7 (t9.5 (i-0.00f)-6 (l)-3.2 (.)2f6 Tm(B)TjETQ u01 Tc a

all

full





## 10 ANNUAL REPORTS AND PROBATIONARY REVIEWS

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- 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

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- 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->



- **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, et,

- 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

- 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

13.1 COVID19UNIVERSITMFORMATION











# 15 FREQUENTLY USED RESOURCES

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## 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](https://www.udmercy.edu/current-students/registrar/files/current_3yr_calendar.pdf)

## Academic Policies listed in the catalog:

<https://www.udmercy.edu/academics/catalog/undergraduate2022-2023/policies/>Contact your Dean's Office 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":

<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 (p. 89)

<https://www.udmercy.edu/life/policies/files/2022-2023-Student-Handbook.pdf>

## McNichols Class Session Cancellation Policy

See [Instructional Continuity and Class Cancellation Protocol](#)

## Copyright and Patent Policies

<https://www.udmercy.edu/academics/academic-affairs/ospra/compliance/intellectual.php>

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](#)

DossierOnline Submission  
[Instructions for Online Dossier Submission](#) (MS Word doc) and [Guidelines for Online Dossier Submission](#)

Emeritus Policy  
[Emeritus Policy](#)

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](mailto: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 Resources tab on Academic Affairs website  
<https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/Faculty-Roster-2022-2023.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/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](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](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/>

McNichols Faculty Assembly  
[https://udmercy.libguides.com/shared\\_governance/MFA](https://udmercy.libguides.com/shared_governance/MFA)

McNichols Campus Library Mothering Room  
[https://libraries.udmercy.edu/students/page.php?item\\_id=446](https://libraries.udmercy.edu/students/page.php?item_id=446)

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





**If a student comes to you with signs of**