

Dear Colleagues:

This University of Detroit Mercy Faculty and Librarian Handbook is created as an electronic resource for individuals on all three campuses: McNichols; Aquinas, Riverfront; and Corktown. 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 ha-2(f)-4(ic)3(e)-5hrough the

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.

OneDrive for Business. Learn more about the installation and set-up process:
<http://www.udmercy.edu/about/its/computing/personal/index.php>

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 IDS 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>

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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.) In addition, the Detroit Mercy Bookstore offers *FacultyEnlight*[®], a source for researching, adopting and sharing insights about textbooks and course materials:

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 2020—from the pulldown menu and click “Submit.”

On the next screen, from the Subject menu (scrolling down in the menu if necessary), select your subject—for example, Biology. Then, from the Instructor menu (again, scrolling down if necessary), select your name. Click “Class Search.”

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). The link to maps of all three campuses can be found here:

<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.

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](#).

Technology Resources and Collaboration tools useful for teaching online courses are

PLEASE NOTE: SELF-SERVICE IN MY.UDMERCY.EDU IS AVAILABLE TO ALL FACULTY, HOWEVER,
POLICIES AND PRACTIC

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.

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).

A series of videos/self-service tutorials introducing the basics of using the University of Detroit

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.

For detailed information about promotion and tenure processes, please read the [Detroit Mercy Promotion and Tenure Handbook](#)

For dossier preparation please read the _____

In addition, contact your Dean's Office for your college or school's detailed promotion and tenure criteria and guidelines.

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.

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 every semester. Detroit Mercy faculty and staff are responsible for being responsive, reasonable, and appropriate in providing approved accommodations and addressing students' needs. Accommodations should be arranged in advance and are never applied retroactively.

Disability information is confidential and protected. Students are encouraged to have open communication with their professors. However, 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 from a student, but should instead contact the Assistant Director of DAS if a question regarding eligibility for services or any other concern arises.

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

<https://www.udmercy.edu/about/consumer-info/complaint-policy.php>

connect them with resources that can assist them. As such, the SCC 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 own 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 to the SCC by any individual who has observed or witnessed 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 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.

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 Catholic, Jesuit and Mercy university, the ministry staff organizes liturgy and prayer and formation of students in t

across the curriculum; we are also trained to work with graduate students on Master's-

Assistant Dean of Student Services & Enrollment Management for more information concerning th

Academic Affairs Office:

<http://www.udmercy.edu/academics/academic-affairs>, contains important links for new faculty including information regarding Academic Support Services; Academic Policies; Annual Report and Probationary Review Forms; 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/undergraduate2020-2021/policies/>

Contact your Dean's Office as well for Policies specific to your College or School.

Accredited Programs

https://udmercy.edu/academics/academic-affairs/files/index/External_Entity_Accreditation_Document.pdf

Assessment at Detroit Mercy

<https://www.udmercy.edu/academics/academic-affairs/assessment.php>

Online Program and Course Development: