FACULTY GUIDEBOOK
2023-24

FALL 2023
WELCOME

Welcome to Mercy University. Our faculty fulfills the ability of the University to meet its mission of transforming students' lives through our personalized and high-quality learning environments.

This Guidebook contains helpful information to assist you in accessing resources you need to be successful as a member of our faculty and contribute to accomplishing our mission.

On behalf of Mercy University, thank you and have a great semester!

Dr. Eva Fernández
Provost and Vice President for Academic Affairs
Mercy University

Editorial Notice
To submit changes for future editions of the Faculty Guidebook, please write to provost@mercy.edu.

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INFORMATION TECHNOLOGY: PORTAL, EMAIL, SYSTEM ACCESS, AND SERVICES

Mercy's Information Technology (IT) Department is part of the Operations Division—along with Facilities, Transportation, Campus Safety, and Community Outreach. The IT Department works together with those teams and others to support the University's mission of providing students with the opportunity to transform their lives through higher education. Below you will find key information and links to help get started with Mercy systems and IT services.

Key Systems and Links
Faculty & Staff use only one username and password to access ALL University-wide systems ("Single Sign- On"). Depending on whether you are a full-time or part-time faculty member, the process is different to obtain your username and password:

Username & Password – Adjunct Faculty
To access Mercy University systems, you will be provided with a University-Wide Identification Number (CWID). If you did not receive your CWID, contact an administrator in your Department or School. You need a CWID to receive a username and password.

The information on your username and password is outlined below:
Username: Your username will be provided to you by your School after onboarding. Usernames will have the following format: username@mercy.edu.
Password: Your initial password will be your CWID followed by your date of birth year and "MC!" with the following syntax: CWID+DOB year+MC! For example, it should appear as follows with your actual data and not including the plus signs: 12345678+1990+MC!

Username & Password – Full-time Faculty
As a full-time faculty member, you will be provided with your username and password as part of the onboarding process when your computer is delivered by the IT Department.

Mercy Connect
Mercy Connect is the University's non-public portal used by students, faculty, and staff to house information not aimed at the general public, and for the conduct of University administration. Mercy Connect provides access to class rosters and serves as the space to enter attendance and grades. In addition, Mercy Connect's Employee Hub provides access to employee information.

You can access Mercy Connect from any computer connected to the internet by navigating to http://connect.mercy.edu and using the username and password defined in the above section titled "Username & Password."

The Mercy Connect portal also acts as a gateway to the following important systems:
- **Microsoft 365 Email / Calendar** - Microsoft 365 provides faculty and staff with access to their University email account and the full suite of Microsoft Office productivity software, including Word, Excel, PowerPoint, and the Microsoft Teams communications platform. Most Mercy computers also have versions of Microsoft Office pre-installed.
- **Learning Management System (Blackboard Learn)** - The Blackboard environment houses a unique webpage for each on-campus or online class section. It provides video conferencing,

discussion boards, assessment, and class management functions.

Once you login to Mercy Connect, you can access your email and Blackboard Learn by clicking on the respective links on the homepage.

Mercy University Zoom

Zoom is an easy-to-use video conferencing tool available to all faculty and staff. See below for important information on creating your Zoom account and scheduling class meetings:

- **Zoom Account and Classes** - To create your Mercy University Zoom account and use Zoom in your class, please follow these instructions. Note that your courses will not be accessible in the Blackboard Learning Management System (LMS) until you are assigned to the course by your department.
- **Students Joining Zoom Classes** - If you intend to use Zoom in your course and have followed the instructions above to create your Zoom account and schedule the Zoom class meetings, students can then be directed to join the Zoom class within the Blackboard LMS by following the steps outlined here.

Accessing University Computers

To access computers in classrooms, labs, libraries, and departmental offices at all campuses, please use the username and password defined in the "Username & Password" section above.

Managing your Password

If you should forget your email password, please visit the Mercy Password Management System located at the following link to reset it: https://www.mercy.edu/mercypass.

Information Technology Department Services

To place a routine technology **request** for a technology change (e.g., software update, add authorized users to a system), email helpdesk@mercy.edu.

To report an **incident** and get technical support, call (914) 674-7526, 24-hours-per-day (or x7526).

To request **training**, visit https://www.mercy.edu/information-technology/request-training-faculty-staff. *IT offers several training methods, including self-paced online, classroom, and individual instruction.*

Other Information

Free, open wireless is available to the public at all campuses. The network name is "Mavericks-Wifi" and the password is *mercyuniversity*.

As a Mercy employee benefit, you may download a copy of Microsoft Office on your home computer at https://email.mercy.edu. https://microsoft365.com. Instructions are at https://www.mercy.edu/microsoft.

Members of the Mercy Community are eligible for discounts on technology products from Dell, Apple, and other vendors. Visit the Employee Hub on the Mercy Connect Portal mentioned above and filter by "discounts" to access the relevant discount information.

FACULTY WEBSITE PROFILES

Every Mercy faculty member, full-time and part-time, has a profile page on the Mercy University website, where pre-populated information lists name, title, and contact information. In addition, the University asks faculty members to populate their respective profile pages with headshot photos and with scholarly, research, and professional information. Faculty members can populate their profile pages as follows:

1. Go to http://www.mercy.edu/login. You should be prompted for login though Single Sign On (SSO) such as allows you into Mercy Connect, Blackboard, etc.
2. Once logged in, navigate to the Mercy University Directory and search for your profile page. When you are on your profile page, click on the green button in the upper right-hand corner labeled "Published", and from the dropdown menu select "Edit".
3. Once on the page to edit, you will see that the information is divided into different categories, like Office Address and Biographical Information. Here you may input information from your CV to build or edit your individual profile page by entering your information in the appropriate fields, including:
   - Photo upload
     o Scroll down to "Photo" section and select "Add Media"; then upload image.
   - Office Address
   - Social Media Links (e.g., LinkedIn, orcidID, researchgate, etc.)
   - About (in narrative description form)
   - Education
   - Current Research
   - Teaching Focus
   - Selected Publications
   - Awards

NB Information about the types of content that should be included as well as examples are included below each of these content block sections.

1. Once edits have been made, scroll to the bottom of the page and click on "Save". You may view your personal profile page on the new site by going to the Directory and searching on your name. Generally, the URL for your profile page follows the naming convention: https://www.mercy.edu/directory/firstname-lastname

So, if your name is Mary Maverick, the URL will read https://www.mercy.edu/directory/Mary-Maverick

If you notice incorrect name or title information, or have content-oriented questions about populating your profile page, please contact Saul Fisher in the Office of the Provost (sfisher@mercy.edu).

IDENTIFICATION CARDS AND PARKING INFORMATION

Identification Cards

Mercy identification (ID) cards may only be obtained in the following locations:
- Dobbs Ferry campus: Main Hall Room 233, directly across from the main entrance (process at this location overseen by PACT Office)
- Bronx campus: ID/Mail room – first door on the left when entering lobby
- Manhattan campus: Campus Safety Desk, 3rd Floor Reception Area

NB To access Science and Health Professional labs, new ID cards (as determined by the numbers on the back of the card) are required. Access-ready ID cards will be granted by Campus Safety based on Program Director authorization by email.

Parking Registration

All vehicles parked on any campus of Mercy University must be registered with the Mercy University Office of Campus Safety and display a vehicle decal. This requirement applies to Dobbs Ferry and to the shared parking facilities at the Bronx Campus as well.

Please note that, early in AY 2023-24, Mercy will start to use a cloud-based License Plate Reader system. The License Plate Reader will grant access to campus upon entry and will assist in regulating parking in approved parking lots. Vehicles will be registered and approved exclusively via Mercy Connect. Changes and adjustments, such as a change in vehicle, will be made online. Users will be required to place a general Mercy University decal on their vehicle identifying them as an affiliate. These decals will be issued following vehicle registration and will be individual and vehicle specific. They will be valid for five years from date of issue and can be picked up from the Campus Safety Office in Main Hall (Room 234) during normal business hours. Arrangements can be made to pick up a needed sticker after hours from the security post in Hudson Hall by contacting safety@mercy.edu. Presentation of valid ID required.

Please follow these guidelines in order to register your vehicle and obtain the necessary decal:
- Complete the University's vehicle registration form online and upload any necessary documents via Mercy Connect. One decal will be provided free of charge for each student, faculty, or staff member, for one registered vehicle. Faculty and staff can pick up decals from the Campus Safety office, Main Hall 234, Dobbs Ferry campus. You must have completed a Vehicle Registration Form online to be issued a decal. At the Bronx campus, faculty and staff decals are available from Enrollment Services; decals are not issued at the Manhattan campus.
- Decals will be assigned to the individual. Requests to register additional vehicles can be done through Mercy Connect and will be reviewed by the Office of Campus Safety and a second decal may be approved at a fee of $25. Requests for replacement decals should be submitted to the Office of Campus Safety and may be subject to a fee. An individual will only be allowed to park one vehicle on the Dobbs Ferry Campus at a time. Requests for exceptions by families with more than one Mercy employee or student can be made to Campus Safety. Those with a valid, state-issued handicapped sticker should contact Campus Safety at (914) 674-7393 regarding accommodations.
- Drivers will have until ***the beginning of the 2nd week of classes*** to register their vehicles and secure decals. The vehicle decal is to be displayed and affixed on the outside rear, left passenger (driver-

side) window so that it may be read by the scanner upon entry to the campus.

PLEASE NOTE: The University will be enforcing the parking policy at the Dobbs Ferry campus for Mercy faculty, staff, students, and vendors who have not obtained a parking permit, do not place it properly on the vehicle, choose to not put it on the vehicle, or park on campus in a restricted area. Vehicles will be turned away and not allowed on campus. Day passes for routine entry to these groups will no longer be issued.

DOBBS FERRY CAMPUS
The parking policy for the Dobbs Ferry campus applies to members of the University Community as follows:

Faculty
All faculty with a registered vehicle are permitted to park on the Dobbs Ferry campus, on a first come, first served basis, at all times with a valid vehicle decal.

Visitors
Visitors to the Dobbs Ferry campus will be issued a one-day pass at the gatehouse at the entrance to campus and will be expected to provide the name of the person or department they are visiting and the reason for the visit. If you know in advance that a visitor is expected, please notify Campus Safety at (914) 674-7225.

Parking Availability
Students, faculty, and staff who are based at the Bronx or Manhattan Campuses should adhere to the following parking policies. All members of the Mercy Community are expected to register vehicles that they expect to bring to the Dobbs Ferry Campus.

BRONX CAMPUS
To meet its obligations to all organizations and businesses in Hutch Metro Center, the Center's management has allocated a limited number of parking spots to Mercy University, Monday through Friday:

- 350+ spots on the lower floors of Parking Garage B (on the right where you pass the guard booth).
- 20 spaces in Parking Garage A directly in front of our building. The entrance to our spaces is located to the left of the north parking lot. All other spaces in Garage A are for paying Hutch Metro customers.
- 54 spaces in the North Open Parking Lot to the north side of our building.
- Those arriving after 9 a.m. should plan to park in Parking Garage B, located immediately to the right of the complex entrance.
- After 6 p.m. and on the weekends, Mercy cars will be allowed to park in any available spot.
- In addition to the required Mercy University decal, Mercy faculty, students and staff located in the Bronx, will also be issued a hanging tag to attach to the rearview mirror for ease of access to this site.

HUTCHINSON METRO CENTER
BRONX, NEW YORK

Mercy College Parking - Bronx Campus
358 spaces in Garage B
20 spaces in Garage A
54 spaces in North Open Lot
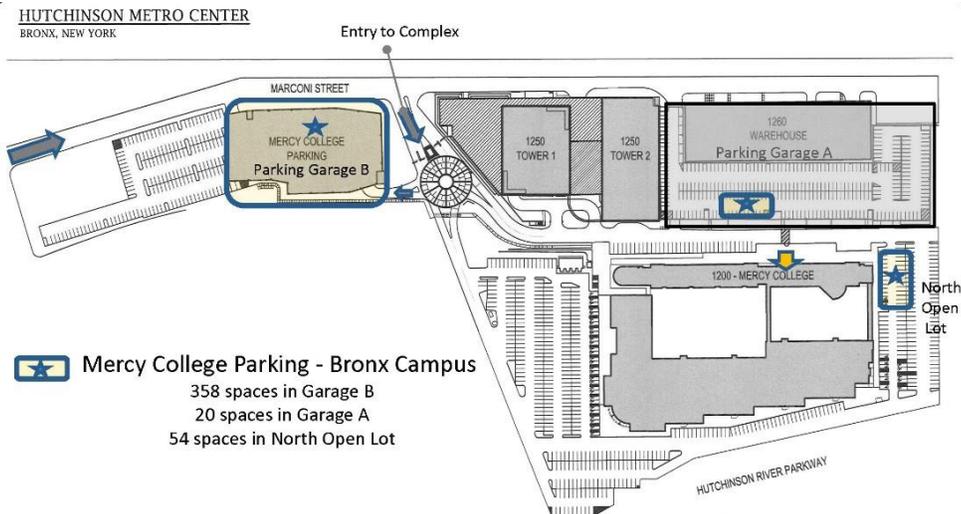
MANHATTAN CAMPUS

Faculty are advised to travel to the Manhattan campus via mass transit. The University does not provide parking for the Manhattan campus. Mercy University employees have limited options available for garage parking; street parking in midtown is generally *very* limited or prohibited during business hours.

Parking Regulations and Policies (All Campuses)

Please remember campus safety is everyone's responsibility. It is important for all drivers to follow campus parking regulations. Campus Safety will be present at the gatehouse to ensure each entering vehicle has a valid decal displayed on the vehicle. A parking patrol will ensure the enforcement of parking rules on campus. If a vehicle is in violation, it is subject to ticketing, monetary fines, vehicle booting, and towing.

- Vehicles parked in handicapped spaces without a clearly displayed state permit will be subject to immediate removal.
- Parking is not permitted on side streets around campus in accordance with an agreement between the University and the surrounding communities.
- No overnight parking is allowed in any of our campus-based parking locations.
- Those granted the privilege of parking on campus are expected to drive responsibly and adhere to the campus speed limits at all times.

Shuttle Service

We encourage you to consult the Shuttle schedule. Also, download the Shuttle Tracker App (Apple) (Google Play) to track, in real time, shuttle locations and routes so that you can time your departures and arrivals.

Shuttle Service between the Bronx and Dobbs Ferry Campuses

The MavExpress provides shuttle service between the Bronx and Dobbs Ferry Campuses. Two buses run approximately from 7 a.m. to 10 p.m., Monday through Friday. The MavExpress picks up at the Dobbs Ferry, Main Hall bus stop and drops off at the entrance to the Bronx Campus building. Please refer to the shuttle tracking app to track the location of the shuttle. Riders will be required to present their Mercy ID.

Shuttle Service to and from the Bronx Campus and Westchester Square
When classes are in session, a shuttle runs from the Bronx Campus to the Westchester Square train station, 7 a.m. – 11 p.m., Monday through Friday and from 8 a.m. through 6 p.m. on Sundays. On Saturdays, shuttle service is provided by the Hutchinson Metro Center. It runs on a continuous loop. Please refer to the shuttle tracking app to track the location of the shuttle. Riders are required to present their Mercy ID.

Rewards Program
The University continues to encourage drivers to help reduce driving to and parking on the Dobbs Ferry Campus with the following reward program, open to all staff, full-time faculty, and commuter students.

Carpool. Any staff member, full-time faculty member or commuter student who chooses to participate in the carpool program for one full semester, Monday through Thursday, will be given a financial award before the end of the semester. Payment will be deposited into your payroll or student account. There will be designated carpool parking spots on the Dobbs Ferry Campus. The carpool program will be based on the following tiers and each person in the carpool will be given the incentive, regardless of whose vehicle is used.
Tier 1: 2 or 3 people per car – each person receives $100.00 per semester
Tier 2: 4 or more people per car – each person receives $200.00 per
semester
All individuals who are part of the carpool will need to sign up together at the Campus Safety Office in Main Hall.

We thank you for your support and cooperation to make Mercy University enjoyable and safe for all. We welcome your feedback at safety@mercy.edu.

MERCY UNIVERSITY
DOBBS FERRY CAMPUS

KEY

- 👤 Security Offices
- ♿ Accessible Parking
- 🚍 Public Transportation
- 🔵 On Campus & Train Station Shuttle

BUILDINGS		ATHLETICS/RECREATION		FOOD/RETAIL		GENERAL		ACADEMICS	
Founders Hall – Residence (FH)	(9)	Turf Field	(14)	Campus Bookstore	(34)	Admissions - Main Hall (MH)	(2)	School of Business (VIC)	(31)
Gratia Maher Hall (GMH)	(12)	Athletic Offices	(6)	Victory Café	(21)	Enrollment Services	(8)	School of Education (MEH)	(33)
Hudson Hall – Residence (HH)	(10)	Basketball Courts	(15)	Library Café	(36)	Music Studios	(26)	School of Health and	
Mahoney Hall (MAH)	(13)	Fitness Center	(22)	Hudson View Café	(4)	Speech and Hearing Clinic	(28)	Natural Sciences (MH)	(29)
Main Hall (MH)	(24)	Multiuse Court	(39)	Merchandise Store	(5)	Lecture Hall	(3)	School of Liberal Arts	(30)
Mercy Hall (MEH)	(35)	Pool	(16)	Starbucks /		Main Entrance	(1)	School of Social and	
Verrazzano Hall (VH)	(11)	Softball Field	(18)	Convenience Store	(23)	Path to Metro North	(19)	Behavioral Sciences (MAH)	(32)
Victory Hall (VIC)	(20)	Tennis Court	(17)			Rotunda	(38)	Library/Learning Commons (MH)	(7)
		Victory Gym	(37)			TARRYTOWN OFFICES: 828 South Broadway			

SAFETY AND SECURITY

The Administrative Office of the Department of Campus Safety is located in Main Hall 234, Dobbs Ferry campus, and is open Monday to Friday from 8:30 am to 5:00 pm.

The Department also maintains an Operations Center which is staffed 24/7.

To report a campus emergency, please call (914) 674-9999, or 911 if time is of the essence. The emergency extension on internal phones is x9999.

To report a non-emergency: call (914) 674-7225 for general security assistance on any campus. The non- emergency extension on internal phones is x7225.

Mercy Alert
Mercy Alert is the University's mass notification alert system and is to be utilized in the event of a significant emergency. All members of the University Community are automatically entered in the system via their University email address; they are also encouraged to customize their alerts by adding a phone number to the system. Instructions are as follows:

1. Go to: https://mercy.regroup.com
2. Log in using your current Mercy Connect username & password.
3. Update how you would like to be alerted with email, text, and phone/fax numbers.
4. Click "Save" and exit the application.
5. Email Campus Safety at security@mercy.edu if you encounter any issues with the registration.

Mavericks Safe App
The University currently utilizes the *Mavericks Safe* mobile app as a mobile safety device. This app replaces the previous *Crisis Manager* app and offers more user-friendly features. The *Mavericks Safe* app includes:

*   *Health and Wellness Resources*—daily health screening tool and campus resources.
*   *Friend Walk*—location sharing tool to allow friends or family to track your path to your destination in real time.
*   *Emergency Plans*—guidance on how to react in a variety of emergency situations.
*   *Campus Support Resources*—access to campus support services.
*   *Emergency and Non-Emergency Numbers*—quick access for reporting incidents, tips, or concerns.
*   *Report a Crime Tip*—allows you to inform the Department of Campus Safety about an incident on campus.
*   *Trigger Mobile BlueLight*—initiates simultaneous location tracking and an emergency call to Campus Safety.

To install the *Mavericks Safe* mobile app, visit the **App Store** (iPhone) or **Google Play** (Android), search for *Mavericks Safe*, and download on to your device. This app is your resource to stay connected and make your experience on campus informed and safe. Users may login using their Mercy credentials. If

you have questions about the *Mavericks Safe* app, please contact the Department of Campus Safety at (914) 674-7225 or safety@mercy.edu.

Planning for Continuity of Instruction in the Event of an Emergency

The University has completed significant planning for responses to potential health or other emergencies to guarantee continuity of instruction. As such, all faculty are asked to take the following steps to ensure that students continue to have access to your course(s) in the event the University must temporarily suspend in-class meetings:

- Plan ahead. Have a communication strategy to reach out to your students; tell your students to find the course information on Mercy's Blackboard learning management system (LMS).
- PLEASE NOTE: Course emails sent via Blackboard *do not forward to any accounts outside of Blackboard*, including mercy.edu email accounts. (Blackboard will send alerts to instructors regarding Blackboard mail but not necessarily in real-time—and in any case this requires instructors to log into Blackboard separately to check for such mail.) It is recommended that course outlines (syllabi) make clear that students must send email to the instructor's mercy.edu email address.
- Have a clearly stated course policy regarding make-ups and absences.
- Keep copies of irreplaceable files and documents in a safe location or backed up on the OneDrive volume associated with your network account.
- Develop a strategy for communication with others (students, staff, etc.) about cancellations, schedule alterations, alternative assignments, alternative modes or times of class meetings, and alternative locations.
- Maintain a list of important emergency contact phone numbers in your office and at home.
- In the event of a health emergency or other cause for interruption of in-person sessions, Blackboard Collaborate, Zoom, and Microsoft Teams can provide convenient means to continue your class online, minimizing course disruption and negative impact on your students. Be sure to let your students know ahead of time how you will manage such interruptions.

Please note the two-step procedure for all instructors when a single class will be missed:

1. The instructor is required to contact the School Dean, per the University's **Lost Class Time Policy** (see below). For on-campus courses, please copy Campus Safety (safety@mercy.edu) and **Anny Pichardo,** Campus Safety Business Manager (apichardo@mercy.edu), providing the following information as early as possible prior to the scheduled meeting time:
- Class description
- Date and day the class session will not meet
- Time the class is scheduled to meet
- Campus, building, and room number of the class

The Dean's office will maintain a log of all cancelled class meetings.

1. The instructor is required to call the Campus Safety office in Dobbs Ferry at (914) 674-7225 and provide the same information. The Dobbs Ferry Campus Safety Office will relay that information to the Campus Safety Office at the appropriate campus and will post information, in the format below, on the door of the appropriate classroom as soon as the information is received from the Dobbs Ferry Campus Safety Office.

Today's class, <u>Name of Class</u>, taught by <u>Instructor's Name</u>, which is scheduled to meet today, Day, <u>MMDDYY</u>, at time in location, has been cancelled for this session only. The Class will meet at its next regularly scheduled time.

The Dobbs Ferry Campus Safety office will maintain a log of all cancelled classes to include the class description, instructor's name, and date of cancellation.

The required approach to an anticipated absence is to arrange for class coverage with your Program Director. For all absences, an Instructor Absence Form should be filled out and submitted to the Dean's Office. Absence forms may be obtained from the Dean's office.

If you are running late for a class, please contact Campus Safety at the numbers listed under Campus Services Contacts above. Please be sure to include your name, course name, and room number.

Weather Related/Emergency Closings
The Mercy Alert system will be used to automatically notify you of any weather-related closings or delays.

In addition, the Mercy University Emergency Closing phone line is **(914)-674-7777**. A recorded message will inform you of campus closings in the event of weather or other emergencies.

Information will also be posted on the Mercy University website (http://www.mercy.edu) and Mercy University social media sites.

INSTRUCTIONAL INFORMATION AND COURSE MANAGEMENT

Teaching Assignments

Faculty members must, in all courses that they teach, adhere to course learning outcomes as developed and approved by department or program faculty members. These learning outcomes are part of the official course syllabus on file within each School and can be requested from the Dean's administrative assistant. All major graded assignments must be aligned to course learning outcomes and assessed each time the course is offered. Some assignments may be used for Program Assessment; thus, it is important that you speak with your Program Director or Department Chair about use of common outcomes and rubrics if applicable. Please note that there may be multiple ways to assess course learning outcomes. Faculty may design their own assignments or design them in consultation with their Program Director, Department Chair, or other faculty within the program.

The Academic Calendars for undergraduate and graduate programs as well as pay dates are available on Mercy Connect; the Academic Calendars are also posted on mercy.edu.

Instructional Modalities

Courses are taught in a variety of instructional modalities, as outlined in the chart below.

			SET MEETING TIME	IN-PERSON	ONLINE	DEFINITION
1		Blended Learning	✓	✓	✓	Live class held at a scheduled time each week that meets together on campus some weeks and online some weeks, as directed by the instructor.
2		In-Person	✓	✓	✗	In-person learning
3		In-Person Off-Campus	✓	✓	✗	In-person learning
4		Online Synced	✓	✗	✓	Live online-only class held at a set time
5		Online	✗	✗	✓	Online class without set meeting times
6		Online Hybrid	Combination of styles 4 and 5			

Syllabi

In some degree programs, faculty use a common syllabus provided by the Department or Program, in

accordance with accreditation standards. For all other Programs, faculty must submit a copy of their course syllabus/outline for review, at least two weeks prior to the start of the semester, to the Department Chair or Program Director. (A copy will be filed in Department files.) All syllabi must include the common course learning outcomes established by the program faculty. In fall 2023, the University will be making available a course syllabus repository (as accessible via Mercy Connect) for use by the entire institution.

Blackboard Course Shells
Every course has a Blackboard course shell. Faculty are required to populate each shell with a welcome message to students, course syllabus, and at least one week of course materials and assignments before the start of each term, whether the course is on-campus, hybrid, or online. Blackboard is also a good medium for building student engagement online, especially at the start of the semester. Additional online learning faculty resources can be found at https://www.mercy.edu/academics/faculty- resources/online-learning-faculty-resources

Bookstores
There are Follett Bookstores on the Dobbs Ferry campus ((914) 674-3603) and Bronx campus ((718) 863-9318). Please call the stores to check for hours of operation. Visit as well the University's online bookstore for further information.

Library Services for Instructional Support
Library services for faculty include placing books on Reserve for their classes, scheduling Library Instruction sessions, or meeting with Librarians to discuss a class's research needs. If you are assigning a research assignment, it is strongly encouraged that you arrange to have a Librarian visit your class. The Library Directory and contact information are located on the Library website.

Please check the Library catalog before assigning books or journals to your students. If you need resources that the Library does not own, you can request these via Inter Library Loan (ILL) services. Please feel free to stop by the campus library at Dobbs Ferry, Bronx, or Manhattan campuses to find out more or, for additional library resources, visit the Faculty Support section on the Library's page of the Mercy website.

Copier Machines
All copier machines have restricted access. For newer copier machines, you will use your CWID number to gain access. For some older copier machines, you will need a separate PIN number; a copy of the PIN will be mailed to you or you may obtain it from the Dean's office. Please be aware that copying is monitored and must not be used for personal reasons. Mercy University encourages electronic sharing of course materials when possible.

Student Attendance
Attendance is required by the University in on-campus and online classes alike. For online classes, attendance should be verified by reference to substantial discussion postings or substantial course emails sent by the student during the census period of the term.

If a student has two or more unexcused absences, please submit a Progress Report (early alert) via Mercy Connect to the PACT Mentor (academic advisor). For guidance, please consult the EAB Progress Reports Faculty Guide.

Attendance Policy. Excessive absence (e.g., two or more unexcused absences) interferes with the successful completion of a course of study and diminishes the quality of group interaction in class. To encourage students to accept their obligation to attend class the following policy is established: Class attendance is a matter between the instructor and the student. Instructors are obliged to announce and interpret specific attendance policies to their classes at the beginning of the term and include the policy in the course syllabus. Any student who has been excessively absent from a course and does not present adequate documentation to the instructor and fails to officially withdraw from the course before the last day for course withdrawal may receive the grade of FW (fail-withdrawal), which is computed as an F for GPA purposes.

Attendance Reporting. Timely reporting of attendance in the census period (during the first several weeks of the semester) is required of faculty by the Registrar. *Federal regulations mandate that no disbursement of student financial aid can occur until attendance for all courses and sections throughout the University is reported according to a schedule.* Each semester, the Registrar provides further details about attendance reporting that is conducted in Mercy Connect. If you require assistance with your attendance reporting, please contact the Dean's Office or the Registrar's Office at RegistrarProcessing@mercy.edu.

Student Progress Reports
Active communication between the faculty and academic support staff is critical to enhancing student learning and growth. EAB Navigate has a Progress Reports functionality that allows faculty to communicate constructive and positive comments about a student's performance, and refer a student who might be struggling to resources that can provide support. Progress Reports should be utilized at the first sign of any potential concern regarding a student's academic success, including non-attendance; they may also be used to share positive feedback. You can submit a Progress Report for any enrolled student, at any time. Faculty in certain courses will be asked to submit progress reports for their students early in the term. Use of the estimated grade provides additional feedback to counselors/mentors and students.

To access the Progress Report system, visit https://mercy.campus.eab.com/home/professor or access the Navigate system via the Faculty section in Mercy Connect.

For any technical issues with the Progress Report system contact the Helpdesk at helpdesk@mercy.edu or (914) 674-7526.

Lost Class Time Policy
This policy addresses lost class time due to an official University or campus closing and other instances in which a faculty member cancels a specific class session when the University is open and operating on a normal schedule. Lost class time is to be made up so that the University is in compliance with Federal and New York State Education Department requirements specifying that the number of contact hours per course credit must be met. This policy also reinforces the University's commitment to provide students with the depth and quality of education that they expect and deserve, and to maintain faculty autonomy with regard to curriculum and teaching.

Faculty Members' Responsibility for Cancelled or Missed Class Sessions
Faculty Members are responsible for ensuring that the learning goals of the course are not compromised by any missed class days. Before canceling any class session, faculty members should:
1. Notify appropriate academic administrator (e.g., Program Director, Department Chair, Associate Dean,

etc.).

2. Provide students with advance notice of a class session cancellation, whenever possible. In the case of a University or campus closing, faculty and students will be notified via a University email. Information regarding the closing will also be posted on the University website at www.mercy.edu.
3. Report to their Program Director, Department Chair, and Associate Dean how they plan to replace lost class time so that this information can be retained by the School in their shared drive (for documentation purposes).
4. Include in their syllabus/outline the manner in which any lost class time during the term will be made up.

Missed classes may be rescheduled or may result in alternative assignments to achieve the learning outcomes of the class. Faculty may utilize a variety of options for making up lost class time that include but are not limited to:

1. Online options, including synchronous or asynchronous activities, meeting through videoconferencing software (such as Blackboard Collaborate, Zoom, MS Teams, etc.), assignments via Blackboard, the course Blackboard discussion forum, or recording a lecture and posting on Blackboard along with an assignment
2. Alternative assignments (including special outside-of-the-classroom experiences, library and field experiences, group work, the collection and analysis of data, and preparation of reports or other products)
3. Classroom time rescheduled with student input

Timely Submission of Final Grades for Students
Final grades are due five calendar days after the end of the term. The Office of the Registrar will communicate the dates of the grading window to you through email. You <u>must</u> submit your grades online through Mercy Connect. If you miss the grading deadline or encounter any problems submitting the grades, you must report your grades directly to the Registrar's Office at RegistrarProcessing@mercy.edu. Faculty who miss the grading deadline are also reported to University administration. Failure to submit grades in a timely manner will impact future teaching assignments.

If a student requests a grade of Incomplete, you should have the student complete the Request for an Incomplete form (Faculty Hub on Mercy Connect).

Undergraduate grades of Incomplete automatically convert to a grade of F at the conclusion of the subsequent Term A. For Graduate students, the grade will automatically change to a permanent Incomplete grade after a period of 1 year from assignment of the Incomplete Grade. Make sure to agree upon a submission date for the outstanding assignments that provides adequate time to grade the assignment and file a Change of Grade form with the Dean's office.

Change of Grades
Any grade change, other than for an Incomplete, must be approved by both the Program Director and the School Dean or Associate Dean.

INSTRUCTIONAL SUPPORT

Faculty Development

Center for Teaching and Learning (CTL)
The professional team of Instructional Designers (IDs) in CTL is ready to meet with you one-to- one, in small disciplinary groups, or in larger settings, to dialogue about teaching and learning. The CTL team is available to assist you with any teaching and learning matter, including:
- Course design
- Creation of assignments and other course materials
- Classroom management
- Conducting early semester formative course surveys or student focus groups (confidential)
- Developing your own personal teaching improvement plan
- Adopting High Impact teaching and learning Practices (HIPs)
- Scholarship of Teaching and Learning (SoTL)
- CTL Learning Communities

For more information on all CTL programming and services, contact Juli S. Charkes, Director, jcharkes@mercy.edu.

Mercy Online
Mercy Online provides Blackboard training, course design, and pedagogical support focused on teaching in the different modalities, whether in online, blended, or web-enhanced environments.

The Mercy Online team offers several levels of support which includes drop-in help, Workshops, Online Course Design Consultations, as well as Faculty Learning Communities focusing on Blackboard and Online Learning. Please contact mercyonline@mercy.edu for details.

Some courses have a required online component. This ensures that the University meets New York State Education Department regulations for course time and allows for continuity of instruction in case of weather or health-related emergency closures. Please see your Department Chair or School Dean to determine if your course(s) have this required component.

Blackboard, our Learning Management System (LMS), provides an online component for your class. Every Mercy course has an assigned Blackboard shell. You may access your Blackboard course at https://mercy.blackboard.com/. Select the login button, enter your Mercy Connect credentials, and under "My Courses" select from the list of your courses.

As not all faculty may be familiar with the Blackboard Learning Management System, we offer training and support, as noted below, and we encourage you to take advantage of these options:
- If you are new to online learning, contact the Mercy Online Office at (914) 674-7584 or at mercyonline@mercy.edu.

- Mercy Online provides workshops focused on various areas of Blackboard Learn including:
  - Blackboard 101: Basic Blackboard–required for all faculty members
  - Blackboard 102: Blackboard Tools
  - Blackboard 201: Discussion Forums and Assignments
  - Blackboard 202: Setting up the Grade Center
  - Blackboard 301: Communication Tools and Groups
  - Blackboard 302: Tests and Surveys
  - Blackboard 303: Blackboard Collaborate
  - Blackboard 304: Rubrics
  - Blackboard 305:Measuring Student Engagement
- To sign up for Blackboard Training Workshops and find out more information please go to the following website: https://mercy.edu/blackboard.

For more information, contact Mary Lozina, Director, Online Learning at mlozina@mercy.edu.

Office of Educational Assessment (OEA)
OEA supports faculty in their efforts to promote continuous improvement of student learning by providing direction in the use of sound assessment practices that reveal the impact of pedagogical and curriculum changes.

OEA provides faculty support related to:
- Defining program and course learning goals and learning outcomes
- Planning and implementing assessment at the program and course levels
- Collecting, analyzing, and interpreting data
- Reporting and presenting findings
- Identifying and implementing strategies to improve student learning
- Completing five-year academic program self-studies
- Designing surveys for assessment purposes
- Consulting on educational research design
- Evaluating educational initiatives
- Supporting programmatic accreditation efforts

For more information on all OEA services, please contact educationalassessment@mercy.edu.

Student Career & Professional Development Instruction
The Career & Professional Development team is happy to visit your classroom to teach about a career topic or share Career resources available to Mercy University students. If students ask you to review their resume, or need help finding an internship or job or preparing for an interview, please feel free to direct them to the Career team at cpd@mercy.edu. A Career Coach will get right back to them.

The Career & Professional Development team provides tools and resources that can easily be included in your curriculum (for example, career exploration through *Focus 2*, mock interview tool *Big Interview*, internship and job board *Handshake*, career readiness milestones (homework assignments) through web-based *EPIC*, and more). The Career & Professional Development team is here to partner with you, supporting your curriculum and students as they explore, prepare for, and launch or advance their professional lives.

RETENTION OF COURSEWORK SUBMITTED BY STUDENTS

Each faculty member is expected to retain student work. Student work refers to any work submitted by a student and evaluated by the instructor which is used in the determination of a grade. This work is to be retained for one year from the end of the term in which the class is given.

In addition, all student work samples submitted to the Office of Educational Assessment (OEA) for Program Assessment purposes will be retained by OEA as per the Middle States Commission on Higher Education's (MSCHE) requirements.

Please let students know (in syllabus or in class) that samples of their work are occasionally made available, as rendered anonymous, to those professionals conducting reviews—and please let them know that, if they do not wish to have their work made available for these purposes, they should let the professor know before the start of the second class.

STUDENT RELATED INFORMATION

Student Academic Support

Tutoring is a valuable resource to help students to get ahead—whether they are a *B* student looking to get an *A*, struggling student hoping to pass a particular course, or graduate student working on their thesis. The Center for Academic Excellence and Innovation (CAEI) provides a friendly learning environment in which students may receive tutoring assistance in writing, math, science, and an extensive range of other subjects from faculty tutors, peer tutors, or writing specialists. Tutoring is offered in the Vitale Center for Academic Excellence and Innovation (CAEI) in Dobbs Ferry—and in Learning Centers on all other Mercy campuses.

CAEI delivers services in person or synchronously online through Blackboard Collaborate. To work with tutors at the Center, students may make an appointment through EAB (http://mercy.campus.eab.com), email tutoring@mercy.edu, or stop by during drop-in hours:
- Dobbs Ferry campus – Library Learning Commons – Main Hall, (914) 674-7402
- Bronx campus – Fourth Floor – Rooms 4225, 4227, 4229, (718) 678-8905 or 8906
- Manhattan campus – Library Learning Commons – Third Floor, (212) 615-3349

Testing Center

The Mercy University Testing Center provides testing services to prospective and current students, including placement exams, CLEP exams, and proctoring services (for Distance Learning Midterms and Final Exams). To use these services, students should contact the Testing Center at the Dobbs Ferry campus at (914) 674-7358 or by email at testingcenter@mercy.edu.

Counseling Services for Students

Mercy students come to the Student Counseling Center for various reasons, including anxiety, depression, and relationship conflict, as well as other concerns about academic progress, daily living, and adjustment to college. Counselors work with students in a culturally sensitive, student-focused framework to encourage and support psychological well-being. This service is for Mercy University students only; faculty, administrators, and staff may contact the Employee Assistance Program (EAP) or Human Resources to find out about psychological services. Students considering coming to the Student Counseling Center may have questions about the Center, counseling services, confidentiality, or other concerns. Such questions or concerns—and requests for appointments—may be made by calling (914) 888-5150 or contacting counselingcenter@mercy.edu.

Everyone at Mercy plays an important role in promoting each other's mental health and well-being—including faculty and staff. For more information on how faculty can play a role, please consult these faculty and staff resources.

Students with Disabilities

The Office of ACCESSibility collaborates with and empowers students who have disabilities to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. This office provides training opportunities, advisement, and consultation on equal access, compliance, delivery of equitable services, and universal design. Additionally, ACCESS provides opportunities and resources to facilitate students' development of self-advocacy, self-efficacy, and adaptive skills. Please note that students seeking special accommodations should only be granted such after receipt of an official Special Accommodation Form from the Office of ACCESSibility. For

inquiries and accommodations for students with disabilities, please reach out at accessibility@mercy.edu or (914) 674- 7764.

Career Education & Professional Development (Outside the Classroom)

The Career & Professional Development team provides students with career education, programs, resources, and connections that enable students to explore and prepare for their careers, build workplace experiences and connections, and launch and advance their professional lives. Resources, programs, and events are accessible online at https://career.mercy.edu/. If students indicate a need for professional clothing, please let them know there is a free Professional Clothing Closet on our Bronx campus with new and gently used professional attire. Please feel free direct any questions to cpd@mercy.edu.

Mav Market – Community Food Pantry

The Mav Market is an inclusive and confidential environment where Mercy community members can get wholesome foods and personal items. The Mav Market helps students reduce the challenge of having to balance classes and being able to feed themselves or their families in and out of school. For further information, please visit https://www.mercy.edu/student-support/mav-market.

Guidelines for Classroom Management

All students at Mercy University should exhibit courteous behavior in the classroom and show respect for their fellow students and for their instructors and professors; more generally, they should follow the Code of Student Conduct found in the Student Handbook as well as the Classroom Etiquette and Student Behavior Guidelines below.

Classroom Etiquette and Student Behavior Guidelines
Approved by the Mercy University Faculty Senate, January 30, 1998

Expectations - Students will:
- Arrive to class on time and be prepared with necessary course material.
- Refrain from leaving class during instruction unless necessary.
- Read carefully and follow all instructions in the course outline and assignment sheets distributed in class.
- Take responsibility for keeping up with progress of work done in class as indicated in the course outline.
- Complete all assigned work by the due date.
- Turn off or silence all mobile devices.
- Refrain from talking during lectures except when recognized by instructor.
- Refrain from carrying on private conversations when the instructor invites public discussion.
- Be respectful of the instructor and of fellow students in the class.

Expectations - Faculty will:
- Begin and end the class on time. Classes must be held to the last scheduled day as determined by the University. Classes must be held, unless cancelled by the University.
- Distribute a course outline at the first class meeting. The course outline should include a calendar indicating topics for each class, all regular examination dates, and a clear statement of each of the following:
  - Goals and objectives of the course.

- - Required activities of the course.
  - Grading and testing procedures, including policy on unannounced quizzes, re-takes, and make-up examinations.
  - Attendance requirements.
- Inform students of any changes in the course outline.
- Grade and return tests and assignments promptly.
- Be available for the students at the site at which the course is taught and inform students of their availability at each site.
- Grade in such a way as to make clear the connection between a student's work and the grade received.
- Be respectful of the students in the class at all times.

Dealing with Disruptive Behavior
Classroom management is the responsibility of each faculty member. The Division of Student Affairs and Campus Safety, however, are available to assist faculty who are dealing with particularly challenging behavioral situations in the classroom. In the hundreds of classes held each semester on all Mercy campuses, behavioral intervention is quite rare. However, even the most seasoned faculty member may experience a difficult situation and require assistance.

- **In an emergency situation, please contact Campus Safety immediately at (914) 674-9999, or dial 911 as the situation warrants.**
- For general behavioral concerns, please contact the student's PACT mentor or Opportunity Program advisor whose contact information is listed in your class roster next to each student's name. The Associate Dean for Student Affairs (914-674-7464) handles student code of conduct issues.
- For more acute concerns, including assistance with a student experiencing emotional challenges, please contact your Program Director or Department Chair for advice; **and**
- Submit a CARE Team referral (Concern, Assessment, Response, Evaluation) at https://cm.maxient.com/reportingform.php?MercyUniversity&layout_id=5

Discrimination, Harassment, and Sexual Misconduct Complaints
(see also section on Prevention below)
For Discrimination, Harassment, and Sexual Misconduct complaints, contact the Director of Title IX and Equity Compliance at (914) 674-7679 or titleix.equity@mercy.edu. For information, please see the University's Policy on Sexual Misconduct and Equity Compliance policy. Pursuant to the University's Equity Compliance Policy, all management and supervisory personnel have an affirmative duty to immediately report any discrimination, harassment, or retaliation that they observe, learn about from others, or reasonably suspect has occurred with respect to any Community Member to the Director of Title IX and Equity Compliance. Managers and supervisors include but are not limited to: Vice Presidents, Directors, Deans, Associate Deans and Academic Unit Heads. For questions regarding supervisor or manager title or status, contact the Office of Human Resources. It is imperative that managers and supervisors not only adhere to but enforce this Policy. A manager or supervisor who fails to report discrimination, harassment, or retaliation that they knew or should have known about could be subject to disciplinary action up to and including termination.

Pursuant to the Policy on Sexual Misconduct, certain faculty members designated as Responsible Employees have a duty to report allegations of Sexual Misconduct, including all relevant details, to the Director of Title IX and Equity Compliance. These employees are not permitted to maintain a

complainant's confidentiality but will maintain a complainant's privacy to the greatest extent possible, and information reported to them will be shared only with the Director of Title IX and Equity Compliance and other people responsible for handling the University's response to the report. To the extent possible, before a complainant reveals any information to a responsible employee, the employee should advise the complainant of the employee's reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

The University has designated the following individuals as Responsible Employees: Athletic staff; Campus Safety staff; Deans and Associate Deans; faculty advisors to student groups; Human Resources staff; President's Office; Provost and Associate Provosts; Residential Life staff; Staff Officers; Title IX Coordinator; and Vice President, Assistant Vice Presidents, and Executive Directors in the Office of Student Affairs.

Please note that it is strictly prohibited for faculty members to retaliate against students filing a complaint or participating in a complaint investigation against a faculty member.

Mercy CARE Team
The Mercy CARE Team is a collaborative group focused on prevention and early intervention for students experiencing serious distress or engaging in harmful or disruptive behaviors. The CARE Team referral form is used by faculty, staff, and students to voluntarily report "red flag" student behaviors, alerting staff to students who may be struggling with serious behavioral concerns. The CARE Team DOES NOT serve as a crisis response unit, nor does it replace faculty classroom management or the Campus Safety Office's response to an incident. CARE referrals can be made here.

Academic Integrity
Please include a link to the Academic Integrity Policy in your course syllabus or place a pdf of the policy in your Blackboard Course page. You may find the policy in Catalog here (html) and in Connect here (pdf).

Please bring the policy to students' attention during your first class and let them know the University takes academic integrity violations seriously.

FACULTY RESEARCH RESOURCES

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Office of Sponsored Programs

The Office of Sponsored Programs (OSP) supports the work of Mercy University faculty and staff in seeking external funding for research, teaching, and related endeavors. The primary role of the OSP is to oversee the external grant submission process and to assist the University community with both pre- and post-award grant activities. Please visit the Office of Sponsored Programs website for more information regarding relevant guidelines and helpful resources, potential sources of funding, and the services provided by OSP personnel. **Please note that all grant applications for external funding must be submitted by OSP.**

Library Resources

The Mercy University Libraries support the research needs and provide curriculum support for all faculty. The Library collection includes 75,000 print books, and over 100,000 eBooks which cover all the subject areas taught at Mercy. The library has access to over 66,000 electronic journals via 51 subject databases. The Library home page includes a Catalog Search for Books, Articles by Subject, Databases, and Journals.

The Library's electronic resources can be accessed off campus by using your Mercy Connect username and password; for certain resources, you may also be prompted for your CWID and last name.

New York Times Digital

A digital subscription to the New York Times is available through the Library to all Mercy students, faculty, and staff members with a Mercy email address. Please see instructions at https://libguides.mercy.edu/nyt on how to access.

Faculty Development Programs

Mercy University supports faculty development through a variety of means, including funding for research and scholarship, through the Faculty Development Grants, Course Release opportunities, and various awards and recognitions. Some of these internal grants are available to adjunct faculty members as well as to full-time faculty members. For more information and application details, please visit https://www.mercy.edu/academics/research- and-grants/internal-research-support.

Institutional Review Board (IRB)

Faculty members who wish to conduct human subjects research as part of their instructional role should obtain approval from their Program Director prior to submitting an IRB application. Where adjunct faculty members are collaborating on human subjects research with full-time faculty members, the latter will typically serve as Primary Investigators (PIs) and seek approval from the IRB. Adjunct faculty members who seek to serve as PI for non-exempt human subject research, in conjunction with their Mercy University affiliation, must obtain prior approval from their Program Director, and only then submit an application to the IRB.

The Mercy University IRB application form, along with all other forms and information, is available at the IRB webpage.

When approved to serve as PI, the faculty member is ultimately responsible for the protection of human subjects, for compliance with applicable regulations and Mercy University policies, and for adherence to Mercy University IRB guidelines. Please note: all researchers directly involved in research with human or animal subjects must complete CITI training. Information is available on the IRB webpage of the Mercy website. Email the IRB Chair at MCirb@mercy.edu.

Research Salon

The Mercy University Research Salon is a series of gatherings conducted every month by and for faculty (full-time and part-time) to discuss and advance research ideas, methods, resources, and related areas of concern. Discussions range over faculty members' specific research areas as well as broader issues and challenges. The Salon meetings are open to the University community, and are coordinated by Saul Fisher, Associate Provost for Research, Grants, and Academic Initiatives (sfisher@mercy.edu).

Further Research Support and Information

For all other research-related questions, please contact research@mercy.edu.

HUMAN RESOURCES PROGRAMS, POLICIES, AND OTHER HELPFUL INFORMATION

The Human Resources department at Mercy University assists in maintaining positive employee relations, through creating systems to motivate employees; addressing employee questions and concerns; maintaining employee policies and procedures, recruiting, and staffing; communicating and implementing organizational changes; and benefits administration. You may contact the Office of Human Resources at hr@mercy.edu and (914) 674-7839. You may also visit the self-service portal in Mercy Connect for additional information and resources.

University Policies

Information on University Policies can be found on Mercy Connect and the University website. Mercy University employees are expected to read and comply with policies in the Employee Handbook.

Benefits

Information on benefits for full-time faculty is available here.

- *Retirement plan*. Full-time and part-time faculty are eligible to enroll in retirement benefits. For information concerning eligibility please contact Human Resources at hr@mercy.edu. To speak to our TIAA representative concerning allocations of investments, please contact Christian Nolan, our TIAA representative, at christian.nolan@tiaa.org or (212) 916-4791. For general TIAA questions, you may call (800) 842-2776.
- *Health and other benefits. Sign up through Mercy Connect: click on Employee Hub,* then click on *Benefits Portal*. For more information on health benefits, contact Tim Tracy at ttracy@risk-strategies.com or (203) 222-0900.

Tuition Remission

The Tuition Remission policy outlines the conditions for waiving course tuition at the University.

Tuition Exchange Program

Mercy University is a member of the Tuition Exchange Program, which provides tuition benefits at other member Universities. For more information, please review the policy and contact HR at hr@mercy.edu.

LinkedIn Learning

The University provides access (through the Office of Information Technology and Office of Human Resources) to LinkedIn Learning as a learning resource for all Mercy University faculty and staff. LinkedIn Learning offers a large digital library of courses on a wide range of business, software, creative, and technical content, including materials on developing professional skills, learning new software, and exploring other areas as may contribute to career growth and enhancing Mercy students' learning experiences. LinkedIn Learning is accessible 24/7 through Mercy Connect, under the Employee Hub; or go to https://www.linkedin.com/learning/?u=2192969 and follow the steps to get started.

Updating Personal Contact and Emergency Contact Information

To update personal and emergency contact information, go to Mercy Connect > Employee Dashboard> My Profile > Personal Information.

Leaves of Absence

For information on FMLA, PFL, Personal Leave, Sick Leave, STD, and LTD, please contact Kareema Gathers in the HR Office at kgathers1@mercy.edu.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law protecting the privacy of student education records. FERPA trainings ensure that all Mercy employees (including faculty) are aware of the best ways to protect student privacy with respect to their education records. Prior to attending a FERPA training, please be aware that the only time you may discuss a student's grades or academic performance with a parent or anyone other than the student is only after the student has filed a FERPA form authorizing this other person to get student information. The form is completed by the student and kept on file with the Registrar.

Discrimination and Sexual Harassment Prevention

As required by NYS law, the University provides an online training module which tests your knowledge and understanding of our policies and documents your compliance with this annual requirement. The University requires that you complete this training module, which you can access when you receive the link in your Mercy email.

Please consult Human Resources if you have any general questions about Sexual Harassment Training, at **(914)-674-7839 or hr@mercy.edu.**

For Discrimination and Harassment complaints, contact the Director of Title IX and Equity at (914) 674-7679 or titleix.equity@mercy.edu. For information, please see the University's Equity Compliance policy.

Pay Schedule, Direct Deposit, Pay Stubs, Holiday Schedule

All payments are made via direct deposit. It is the faculty member's responsibility to have a direct deposit authorization form on file with Human Resources.

Pay stubs information and sign up for Direct Deposit are available on **Mercy Connect**; go to the Employee Hub, then Employee Dashboard.

The University's Holiday Schedule and Pay Schedule can be found on Mercy Connect at Employee Hub| Resources | Holiday Calendar & Payroll Schedules.

For questions regarding pay, deductions, and withholdings, please contact payrolldept@mercy.edu.

For Mercy University **Academic Calendars**, and the current Mercy University **Academic Catalogs**, go to https://www.mercy.edu/academics/catalogs-bulletins-calendars.

Information and Communication Guidelines

- Faculty members should take care when sharing content—on Blackboard and on social media—that they have not created themselves. The Fair Use provisions of the Copyright Act and the TEACH Act provide some flexibility for instructors and students in sharing parts of copyrighted works without

obtaining permission, when their purpose is educational. Please consult the Library's [Libguide on Fair Use] for further advice.

- Social media should be used responsibly and in adherence to guidelines spelled out in Mercy's [Social Media Use Policy]. Faculty members disclosing their affiliation *as* a Mercy faculty member on a social media platform should make it clear that they are speaking on their own behalf and include a disclaimer that their views do not represent those of Mercy University.

- When engaging with the media (e.g., participating in interviews, writing letters to the editor of a newspaper or magazine, writing opinion pieces, etc.), faculty members should be sure to indicate that their views are their own and not those of Mercy University.

- Mercy University resources (Mercy email, for example) should not be used to participate in partisan political activities.

Administrative Assistants as Resources

Contact the administrative assistant in your Department or Degree Program to order business cards; get keys; order office supplies; learn about the University's process for ordering textbooks; become familiar with assessment in your program; obtain sample syllabi; find out the schedules for regular Department, Program, and School meetings; and review Program, Department, and School procedures and expectations.

COURSE EVALUATION

Student Evaluation of Teaching (SmartEvals Surveys)

Mercy University is committed to ensuring the quality of its academic programs, its teaching, and the learning experiences of its students. One important component of this is the regular evaluation of courses by students. In the last few weeks of each term, the University sends out the SmartEvals Course Survey to students enrolled in each course section to obtain feedback. The University aims to obtain a 50% or higher return rate on all courses. Instructors are invited to view their response rates and encourage students to complete the survey. When you log in to Blackboard you can view the current response rate for your courses on the upper left of the landing page.

Faculty should encourage participation by students but should not provide grade-based incentives to get students to participate.

After the survey period concludes, a final report for each course taught will be available to the faculty member to review. Reviewing student course evaluations offers a valuable opportunity to reflect upon course content and instructional approaches utilized throughout the semester.

Faculty-led Curricular Assessment

The University is focused on continuous improvement of academic course and program offerings, and so engages in regular review and evaluation of those offerings. Faculty members should become familiar with their academic department or program's regular review process—and with their role in evaluation of courses and programs. The Office of Educational Assessment works closely with faculty through regular assessment conversations, activities, and retreats.

APPENDIX

Mercy University
New Faculty Checklist

Name_____Department/Program_____

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Please use the following checklist to assist in identifying (a) key needs for serving as a faculty member at Mercy University and (b) resource people who can assist with those needs.

Tasks to Complete	Campus Resource	(Y/N/NA)
Keys (offices, labs, closets, file drawers)	Campus Safety or Program Administrator	
ID Card	Campus Safety	
Parking Permit	Campus Safety	
Office Space	Program Administrator	
Photocopying	Program Administrator	
University Email	IT	(914) 674-7526 or helpdesk@mercy.edu	
Postal Mail	Program Administrator	
Teaching Resources	Center for Teaching and Learning	
Budget Requests and Office Supplies	Program Administrator	
PACT Mentors	PACT	(914) 674-7228	
Student support/tutoring	Center for Academic Excellence & Innovation (CAEI)	
Student Progress Reports	EAB Navigate	
Attendance Reporting	Mercy Connect	Faculty Hub	Attendance Tracking	
Incomplete Grading Forms	Mercy Connect	Faculty Hub	Student Advisement	Student Related Forms	
Change of Grades	Mercy Connect	Faculty Hub	Student Advisement	Student Related Forms	
Final Grading	Mercy Connect	Faculty Hub	Final Grade Entry	
CTL Instructional Designers	Center for Teaching and Learning	
Library Resources	Mercy University Libraries	
Institutional Review Board (Research)	IRB	
Blackboard training	Mercy Online	
School Newsletter	Office of the Dean	
Student Clubs (program specific)	Student Affairs	Clubs & Organizations	
Student Learning Assessment Process	Office of Educational Assessment	
SmartEvals Course Evaluation	Email mercy_course_evaluations@mercy.edu	
IT Training	Help Desk	
Human Resources	HR	
Payroll	payrolldept@mercy.edu	