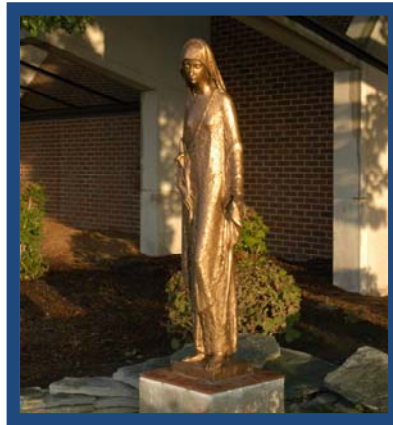




LIVONIA, MICHIGAN
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ADJUNCT FACULTY HANDBOOK

2009 Edition



Every effort has been made to ensure that the information contained in *The Madonna University Adjunct Faculty Handbook* is complete and accurate at the time of printing.

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A message from the President...

As we enter the second decade of the 21st century, I am reminded of the many blessings that have accrued to us through the very existence of Madonna University. Besides the obvious beneficiaries, the students, you the faculty members have received many blessings even as you have been a blessing in your roles as teacher, mentor, guide and coach.

We have worked hard and made many changes. We have sacrificed and extended our talents far beyond what we thought plausible. We have supported each other and we have believed what seemed impossible to be possible. We have deepened our faith, developed our programs, enriched our lives and sacrificed our time, always to make Madonna University, our students and ourselves better.

The results are unmistakable. Madonna University is not only a better place to grow and earn a degree, but the public and our competitors recognize the great strides that Madonna has made and continues to make in higher education. To continue this growth among the faculty, we offer various opportunities for development and guidance. One of these tools is the **Madonna University Part-Time Faculty Handbook**. It is compiled and renewed periodically for the convenience of the faculty and for consistency in interacting with the various constituents of Madonna University: students, administration, board members and others. Policies are added as needed, and after approval by the Board of Trustees, are distributed in a timely manner for consistent implementation.

We are hopeful that this handbook will contribute to the success of you the faculty, as you diligently deliver quality education programs. Together as a community we can make a tremendous difference in the intellectual, spiritual and personal growth of our students.

May our Madonna, mother of God, for whom this university is named be a source of blessings for you.

Sincerely,

A handwritten signature in cursive script that reads "Sr. Rose Marie".

Sister Rose Marie Kujawa, CSSF, Ph.D.
President



OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC ADMINISTRATION

Dear Faculty Colleague,

The Madonna University *Part-Time Faculty Handbook* is always a work in progress, updated as needed to reflect the evolving needs of the faculty and priorities of the institution. The 2009 edition attempts to respond directly to the changing roles and responsibilities, rewards and opportunities of the faculty. Policies, processes, and services continue to be clarified and refined to make this a more useful document.

Faculty members are advised to refer to this edition of the *Part-Time Faculty Handbook* when questions about policy and procedure arise; the 2009 edition supersedes all previous editions. Copies of all forms referred to in this handbook are available on the University intranet. Go to <http://198.109.72.72/muintranet/>

I want to express my appreciation for each faculty member who has contributed to the growth and development of Madonna University over the years. The University has been blessed with a talented and generous faculty, whose commitment to the mission, values, and educational purposes of the University continues to manifest itself in service to our students and to the community. The *Handbook* is dedicated to the welfare of this distinguished group of individuals.

With gratitude,

A handwritten signature in black ink, appearing to read "Ernest Nolan".

Ernest I. Nolan, Ph.D.
Provost and Vice President for Academic
Administration

INTRODUCTION

VISION FOR THE NEW CENTURY

Madonna University is an independent Catholic, Franciscan institution of higher learning committed to excellence in teaching, scholarship, and service. The University's educational philosophy is founded on the Franciscan spirit, which encounters God in the whole of creation, manifested by persons, events, and natural things. This view defines men and women as moral-ethical beings and advocates a life based on truth, goodness, and service to others, rooted in the teachings and traditions of the Roman Catholic Church.

Drawing inspiration from the selfless love of Jesus Christ and his Mother, the Madonna, the University seeks to communicate a coherent understanding of reality, discernable through the spirit, mind, and imagination. Through the example of its sponsor, the Felician Sisters, the University's work is informed by the life and values of St. Francis of Assisi.

THE FRANCISCAN VALUES THAT SHAPE OUR MISSION

- Respect for the dignity of each person
- Witness to God's love through the pursuit of peace and justice
- Reverence for creation and responsible stewardship of resources
- Service to others through a liberal arts education integrated with career preparation

Madonna University is committed to meeting the educational needs of traditional and nontraditional students as they pursue associate, baccalaureate, and graduate degrees and lifelong learning. The University's strong foundation of liberal arts education combined with career preparation is acknowledged for its relatedness to the quality of life and economic growth and development of southeastern Michigan. In realizing all aspects of its vision, the University emphasizes a service approach to students through an integrated student support structure and flexible delivery systems both on and off campus, nationally and internationally, and through in-person and distance education instruction.

MISSION

Madonna University expresses its mission in the following statement:

The mission of Madonna University, a Catholic and Franciscan institution of higher learning, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation, and based on the truths and principles recognized within the Catholic tradition.

THE CATHOLIC TRADITION

In keeping with its sponsorship by the Felician Sisters, Madonna University maintains fidelity to the teaching authority of the Catholic Church through its academic curriculum and student life activities; promotes an appreciation for and openness to other religious traditions; and encourages an atmosphere of respect and sensitivity to all persons. The University's faith

environment fosters the search for unity and the spirit of ecumenism, interreligious dialogue, and intellectual freedom. In this way the University adheres to the guidelines set forth in *The Application of Ex corde Ecclesiae* in the United States.

LIVING THE FRANCISCAN IDEAL

The Madonna University Community strives to create an educational environment which is in harmony with the teachings of Jesus Christ and the example of St. Francis of Assisi. The Franciscan ideal encourages a “conversion of heart” away from selfish worldliness toward a Christ-centered vision of creation and a set of life-affirming values:

- a love of God translated into respect for the dignity of each person;
- a commitment to serving all people, especially the poor, minority groups, and individuals challenged with disabilities;
- an appreciation of nature and all creation; and
- a conviction that the liberal arts and sciences develop the intellect so as to prepare the individual to render more effective service to humanity.

CHRISTIAN HUMANISTIC VALUES

Madonna University seeks to provide an educational setting in which students and faculty alike can:

- pursue Christian humanistic endeavors, including appreciation of the cultural heritage of the world’s peoples;
- engage in opportunities of international exchange;
- cultivate a responsibility for lifelong learning;
- develop a sensitivity to human feelings and the expression of talents;
- deepen one’s respect for the diversity among peoples;
- collaborate with others on behalf of human development of understanding among cultures, and in the protection of nature with an awareness of global ecological interdependence;
- respond in social conscience to the needs of society.

LIBERAL ARTS WITH CAREER PREPARATION

Madonna University believes in the enduring values of the liberal arts, with its curriculum based on history, culture and traditions as the foundation for the critical and creative thinking, decision-making and higher literacy required as preparation for responsible careers in a contemporary work environment.

Programs of study are designed:

- to be intellectually challenging;
- to foster independent learning;
- to cultivate new knowledge through study, research, dialogue, analysis and synthesis;
- to instill the sense of global awareness; and
- to eliminate ignorance, fear, injustice and prejudice.

MADONNA UNIVERSITY ACADEMIC GOALS

Madonna University aims to educate students to become the embodiment of its mission through the attainment of defined goals and competencies.

The University community envisions the MADONNA UNIVERSITY GRADUATE to be a person who achieves the following goals:

General Education Goals

Goal 1 – Communication: Develop effective communication skills.

Goal 2 – Religious Values: Achieve an understanding of religious and moral dimensions of human experience.

Goal 3 – Cultural Traditions: Develop an understanding of and responsiveness to the aesthetic, emotive and intellectual expressions of human concerns through the Humanities and Arts.

Goal 4 – Scientific Inquiry: Achieve an understanding of modern concepts of science, computer technology and mathematics and the relationship between scientific and technological realities in contemporary life.

Goal 5 – Personal and Social Environment: Develop an understanding of the ways in which individuals perceive, experience and behave in their personal and social environment.

Goal 6 – World Citizenship: Develop a facility for international and national citizen skills.

Academic Program/Major and Career Goals

Goal 7 – Personal and Professional Development: Achieve individual educational goals for personal enrichment and/or career development.

Goal 8 – Significant Content Knowledge: Master a significant body of content knowledge.

EFFECTIVE TEACHING WITHIN A LEARNER-CENTERED UNIVERSITY

Madonna University defines itself primarily as a teaching institution and has a well-earned reputation for the quality of instruction it offers students. As the primary communicators of the mission and objectives of the University, faculty members are encouraged to engage students in active learning and to employ the most effective teaching strategies to achieve this end. The Franciscan heritage of the institution creates a context in which the individual student is perceived as being at the center of the learning process. Each person is respected as an individual, the student's educational needs and goals are addressed in an open and supportive environment. The development of the whole person – intellectual, social, physical, emotional, and moral-ethical development – is the primary concern of the faculty.

In keeping with the aims of liberal arts education, the faculty is committed to fostering the knowledge base, skills, and talents traditionally identified with the educated person. A strong University-wide emphasis is focused on student writing. The Madonna University Writing Center serves as an important resource to faculty members and students to promote effective writing skills. The University also recognizes the importance of computer literacy, which is supported by Technology Learning Services and the Academic Computer Labs. Major programs and General Education requirements stress strong communication skills, critical-analytical thinking, and a broad based experience of the traditional liberal arts and sciences disciplines as the most appropriate preparation for students to enter the work force of a rapidly changing world.

Faculty members are expected to model the process of life-long learning for students by remaining current in their disciplines and by exploring alternative instructional methodologies and modalities to meet the needs of the University's diverse student population. The Faculty Professional Development Program supports a range of opportunities for professional growth.

COMMITMENT TO ASSESSMENT

Madonna University is committed to an ongoing University-wide program of assessment of student academic achievement and learning outcomes. Assessment offers an opportunity for the University community to work together towards specified goals in a climate of inclusion, openness, and trust.

The students, faculty, staff, and administrators directly involved with a department, program, or administrative unit work collectively to articulate their goals, design a plan for gathering information, evaluate their results, report their findings, and develop and implement programmatic improvements.

The focus of assessment is the continual development of high quality programs designed to foster students' academic, social, and spiritual development. Therefore, the University is committed to implementing the changes suggested by the results of the assessment process.

SOURCES OF ADDITIONAL INFORMATION

The current editions of the following handbooks and catalogs provide detailed information of special interest to faculty members:

- Madonna University Undergraduate Bulletin
- Madonna University Graduate Bulletin
- Academic Advising Handbook
- Student Handbook
- International Student Policy Handbook
- Madonna University Library Handbook
- Business Office Policies and Procedures
- Divisional and Departmental Handbooks

MADONNA UNIVERSITY BRIEF HISTORICAL HIGHLIGHTS 1937 – 2009

Heritage and History

Madonna University is an independent, coeducational, Catholic liberal arts university sponsored by the Felician Sisters of Livonia, Michigan. The University, founded in 1947, is an outgrowth of Presentation Junior College (1937-1947). Through a strong general education curriculum integrated with liberal arts and career-oriented majors, the University offers programs leading to master, bachelor, and associate degrees and certificates.

Historical Highlights (See timeline in Appendix 1.)

1937	Presentation Junior College (forerunner of Madonna College/University) founded for the education of the members of the Felician Sisters of Livonia, the sponsoring body of the University.
1947	Charter amended to establish four-year liberal arts college and change the name to Madonna College . Preprofessional programs offered in teaching, medical technology and social welfare. Authorization by the Michigan State Board of Education to grant degrees. Admission of lay women.
1948	First baccalaureate degrees granted (9 Felician Sisters graduated).
1951	Graduation of first 5 lay women.
1954	Approval by the Michigan Board of Education to recommend graduates for provisional and permanent teaching certificates on the elementary and secondary levels in accordance with 1942 Michigan Certification Code.
1959	Initial accreditation for ten years by the North Central Association of Colleges and Schools.
1962	Curriculum expanded to include a four-year degree program in nursing; initial approval by the State of Michigan Board of Nursing.
1965	Dedication of the new campus including the Resident Hall for students and a wing for religious faculty; completion of the main Academic Building.
1967	Final approval of the nursing program by the State of Michigan Board of Nursing. First Honorary Doctorate awarded posthumously by Madonna College to Mother Mary DeSales Tocka, foundress of Presentation Junior College.
1968	Ten-year extension of accreditation granted by the North Central Association of Colleges and Schools. Detroit Area Consortium of Catholic Colleges established with Madonna College as one of the founding members.
1969	Acceptance by the State of Michigan Board of Education of the Compliance Report of Madonna College, thereby approving the College's conversion to the 1967 Teacher Certification Code.
1970	Cyclical long-range planning process initiated with assistance from Title III grant. Accreditation of the baccalaureate nursing program by the National League for Nursing.
1971	Initiation of programs in Gerontology and Religious Studies. Construction of the Activities Center.

1972	Accreditation of the Teacher Education program by the National Council for Accreditation of Teacher Education. Admission of men to degree programs and expansion of the curriculum to include programs in Criminal Justice, Radiologic Technology, Legal Assistant, and Fire Protection and Occupational Safety.
1973	First male graduates (3 associate degrees and 1 bachelor degree). Initiation of Child Care, Business Administration, and Allied Health programs. Enrollments top 1,000 for the first time (1,026 total: 296 men, 730 women).
1974	First graduating class to top 100 (111 bachelor degrees, 22 associate degrees, and 4 certificates).
1975	State of Michigan Board of Education approval for preparation of teachers for the learning disabled, and for certification program in vocational education including trade, industry, and health science. Michigan Department of Public Health approval for Emergency Medical Technology program. Initiation of Interpretation and Total Communication program. First deaf students admitted to the College.
1976	Enrollments reach 2,000 in January, 1976. (2,021 total: 690 men, 1,331 women). First graduating class of 200 (274 bachelor degrees, 52 associate degrees). Development Office established. Air conditioning installed in main building permitting expansion of academic calendar and educational services on year-round basis.
1977	State of Michigan Board of Education approval for group minor in Reading for Elementary and Secondary Schools. First graduating class to top 300 (316 bachelor degrees, 84 associate degrees, 17 certificates).
1978	Ten-year extension of accreditation granted by North Central Association of Colleges and Schools. Career Resource Center established. First graduating class to reach 400 (333 bachelor degrees, 67 associate degrees). Enrollments exceed projections at 3,000 (3,011 total: 850 men, 2,161 women). Expansion of curriculum to include the Allied Health Management program and the Emotionally Impaired major for elementary school teachers. Extension of accreditation granted by the National League for Nursing. Between 1978-1981, Advanced Institutional Development Program (AIDP, Title III) grant of \$950,000 received. Between 1978-1980, W.K. Kellogg Foundation grant of \$420,450 awarded for development of the Continuing Education program as an integral component of Madonna College's academic program (\$141,250 of the total awarded to the Work/Education Council of Southeastern Michigan to promote this community-wide service program).
1979	Approval for the Computer Science programs and Computer Information Systems.
1980	Curriculum expanded to include majors in Commercial Art, Economic Applications, Clinical Dietetics, Community Nutrition, Foods and Nutrition, Food Services Management, Fashion Merchandising, Music Management, Security and Loss Prevention. Bachelor of Social Work (BSW) approved, to replace Bachelor of Science with a major in Social Work.
1981	Maximum seven-year extension (1988) accreditation granted by the National Council for Accreditation of Teacher Education. First graduating class of 500 (493 bachelor degrees, 54 associate degrees). Between 1981-1988, Strengthening Developing Institutions Program (SDIP), Title III grant of \$505,000 received.
1982	Master of Science in Administration program with specialties in Business and Nursing accredited by North Central Association of Colleges and Schools. Bachelor of Social Work program accredited by

	the Council on Social Work Education (CSWE). American Dietetics Association granted approval for the Clinical Dietetics and Community Nutrition majors and continuing approval for the General Dietetics major.
1983	Bachelor of Medical Technology degree approved by the State of Michigan Department of Education. Hospice minor and certificate program initiated. "Writing Across the Curriculum Program" established with \$89,000 grant from National Endowment for the Humanities.
1984	Dedication of a \$4.5 million new library, lecture hall, classrooms and related facilities. North Central Association of Colleges and Schools focus visit on Master of Science in Administration program. National League for Nursing grants eight-year continuation of accreditation. Legal Assistant program granted five-year initial accreditation by the American Bar Association. Council on Social Work Education grants continuation of accreditation of Social Work program. State of Michigan Board of Education approval for Computer Science endorsement program for teacher education.
1985	First graduating class to reach 600 (first 6 master degrees, 564 bachelor degrees, and 55 associate degrees).
1986	Maximum extension of accreditation completing the ten-year cycle granted by National Council for Accreditation of Teacher Education. (1981-1991).
1987	Educational Development Center completed to house Center for Personalized Instruction, Children's Learning Center, Department of Education and Psychology and Resource Development Department. Michigan State Board of Education approval for nomenclatural change in Charter to read "Master of Science in Nursing" Bachelor of Applied Science and Associate of Applied Science degree program, and major in International Business and Economics initiated. Approval by the Board of Trustees to initiate a five-year (1988-93) \$10 Million Campaign for Academic Excellence to address the areas of endowment, capital and operations.
1988	Introduction of a new program leading to the Master's Degree in Educational Leadership, designed for pursuit by the part-time student with a full-time work commitment. Accreditation through 1998 on the bachelor and master degree levels by the North Central Association of Colleges and Schools and first graduate program in education, MSA in Educational Leadership. Construction of new Student Lounge completed.
1989	Dedication of the Office of Multicultural Affairs to recruit, support and retain minority students. Madonna University offers first graduate courses in Taiwan leading to Masters degrees in Educational Leadership and Business Administration. Opening of the outreach program at Ameritech in Southfield.
1990	The first graduating class to reach 700 (75 masters degrees, 635 bachelor degrees and 53 associate degrees). Automation of the Library completed.
1991	Acquisition of the charter from St. John Provincial Seminary in Plymouth, Michigan. Announcement by the President and the Board of Trustees on February 11, 1991 that Madonna College has been renamed Madonna University as approved by the State of Michigan. Renovation of the Academic Computer Laboratory and establishment of a Computerized Writing Lab. Acquired the Angelo DiPonio Building through a generous \$1.2 million donation by the Angelo and Margaret DiPonio foundation; houses the Division of Nursing and Health. Opening of an outreach program in Brighton, Michigan.
1992	Fall enrollment reaches a new high of 4,436, which includes 406 graduate students. Initiation of a new major in Hospice; first such program in the country. Restructuring of academic division into five specific colleges/schools: College of Arts and Humanities; School of Business; College of Nursing and

	Health; College of Science and Mathematics; College of Social Sciences. Introduction of English as a Second Language program.
1993	Establishment of the Center for International Studies – sponsored partially through Title VI funds. Offering of first Summer Institute for 100 gifted and talented high school students. Establishment of the University Office of Planning and Mission Effectiveness.
1994	Opening of the outreach program at R.L. Polk Company in Detroit. Installation of satellite downlink facilities for reception of national programs. Initiation of a clinical nursing graduate specialty in Adult Health, Chronic Health Conditions.
1995	Acquisition of the Maertens Building through a generous \$1 million donation by John and Elizabeth A. (DeSeranno) Stevens and Aline DeSeranno; houses the School of Business, the newly formed College of Continuing and Professional Studies, the Center for Research and the Outreach Office. Equipped a distance learning classroom enabling the University to offer courses via two-way interactive video instruction to any location across the world. Distinguished Teaching Professorship in the Humanities (endowed chair established through NEH Challenge Grant.) Joint Federation Statement signed by Madonna University and Sacred Heart Major Seminary to cooperate in pursuit of joint educational goals. Collaborative program with the Association for Quality and Participation for MSBA in Quality and Operations Management.
1996	First institution in the United States to offer a graduate level certificate and Master of Science in Hospice. Announcement of a \$15 million Comprehensive Campaign to support the goals and programs of Madonna University.
1997	Initiation of the first Catholic School Leadership graduate degree in Michigan in cooperation with the Archdiocese of Detroit and Sacred Heart Major Seminary. Introduction of Omnibus: a joint on-line degree program with Schoolcraft College. Social Work courses by distance education in Gaylord, Michigan receive approval by the Council of Social Work Education (CSWE).
1998	Ten-year extension of continued accreditation by the North Central Association of Colleges and Schools. Initiation of a joint MSBA program between Madonna University and the Shanghai Institute of International Finance.
1999	Faculty and students expand experiences in service learning as a major focus in academic partnering with community agencies. Madonna University receives a \$350,000 Kresge Challenge grant toward the completion of the Residence Hall Project and \$1.6 million from the U.S. Office of Education, Title III, for technology enhancement.
2000	Completion of the \$15 million comprehensive campaign for support of physical plant projects, scholarships and operations. Approved new master's degree programs include teaching and learning, clinical psychology and Teaching English to Speakers of Other Languages (MTESOL).
2001	Sister Francilene Van de Vyver, CSSF, steps down and Sister Rose Marie Kujawa, CSSF, becomes the sixth president. New Ford Motor Company Technology Wing is built and e ² college concept is developed.
2002	Sister Rose Marie takes the official oath of office at her inauguration on April 20. Teacher Education receives maximum accreditation for seven years from the National Council for the Accreditation of Teacher Education (NCATE) after an outstanding site visit.
2003	The Council of Social Work Education recommends approval for the Social Work program at all three

	<p>sites; main campus Livonia, Detroit, and Gaylord. Visitors commend the program at all three sites for eight years.</p> <p>Establishment of the Madonna University Downriver Center in Southgate, Michigan, with financial assistance from the Archdiocese of Detroit. Initial programs include teacher education, business, criminal justice and general education.</p> <p>Merger of St. Mary's College as the eighth college of Madonna University. Programs to be retained on the Orchard Lake site include the Catholic Integrated Core Curriculum (CICC), Polish studies, Theology and Philosophy. Business, teacher education (English, communication arts and history), and criminal justice will be imported to this site. A grant of \$1.2 million from the Ave Maria Foundation supports this new college for three years; 2003-2006.</p> <p>A new graduate degree, Master of Arts in Liberal Studies (MALS) is offered for the first time.</p> <p>During the Fall term, Graduate Division enrollment surpassed one thousand students for the first time.</p>
2004	<p>A new graduate degree, Master of Pastoral Ministry, and undergraduate majors in Sport Management and Forensic Science are offered for the first time.</p> <p>The first ten students in the SWEEP (Southwest [Detroit] Educational Empowerment Program) graduate with majors in Social Work. The Thompson Foundation announces a \$450,000 grant to support this program for three years: 2004-2007.</p> <p>Establishment of the Stephenson Endowed Scholarship with a gift of \$440,000 from Edward C. and Hazel L. Stephenson Foundation.</p> <p>Initiation of the U.S.-Lebanon Partnership for American Studies collaborative program with Notre Dame University-Louaize in Lebanon, funded for two years (2004-2006) by the United States Agency for International Development (USAID) in the amount of \$100,000.</p>
2005	<p>Organization of the DeSales Lifetime Giving Society, in honor of Mother Mary DeSales, founder of Madonna University in 1937.</p> <p>First-time offering of the Executive Master of Business Administration degree in Jinan, China (700 miles northeast of Shanghai). Sixty students comprised of physicians and hospital administrators from twenty hospitals in China are enrolled.</p> <p>Approval of new undergraduate philosophy major.</p> <p>Establishment of Board of Trustees Audit committee to oversee the audit process in light of the Sarbanes Oxley Act.</p> <p>Completion of \$2 million tunnel project on Livonia campus to save energy and ensure a healthy air climate in both major buildings: the University Center and the Academic building.</p>
2006	<p>Organization of Madonna University Foundation, a non501©3 committee of community leaders whose purpose is to ensure that the mission and vision of Madonna University is realized by its supportive efforts; reports directly to the Board of Trustees.</p> <p>Approval of seven-year \$50 million Comprehensive Campaign "Leading the Way" to raise financial support for a new Science and Media building, scholarships, endowed chair, centers of excellence and Student Services building.</p> <p>Engagement of SmithGroup to prepare architectural plans for the Science and Media building.</p> <p>Addition of two new sports in the Athletic department, men's and women's cross country teams, for a total of 11 sports.</p>

	<p>The Commission on Collegiate Nursing Education accredits baccalaureate and master’s degree nursing program for five years. (Previously accredited by the National League for Nursing).</p> <p>Initiation of an environmental science major, a physical education minor, an MSN/MBA graduate degree program, a post MSN certificate, and an occupational teacher certificate program.</p> <p>Number of Madonna University alumni surpasses 20,000; graduates live in 66 countries.</p>
2007	<p>Renovation of “Welcome Center” at the Orchard Lake Center to be occupied by Dean, Assistant, Admissions Advisor and Receptionist/Advisor.</p> <p>First class of graduates in Jinan, China; sixty graduate students complete an Executive MBA with a specialty in hospital administration.</p> <p>Groundbreaking for a new LEED certified Science and Media building.</p> <p>First classes of Baccalaureate students complete online business programs; six undergraduate and three graduate. These students were mainly Indian students from Dubai, United Arab Emirates.</p> <p>Approval of a Master of Arts degree in History.</p>
2008	<p>Ten-year continuation of accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools; approval for international programs in China; approval of online programs across the curriculum; approval of Doctor of Nursing Practice degree.</p> <p>Official launch of Leading the Way \$50 Million Comprehensive Campaign; first \$5 million gift from an anonymous donor.</p>
2009	<p>Madonna University receives \$1.5 Million Challenge Grant from the Kresge Foundation; receives Title III Strengthening Institutions Grant of \$2 million over five years.</p> <p>Doctor of Nursing Practice launched with first cohort of 20 students.</p> <p>New science and media building completed and opened – first green building in Livonia; named Franciscan Center to honor the Felician Sisters.</p> <p>Classes offered at the Macomb Community College University Center in Clinton Township and at the Wayne County Community College District University Park in Eastpointe.</p>

SECTION 1. UNIVERSITY GOVERNANCE

The Board of Trustees of Madonna University “bears full and complete legal responsibility for the University as a corporate entity.” (Bylaws, Chapter I, Article IV, Section 1.) Further, in accordance with these same Bylaws, the Board of Trustees “delegates substantial powers to the administration and faculty. The administrative officers under the leadership of the President shall perform their duties within the principal areas of administration.” (Bylaws, Chapter III, Article I, Section 2.) In accordance with the University mission, foundational values and educational goals, the governance of the institution is **participatory** with representation of administrators, faculty, staff, students, alumni and external colleagues as needed on the various faculty standing committees, institutional committees, subcommittees, task forces and advisory councils. The faculty is integral to the decision-making process and exercises its responsibilities through membership on the faculty standing committees and in the resolutions voted upon by the faculty-as-a-whole.

Organizational charts identifying areas of responsibilities and relationships may be found on the University intranet: <http://198.109.72.72/muintranet/>

SECTION 1. UNIVERSITY GOVERNANCE

1.1 BOARD OF TRUSTEES

The University Board of Trustees bears full and complete legal responsibility for the University as a corporate entity and has the powers and duties delineated in the Bylaws of Madonna University. The Board is comprised of twenty-eight members and the composition conforms with the description as approved in the Bylaws. Copies of the University Bylaws are accessible in the University Library and in the offices of the University President and Vice Presidents.

1.2 PRESIDENT, CHIEF EXECUTIVE OFFICER

The President serves as the Chief Executive Officer of the institution. The President has the responsibility to interpret educational views and concepts of institutional governance to the Board, administrators, faculty, students, and external community. The President is further expected to exemplify personal commitment to the philosophy and mission of Madonna University.

1.3 ADMINISTRATIVE COUNCIL

The Administrative Council is comprised of the President who serves as Chair, and the vice presidents of the University. The Council acts in a general advisory capacity to the President. The Council also studies, discusses and approves plans, policies and procedures as brought before it and makes decisions on general institutional matters on behalf of the University.

1.3.1 ADMINISTRATORS

The administrative officers serving on the Administrative Council are the Provost and Vice President for Academic Administration, Vice President for Planning and Enrollment Management, Vice President for University Advancement, Vice President for Student Affairs, and Vice President for Finance and Operations.

Under the leadership and coordination of the vice presidents, various deans, chairs, managers, directors, faculty and staff perform their duties within designated areas of administration, in support of the educational mission and foundational values of the University.

Academic Administration: including faculty and curriculum, library and media services, academic support services, international studies, faculty development and research, and assessment of student outcomes;

University Advancement: including resource identification, capital and annual programs, special fund-raising events, planned giving, marketing, public relations, and alumni;

Student Services: including all student support services, retention, counseling, career resource center, campus ministry, resident living, student activities and athletics.

SECTION 1. UNIVERSITY GOVERNANCE

Finance and Operations: including budgeting processes, fiscal management, human resources, public safety, physical plant operations, and the administrative computing systems of the institution.

1.4 ACADEMIC COUNCIL

The college/school deans, and the Dean of The Graduate School comprise the Academic Council, which is chaired by the Provost and Vice President for Academic Administration. It serves in a general advisory capacity to the Provost and Vice President for Academic Administration.

1.4.1 STATEMENT OF PURPOSE

The purpose of the Academic Council as a team is to lead in the creation of the vision for the academic component of the University and to clarify, communicate, and implement that vision.

1.4.2 GOALS OF THE ACADEMIC COUNCIL

1. To foster an environment to support the process for continuous quality improvement;
 - a. Identifying strengths and areas for improvement,
 - b. Developing strategies to resolve problems,
2. To establish a climate of open communication among the members of the Council;
3. To effectively and regularly communicate (a) those decisions made by consensus with various groups within the University, and (b) those items of information to the Council that originate in the various Schools and Colleges.

1.5 DEPARTMENT CHAIRS COUNCIL

The Council consists of the Chairpersons of the academic departments, the Deans, the Provost and Vice President for Academic Administration, and the Director of the Library. The Chairperson of the Department Chairs Council is elected by the membership to serve a three-year term. The Provost and Vice President for Academic Administration, the Deans, and the Director of the Library are full members, but are ineligible to be Council Chair. A deputy chairperson is appointed by the Chairperson on a rotating basis for each meeting to assist with planning agendas, to serve as recorder, and to preside in the absence of the Chairperson. The Department Chairs Council serves in a general advisory capacity to the Provost and Vice President for Academic Administration.

It is the responsibility of the Department Chairs Council:

1. To serve as a communications forum in order to facilitate:

SECTION 1. UNIVERSITY GOVERNANCE

- a. the flow of information from the Administration and Deans to the faculty and vice versa;
 - b. the sharing of information among Chairpersons.
2. To discuss opportunities and challenges for the effective operation of the University;
 3. To identify possible solutions regarding questions of policy and procedure.

1.6 ACADEMIC ORGANIZATION

The academic programs of Madonna University, under the auspices of the Provost and Vice President for Academic Administration, are organized into The Graduate School and seven Colleges/Schools: College of Arts and Humanities, the School of Business, College of Education, College of Nursing and Health, College of Science and Mathematics, College of Social Sciences, and Distance Learning and Outreach. In turn, these Colleges/Schools are subdivided into specific academic departments.

1.7 THE FACULTY

The Faculty as a whole is a decision-making body in the areas of curriculum, instruction, service, and research for total institutional concerns and gives recommendations directly to the administration.

1.7.1 MEMBERSHIP AND ORGANIZATION

The faculty consists of all full-time and part-time faculty members. The President may extend faculty status to those employees who would qualify for the rank of Instructor, Assistant Professor, Associate Professor, or Professor, were it not for administrative or other duties which preclude teaching.

1.7.2 MEETINGS

The Provost and Vice President for Academic Administration serves as chairperson for meetings of the faculty as a whole; a faculty member elected by the faculty serves as secretary. The Administrative Assistant to the Vice President for Academic Administration records the minutes, which are approved by the faculty secretary.

Regular meetings of the faculty shall be held once a month, September through May. A schedule will be disseminated at the beginning of the year. These meetings may be rescheduled, cancelled or postponed, as necessary, by the Provost and Vice President for Academic Administration. The deans and faculty members assist the chairperson in the preparation of the agenda for the meetings.

Part-time instructors or lecturers who teach fewer than eight semester hours of credit serve in an advisory capacity at faculty meetings and do not have voting status.

SECTION 1. UNIVERSITY GOVERNANCE

1.7.3 RESPONSIBILITIES OF THE FACULTY AS A WHOLE

1. To formulate through appropriate committees and vote on educational policies in regard to the development and revision of curricula, admissions, establishment of requirements for undergraduate degrees and standards for honor awards, noncredit courses, grading and other matters related to the general welfare of students in both curricular and co-curricular activities.
2. To advise the administrative officers and the Board of Trustees on matters of policy affecting the academic program.
3. To discuss any matter essential to the general welfare of the students, including co-curricular activities.
4. To provide a forum for discussion of curriculum changes, requirements for graduation, degrees to be offered, entrance requirements, and similar academic matters affecting more than one college/school.
5. To approve candidates and recommend them to the Board of Trustees for the granting of degrees they have achieved.
6. To act upon matters referred to it by the faculty standing committees if it is within the scope of the faculty authority; to approve/disapprove committee recommendations.
7. To consider plans for faculty, student, and campus development and other general plans for University growth.

1.8 COMMITTEE STRUCTURE

By delegating substantial powers to the administration and its faculty, the Madonna University Board of Trustees accepts the principle that governance is a shared responsibility of administration, faculty and students. Broad institutional participation in decision-making is achieved by means of membership on Board of Trustee, Faculty Standing Committees, and institutional standing committees:

BOARD OF TRUSTEES STANDING COMMITTEES

Committee on Academic Administration
Committee on Advancement and Public Relations
Committee on Audits
Committee on Financial Affairs
Committee on Physical Plant
Committee on Planning and Mission Effectiveness
Committee on Student Services
Committee on Trustees

SECTION 1. UNIVERSITY GOVERNANCE

FACULTY STANDING COMMITTEES

- Curriculum & Educational Policy Committee
- Faculty Affairs Committee
- Faculty Professional Development Committee
- Graduate School Committee
- Human Subjects Review Committee
- Academic Technology Committee
 - Classroom Subcommittee
- Library Committee
- Marketing Committes

INSTITUTIONAL ADVISORY COMMITTEES

- Advisory Committee on Disability Services/Sign Language Services
- Bookstore Advisory Committee
- Facilities Coordination Committee
- Marketing Team
- Safety Issues Committee
- Student Life Team

OTHER COMMITTEES

- Student Appeal Board
- Ad Hoc Committees/Task Forces/Subcommittees

Complete information on Faculty, and Institutional Committees can be found in the **Full-Time Faculty Handbook**.

SECTION 2. FACULTY PERSONNEL POLICIES

2.1 PERSONNEL RECORDS

1. The official personnel file for each faculty member is maintained in the Office of the Provost and Vice President for Academic Administration. This file contains such items as the faculty member's application for employment, curriculum vitae (updated by the faculty member on a regular basis), official college and university transcripts, letters of recommendation, copies of contracts, and other pertinent employment information. Note that misrepresentation of credentials may be grounds for termination.
2. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the University seeks to protect the privacy rights of its employees and, therefore, access to faculty personnel files is restricted to the following: the faculty member him/herself, direct supervisors, the Provost and Vice President for Academic Administration, President, and designated office staff.
3. Faculty members may review the contents of their personnel file by making an appointment in the Office of the Provost and Vice President for Academic Administration. Faculty members may copy items in their file, but items may not be removed without the approval of the Provost and Vice President for Academic Administration.
4. Faculty members may maintain an electronic database of their accomplishments through the services of the Administrative Computer Center. Access to the database is restricted.
5. Department chairpersons/Dean maintain an informational folder on each faculty member, which includes the following:
 - a. Summary of Student Opinionnaire
 - b. Faculty Performance Review – Form A
 - c. Faculty Professional Report Form – Form B (for the faculty member choosing Option 2)

2.2 ADJUNCT FACULTY APPOINTMENT

Appointments of Adjunct faculty members (also referred to as part-time faculty) are made by the President upon the written recommendation of the Provost and Vice President for Academic Administration, the College/School Dean, and the Department Chairperson, at which time a contract is issued. All appointments for adjunct faculty positions are limited to specific academic terms or courses. No contract of Adjunct employment shall be construed to establish any rights or expectations for future employment, either Adjunct or full-time, beyond the specific term of employment. Adjunct contracts are to be returned within one month of issue.

Appointments are based upon the qualifications of the faculty applicants and enrollment needs of the University.

SECTION 2. FACULTY PERSONNEL POLICIES

2.2.1 FACULTY DIRECTORY WEB PAGE

All full-time and adjunct faculty members are required to maintain accurate information on a web directory page. It is expected that the directory page will accomplish the following:

Provide contact information (email address and contact telephone number) so that students can access this information directly, instead of contacting departmental secretaries.

Provide a link to the faculty member's personal web page, if the faculty member so desires.

Communicate a "web first" orientation for the institution; that is, it will encourage individuals to go to the web as the first source of accurate and timely information rather than chasing around the institution for that information.

(Approved 1/07)

2.3 ORIENTATION FOR NEW ADJUNCT FACULTY MEMBERS

Orientation for new adjunct faculty members is the responsibility of College/School Dean or Department Chairperson. All new faculty members should obtain the Adjunct Faculty Handbook, with an accompanying explanation by the Department Chairperson concerning policies and procedures. The Handbook is available online (<http://198.109.72.72/muintranet/>)

2.4 ADJUNCT FACULTY RANK

2.4.1 INITIAL APPOINTMENT TO ADJUNCT FACULTY RANK

Initial appointment at the time of employment to the status of adjunct faculty with rank is made by the President upon recommendation from the Provost and Vice President for Academic Administration, appropriate College/School Dean and Department Chairperson. (These ranks have separate requirements from the full-time ranks and are not applicable when a member is employed from Adjunct to full-time status.)

2.4.2 SPECIFIC QUALIFICATIONS REQUIRED FOR EACH RANK

2.4.2.1 Adjunct Lecturer

- Bachelor's degree or specialized certificate(s);
- Teaching and/or related experience.

2.4.2.2 Adjunct Instructor

- Master's degree (or the equivalent knowledge and experience);
- Teaching and/or related experience.

2.4.2.3 Adjunct Assistant Professor

- Earned doctorate or Master's degree plus additional hours of graduate study or significant experiential qualifications;

SECTION 2. FACULTY PERSONNEL POLICIES

- Five years (minimum of three semester hours per year) Adjunct teaching at the college level;
- Recognition for accomplished ability as a teacher;
- Participation in college/departmental activities.

2.4.2.4 Adjunct Associate Professor

- Earned doctorate;
- Eight years (minimum of three semester hours per year) Adjunct teaching at the college level;
- Recognition for accomplished ability as a teacher;
- Evidence of continuing growth in professional/research activities;
- Participation in college/departmental activities.

2.4.2.5 Adjunct Professor

- Earned doctorate;
- Twelve years (minimum of three semester hours per year) Adjunct teaching at the college level;
- Recognition for accomplished ability as a teacher;
- Recognition for distinguished accomplishment in professional/research activities;
- Participation in college/departmental activities.

Initial appointment to faculty rank is made by the President upon recommendation of the Provost and Vice President for Academic Administration, in consultation with the appropriate Dean and Department Chair.

In situations where the criteria specified do not apply, the Provost and Vice President for Academic Administration, after consultation with the chair of the Faculty Affairs Committee, may judge that an individual's background, experience, contributions to the University community, and/or professional expertise may be equivalent to the criteria for degree or university teaching and recommend rank based on these other factors.

2.5 PROMOTION OF ADJUNCT FACULTY

Adjunct faculty members seeking a promotion in rank must adhere to the following procedure. Prior to December 1st, the adjunct faculty member must submit to the Faculty Affairs Committee:

- a letter addressing the criteria for rank being sought with supporting documentation included;
- a letter of recommendation from the department chairperson or College/School dean;
- an up-to-date curriculum vitae which lists professional activities, past teaching experiences, professional and educational qualifications.

SECTION 2. FACULTY PERSONNEL POLICIES

Upon recommendation of the Faculty Affairs Committee, the Provost and Vice President for Academic Administration will forward recommendations for adjunct rank promotions to the President and the Board of Trustees.

2.5.1 OTHER CONSIDERATIONS

The University recognizes the significant contribution of non-doctorally credentialed faculty members to the mission and purposes of the institution and provides the opportunity for promotion in rank to those individuals who can provide evidence of superior qualifications beyond those specified in the above criteria. Each individual requesting consideration will be reviewed on a case-by-case basis, with the exception that the individual can demonstrate outstanding performance on at least one of the following criteria:

1. The individual possesses superior qualifications for all promotion criteria.
2. The individual is pursuing a clinical/applied career track, has a history of successful clinical/applied research, and is actively engaged in such scholarship;
3. The individual is a practicing artist and can demonstrate a history of significant exhibits, performances, publications, or other artistic creation.

2.6 FACULTY EVALUATION

2.6.1 GOALS AND PURPOSES OF FACULTY REVIEW

The goals and purposes of faculty review are derived directly from the Madonna University mission statement and foundational values. (Refer to pp vii-x)

- Faculty members are expected to operationalize the values of the University by creating learning environments that:
 - are intellectually challenging;
 - foster independent learning;
 - promote lifelong learning through personal and professional growth;
 - cultivate new knowledge through study, research, dialogue, analysis and synthesis;
 - instill the sense of global awareness; and
 - eliminate ignorance, fear, injustice and prejudice.

SECTION 2. FACULTY PERSONNEL POLICIES

In the context of the aspirations of a Catholic-Franciscan university, faculty review serves a number of purposes for the individual faculty member as well as for the University, chiefly among which are:

- Faculty review serves as the basis for a meaningful individual plan of continuous professional improvement.
- Faculty review provides concrete evidence of the faculty member's effectiveness in his or her various roles and informs contract decisions.
- Faculty review provides the University with a systematic means of ensuring its continuing effectiveness.

2.6.2 STUDENT OPINIONNAIRES

<http://198.109.72.72/muintranet/>

2.7 FACULTY GRIEVANCE PROCEDURE

2.7.1 GRIEVANCE DEFINITION

A grievance is defined as: an alleged violation or misinterpretation of an article or section of the grievant's contract or of the *Faculty Handbook*; a complaint regarding alleged discriminatory practices; or a contested action regarding renewal or non-renewal of contract.

2.7.2 GENERAL PROVISIONS

- a. All formal grievances shall be typed and shall be submitted to the Office of Academic Administration. All subsequent decisions or answers by the Employer shall be typed and shall be appended to the original grievance report. (*See Appendix 5.*)
- b. A faculty member shall have the right to be accompanied, at any step of the procedure, by another Madonna University faculty member and/or legal counsel (at personal expense) of his/her own choosing. Either party shall have the right to bring in witnesses necessary for the processing of the grievance.
- c. Any grievance not appealed within the time limits set forth below shall be considered settled on the basis of the last decision. If an answer to a grievance is not received within the time limits set forth below, it is automatically appealed to the next step. Time limits may be extended by mutual written agreements of both parties. ("Days" are defined to be regular workdays [Monday-Friday] during which time the University is in operation.)
- d. A faculty member or any other participant in any grievance procedure shall not be subject to discipline or reprisal because of such participation.

SECTION 2. FACULTY PERSONNEL POLICIES

- e. All formal discussions with respect to the grievance shall be kept confidential by the parties involved.

(Accepted by the Board of Trustees on September 30, 1977.)

2.7.3 ORDER OF APPEAL

The order of appeal of a grievance shall be:

1. Grievant's Immediate Supervisor
2. Department Chairperson
3. College/School Dean
4. Provost and Vice President for Academic Administration
5. Faculty Affairs Committee
6. President
7. Board of Trustees (or designated representatives other than the Standing Committee on Academic Administration)

At each step, a meeting shall take place if it is requested by either party. It is assumed that a wholehearted attempt will be made by all parties to a grievance to settle said grievance at the lowest possible level, including an effort to resolve the grievance in an informal pre-procedure meeting.

2.7.4 TIME PERIOD AND STEPS

Step One – Supervisor:

- a. Within twenty (20) days of the time a grievance arises, the faculty member will discuss the grievance with the immediate supervisor.
- b. Within five (5) days after presentation of the grievance, the immediate supervisor shall give an answer orally to the faculty member.
- c. Within five (5) days of the oral answer, if the grievance is not resolved, the grievant will file a formal grievance, and the supervisor shall respond in writing to the grievant within five (5) days.
- d. Within five (5) days of the written answer, the grievant shall accept the solution or submit the grievance to Step Two.

SECTION 2. FACULTY PERSONNEL POLICIES

Step Two – Department Chairperson:

- a. Within ten (10) days of the presentation of the appeal, the Department Chairperson shall respond in writing to the grievant.
- b. Within ten (10) days the grievant shall either accept in writing the solution or submit the grievance to Step Three.

Step Three – School/College Dean (or Library Director):

- a. Within ten (10) days of the presentation of the appeal, the School/College Dean or Library Director shall respond in writing to the grievant.
- b. Within ten (10) days the grievant shall either accept in writing the solution or submit the grievance to Step Four.

Step Four – Provost and Vice President for Academic Administration:

- a. Within ten (10) days of the presentation of the appeal, the Provost and Vice President for Academic Administration shall respond in writing to the grievant.
- b. Within ten (10) days the grievant shall either accept in writing the solution or submit the grievance to Step Five.

Step Five – Faculty Affairs Committee:

- a. Within ten (10) days of the presentation of the appeal, the Faculty Affairs Committee shall respond in writing to the grievant.
- b. Within ten (10) days the grievant shall either accept in writing the solution or submit the grievance to Step Six.

Step Six – President:

- a. Within (10) days of the presentation of the appeal, the President shall respond in writing to the grievant.
- b. Within (10) days the grievant shall either accept in writing the solution or submit the grievance to Step Seven.

Step Seven – Board of Trustees:

Within twenty (20) days of the presentation of the appeal, the Board of Trustees or its designated representative(s) shall respond in writing via certified mail (receipt requested) to the grievant.

SECTION 2. FACULTY PERSONNEL POLICIES

2.8 NON-DISCRIMINATION AND SEXUAL HARRASSMENT

2.8.1 AFFIRMATIVE ACTION

Higher education has the responsibility to prepare men and women to appreciate the diversity of the human race and to work and serve effectively in a society rich with distinct and differing value systems. Faculty members and staff grow both personally and professionally in the company of diverse yet similarly-dedicated professionals. Differing values, beliefs, cultures, ethnic experiences, abilities, physical characteristics, and ages stimulate the individual to appreciate the value of tolerance and the principle of inclusion.

Madonna University seeks to attract a diverse faculty to provide role models for students from different backgrounds and create a bridge between the culture of the University and that of students from minority backgrounds. All students benefit from diversity of faculty and staff, particularly with the increased opportunity to explore personal values and viewpoints as contrasted with other traditions and perspectives.

By valuing diversity in its faculty and staff, Madonna University promotes its commitment to service, justice, and peace, and fosters in its community of students, faculty, and staff the global perspective of a world citizen. The University will not condone discriminatory behaviors on the part of its employees.

2.8.2 SEXUAL HARRASSMENT

Madonna University is committed to maintaining a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. More specifically, the University will not condone actions and words which a reasonable person would regard as either gender discrimination or sexual harassment by or, on the part of, administrators, faculty, staff and students.

Sexual harassment is defined as:

- a. Repeated and unwelcome sexual advances which interfere with an individual's work or academic environment;
- b. Coercive behavior which threatens an employment or academic reprisal or promises rewards contingent upon obtainment of sexual favors;
- c. Spreading false stories about a person's sexual conduct;
- d. Falsely accusing someone of sexual harassment.

Gender discrimination is defined as derogatory references to gender.

SECTION 2. FACULTY PERSONNEL POLICIES

Any individual who believes that gender discrimination or sexual harassment has occurred should so advise the Provost and Vice President for Academic Administration, the Vice President for Student Affairs, or the Director of Human Resources.

Investigation of a complaint will be conducted by one or a combination of the above-named individuals and will be undertaken as soon as possible and conducted in an expeditious manner, assuring maximum confidentiality consistent with principles of due process and fundamental fairness as follows:

- a. The complaint must be in writing with sufficient specificity.
- b. A person bringing a complaint founded in good faith will suffer no retaliation.
- c. The person charged will be promptly so notified and given an opportunity to respond.
- d. If a complaint is found to be valid, appropriate counseling may be made available to the offender and/or disciplinary action or dismissal consistent with the degree of seriousness of the sexual harassment or gender discrimination may be instituted. Discipline or dismissal of a faculty member will occur in proportion to the gravity of the complaint. The faculty member may invoke the grievance procedure in response to the decision and/or results of the findings on the complaint.

Any individual will have up to 30 days after the alleged occurrence(s) to file a complaint. It must be recognized, however, that a lengthy period of time between an alleged occurrence(s) and an investigation may make fact-finding extremely difficult or impossible.

2.8.3 AIDS POLICY

Madonna University's response to Acquired Immune Deficiency Syndrome (AIDS) is based on the recommendations and guidelines developed by the American College Health Association Task Force on AIDS, on the best currently available medical information, and on the recommendations of the Department of Public Health and the Centers for Disease Control. This response will be reviewed periodically and will be revised in the light of current information.

The University wishes to address this issue with enlightened compassion and prudent concern, respecting and balancing the rights of the sick and the well. Because of rapid developments in the study of AIDS we wish to maintain caution and flexibility, making no blanket policy statements, but treating each case on an individual basis, acting with the best medical advice.

2.9 OTHER PERSONNEL POLICIES

2.9.1 ACADEMIC FREEDOM

The faculty member is entitled to freedom in research and in the publication of the results. When undertaking research, faculty members are expected to follow professional ethical guidelines.

SECTION 2. FACULTY PERSONNEL POLICIES

Research for remuneration should be based upon an understanding with the administration of the institution.

Faculty members are entitled to freedom in the classroom in discussing subject matter while keeping in mind that part of each individual's responsibility is to promote and foster the attainment of the mission, ideals, and traditions upon which Madonna University was founded.

No faculty member is free to promote anything contrary to Catholic faith or morals. Further, Madonna University, through its philosophy, promotes belief for life at all stages. As a pro life campus, the support, advancement, or promotion of willful abortion of the human embryo/fetus during any stage of its development will not be tolerated.

Madonna University instructors are citizens, members of a learned profession, and officers of an educational institution. When these persons speak or write as citizens, they should be free from institutional censorship or discipline, but this special position in the community imposes obligations. As persons of learning, they should remember that the public may judge one's profession and institution by statements made. Hence, instructors should make every effort to indicate that they are not institutional spokespersons.

2.9.2 CANCELLATION OF CLASS SESSIONS

Faculty members are responsible to conduct all scheduled class sessions for which they are contracted. When this is not possible, suitable arrangements should be made by faculty members so that students are not disadvantaged. In the event of class cancellation, faculty members are to notify their immediate supervisor as soon as possible.

Decisions regarding suspension of university operations due to adverse weather conditions will be made by the President or a designated administrator. Faculty members may not cancel classes due to severe weather.

2.9.3 SALARY POLICIES

Adjunct faculty members are offered a term contract which specifies their rank, the number of semester hours they are contracted to teach, and their compensation.

Contracted staff may be remunerated on an hourly basis according to a predetermined scale approved by the college administration.

Payroll checks are distributed according to the following guidelines:

1. Adjunct faculty may pick up their paychecks between the hours of 10:30 a.m. and 4:30 p.m. in the Payroll Office on the regularly scheduled pay day.

SECTION 2. FACULTY PERSONNEL POLICIES

2. Adjunct faculty may have their paychecks electronically transferred to their checking and/or savings accounts, provided their financial institution participates in electronic funds transfer.
3. Adjunct faculty may authorize their departments to pick up their paychecks.
4. Adjunct faculty may authorize the Payroll Office to place their paychecks in their mailboxes.

NOTE: For items 2, 3 and 4, the Payroll Office **MUST** be notified in writing regarding the preferred method of distribution. Otherwise, the Payroll Office will assume that the paycheck will be picked up at the Payroll Office on the regularly scheduled payday.

SECTION 3. ADJUNCT FACULTY BENEFITS

3.1 ADJUNCT FACULTY BENEFITS

3.1.1 EMPLOYEE TUITION WAIVER (ETW) FOR ADJUNCT CONTRACT FACULTY

Upon completion of three years of continuous service (having taught at least one term per year), adjunct faculty members of Madonna University, their spouses and dependent children shall be entitled to participate in the Employee Tuition Waiver (ETW) program (exclusive of fees). The ETW applies only to undergraduate courses. To qualify for a tuition waiver the prospective student (employee, spouse, or dependent children) must file an application for admission to Madonna University, pay all application fees, and meet the admissions requirements of the University. ETW's will be awarded only for the duration of employment at Madonna University. In the event that the adjunct faculty member terminates employment with the University, the tuition waiver program remains in effect through the end of the semester in which the faculty member terminates.

One term of teaching within the immediate past three consecutive terms will provide for one term of tuition waiver. The percent of tuition charges that will be waived will be determined by the highest number of credit hours taught in the three consecutive terms prior to the term for which the waiver is requested. An adjunct faculty member must have taught at least one term in the prior three terms to be eligible.

If a break in service occurs (break in service is defined as not teaching in the prior three consecutive terms but having previously met the completion of three years of continuous service), the ETW program will not be available. To once again be eligible, the adjunct faculty member must teach for a minimum of one term in an academic year. If the break in service extends three or more years, the adjunct faculty must reestablish eligibility by completing three years of continuous service. Once this eligibility requirement has again been met, all prior years of service will be restored in determining the amount of waiver percentage to be applied.

ETW applications are available from the Human Resources Office. All spouses and dependent children of employees, who are to be enrolled on at least a half-time basis, must file a confidential financial statement with the College Scholarship Service (CSS) and, if advised, also apply for a Michigan Tuition Grant, and/or tuition differential grant.

Waiver Percentage

The percent of tuition charges that will be waived will be determined by the number of hours taught per term and years of service as indicated in the tables below:

SECTION 3. ADJUNCT FACULTY BENEFITS

Hours Taught Per Term	Tuition Waiver Per Term
8 or more s.h.	50% waiver on tuition
5-7 s.h.	35% waiver on tuition
2-4 s.h.	25% waiver on tuition
fewer than 2 s.h.	no waiver available

In addition, seniority of adjunct faculty members will be taken into consideration in the tuition formula according to the discount scale recorded below:

Year of Service	Additional Discount
6-10 years	Add 5% to base discount
11-15 years	Add 10% to base discount
16-20 years	Add 15% to base discount
21-25 years	Add 20% to base discount
26+ years	Add 25% to base discount

Where any doubt exists, the matter shall be resolved by the President in consultation with the Vice President for Finance and Operations. While it is expected that this plan will continue indefinitely, Madonna University Board of Trustees reserves the right to modify or discontinue it at any time.

Approved by the Board of Trustees, June 22, 1978. Revised October, 1994, June, 2001 and December 2001.

3.1.2 FRANCISCAN VALUES AWARDS

The Franciscan Values Award for Adjuncts was initiated by the University in 2007 to recognize adjunct faculty members who embody the University mission, communicate their discipline with enthusiasm and excellence, demonstrate respect for their students, inspire and motivate their students, and work harmoniously with their peers to enrich the Madonna University community.

The Franciscan Values Award for Adjunct Faculty is awarded annually and consists of a monetary award of \$500 (which can be taken as a stipend or designated in an individual professional development account) and a plaque. The Franciscan Values award is presented to individual(s) who through their teaching, scholarship and service exemplify one or more of the following:

SECTION 3. ADJUNCT FACULTY BENEFITS

Respect

For the Dignity of Each Person

- Appreciation of diversity
- Concern for the disadvantaged and oppressed
- Respect for life

Peace and Justice

- Healing and reconciliation
- Conflict resolution and peace-making

Reverence for Creation

- Concern for the environment
- Responsible stewardship
- Simple lifestyle

Franciscan Intellectual Tradition

- Liberal Arts foundation
- Career preparation
- Service for the common good

3.1.3 NOMINATION AND SELECTION PROCESS

Nominations for the awards are made to the Selection Committee on the specified form.

<http://198.109.72.72/muintranet/>

1. The dean of each college/school should be proactive in encouraging each college/school to submit at least one nomination each year for a full-time and adjunct faculty member.
2. The Selection Committee is composed of one representative from each college or school and one library faculty member, elected by simple vote by the faculty in that college/school/unit. Members serve a one-year term. The previous year's recipient of the Teaching Effectiveness and Innovation Award will also be a member of the Selection Committee. The committee will elect its chairperson. Members are not eligible for the awards during their tenure on the Committee except for the Faculty Award from Graduating Seniors.
3. Once the Selection Committee receives the nominations, committee members will construct a file on each nominee, which may include: nomination form; letter of support from the nominee's supervisor, corroborating information as appropriate to the award (report of classroom visitation or interview, student opinionnaire results; other testimonials, articles, books, programs, or other products, etc.)
4. The Selection Committee will solicit faculty and student input, accepting substantiating evidence/testimonials about each nominee for a period of at least two weeks.

SECTION 3. ADJUNCT FACULTY BENEFITS

5. The Selection Committee will recommend proposed recipients of the awards and submit the recommendations to the Provost and Vice President for Academic Administration.
6. The awards will be given at the Annual Fall Conference in August of each year.
7. All members are eligible who have completed at least two years of service to the University. Recipients of the awards are not eligible for nomination in the same category until five years have elapsed from the date of their award. No one may receive more than one award in any given year. Faculty members have the opportunity to withdraw their name from consideration.

3.2 FACULTY PROFESSIONAL DEVELOPMENT STIPENDS

Adjunct faculty members are encouraged to continue their professional development. Therefore, faculty development stipends are available for \$150 every second year for attendance at conferences and similar activities or for doctoral studies tuition. <http://198.109.72.72/muintranet/>

To be eligible for faculty professional development funds, Adjunct faculty must meet the following qualifications:

1. must have taught a minimum of three years (at least one course per year), and a minimum of six semester hours;
2. must currently be teaching at Madonna University;
3. the conference must be clearly related to the teaching responsibilities at Madonna University;
4. the Department Chairperson will verify experience criteria.

3.3 UNIVERSITY SPONSORED EVENTS

Whenever possible, faculty members are issued complimentary tickets to University-sponsored events such as lectures, concerts, and dramatic productions. Additional tickets may be purchased through the appropriate office.

3.4 MILEAGE ALLOWANCE FOR ADJUNCT FACULTY MEMBERS

At their discretion, the College Deans may pay a \$100 mileage allowance per semester to adjunct faculty members who teach a full-semester course at a metropolitan Detroit off-campus site, specifically Orchard Lake, or southwest Detroit. Since the Internal Revenue Service (IRS) construes this payment as income, the mileage allowance must be included in the contract recommendation made by the Dean and will be listed in the term contract. Travel to/from metropolitan Detroit to more remote sites, such as Gaylord, is paid on a per mile basis.

SECTION 3. ADJUNCT FACULTY BENEFITS

3.5 TIAA-CREF SUPPLEMENTAL RETIREMENT ANNUITY

As an Adjunct Instructor for Madonna University, you are eligible to participate in the Supplemental Retirement Annuity Program (SRA) offered by the institution. Our Supplemental Retirement Annuity is through TIAA-CREF.

When you start an SRA, you authorize Madonna University to set aside a portion of your salary and place it in the combination of traditional and variable annuity options you select. Because these contributions come from your salary before taxes are taken out, you report less taxable income to the IRS and pay less in current federal taxes. In addition, you pay no taxes on SRA earnings until you receive them as income. SRAs are available at over 9,000 education and research institutions across the country, and are currently helping over half a million people build more secure retirements.

You are eligible to participate in this Plan immediately following employment at the Institution. To participate in this Plan, you must complete the enrollment forms, as well as a Salary Reduction Agreement, and return them to my attention. If you are interested in participating in the Supplemental Retirement Annuity please contact Human Resources at (734) 432-5674.

SECTION 4. FACULTY RESPONSIBILITIES

Individual Adjunct faculty members cooperate in the attainment of the University Mission, and, therefore, are responsible for:

4.1 TEACHING AND RELATED ACTIVITIES

Teaching	Cooperating in the attainment of the College/School goals and course objectives by regularly conducting assigned classes (labs, clinicals, off-campus visitations, etc.) as scheduled and by using effective teaching methods, especially those prescribed by the department.
Syllabi	Providing each student at the beginning of the courses with a comprehensive syllabus, including such information as: objectives and content; required textbook(s), manual(s), supplies and equipment; attendance requirements; schedule of examinations; field trips and other out-of-class activities; assignments and calendar of completion; methods for evaluating student performance; grading system and how the final grade is determined and other course related information. Submitting one copy of the syllabus to the Department Chairperson and one copy to the College/School Dean for each assigned course within two weeks of the beginning of each new semester (See Appendix 11).
Availability	Being available to assist students one half hour before and/or after scheduled classes.
Student Attendance	Incorporating attendance requirements in the course syllabus.
Final Examinations	Submitting to the Department Chairperson and College/School Dean copies of the final examination for each course at the end of each term.
University Calendar	Adhering strictly to the University calendar and stated schedule of classes, as published in the Madonna University Bulletin (both undergraduate and graduate), especially before and after vacations.
Grades/ Reports	Submitting reports, especially grades, promptly to insure the efficient operation of all phases of the University program. Deadlines are published in the Madonna University Bulletin (undergraduate and graduate).
Student Records	Maintaining all student records for at least one term following the term of instruction. Department Chairpersons may request copies.

4.2 SERVICE TO UNIVERSITY

University Policies	Familiarizing oneself with University policies and publications such as the Madonna University Bulletin, the Adjunct Faculty and Handbook,
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SECTION 4. FACULTY RESPONSIBILITIES

departmental manuals and self-studies, so that the objectives, policies, and regulations of the University are understood and observed by all faculty members, and accurately interpreted to students and others.

Meetings/Voting Attending regular faculty and departmental meetings. Part-time faculty members who teach eight or more semester hours per term have voting status at regular faculty meetings. Adjunct faculty members who teach less than eight semester hours per term serve in an advisory capacity at faculty meetings and do not have voting status. Attendance at University faculty meetings, while encouraged, is not mandatory. However, attendance at departmental meetings may be required. Persons who teach the equivalent of one semester hour or less per term are designated as Adjunct (e.g., workshop leaders, music specialist, laboratory facilitator) and are not obligated to attend any University meetings.

University Functions Attending University functions, whenever possible, at which faculty presence is requested by the administration, such as Open Houses or Commencement Exercises. Academic attire worn at Commencement is arranged through the Office of the Vice President for Student Life.

4.3 PROFESSIONAL DEVELOPMENT

Professional Development Contributing to the general improvement of instruction by continual self-evaluation. Advancing professionally in one's own and closely allied fields and familiarizing oneself with trends in higher education; participating in faculty development activities, when possible. Adjunct faculty with at least three years of seniority, teaching at least one course per year, are eligible for \$50 for conferences or doctoral studies tuition per year, up to \$100 every other year. (See Appendix 8).

Evaluation Participating in the faculty evaluation system which includes an assessment by students in at least one course per term. The data are compiled and a summary is returned to the faculty member with copies to the Department Chairperson, College/School Dean, and Provost and Academic Vice President. Faculty members may also be evaluated by the Department Chairperson or designate.

Institutional Service Assuming a service role to the institution, such as membership in an appropriate committee or task force, periodic consultation with students, work in development activities or representation of the University in civic, business, religious, or social organizations. Institutional service is encouraged but not obligatory.

SECTION 5. INSTITUTIONAL POLICIES

5.1 ACADEMIC POLICIES

5.1.1 CLASS LISTS

Computerized tentative class lists are distributed to faculty members no later than the day before the first day of the term. Students whose names appear on the class list with “INC” have failed to complete their registration. They must report to Student Billing prior to their next class meeting. Students whose names do not appear on the class list must present a class confirmation, which has been initialed by the Registrar and highlighted. A student who lacks this document should be directed to the Registration Office.

Updated computerized class lists are issued in duplicate form after the add-drop period. Corrections and/or additions to these lists are made as necessary. One copy is retained by the faculty member and one is returned to the Registration Office **no later than 48 hours** after the class first meets.

5.1.2 CLASS RECORDS

The members of the faculty are required to keep an accurate record of the grades designating the quality of work performed by the student on written assignments, quizzes, tests, and final examinations for at least one term following the term of instruction. Class attendance records (according to the class syllabus) are to be maintained also for at least one term following the term of instruction.

5.1.3 CLASSROOM RESPONSIBILITIES

Invocation As an expression of our Judeo-Christian heritage, faculty members are encouraged to begin classes with a prayer, meditative reading, or inspirational selection whenever feasible.

**School Calendar/
Schedule of Classes** It is the policy of the University to strictly adhere to the school calendar and stated schedule of classes, especially before and after vacations. Exceptions to accommodate certain individuals or groups are not advisable.

Faculty Attendance If it is imperative for an instructor to be absent from class, the Department Chairperson should be notified as soon as possible. Forms for this purpose are in the office of the Vice President for Academic Administration.

5.1.4 COPYRIGHT POLICY

All Madonna University employees are obliged to observe copyright law in their various work activities. The Instruction Center has prepared a Copyright Manual that details fair use of

SECTION 5. INSTITUTIONAL POLICIES

copyrighted materials. All employees, especially those involved in instruction, are encouraged to consult this manual.

This manual also includes the following information:

- Policies and procedures for selling faculty-authored materials in the bookstore;
- Fair use of instructional media;
- Forms and procedures for securing a copyright for original materials.

Copies of the Copyright Manual are available in all College/School offices.

5.1.5 EXAMINATIONS/BLUE BOOKS AND SCAN-TRON SHEETS

Examinations should reflect course objectives and course content. Blue books for use in examinations may be purchased by the student from the University Bookstore. Blue books are not required but may be used at the discretion of the faculty member. If the instructor suspects irregularities, the blue books may be collected for redistribution.

Scan-Tron answer forms are also available for student purchase from the Bookstore.

5.1.6 FACULTY TEACHING LOAD

The recommended maximum number of courses to be taught by an Adjunct faculty member is two courses or approximately eight semester hours per term. The combined teaching, laboratory, and department responsibilities must total less than the full-time faculty workload.

5.1.7 FIELD TRIPS

1. The instructor indicates at the beginning of the term, and preferably in the course syllabus, the approximate time and place of a field trip that will be scheduled for a particular course. Not more than one field trip per course is advisable. Field trip forms are filed in the Department Chairperson's Office.
2. The instructor planning a field trip will notify the Department Chairperson two weeks in advance of the scheduled trip.
3. If a student has a conflict between a field trip and other scheduled classes, the student makes the decision which to attend.
4. Students assume the responsibility for all content missed in other classes when they participate in field trip sessions.

SECTION 5. INSTITUTIONAL POLICIES

5.1.8 FOURTH HOUR CREDIT

In the case of a four semester hour course which meets for three contact hours per week, the students are required to complete a project equivalent to a one semester hour course. The faculty member outlines methods, content, and grading procedures for this fourth hour project which may consist of off-campus interviews, surveys, on-campus panels, class presentations, term papers, or other academic exercises.

5.1.9 GRADE INTERPRETATION

A letter grade (using a 4.0 scale) is used in evaluating undergraduate and graduate coursework. Specific accommodations to the plus/minus grading scale (effective Fall 1991) have been left to the discretion and interpretation of the individual departments, but should be consistent with the general guidelines and suggested numerical ranges listed below. For additional descriptions of letter grade equivalencies, consult the Madonna University Bulletin (undergraduate or graduate).

Graduate Grading Scale		
Letter Grade	Honor Points	Equivalencies
A	4.00	Exceptional
A-	3.66	Greatly Exceeds Expectations
B+	3.33	Exceeds Expectations
B	3.00	Meets Expectation for Graduate Work
B-	2.66	Below Graduate Standard
C+	2.33	Fair
C	2.00	Lowest Acceptable Level of Attainment
D	1.00	Unacceptable Level of Attainment
F	0.00	Failure
Undergraduate Grading Scale		
Letter Grade	Honor Points	Equivalencies
A	4.00	Exceptional
A-	3.66	
B+	3.33	
B	3.00	Above Average
B-	2.66	
C+	2.33	
C	2.00	Satisfactory
D	1.00	Poor, but passing
F	0.00	Failure

SECTION 5. INSTITUTIONAL POLICIES

The University also utilizes the following designations in recording grades:

I	Incomplete
L	Lapsed – used at graduate level only
R	Repeated
S	Satisfactory – requires B or better at the graduate level; C or better at the undergraduate level
T	Audit
W	Withdrawal
X	Grade not reported
Y	Carry-Over; course taught over two terms

Fuller explanations of these grade designations are provided in the Madonna University Bulletin (both undergraduate and graduate).

I -- Incomplete

It is a student's responsibility to initiate the request for a grade of "I", Incomplete, from the course professor. This grade is only appropriate at the end of the term when most of the course work has been completed, but for serious reason the student is unable to complete the remaining course requirements by the grade filing deadline. A request for an "I" grade may be approved or denied at the discretion of the professor.

If the student does not complete the required work before six weeks after the end of the semester, the "I" grade automatically becomes "F".

The deadline for completing an "I" grade may be extended at the discretion of the professor. The deadline for each semester is published in the Schedule of Classes.

5.1.10 GRADE REPORTS

A Scan-Tron form (in triplicate) is used as the Grade Report Sheet. The Grade Report is an official record and is kept as a historical document.

Grade reports are distributed in faculty mailboxes, together with instructions for their proper use, each term prior to final examination week. Faculty are required to follow the established grading system as published in the Madonna University Bulletin (both graduate and undergraduate) under University Policies.

5.1.11 GUEST SPEAKERS

Madonna University affirms its belief in and commitment to freedom of expression, discussion, and inquiry. A recognized Madonna University campus group may invite a speaker and may use

SECTION 5. INSTITUTIONAL POLICIES

the facilities of the University provided that proper procedures and guidelines are adhered to. The adjunct faculty member is to check with the department chairperson concerning the proper procedure for inviting guest speakers.

5.1.12 OFFICE HOURS

Adjunct faculty members are requested to be available to students on campus thirty minutes before or after the scheduled class period.

5.1.13 RESEARCH/TERM PAPERS

The form for a research/term paper should be in accordance with the prescribed requirements of the University. Presently, the English & Communication Arts Department has suggested using The Madonna University Style Manual which details both Modern Language Association (MLA) and American Psychological Association (APA) formats. The Madonna University Style Manual is available through the Madonna University Bookstore.

5.1.14 STUDENT ATTENDANCE

Each instructor incorporates attendance requirements for each class in the syllabus. These requirements are to be made known to the students on the first day of each class in each semester. Continued absenteeism on the part of a student is reported by the faculty member to the Vice President for Student Affairs.

5.1.15 SYLLABUS

Within the second week of each term, the faculty member is required to submit two copies of a syllabus for each assigned course to the Department Chairperson; one copy is forwarded to the College/School Dean. Copies of course syllabi must be retained in the College/School office for a period of 7 years. <http://198.109.72.72/muintranet/>

5.1.16 TEXTBOOK ORDERS AND COMPLIMENTARY COPIES

Each instructor is responsible for securing approval of textbooks from the Department Chairperson.

The Bookstore Manager orders and sells the books. For most efficient service, all textbook orders should be placed 60 days before the opening of the semester. Companies rarely send complimentary copies of books to the bookstore or to individual instructors. Instead, after an order has been placed with a company, the faculty member may request a complimentary copy using the proper request form.

SECTION 5. INSTITUTIONAL POLICIES

5.2 ADMINISTRATIVE POLICIES

5.2.1 DRUG-FREE WORKPLACE POLICY

Madonna University affirms and supports the provisions from the Federal Omnibus Drug Bill, specifically those provisions concerning federal contractors and grant recipients outlined in the Drug-Free Workplace Act of 1988. Questions concerning the University's policy and the drug-free awareness program should be directed to the attention of the Director of Human Resources.

For the full text of the University's Drug-Free Workplace Policy, with subsections on Alcohol and Controlled Substance Liability and Specific Drugs and Their Effects, <http://198.109.72.72/muintranet/>.

Policy effective: March 18, 1989. Revised: August 20, 1990.

5.2.2 SMOKING POLICY

In accordance with the Michigan Clean Air Act, P.A. 198 of 1986 and in concern for the health of our constituents, Madonna University adopted a smoke-free policy effective July 1, 1992. Smoking is prohibited in all public waiting areas, student lounges, classrooms, conference rooms, lavatories, offices, and in common work areas throughout all facilities. Faculty and staff are requested to refrain from smoking anywhere within the buildings.

Faculty and staff who are interested in smoking cessation classes should consult the Human Resource Department for classes and possible reimbursement

5.3 STUDENT POLICIES

5.3.1 STUDENT CONDUCT CODE

All Madonna University students are members of several communities – world, nation, state, city and also the University. As such, each student is subject to the conduct codes prescribed by each of these communities. Concurrently, both the University and civil authorities have jurisdiction in any violation of law occurring on property owned or controlled by Madonna University.

The Student Conduct Code specifies the minimum level of conduct expected of every student at Madonna University. The policies and procedures given are those that students, faculty, and administrators at the University have agreed upon to further educational aims and to assist all students in the pursuit of their educational and personal development.

The University reserves the right to change policies and procedures outlined in the Student Conduct Code at any time within the student's term of enrollment. A copy of the current Student Conduct Code is available to each student upon enrollment. Additional copies may be obtained from the Office of the Vice President for Student Affairs. Every student is responsible for knowing and abiding by the Madonna University Student Conduct Code.

The full text of the Student Conduct Code is provided <http://198.109.72.72/muintranet/>.

SECTION 5. INSTITUTIONAL POLICIES

5.3.2 STUDENT RECORDS

Each student has a folder on file in the Office of the Registrar which contains test records, advising forms, and other data compiled by the Registrar, the Vice President for Student Affairs, and the Provost and Academic Vice President. Such information is considered classified matter, and therefore treated confidentially. Specific details regarding the confidentiality of student records is outlined in the Madonna University Bulletin and Student Handbook.

5.3.3 STUDENT/FACULTY RELATIONS

Positive student-faculty relations are extremely important in the educational process and are promoted through the conscientious fulfillment of both student and faculty roles. Policies on negative student conduct including cheating on examinations, plagiarism, or other disruptions which may lead to expulsion are discussed in the Madonna University Graduate and Undergraduate Bulletins. The “Student Grievance Procedure” is also outlined in the Madonna University Graduate and Undergraduate Bulletins.

SECTION 6. INSTITUTIONAL SERVICES

6.1 SERVICE CENTERS

6.1.1. INFORMATION TECHNOLOGY.

The Information Technology Department (IT) is the primary information technology service provider for Madonna University. IT is responsible for the development, management, and deployment of information and instructional technology services at the University.

The IT decision-making process is driven by the Administrative Council and supported by faculty and institutional advisory committees composed of faculty and staff representatives who recommend effective courses of action. The primary IT faculty advisory committee is the Academic Technology Committee (ATC).

The Institutional Information Technology Committee serves as a collaborative forum for addressing the administrative information technology needs of the University.

IT functions and services are provided through the following departments:

- a. Information Systems
- b. Library
- c. Network Services
- d. Technology Learning Services
- e. Web Services

A. INFORMATION SYSTEMS

Information Systems provides support for administrative systems and institutional research. The administrative software used by Madonna University is commonly known as "Jenzabar." Jenzabar includes modules for all student-related offices: Admissions, Registration, Student Accounts, Advising, and Student Life. Human Resources and the Business Office also have modules. Access to information is provided to students via the web, and to faculty and staff via the web and client-server applications.

How to get access to JENZABAR. The manager of the module makes a formal request to Sister Serafina, the Director of the Information Systems Department, for his/her staff. Deans may request access on behalf of the faculty in their unit. When the responsible manager has received approval, Information Systems assigns him/her a user ID and password that enable access to the appropriate functions. Passwords are to be kept secure and changed often. Please note that it is a security policy that work-study students not be given access to Jenzabar.

SECTION 6. INSTITUTIONAL SERVICES

Reporting. All modules provide a variety of reports. To make a request, contact the Information Systems department for a program request form. Make requests at least a month in advance of a deadline. To date, over 2,000 customized reports have been issued to serve the special needs of the University.

Data Quality Assurance. To support government reporting requirements, management planning, and statistical reporting, we must have confidence that the data we keep is current and correct. Everyone has a stake in assuring data quality and a responsibility to be pro-active in gathering the required data. We ask that those who will be entering data contact Sr. Serafina at extension 5338 to arrange training.

B. LIBRARY

The library offers a full range of services to the faculty. These include bibliographic instruction sessions, Reserve Desk service, database searching, document delivery services, and extended loans of library materials to faculty.

Bibliographic Instruction. The library faculty conduct bibliographic instruction sessions for individual classes. These sessions are designed to teach the use of the MAC (the Madonna Automated Catalog) and electronic databases. Research strategies are emphasized and basic library orientation is provided. Presentations may be tailored to individual class requirements. Sessions and/or presentations may be arranged by contacting the Reference Desk clerk at least two weeks in advance of the date they are needed. Librarians will contact instructors whenever special arrangements are necessary.

Reserve Materials. Library and personal materials may be placed on reserve when faculty require closely monitored circulation. The standard reserve period is for two hours. Faculty may also arrange overnight and three-day reserve periods. In addition, faculty may request library-only reserve for materials that may not leave the library, but that do not require a time limit. The staff recommends that requests be placed prior to the beginning of the term in which reserve materials will be required.

Acquisitions. New books are generally purchased according to the library's collection development policy under Plan A, B, or C. (Please consult the library staff for details on this policy.) Requests to acquire new books should be routed through departmental chairpersons for initial approval. Librarians will gladly provide the faculty with assistance to identify or recommend new titles. This function is best accomplished by contacting the library liaison assigned to the appropriate college or school. Requests for new periodicals are accepted during Term 20 for purchase in the following budget year.

Audio-visual materials may be purchased through the library and through the individual college/school offices for specialized programs. Requests to purchase audio-visual materials are made through the collection development librarian.

Document Delivery. Several methods are available to faculty to obtain items not held in the University's library collection. Faculty should make their needs known at the Reference Desk. Online search systems are available to search the holdings of other libraries, both locally and

SECTION 6. INSTITUTIONAL SERVICES

nationally. Librarians may refer faculty to another library or recommend interlibrary loan, depending upon individual needs. Some fees may be assessed to acquire interlibrary loan materials. Faculty should consult a librarian for details.

Faculty Loans. Faculty members may withdraw materials for 120 days at a time (approximately one term). Items may be renewed once. After two terms, all items must be returned to the library for placement in normal circulation. Materials that are not returned will be considered lost. The cost of lost materials and/or materials that are not returned will be billed to the faculty member. Rates are \$50.00 per item, or the replacement cost, plus \$25.00 per item, whichever is greater. In extreme cases, the individual's paycheck may be withheld if materials are not returned after two terms, or if the individual terminates employment without returning all library materials.

For more information, refer to the Library Handbook. Library hours are posted on the library door each term.

C. NETWORK SERVICES

Network Services provides installation, monitoring, security, and maintenance support for our campus network infrastructure, from the desktop to the edge of the internet. These services include support for network hardware, software, and security. Network services also provides support for approximately 700 desktop and laptop computers located at the Livonia campus, the Orchard Lake Center,, and the Southwest Detroit Women's Educational Empowerment Project (SWEEP) facility.

Faculty and Staff E-mail. Network Services is responsible for e-mail across the institution. The faculty and staff e-mail system is hosted on a Microsoft Exchange 2003 server. The supported e-mail client on campus is Microsoft Outlook 2003 and 2007. Adjunct faculty may access the e-mail system with Microsoft Outlook Web Access via the internet. For more information, please call Coleen Maroney at (734) 432-5796 or the Help Desk at (734) 432-5800.

Student E-mail. The student e-mail system is currently hosted by Microsoft@live.edu. Every enrolled student at Madonna University receives a free my.madonna.edu e-mail account at Microsoft. The University communicates electronically with the student through this account. For more information call Colleen Maroney at (734) 432-5796 or the Help Desk at (734) 432-5800.

Desktop Services. The standard desktop computer on campus is a Dell computer. Services provided by Network Services include:

- a. Installation and configuration of newly assigned desktop computers;
- b. Data migration from previous assigned desktop computers;
- c. Software installation and upgrades for licensed software;
- d. Virus protection and upgrades;
- e. Printer installation and configuration;

SECTION 6. INSTITUTIONAL SERVICES

- f. Troubleshooting and problem resolution.
- g. Antispyware installation and upgrades.

Network Services. Network Services provides the following network services:

- a. Faculty and staff e-mail accounts;
- b. Student e-mail accounts;
- c. A private home directory on the network drive;
- d. Shared directories on a network drive for groups or departments;
- e. Shared printing on network printers and department copy machines;
- f. Local area network and internet access from the desktop;
- g. Internet access for dormitory students;
- h. Web hosting space for faculty and classroom use.

D. TECHNOLOGY LEARNING SERVICES

The Technology Learning Center is located in the Ford Motor Company Technology Wing on the first floor of the Administration Building; the main entrance to the computer lab is located in room 1104. IBM compatible and Macintosh platforms are available.

The Technology Learning Center supports the integration of computer applications into the current curriculum by making industry-standard or business application and discipline-specific software available to students, faculty and staff of Madonna University. Many software programs are available on all computers, such as the Microsoft Office Suite, which includes Word, Excel, PowerPoint and Access. Image and video editing software, such as Adobe Photoshop, Adobe Illustrator, Adobe Premier, and Apple Final Cut Pro, is available on many of the computers. The lab environment fosters the hands-on use of computers to increase computer literacy.

Student access to the Technology Learning Center is on a walk-in basis; the lab is open 76 hours per week, including most evenings and weekends, except for holiday closings. Faculty may reserve a portion of the lab as a computer classroom for one hour, hands-on instruction with students. All computer labs located within the Ford Motor Company Technology Wing and room 1107 are equipped with projection equipment. Lab reservations should be made well in advance of the beginning of the semester by visiting the lab in person, or by calling 734-432-5323.

Help Desk

The Madonna University Help Desk is a one point of contact for all technology related issues. For computer related emergencies please call the Help Desk at 734-432-5800 and e-mail the Help Desk at Helpdesk@madonna.edu for all other computer/software related issues.

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The Help Desk also provides training to faculty for all campus standard software including Microsoft Outlook e-mail, Blackboard, Windows XP, MS Office 07 and more. The schedule for workshops can be found by clicking the IT Help Desk link which can be found on the Madonna University home (www.madonna.edu) page under Quick Links.

Faculty Professional Development Center and Instructional Design

The FPD Center, Room 1105 is open as a drop-in center for faculty use during regular Technology Learning Center lab hours. The FPD Center is designed to give faculty access to high-end PCs and MACs with software to help integrate technology into the curriculum. Contact Dr. Elena Qureshi at 734-432-5499 for instructional design assistance; for a calendar of faculty development workshops please visit the IT Help Desk which can be found on the Madonna University home page (www.madonna.edu) under Quick Links and select “Blackboard and Technology Workshops.”

Online courses are offered at Madonna University using Blackboard as a course management tool. Technical support for students is available through the Help Desk at 734-432-5800. Instructors are encouraged to call Dr. Elena Qureshi at 734-432-5499 to learn how to teach using Blackboard or for assistance in converting classes to an online environment.

Training and Support

We offer training, support and workshops for software and instructional technology. The series of workshops are ongoing one to two hour sessions that are routinely evaluated and adapted to meet the needs of faculty, staff and students. Contact Cheryl Henson at 734-432-5328 or Dr. Elena Qureshi at 734-432-5499 or visit the IT Help Desk which can be found on the Madonna University home page (www.madonna.edu) under Quick Links and select “Blackboard and Technology Workshops” for a calendar of workshops.

Classroom Technology

All classrooms are equipped with a computer, projector, screen, and DVD player. Other media equipment used in the classroom is delivered on a mobile cart. To reserve equipment or request technical assistance please send an e-mail message to media@madonna.edu, contact Emma Kent at 734-432-5571 afternoons or evenings, or come to room S110. Jeff Fleshner provides morning support and can be reached at 734-432-5580 or come to room 1104A. At the request of faculty, camcorders are available to record student projects or presentations. There is no charge; however, student videos are erased at the end of the term unless other arrangements are made. To request a video recording of lectures, a requisition signed by the department chairperson must be provided. All persons being recorded must sign a release prior to the recording. A price list is available on request.

Production Facilities

Located in the Franciscan Center, production facilities and services include a new high definition digital TV studio and sound stage, radio studio, editing, streaming media, videoconferences, audio and web conferencing, podcasting, and an interactive television classroom where courses are offered through two-way video to off-campus sites. You can tune into Madonna University

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radio on the internet at www.Live365.com/stations/madonnauniversity2 where students in the radio classes broadcast their favorite music and special events.

E. WEB SERVICES

The Web Services unit is responsible for designing, developing, and maintaining the Madonna University website. First impressions count, as we all know, and with all the competition for “clicks,” our website has only seconds to capture a visitor's attention. That is why Web Services does its best to put “our best page forward,” giving students a positive impression of the University right from the start. The website address is <http://www.madonna.edu>.

Web Services offers the following customized services to all departments and areas of the University:

- a. Web site design and layout;
- b. Graphic design and construction;
- c. Design and development of programming code for interactive forms;
- d. Design of custom database applications to suit individual needs;
- e. Capability to make changes and updates on the University website.

Please contact Sheryl Herron at (734) 432-5444 to set up an appointment for any of these services.

Useful Links

Madonna University Home Page: <http://www.madonna.edu>
E-mail: <http://www.madonna.edu/pages/email.cfm>
Campus Directory: <http://ww4.madonna.edu/cdirectory/info.cfm>
Overview of Colleges/Schools: <http://www.madonna.edu/pages/overviewofcollegesandschools.cfm>
Faculty Home Pages: <http://www.madonna.edu/pages/facultystaff.cfm>

6.1.2. CAMPUS MINISTRY

The Campus Ministry Office, located near the University Bookstore, provides spiritual and personal counseling services. Hours are posted. A Campus Prayer Room, located next to the Campus Ministry Office, is also available for personal and small group prayer.

Religious services, especially a daily celebration of the Eucharistic Liturgy, are available on the University campus during the Fall and Winter terms. Each week a campus-wide Liturgy is celebrated in the University Chapel, which is located on the ground floor of the Residence Hall.

A Campus Ministry Institutional Standing Committee allows for faculty, staff, and student input into religious events and activities normally sponsored by the Campus Ministry Office.

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6.1.3. CAREER RESOURCE CENTER (CRC)

The Career Resource Center (CRC), located in the Office of Student Life, provides students with the services they need to achieve their own personal and career goals. The career education and exploration resources of the CRC include academic and career counseling and planning, career testing, occupational materials, cooperative education, and job placement services. The network of professionals associated with the CRC include the Vice President for Student Life, the Director of Admissions and Marketing, the Director of Career Services, the Director of Student Activities, and related staff and faculty.

6.1.4. CENTER FOR INTERNATIONAL RELATIONS (CFIR)

The Center for International Relations was established in the Fall of 1991 as part of the University's commitment to internationalizing the campus. The Center serves as a centralized information clearinghouse for international education programs, both within the University and for programs external to it. The Center also promotes and facilitates a broad range of international initiatives, including student and faculty exchanges, curriculum and program development, international student recruitment, faculty development opportunities, expansion of foreign languages, and growing numbers of work, travel, and study abroad programs.

The University currently has programs in South Korea, Egypt, Spain, Japan, Lebanon, France, Mexico, Taiwan, People's Republic of China, the United Kingdom, Poland, and India, and is continually working with the administration and faculty to expand international travel and learning opportunities for students and faculty. The Center works with all constituents of the University, but particularly closely with support personnel in the Office of Admissions, the Office of Diversity and Multicultural Affairs, and the Office of English as a Second Language. Together they work to accommodate a growing international student population, and to create a community of citizens who are globally aware, sensitive to the diversity of peoples, and cooperative in spirit.

6.1.5. CENTER FOR PERSONALIZED INSTRUCTION (CPI)

The Center for Personalized Instruction (CPI) provides tutorial services and individualized study programs for students. The director and staff serve students in need by providing assistance with basic math and English skills, course difficulties, and/or study skills.

The CPI is equipped with individualized learning materials, as well as computers, software programs, and VCR tapes.

In order to receive tutorial services, a student must go to the CPI to complete a student request form. A federal grant covers the cost of tutoring for eligible students; others must pay a nominal charge.

Students who are interested in arranging an individualized study program may contact the CPI director. Hours are posted on the office door.

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6.1.6. CENTER FOR RESEARCH

Madonna University supports the research efforts of faculty members and students, both graduate and undergraduate, by maintaining the Center for Research. The director of the Center is responsible for identifying funding sources from government and private foundations for faculty research projects, providing consultation and support to faculty members in proposal writing, and acting as a consultant to faculty doing research. Furthermore, the director promotes and supports student research by convening the Institutional Human Subjects Review Committee and by establishing and implementing guidelines for high standards of student research.

The Center also serves as the hub of academic assessment activities, a University-wide effort to achieve high quality programs through faculty-centered review of academic offerings. The Center houses information that documents student academic achievement and student outcomes.

6.1.7. CONTINUING EDUCATION

Madonna University offers a wide variety of options for lifelong learning through the Office of Continuing Education. Long and short-term courses for continuing education units (CEUs) are offered for personal and professional enrichment. Continuing education units are a nationally recognized form of measurement that may be used as evidence of enhanced performance capability, and personal interest, but not as college credit. One CEU equals ten instructional hours.

6.1.8. COOPERATIVE EDUCATION AND PLACEMENT (COOP)

Madonna University students can earn University credit for work related to their plan of study. Cooperative education credit is approved by the faculty member who supervises, evaluates, and grades the student's performance. Students may also integrate a cooperative work experience with a course that calls for field experience, practicum, internship, or seminar.

A number of major programs require cooperative education coursework, including journalism and public relations, occupational safety and health, computer science, merchandising, management, computer information systems, and international business. The Career Services Office also coordinates student placements in area businesses, industries, government, and service agencies. For deadlines and additional information on work-study options, students should consult the Madonna University *Bulletin* and the Career Services Office.

6.1.9. OFFICE OF DISABILITY RESOURCES

The primary goal of the Office of Disability Resources (ODR) is to assist students with disabilities so that they may fully participate in and complete their academic responsibilities without having to confront physical and attitudinal barriers.

Students with a documented physical or mental disability have a variety of in-class and on-campus support services available to them. Note takers, sign language interpreters, special seating accommodations, alternative testing arrangements, and counseling are all available to eligible students.

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The ODR works very closely with the faculty. Together, they establish an accessible, positive learning environment, the key to the successful integration of people with disabilities. Such conducive learning environments are the result of constant cooperation between faculty, staff, and administrators. The ODR staff are available to work with faculty whenever necessary.

6.1.10. ENGLISH AS A SECOND LANGUAGE (ESL)

The English as a Second Language (ESL) program was established to serve a growing international student population. It is designed to enable students to increase their English proficiency in preparation for, and often in conjunction with, completion of University coursework. ESL courses may also be appropriate for U.S. students for whom English is not a first language.

Prospective students who do not meet TOEFL and TWE or MELAB admissions criteria are given the Madonna University Placement Test, which determines the class level into which a student will initially be placed. All courses are credit-bearing. Nine semester hours of work at the 400 level may be counted as elective credit towards a Madonna University baccalaureate degree. ESL courses are also available through the College of Continuing and Professional Studies for those students interested only in improving their language skills, but not in pursuing a University degree.

6.1.11. INSTRUCTION CENTER

The Ray A. and Jean S. Shapiro Nursing Demonstration Center (a.k.a. the Instruction Center) and the Helene Fuld Computer-Assisted Instruction Center, both located in the Angelo DiPonio Building, produce and distribute the nursing curriculum with accompanying tests. The Center provides a variety of instructional technology and equipment in two autotutorial laboratories. Clinical equipment is available in the lab for student practice or faculty- planned simulation activities.

The services of the director of the Instruction Center are available to Madonna University faculty to assist them in designing and/or implementing instructional systems, including computer-assisted instruction and distance education.

Upon invitation, the director offers individual or group sessions on the following subjects:

- a. Information retrieval that relates to classroom presentation;
- b. Instructional aids to enrich classroom presentation;
- c. Correct procedures for preparing, publishing, and distributing instructional materials under the current copyright laws.

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6.2. OFFICE/ADMINISTRATIVE SERVICES

6.2.1. BOOKSTORE

The Madonna University Bookstore is located on the lower level of the Administration Building. It serves the University community by selling books and supplies connected with the academic programs of the University. It also carries official souvenirs and Madonna University sportswear.

All major credit cards are accepted. Hours are posted.

Ordering of Textbooks. The manager of the Bookstore orders all textbooks required for courses. Department chairpersons provide the title, author, edition, publisher, ISBN number and other information as required by the manager. Faculty may place their book orders either by using the textbook order form or by e-mail.

For most efficient service, all textbook orders should be placed according to the following time frame.

Semester	Due Date
Fall	March 15
Winter	October 15
Spring/Summer	February 15

Faculty-Authored Materials. A copyright manual has been prepared that discusses the policies and procedures of the University Bookstore in retailing faculty-authored manuals and curriculum guides. Copies of this manual are available in all college/school offices. Forms for copyrighting faculty materials are available in the Instruction Center (see Section 6.1.11.). Additional information on the University's copyright policy may be found in Section 5.1 under Academic Policies.

Textbook Resale Value. The University recognizes the importance of academic freedom and the need for current information in an age when textbooks can become obsolete virtually overnight. Nevertheless, faculty are encouraged to retain the same texts for at least two years, whenever possible, so that the resale value of their books can help to offset the students' initial expenses.

Book Buy-Back. The period during which the Bookstore will buy texts back from students takes place during the final two weeks of each term.

6.2.2. DUPLICATING SERVICES

The Central Copy Center, located in Room 1005, is open Monday through Friday, from 8:00 a.m. to 4:30 p.m. Copying services are provided by IKON, which offers complete duplicating services for all copy requests at a nominal fee. Other services available include spiral binding

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and stapling during the copy process. Additional copying and finishing capabilities are available at the overflow center in Farmington Hills. Consult a copy of the Users Guide at the Copy Center for more specific details and pricing information.

The price structure for standard requests is as follows:

No. of Copies	Cost per Copy
1-50	\$.06
51-250	\$.05
251-500	\$.04
501+	\$.03
Color Copies	\$.20

Faculty are asked to submit originals in an interoffice envelope along with a completed copy center request form. The materials should be deposited in the in-box in the Copy Center. Turn-around time for the job may be discussed with the site supervisor.

For reasons of security, we suggest that all tests and confidential materials be delivered to the Copy Center in a sealed envelope by the division/department secretary and given directly to the site supervisor.

Programmable copiers are located in all department offices at the division level or higher. Most of these copiers offer collating and stapling features. Access to copiers is provided by keypad entry. See the appropriate division or department secretary for an access code. The cost per copy is \$.05 for faculty (but \$.08 for students).

Public copiers with copy card access are located at strategic spots around campus. Cost to faculty and staff is \$.05 per copy with a cost adjustment made at the time the card is validated.

6.2.3. FACILITY REQUESTS

All requests for the use of University rooms and facilities for curricular and extra-curricular activities must be arranged in advance by contacting Technology Learning Services at x5580, or via e-mail by contacting Jeff Fleshner (jfleshner@madonna.edu).

6.2.4. FACULTY OFFICES

Offices for full-time faculty are assigned by the Provost and Vice President for Academic Administration, upon consultation with the college/school deans.

6.2.5. INFORMATION CENTER

The University Information Center and switchboard, located in the main lobby, are open Monday - Friday from 8:00 a.m. to 4:30 p.m. Incoming calls to the University main number are automatically routed to an automated attendant that directs the caller through a series of prompts

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to his/her desired destination. The caller is always given the option of pressing “O” for the operator.

Faculty members should notify the Information Center of any meetings, seminars, or workshops so that Information Center personnel may provide accurate information to callers. The Information Center also serves as the University's Lost & Found.

6.2.6. KEYS

Faculty members are assigned offices to use while on campus. Keys for buildings and rooms are available from the director of Physical Plant. Keys are not to be duplicated. They are to be returned at the end of term and/or upon termination of contract.

6.2.7. MAIL SERVICES/FAX

Faculty members are assigned mailboxes in the Mail Services area on the main floor of the Administration Building. All outgoing and inter-office mail can be deposited directly into designated mail slots for distribution and/or metering by the Mail Services personnel. Incoming mail is sorted as soon as possible after delivery by the post office.

A facsimile machine is located in Mail Services. The Madonna University fax number is (734) 432-5393. Documents should be submitted along with a completed facsimile request form (available at Mail Services) to Mail Services personnel for immediate fax transmission. There is a minimal cost per page, including the cover page, and long distance charges when applicable.

6.2.8. PAYCHECKS

Payroll checks are distributed in the Payroll Office on the specified pay dates between the hours of 10:30 a.m. and 4:30 p.m. University employees may have checks electronically transferred into their personal bank accounts by completing the proper form available at the Payroll Office.

6.2.9. SECRETARIAL ASSISTANCE

Clerical assistance, including typing and duplicating of course-related materials, is provided for faculty members through their college/school or department secretary. In order to insure prompt service, faculty members should give sufficient advance notice to the secretary when they requisition services.

6.2.10. TELEPHONE SERVICES

All faculty offices are equipped with a direct dial, unrestricted telephone. When faculty and staff give their telephone number(s) to outsider callers, they must make certain to include the complete telephone number, including the area code. Callers may dial faculty office numbers directly. To make an external call, callers must dial 9 for an outside line, and then the telephone number. Internal calls can be placed by dialing the last four digits of the telephone number.

The Madonna University Telephone Directory is produced annually in the Fall by the Business Office. Copies are available from the Business Office or from the Information Center.

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6.3. OTHER SERVICES

6.3.1. ADMISSION TO UNIVERSITY-SPONSORED EVENTS

Whenever possible, faculty members are issued complimentary tickets to University-sponsored events such as lectures, concerts, and dramatic productions.

6.3.2. GUEST HOUSE

Madonna University maintains a Guest House for use by consultants, evaluators, and similar personnel who are providing services to the University. Reservations are made through the Business Office. Upon approval, a fee is charged to the hosting department or project budget. Meal services are available through Dining Services.

6.3.3. PUBLIC SAFETY

Public Safety is responsible for enforcing safety regulations across the campus. To request services, faculty may contact Public Safety on campus at extension 5442 or use an emergency phone (located in the parking lots) by pressing the red button.

6.3.4. RECREATIONAL FACILITIES

Open gym and basketball hours are available for faculty members, contingent upon availability of the gym, each semester. A current listing of available times may be obtained by contacting the University's athletic director. Limited locker room facilities are also available.

6.3.5. USE OF UNIVERSITY BUS/VAN

University vehicles may be approved for faculty use for University-related business only. The Administrative Council has approved a \$1.00 charge per mile for the use of Madonna University's 24-passenger bus. The charge for use of the University van is 75¢ per mile.

The charge for use of any University car is 0.75¢ per mile. The reimbursement rate for use of a personal car for University business is 0.405¢ per mile.

6.4. EMERGENCY PROCEDURES

The Safety Issues Ad Hoc Committee has determined that the following procedures should be followed in the event of emergency.

6.4.1. BOMB THREAT

Public Safety should be alerted at (734) 432-5442 immediately.

6.4.2. FIRE EMERGENCIES

- a. Fire alarm sounds.

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- b. All personnel must vacate the building by using the nearest stairway and exit, and the last person out should close the office/classroom door. The elevators should not be used. If any handicapped people are present, they must be assisted in vacating the premises.
- c. Outdoor safety sites are the front and back parking lots, the lawn to the east or west of the pond, but **NOT** the roadways. Stay clear of building entrances.
- d. Do not re-enter the building until an all clear alarm has sounded or a member of the Public Safety Department has advised the community that it is safe to do so.
- e. In the Academic Building, the fire alarm horn is sounded once during each term to acquaint occupants with the sound of the alarm and to test the system.
- f. In the Residence Hall, fire drills are held during the second week of September and during the third week of January.

6.4.3. MEDICAL EMERGENCIES

In the event of a medical emergency, please dial 911 (for an outside line) or the Office of Public Safety at extension 5442 on an internal campus phone.

6.4.4. TORNADO EMERGENCIES

- a. A prolonged buzzer-horn is the “take cover” signal. If a tornado is seen or heard approaching, faculty should not wait for the warning signal from Public Safety but should seek shelter immediately.
- b. Designated shelter areas are Kresge Hall, the Science Lecture Hall, and the lower floor inside areas without windows (e.g., the hallways).
- c. Decisions to close the school are made by security and/or the administration, as for extreme weather conditions and other emergencies (see Section 6.4.5.)

6.4.5. WEATHER OR UTILITY EMERGENCIES

Cancellation of Classes: Means the University has cancelled all classes for a given period of time. However, University offices would continue to operate and staff would continue to work regular shifts unless otherwise notified.

Emergency Closing: Means an unanticipated official closing of the University. All scheduled classes are cancelled. All University offices are closed.

- 1. If the main campus is forced to close due to inclement weather, **all off campus centers will also close.**
- 2. If the weather or road conditions at the outreach centers are considered too treacherous for safe travel, the Orchard Lake Center may be forced to close, **even if the main campus remains open.**

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Reporting for Class and Work

In inclement weather, students and faculty/staff are expected to report for classes and work as scheduled unless advised otherwise through media outlets or university notification procedures that the university is closed.

If the University does not close, students and faculty/staff are responsible for assessing their own risk and evaluating the weather conditions in making the decision whether to travel to the University and/or off campus centers. In the case that a faculty/staff member cannot make it to campus he/she is expected to notify the appropriate supervisor or chair via the departmental or college secretary.

The Provost and Vice President for Academic Administration and Director of Public Safety should be advised of all class cancellations.

Should a closing occur during a final exam week, various options for a make-up examination will be announced through the office of the Provost and Vice President for Academic Administration.

Factors in Making the Decision to Close the University

- Type of forecast conditions (i.e. snow, freezing rain)
- Severity of forecast conditions
- Reliability of the forecast
- Temperature decreasing resulting in icy roads
- Conditions of the parking lots, drives and sidewalks
- Road conditions in surrounding vicinity
- Readiness of the Physical Plant Department
- Impact on the academic program (i.e. mid-term / final exams)
- Building problem

Communication

In the event of a possible closing, the President or the designated administrator in consultation with the Director of Public Safety will have the final authority to make the decision to cancel classes or close the University and/or the Outreach Center(s). The Director of Public Safety will be advised by the Dean of the Orchard Lake Center of current weather and road conditions at those locations.

Notification of University Closing

When the President or the designated administrator has cancelled classes or closed the University, the Director of Public Safety (in his absence the Director of Marketing) will notify the following university individuals:

Manager of Office Services (Switchboard and Ed-Alert)
Director of Web Services (University Website)

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The following messages will be placed on the switchboard, Ed-Alert, university website, faculty/staff e-mail, and a broadcast message to all voice mailboxes:

1. University Closed

Madonna University is closed today _____ (date), due to _____ (inclement weather, building problem). All classes are cancelled, and all offices are closed.

1A. Main Campus Open – Outreach Center(s) Closed

All classes at the Madonna University _____ (outreach center) are cancelled for today _____ (date) due to _____ (inclement weather, building problem). The main campus is open and classes will meet as scheduled.

2. Cancellation of Afternoon/Evening Classes

Madonna University classes scheduled to begin at or after _____ (time) are cancelled for today _____ (date). Offices will remain open until _____ (time).

2A. Main Campus Open – Cancellation of Afternoon/Evening Classes at the Outreach Center(s)

All classes at the Madonna University _____ (outreach center) scheduled to begin at or after _____ (time) are cancelled for today _____ (date). _____ (outreach center) offices will remain open until _____ (time). Main campus is open and classes will meet as scheduled.

Cancellation of Saturday Classes

The decision to cancel classes or close the University on Saturday will be made using the same process as the Monday through Friday decisions. The Director of Public Safety (in his absence the Director of Marketing) will be contacted to notify all media outlets.

Notification of Media

Radio	WJR (760AM)
	WWJ (950 AM)
	WNIF (101.1 FM)
TV	WJBK (Channel 2)
	WDIV (Channel 4)
	WXYZ (Channel 7)

The closing or cancellation announcement will be made under the appropriate counties:

Wayne County: Madonna University – all sites including outreach centers.

Oakland County: Madonna University – Orchard Lake Center.

Other Counties: Gaylord programs will follow the closing announcements of Macomb County Community College. Other Outreach Sites will follow the school closing announcements of the counties in which the site is locate

APPENDICES

All of these documents can be found at <http://198.109.72.72/muintranet/>

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