



FACULTY & STAFF HANDBOOK

2018-2019

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The Handbook does not constitute a contract of employment. Changes to the Handbook will be shared as updates occur so that the College community has the most current description of policies and procedures available.

SECTION I – HISTORY AND MISSION

HISTORY OF MERCY COLLEGE OF OHIO

Mercy College, located in Toledo, Ohio, is a private Catholic institution of higher learning with a focus on healthcare education. Tracing its heritage to the school of nursing founded by the Sisters of Mercy in 1918, Mercy College of Ohio was incorporated in 1992 and grants a master of science degree in Nursing and bachelor of science degrees in Nursing, Biology, Medical Imaging, and Healthcare Administration. The College grants associate of science degrees in General Studies, Health Information Technology, Nursing, and Radiologic Technology. Certificate programs are offered in Community Health Worker, Emergency Medical Technician, Medical Coding, Ophthalmic Technology, Paramedic, and Polysomnographic Technology. Mercy College also provides continuing education and other community services to assist individuals in knowledge and skill development related to healthcare. In 2002, the College expanded into Youngstown, Ohio and offers an associate of science degree in nursing and a certificate in Ophthalmic Technology.

Mercy takes great pride in the quality healthcare education it provides to every student. More than an educational institution, faculty, staff, and students embrace the spirit, mission, and heritage set forth by the founders of the College. The Mercy College vision is to be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning. Faculty, staff, and students persistently practice the six values in all college and clinical settings. Graduates are prepared to enter their respective healthcare professions with the knowledge – and the edge – they need to make a difference – the Mercy difference.

HISTORY OF CATHERINE MCAULEY AND ST. MARGUERITE D'YOUVILLE

While Mercy College of Ohio is not sponsored by a religious order, it is affiliated with Mercy Health- Northern Region. Two of the hospitals in this region were founded by the Sisters of Mercy and the Sisters of Charity of Montreal, also known as the Grey Nuns. Following are brief biographies of the founders of each of these orders, Catherine McAuley and Saint Marguerite d'Youville.

CATHERINE MCAULEY – FOUNDER OF THE SISTERS OF MERCY

Catherine was born in 1878 on a country estate in Dublin. It was a time of religious and political strife in Ireland with unyielding oppression of the disadvantaged. She was fortunate to spend her early years in a household influenced by her father's concern for the less fortunate, complicated by her mother's gracious socialite manner.

Orphaned while very young, Catherine experienced dependency and deprivation while living with relatives until adopted by wealthy Quaker friends, the Callaghan's. During these years, she was encouraged to reach out to the needy. She learned nursing skills, financial management, and became more aware of the plight of women. With the support of her foster parents, her energy became focused on advocacy for the poor, the sick, and the uneducated.

At age forty-four, Catherine inherited the Callaghan's fortune. Her dream was to use her social position and wealth to confront oppressive issues directly, especially those of women and children. This dream took shape in building a social service center on Bagget Street in the heart of fashionable Dublin. With the assistance of friends and volunteers, young women in need of shelter were offered hospitality and job training. Orphans were welcomed, children were educated, and the sick poor were cared for in their homes and visited in the neighborhood hospital.

The location visibly linked the rich with those in need. When the building was completed on September 24, 1827, it was named the House of Mercy. Catherine's personal gifts of charm and courage inspired others to join her with the same generous and compassionate response to the helpless and hopeless of the turbulent times. Within three years, the success of their efforts drew the attention of church officials who pressured Catherine to give the house to a religious order to assure the continuation of the work after her death.

Catherine chose to become a vowed religious servant and founded the Institute of the Sisters of Mercy to continue the work. Within ten years, at her death, there were one hundred women who had joined the community. As the number increased, their works of mercy spread to every continent. Today, her legacy is beyond measure. Thousands of sisters and their partners in ministry extend the vision of Catherine to meet the challenges of the poor, sick, and the undereducated of our time with compassionate service.

SAINT MARGUERITE D'YOUVILLE - FOUNDER OF THE SISTERS OF CHARITY OF MONTREAL, "GREY NUNS"

Born October 15, 1701, in Varennes, Quebec, Marie Marguerite Dufrost de Lajemmerais suffered the death of her father when she was seven years old. She was sent away to school for two years where she studied hard and developed a lasting relationship with God as her Father. Upon her return she helped her mother raise five siblings, teaching them as much as she could.

In 1722, Marguerite married Francois d'Youville. They had six children, four of whom died in infancy. Francois died when Marguerite was 28 years old and left her with a huge debt. Marguerite opened a dry goods store and used the money to pay off the debt and to finance the education of her two sons, both of whom became priests.

Marguerite lived during a time of great strife in Canada, a time of war and much poverty. She had special concern for the poor and disenfranchised. She started ministries for abandoned children, prostitutes, and the blind and found ways to bury the unclaimed that were hung in the square. Marguerite became the administrator of a failing hospital in Montreal and turned it around with hard work and unflinching trust in Divine Providence.

In 1737, joined by three women, Marguerite founded the Sisters of Charity of Montreal, "Grey Nuns". Today there are Grey Nuns throughout the world who, with dedicated associates and partners, minister to those in need.

Marguerite died on December 23, 1771. Pope John XXIII who proclaimed her the Mother of Universal Charity beatified her in 1959. On December 9, 1990, Pope John Paul II making her the first Canadian born saint canonized Marguerite. Her spirituality of trust in Divine Providence and God's unconditional love for all people is an inspiration for those who know and love her in today's world.

MISSION

Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

VISION

To be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning.

VALUES

Compassion: Displaying respect, empathy, and a willingness to listen.

Human Dignity: Respecting the significance of each individual.

Excellence: Pursuing distinction in our professional and personal lives through quality academics and intellectual inquiry.

Service: Engaging the College Community to enrich the lives of students through professional and community service.

Sacredness of Life: Revering all life through our thoughts, words, and actions.

Justice: Acting with integrity, fairness, honesty, and truthfulness.

INSTITUTIONAL GOALS AND LEARNING OUTCOMES

Students who graduate/complete programs from Mercy College of Ohio will be prepared to lead and to serve in the global community as evidenced by the integration of the Mercy College values in general education and academic program requirements. The institutional learning outcomes for students will lead to graduates/completers who:

1. Are committed to social engagement, by demonstrating an understanding of servant leadership that improves the community and broader society.

To achieve this goal, students will...

Level 1 (Knowledge/Comprehension): Describe how one's specific course/program of study contributes to community and society.

Level 2 (Application/Analysis): Complete a service learning activity that benefits an organization/community.

Level 3 (Synthesis/Evaluation): Demonstrate an understanding of a complex community or societal problem that impacts one's own life or the lives of others.

2. Are committed to intellectual inquiry, able to identify, evaluate, and propose solutions to problems in creative ways.

To achieve this goal, students will...

Level 1 (Knowledge/Comprehension): Identify and explain problems/issues.

Level 2 (Application/Analysis): Participate in the problem-solving process to address a simple problem using appropriate sources.

Level 3 (Synthesis/Evaluation): Participate in the problem-solving process to identify multiple solutions to a complicated or complex problem using appropriate sources.

3. Are effective communicators, able to write, speak, and listen as a professional.

To achieve this goal, students will...

Level 1 (Knowledge/Comprehension): Demonstrate appropriate use of the vocabulary of one's specific course/program of study.

Level 2 (Application/Analysis): Present organized ideas through the various communication media in an understandable way to a designated audience.

Level 3 (Synthesis/Evaluation): Critically evaluate information and sources used for written work and presentations.

4. Are proficient with ethical reasoning, using the lens of the Mercy Core Values as part of one's everyday decision-making process.

To achieve this goal, students will...

Level 1 (Knowledge/Comprehension): Express Mercy's Values when communicating with others.

Level 2 (Application/Analysis): Explain the significance of the Mercy College Values in a course/program of study.

Level 3 (Synthesis/Evaluation): Defend ethical decisions made using Mercy College Values.

5. Are professionally competent, displaying the capacity to successfully join the workforce in one's desired course/program of study upon graduating.

To achieve this goal, students will...

Level 1 (Knowledge/Comprehension): Demonstrate proficiency in the performance of general responsibilities required of entry level employees in their program of study.

Level 2 (Application/Analysis): Operate in a manner that safely contributes to the effectiveness of teams.

Level 3 (Synthesis/Evaluation): Evaluate the performance of professionals in the course/program of study.

6. Are committed to lifelong learning, exhibiting responsibility for the future of one's own educational experience.

To achieve this goal, students will...

Level 1 (Knowledge/Comprehension Level): Describe one's own professional requirements.

Level 2 (Application/Analysis): Demonstrate the ability to set professional goals that support lifelong productivity.

Level 3 (Synthesis/Evaluation): Develop an action plan for future growth and development.

ACCREDITATION

Accreditation ensures stakeholders that an educational institution meets acceptable standards of quality. Through an ongoing process of self-study and external peer review, it affirms that the College and its programs are of the highest standards as recognized by regional, state, and programmatic accreditors. Mercy College of Ohio is accredited by the Higher Learning Commission (HLC), a regional accreditation agency recognized by the U.S. Department of Education, State of Ohio authorization through the Ohio Department of Higher Education (formerly the Ohio Board of Regents), and programmatic accreditation for a number of individualized programs of study.

The Ohio Department of Higher Education and HLC provide authorization to Mercy College of Ohio to grant a master of science degree in Nursing and master degree in Health Administration; bachelor of science degrees in Biology, Nursing, Medical Imaging, and Healthcare Administration; associate of applied science degrees in Nursing, Radiologic Technology, and Health Information Technology; associate of science degree in Health Sciences; and certificates in Community Health Worker, Emergency Medical Technician, Medical Coding, Ophthalmic Technology, Paramedic, and Polysomnographic Technology.

COLLEGE ACCREDITATION PROFILE

Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 Ph: 404-975-5000	Associate of Applied Science, Nursing
Commission on Collegiate Nursing Education (CCNE) 655 K Street, NW, Suite 750 Washington, DC 20001 Ph: 202-887-6791	Baccalaureate of Science, Nursing
Commission on Accreditation for Health Informatics and Information Management Education 233 N. Michigan Ave, 21 st Floor Chicago, IL 60601-5800 Ph: 312-233-1134	Associate of Applied Science, Health Information Technology
Commission on Accreditation for Ophthalmic Medical Programs (CoA-OMP) 2025 Woodlane Drive St. Paul, MN 55125 Ph: 651-731-7237	Certificate, Ophthalmic Technology
Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 Ph: 727-210-2350	Certificate, Polysomnographic Technology
Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 Ph: 800-621-7440	All credit programs, degrees, and certificates
Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182 Ph: 312-704-5300	Associate of Applied Science, Radiologic Technology
Ohio Board of Nursing (OBN) 17 South High Street, Suite 660 Columbus, OH 43215-3466 Ph: 614-466-3947	Master of Science, Nursing Baccalaureate of Science, Nursing Associate of Applied Science, Nursing Certificate, Community Health Worker
Ohio Department of Higher Education (ODHE) 25 South Front Street Columbus, OH 43215 Ph: 614-466-6000	All credit programs, degrees, and certificates
State of Ohio Department of Public Safety, Division of Emergency Medical Services 1970 West Broad Street Columbus, Ohio 43223 Ph: 800-233-0785	Certificate, EMT/Paramedic

SECTION II – GOVERNANCE

INSTITUTIONAL GOVERNANCE

The fundamental purpose of academic governance is to provide a structure within which Mercy College of Ohio is able to realize its mission and accomplish its institutional goals. The governance structure is designed to:

1. Be consistent with the corporate environment consisting of the College community, Board of Trustees, the Sisters of Mercy and the Sisters of Charity of Montreal resulting in the facilitation of communication among them.
2. Enhance the communication among various groups and constituencies.
3. Define the primary responsibilities of the constituencies.
4. Incorporate ways of evaluating its effectiveness and clarity.

BOARD OF TRUSTEES

The Mercy College of Ohio Board of Trustees assures implementation of the purposes of the College. The essential function of the Board is policy making and assuring sound management in the implementation of such policies deemed necessary for the administration and development of the College in accordance with its stated and approved philosophy, mission and goals. Specific responsibilities are listed in the College Regulations.

PRESIDENT

The President is appointed by the College Board of Trustees and is responsible for representing the College to the Board and assuring that policies approved by this governing body are fully implemented. The President is the Chief Executive Officer of the College ultimately responsible for: interpreting the College mission and goals to students, faculty, and the community; administering all aspects of the College according to policies adopted by the College Board of Trustees; serving as a member of the College Board of Trustees; approving all contractual agreements; appointing qualified faculty; preparing the College budget and monitoring expenditures in cooperation with administrative staff and faculty; providing the necessary leadership to enable the College to carry out its strategic plan; and presenting the institution to its constituencies, to the public and to professional groups and agencies.

VICE PRESIDENT OF ACADEMIC AFFAIRS (VPAA)/DEAN OF FACULTY (DOF)

The Division of Academic Affairs includes the Office of Distance Education and Teaching Resources, Office of Student Records, Institutional Research, Library, and all academic programs. The Vice President of Academic Affairs/Dean of Faculty serves as the Chief Academic Officer of the College assuming responsibility for all educational activities in the academic program and serves as the college liaison to the Higher Learning Commission. The VPAA/DOF is responsible for directing faculty in planning, evaluating, and revising the curriculum; analyzing the external influences on the growth or decline of academic programs and in the exploration of enrollment potential for newly designed programs. The VPAA/DOF recommends to the President all appointments and continued appointments of full-time, part-time and adjunct faculty.

VICE PRESIDENT OF STUDENT AFFAIRS (VPSA)/DEAN OF STUDENTS (DOS)

The Division of Student Affairs includes the Office of Campus Ministry and Service Learning, Office of Student Life, Office of Career, Professional Development, and Retention, Office of Accessibility and Testing Services, the Student Success Center, Office of Diversity and Inclusion. The VPSA/DOS is responsible for the management and direction of student-related services and activities to help students achieve their educational goals. This includes safety, health, recreational, and extracurricular activities.

VICE PRESIDENT OF STRATEGIC PLANNING AND ENROLLMENT MANAGEMENT (VSPSEM)

The Division of Enrollment Management includes the Office of Admission, Office of Financial Aid, and the Office of Communication. Guided by the mission, vision, values, and strategic plan of Mercy College of Ohio, the goals of the Division of Enrollment Management are to design, implement, and monitor programs and services that support the recruitment, enrollment, retention and graduation of highly qualified and diverse students. The Vice President, in conjunction with the President, is responsible for the Strategic Plan for the College. The Strategic Plan for the College is a rolling plan, reviewed each year and updated as appropriate. The yearly review is conducted by the Strategic Planning and Budgeting Council, with input from the College, and any changes or updates are approved by the Board of Trustees.

EXECUTIVE STAFF

The Executive Staff is a body functioning as advisors to the President. Membership is comprised of the President, and her/his direct reports.

ACADEMIC COUNCIL

The purpose of the Academic Council is to facilitate collaboration and coordination between the academic deans, academic managers, and their constituencies; to initiate and review academic policies and procedures; and to generally assure communication among all parties in Academic Affairs. The Academic Council is under the purview of the Vice President of Academic Affairs (VPAA)/Dean of Faculty who chairs the council. The VPAA/Dean of Faculty then refers recommendations to the Executive Staff and appropriate academic committees.

STAFF COUNCIL

The primary function of the Staff Council is to support and promote the mission of the College and to assist in cultivating a culture of collaboration throughout the College community. The Council gives all Staff the opportunity for a voice in the shared governance and the life of the College.

COLLEGE ASSEMBLIES

College Assembly, led by the President, is a forum where all members of the College meet allowing for communication and updates regarding new programs, policies, procedures, and services. Participants also have an opportunity to express their views and concerns about items that are being discussed.

FACULTY

For the purpose of academic governance, "faculty" is defined as full-time members of the teaching faculty. Their role in academic governance is multi-dimensional. As individuals, faculty members implement the academic policies of the College and may as individual members of a discipline, bring forward recommendations to appropriate committees as stated in the bylaws.

Faculty (subject to the authority of the College Board of Trustees whose power is identified in the College Code of Regulations and with the concurrence of the President of the College) shall share the responsibility for creating, recommending, reviewing, revising, and promoting appropriate educational programs and student services intended to achieve the College goals approved by the Board of Trustees, and to recommend policies, regulations, and procedures consistent with the mission of the College. Faculty and professional staff recommendations, when approved by the President, shall be communicated to the Board of Trustees through the President. The President shall inform the faculty and professional staff of the position of the Board of Trustees on matters so conveyed.

STAFF

Staff is defined as any employee who does not serve in an executive position or as a faculty member as the primary function of his/her job.

FACULTY GOVERNANCE

(UNDER REVIEW FOR 2018-2019)

Shared Governance is a framework to allow stakeholders voice and representation in issues concerning the general welfare of the College. Within this framework, each of the College's constituents has meaningful insights and contributions enhanced by their unique talents and diverse perspectives. Shared Governance aspires to promote a culture of mutual responsibility and communication among all those who serve for the benefit of the mission, vision, and values of the College.

Faculty Assembly is the representative body of the faculty that allows the membership to participate in the Shared Governance of the College. The Faculty Assembly develops, proposes, and supports activities concerning the academic life and general welfare of the institution that are in alignment with the mission, vision, and values of the College. Faculty Assembly is to promote communication among members, College constituencies, and other stakeholders in matters of mutual interest and benefit to the College community. Faculty Assembly works for the betterment of the College within the shared governance framework and in

conjunction with the Board of Trustees, the President, and other College stakeholders. Responsibilities of the Faculty Assembly are primarily executed by Faculty Leadership, Standing Academic Committees, ad hoc and special committees, task forces, and forums that under the express authority of the Faculty Assembly.

FACULTY ASSEMBLY, STANDING ACADEMIC COMMITTEES, SPECIAL COMMITTEES, AND OTHER REPRESENTATION.

Faculty Assembly

Membership

- All Faculty Holding Rank
- *Instructor, Part-time, and Adjunct Faculty: Ex-officio/non-voting*
- *VPAA: Ex-officio/non-voting*

Standing Academic Committees of Faculty Assembly

- Executive Committee of the Faculty Assembly (ECFA)
- Faculty Development
- Academic Assessment
- Faculty Advancement
- Undergraduate Curriculum
- Undergraduate Academic Policy
- Graduate Studies

Other Representation and Special Committees of Faculty Assembly

Ex-officio Representation

- Faculty Representative, Academic Council
- Faculty Member, Strategic Planning & Budgeting
- Faculty Mentor, Adjunct Faculty Committee
- Faculty Representative, Board of Trustees; one-year Term
- Faculty Member, Graduate Studies

Special Committees

- Adjunct Faculty Committee
- Faculty Grievance Committee (Ad hoc)

Executive Committee of the Faculty Assembly

Membership

- Faculty Leadership (Chair, Vice Chair, and Secretary of Faculty Assembly)
- Standing Academic Committee Chairs
- *VPAA: Ex-officio/non-voting*

Faculty Development

Membership Representation (2 yr. terms)

- (2) Arts and Sciences
- (2) Nursing
- Health Sciences
- Youngstown
- *VPAA: Ex-officio/non-voting*
- *VPAA Appointment: Ex-officio/non-voting*

Academic Assessment

Membership Representation (2 yr. terms)

- (2) Arts and Sciences
- (2) Nursing
- (2) Health Sciences
- Youngstown
- *VPAA: Ex-officio/non-voting*
- *VPAA Appointment: Ex-officio/non-voting*

Faculty Advancement

Membership Representation (2 yr. terms)

- (2) Arts and Sciences
- (2) Nursing
- Health Sciences
- Youngstown

Undergraduate Curriculum

Membership Representation (2 yr. terms)

- (2) Arts and Sciences
- (2) Nursing
- Health Sciences
- Youngstown
- Academic Division Deans: Ex-officio/full rights (N, AS, and HS)
- VPAA: Ex-officio/non-voting
- Registrar: Ex-officio/non-voting

Undergraduate Academic Policy

Membership Representation (2 yr. terms)

- (2) Arts and Sciences
- (2) Nursing
- (2) Health Sciences
- Youngstown
- VPAA: Ex-officio/non-voting

Graduate Studies

Membership

- Dean of Graduate Studies
- Graduate Program Director(s)
- Division Dean(s) with graduate program(s)
- Faculty Assembly Vice Chair
- Faculty teaching within a graduate program. Appointment of the Program Director(s); not to exceed two appointments per program.
- President: Ex-officio/non-voting
- VPAA: Ex-officio/non-voting
- Registrar: Ex-officio/non-voting

OTHER REPRESENTATION AND SPECIAL COMMITTEES OF FACULTY ASSEMBLY

Other Representation

Representation	Ex-officio or Elected Member
Faculty Representative, Academic Council	Faculty Assembly Chair
Member, Strategic Planning & Budgeting	Faculty Assembly Chair
Faculty Mentor, Adjunct Faculty Committee	Faculty Assembly Secretary
Faculty Representative, Board of Trustees; one-year Term	Elected Member of ECFA
Member, Graduate Studies	Faculty Assembly Vice Chair

Special Committees

Adjunct Faculty Committee

Membership Representation (1 yr. terms)

- (2) Arts and Sciences
- (2) Nursing
- (2) Health Sciences
- (1) Youngstown

Faculty Grievance Committee (Ad hoc)

Membership Representation (2 yr. terms)

- (2) Arts and Sciences
- (2) Nursing
- (2) Health Sciences
- (1) Youngstown

BYLAWS OF FACULTY ASSEMBLY AND STANDING ACADEMIC COMMITTEES

(Bylaws are under review and are to be finalized Spring semester 2019.)

STAFF COUNCIL

I. Definition of Staff

For the purpose of this Council, staff is defined as any employee (exempt or non-exempt, part time or full time) who does not serve in the role of Executive Staff or Dean, or as a faculty member as the primary function of his/her job.

II. Purpose

The primary function of the Staff Council is to support and promote the mission of the College and to assist in cultivating a culture of collaboration throughout the College community. The Council provides all staff with a voice in the shared governance and the life of the College.

III. Council responsibilities include, but are not limited to:

- A. Share Staff Council business and information with all staff members
- B. Provide at least two annual meetings for all staff members
- C. Promote involvement of staff members in College events
- D. Promote staff development
- E. Foster a spirit of unity among all members of the College community
- F. Support the mission, vision, and values of the College

IV. Membership

- A. Number – Staff Council consists of no fewer than ten (10) and no more than fourteen (14) members who broadly represent the departments and divisions within the College and includes both hourly and exempt staff. It will be attempted that the percentage of members be proportionate to the amount of current hourly vs. exempt staff. The President, Vice President of Academic Affairs (VPAA)/Dean of Faculty, Vice President of Student Affairs (VPSA)/Dean of Students and Vice President of Strategic Planning & Enrollment Management (VPSPM) are ex-officio members of the Council and all its committees.
- B. Length of term – Council members may serve two consecutive two-year terms, or four years total without a break. After two terms, members must sit out for one year before becoming eligible for membership again.
- C. Nominations and Elections – Each year a Council Member shall be appointed by the Chair to lead the nomination process. The Council shall determine the timeline for the nomination process which is completed June 1st of each calendar year. Staff members may self-nominate or may be nominated by another staff member. The Staff Council will review all nominations and create the election wufoo at the June meeting. Election wufoo will be emailed to all Staff members to vote on nominated council members in early July. Council will tally the voting and membership will be confirmed at the July meeting. The decision of the Council regarding membership for the upcoming year will be communicated to the College community by September 1.
- D. Vacancies – A Council Member will receive a warning from the recorder after his/her second unexcused, consecutive absence. Upon the third unexcused, consecutive absence, the Council upon motion will affirm or deny removal of the individual from the Council. The Chair shall inform the member of the Council's decision.

In the case of such vacancy for any reason, the Chair may recommend filling the unexpired term, giving preference to those who were previously nominated, but not elected. The entire Council votes on approval of the nominee.

- E. Member responsibilities include, but are not limited to:
 1. Attend monthly Staff Council meetings and committee meetings as assigned, unless excused by the Chair.
 2. Maintain confidentiality of the business conducted at meetings when indicated.
 3. Engage in the decision-making process, keeping in mind a broader perspective that goes beyond one's personal agenda.

V. Staff Council Officers and Duties

- A. Chair (a second year member)
 1. Schedule all meetings.
 2. Prepare meeting agendas and send to Council members one week prior to the meeting.

3. Share written suggestions from any staff member who does not sit on the Council.
 4. Preside at Council meetings.
 5. Vote in tie-breakers.
 6. Share recommendations from the Council with appropriate officers (President, VPAA, VPSA and VPSPEM).
 7. Perform other duties incidental to the office.
 8. Serve as ex-officio member of all standing and ad hoc Staff Council committees.
 9. Prepare an annual plan of goals and objectives using the current College reporting instrument.
 10. Prepare the annual written report of the activities, accomplishments, and recommendations via the current College reporting instrument. File with the minutes of the annual meeting.
 11. Lead the Council in development of annual objectives.
 12. Report at College Assembly.
- B. Chair-elect: a first or second year member who is willing to assume responsibility as Chair for one year following the completion of the current Chair's term.
1. Perform the duties of the Chair in the absence of the latter.
 2. Assume responsibility as Chair when the term of the Chair expires.
- C. Recorder
1. Keep accurate minutes of all meetings.
 2. Distribute the minutes to Council members at least one week in advance of the next meeting.
 3. Keep accurate attendance records for Council members each year.
 4. Notify the Chair of the unexcused absence of a representative from three consecutive meetings.
 5. Maintain and post accurate files of all Council committee meeting minutes on the M drive.
 6. Provide a smooth transition of records to the next recorder.
 7. Communicate meeting dates and other important information to staff.
- D. Election
- All officers are elected from and by the Staff Council members at the September regularly scheduled meeting by simple majority vote. Officers serve a one year term in their respective role. Council members may hold office at any point of their membership except for the Chair – must be a 2nd year member.

VI. Meetings

- A. Regular Meetings – Regular meetings are held the third Thursday of each month for one hour, and are open to all staff. Individuals who are not Council members may not vote. They attend as observers only, unless invited to speak. Council serves the right of move to executive session when discussing potential removal of a current member or when hearing the Nominating Committee report.
- Items can be submitted by any staff person to the Chair at least one week prior to the regular meeting for inclusion on the agenda. Staff Council is not a forum for grievances. All grievances must be filed by following the stated policies and procedures provided by Mercy Human Resources.
- B. Annual Meeting – All staff are invited and encouraged to attend the annual meetings, held each August and January before fall and spring semester begins. A summary of the previous year's work and plans for the current year will be presented.
- C. Special Meetings – Special meetings may be called by the Chair or may be requested when the majority of the Council members have identified a need.
- D. Order of business
1. Call to order
 2. Prayer
 3. Overview of agenda
 4. Review and approval of minutes
 5. Committee reports
 6. Old business
 7. New business
 8. Adjourn

VII. Operational Procedures

A. Attendance

Each member is to notify the Recorder if he/she cannot be present.

B. Quorum

A quorum shall consist of one more than half of the members of the Council. A quorum is required for the meeting to be considered official and for any votes taken at a meeting.

VIII. Committees

Staff Council may form an ad hoc committee to serve specific functions for a limited time. Any staff member may serve on an ad hoc committee with approval from the Chair of the Staff Council. These committees report to the Council at regular meetings.

IX. Parliamentary Procedure

Staff Council follows Robert's Rule of Order.

X. Amendments

Mercy College Staff Council may amend these by-laws at any time. A written copy of the proposed amendment shall be presented to Council Members at least one month prior to voting. An affirmative vote of 2/3 of the Council Members present at a given meeting is needed for approval.

SECTION III – INSTITUTIONAL POLICIES GOVERNING FACULTY AND STAFF SERVICE

MERCY HEALTH AND MERCY COLLEGE POLICIES

In addition to the information provided in this handbook, faculty and staff are responsible for knowing and abiding by all Mercy College and Mercy Health policies which are available on the Hub, on campus or off campus, to all faculty (including adjunct faculty) and staff. Please note that all policies and procedures are updated on an ongoing basis. For access to all policies and the most up to date information, please refer to the following links.

[On Campus Link to Mercy College Policies](#)

[On Campus Link to Mercy Health Policies](#)

Off Campus Link: <https://ehub.mercy.com>

Mercy College Policies

Open the Hub and go to Specialties/Services, Mercy College of Ohio, then find **Communities** along the left side of the page and click on the plus sign. Go to the **Compliance (Public)** community. Once policies are approved by the Board of Trustees, they will be posted to the Policy and Procedure folder, which is available in the Compliance (Public) community.

Mercy Health Policies

Open the Hub and go to the Policies tab to search for a policy.

ABSENCE (FACULTY)

Faculty members who are unable to meet their teaching/clinical obligation due to illness, bereavement, or emergency will adhere to the following procedures:

- I. Contact Program Director and/or Dean of academic program/division who will assist in making arrangements for coverage of a class or rescheduling of a clinical.
- II. Alert appropriate division Administrative Specialist who will share any notice of cancellation or rescheduling with the College receptionist.
- III. Contact students in the class/clinical group regarding change and rescheduling via email using the college email system or through the Empower system.
- IV. For cancellations of clinicals, alert clinical unit/faculty of cancellation.

ABSENCE (STAFF)

Staff members who are unable to meet their obligations are to notify their immediate supervisors using the division's preferred method of notification.

ACADEMIC RANK

(UNDER REVIEW 2018-2019)

Mercy College of Ohio has adopted a system of rank and promotion for all full-time faculty members and administrators serving as Program Directors and Deans to give recognition and credit for the experience, excellence, accomplishments and academic achievements of the faculty. The ranks of Assistant Professor, Associate Professor, and Professor are established at Mercy College of Ohio. Evaluation and promotion are based on the following criteria: degree, teaching, service and scholarship (and administration for those serving as Program Directors and Deans). Promotion from one rank to another is based on a self-initiated process administered by the faculty Rank and Promotion Committee.

PURPOSE

To provide an opportunity for recognizing the accomplishments and the professional academic excellence of full-time faculty members and administrators serving as Program Directors and Deans.

PROCEDURE:

- I. Establishment of initial rank at the time of hire at Mercy College of Ohio will be based upon highest degree earned and full-time teaching experience (e.g. serving in the capacity of a full-time faculty member, not in the position of an adjunct faculty member) at an accredited college/university. The establishment of initial rank at the time of hire is based on a point system which is delineated in Appendix C. Adjunct teaching may be taken into consideration if it meets the criteria outlined in Appendix C of the Academic Rank policy.
- II. A faculty member who has already earned rank at an accredited college/university shall maintain at least that rank, following the submission of documentation (e.g. a letter of verification of rank from a dean or department director at the previous college/university) which verifies that rank as well as meeting the criteria for the rank of Professor as delineated in this policy (e.g. must have earned a doctorate degree). At the time of hire, a faculty member may negotiate for an increase in rank, in consultation with the appropriate Dean and the Vice President of Academic Affairs, and must provide evidence documenting her/his experience and credentials equivalent to those delineated in this policy.
- III. The following, in ascending order, are the faculty ranks for full-time members of the Mercy College of Ohio faculty: Assistant Professor, Associate Professor and Professor. Unranked individuals are appointed as Instructors. This system recognizes the experience, contributions, accomplishments, and academic achievement of full-time faculty members and administrators serving as Program Directors and Academic Deans. For a detailed list of qualifications and the rank and promotion process, see section XVI of this policy for further details or contact the chairperson of the Rank and Promotion Committee.
 - A. The rank and promotion system is used to recognize the experience, accomplishments and excellence demonstrated by the full-time faculty and administrators serving as Program Directors and Deans of Mercy College.
 - B. The President and Vice President of Academic Affairs/Dean of Faculty establish initial rank at time of hire. Applicants must submit evidence of existing rank at an accredited college/university where they had previous full-time employment. Adjunct and visiting professors will hold the rank attained at other accredited institutions of higher education.
 - C. The rank and promotion system applies only to faculty, Program Directors and Deans who have full-time faculty appointments. All applicants are expected to meet or exceed the criteria outlined for their rank and will accordingly be evaluated. Any rank may be held indefinitely if adherence to criteria is maintained.
- IV. Review of applications for promotion of Deans and Program Directors will include the following:
 - A. Academic administrators who wish to apply for promotion in rank need to meet criteria outlined in the Mercy College of Ohio Rank and Promotion Policy for all faculty members who apply for rank (not necessarily in the same quantity) and additional criteria required in their administrative roles.
 - B. Faculty members holding administrative positions must teach two (2) 3.0 credit hour courses (or the equivalent, e.g. three (3) 2.0 credit hour courses) per academic year since their last promotion to be eligible for promotion. Teaching a course includes lecture presentations, and preparation of course syllabus, student assessments (assignments and tests), as well as course and student evaluations.
 - C. The applicant must have held his/her current rank for a minimum of three (3) years at Mercy College of Ohio.
 - D. When faculty members holding administrative positions apply for promotion, two members of the Administrative Staff, which includes Deans and Academic Program Directors, will be appointed to join the Rank and Promotion Committee for the sole purpose of reviewing and providing feedback on each applicant's administrative credentials. Administrative members will be selected by the Vice President of Academic Affairs and notified of their appointments by the first week of February.
 - E. Each applicant who is a full-time faculty member must submit six (6) printed copies of his/her portfolio and each applicant who is a Program Director or Dean must submit eight (8) printed copies of his/her portfolio to the chairperson of the Rank and Promotion Committee by noon on January 30.
- V. Time devoted to a leave of absence will not count toward experience or service.

- VI. The Rank and Promotion process is self-initiated. Faculty members are encouraged to document activities on an ongoing basis for use in the promotion process. Refer to the application form, the rubric for each rank, and criteria listed in the Faculty Handbook for examples of needed documentation.
- A. It is the responsibility of the applicant to include persuasive evidence of all accomplishments at the time the application portfolio is submitted. It is the obligation of the applicant to prepare a portfolio, which includes a detailed narrative statement for each applicable evaluation criterion as listed under the heading for the relevant rank. The narrative statement should be clearly supported and connected to all supporting documentation.
- B. A letter of reference from the appropriate Dean addressing the applicant's accomplishments and faculty role must be submitted with the portfolio. Examples of reference to the criteria should be specifically stated. Examples include:
- Demonstrates proficiency in all aspects of teaching.
 - Shows comprehensive knowledge of subject matter.
 - Shows ability to organize material effectively.
 - Demonstrates ability to develop effective assessment tools.
 - Selects appropriate lab and classroom experiences.
 - Exhibits willingness to adapt to diverse student population.
 - Develops and maintains a class syllabus.
 - Adheres to professional ethical standards and College policies.
 - Exhibits a constructive relationship to students by concern for progress, availability, and respectful treatment of students. Integrates theory and practice.
- VII. The criteria listed for each rank are cumulative. After a promotion, faculty members are expected to continue the activities listed in the previous rank. To be promoted to the next rank, a faculty member must achieve the criteria listed for that rank. Criteria are not limited to those listed, nor must every criterion listed be met to the same degree. However, performance in all areas (degree, teaching, scholarship, and service) must be consistent and continuous. Program Directors and Deans will also be evaluated on their performance as administrators.
- VIII. For promotion in rank, the applicant must submit his/her completed portfolio to the chairperson of the Rank and Promotion Committee by noon on January 30. The Rank and Promotion Committee makes recommendations to administration no later than March 1. The recommendations are taken to the Mercy College of Ohio Board of Trustees for final approval.
- An individual may submit an application for promotion following the completion of his/her third year at Mercy College of Ohio.
 - Each applicant should submit six (eight for Deans or Program Directors) printed copies of his/her application, curriculum vitae, letters of recommendation, evaluation summaries, and narrative statements along with his/her documented evidence.
 - Applicants may be requested to submit further written documentation. Applicants have five (5) working days to submit additional requested documentation.
- IX. Recommendations from the committee will be submitted to the Vice President of Academic Affairs/Dean of Faculty for his/her review. After review, he/she will submit the recommendations from the committee, along with his/her own recommendations, to the President of the College and the Board of Trustees for the final decision for promotion or denial.
- X. If the final decision differs from the recommendations made by the Rank and Promotion Committee, the Vice President of Academic Affairs/Dean of Faculty will present the rationale for the decision to the committee for discussion, prior to the applicant's notification.
- XI. If request for change in rank is denied, the applicant may appeal by submitting additional evidence to the College President and Vice President of Academic Affairs/Dean of Faculty.
- XII. An applicant may rescind or withdraw his/her application at any time during the review process with written notification of such action to the chairperson of the Rank and Promotion Committee.
- XIII. Any member of the Rank and Promotion Committee may request to be recused from reviewing the application submitted by his/her immediate supervisor to avoid any potential conflict of interest.
- XIV. A letter of notification will be sent to the applicant from the administration indicating approval or denial for promotion in rank.

XV. The College President will appoint a special ad-hoc committee when requests are received to review and/or revise criteria and procedure.

XVI. The criteria set forth below apply to faculty performance and promotion:

Assistant Professor: (Effective fall 2015, Assistant Professor was awarded to all faculty with a Master's degree. Promotion in rank to the Assistant Professor applies to those faculty who were hired prior to fall 2015.)

- Master's degree in teaching field or related discipline
- Completed three (3) years of successful college teaching at a regionally accredited institution of higher education. (for example accredited by the Higher Learning Commission)
- Appropriate licensure or certification

Teaching

- Have positive evaluations from Dean, peer, self, and students (Student evaluations are considered, but not given equal weight among other evaluations.)
- Shows innovative teaching
- Uses Classroom Assessment Techniques (CAT) in classes [optional]
- Demonstrates course development
- Uses "outside" references, and current sources of information
- Uses audiovisuals and appropriate technology in classroom and assigned work
- Uses varied teaching methods to address different learning styles of the students

Scholarship

- Maintains current membership in professional organizations
- Attends professional conferences
- Provides a positive role model for students
- Shows professionalism in quality of institutional work (committees, reports, etc.)
- Pursues further education at an accredited university
- Participates in speakers' bureau
- Demonstrates an understanding of current trends in the profession
- Maintains clinical skills and/or certification
- Gives an example of new or revised content for a course based on learning assessment

Service

- Serves as active member of committees
- Supports Mercy College of Ohio and student activities
- Promotes Mercy College of Ohio mission and values
- Presents workshops
- Carries professional activities to community
- Provides academic advising
- Provides club advising
- Volunteers in community with professional expertise
- Provides community service in non-professional events

Associate Professor:

- Doctoral degree (all but dissertation) with five (5) years of successful full-time college teaching completed at a regionally accredited institution of higher education (for example, accredited by the Higher Learning Commission), three (3) years full-time completed at Mercy College of Ohio.

OR

- Master's degree with ten (10) years of successful full-time college teaching completed at a regionally accredited institution of higher education (for example accredited by the Higher Learning Commission).
- Appropriate licensure or certification
- Must hold rank of Assistant Professor at Mercy College of Ohio for a minimum of 3 years

Teaching

- Participates in faculty development related to innovative teaching

Scholarship

- Develops new courses
- Presents seminars or workshops

- Presents academic or professional papers
- Authors or contributes to curriculum/program design
- Develops video programs, computer programs, interactive video in subject area
- Receives recognition in the form of awards, honors, citations
- Publishes study guides
- Mentors less experienced faculty members on the art of teaching

Service

- Chairs committees
- Demonstrates leadership in addressing an issue or need at Mercy College of Ohio
- Holds office or serves on committees of professional organizations
- Mentors new faculty

Professor:

- Earned Doctorate from accredited institution with ten (10) years of successful full-time college teaching completed at a regionally accredited institution of higher education (for example, accredited by the Higher Learning Commission), three (3) years full-time completed at Mercy College of Ohio.
- Appropriate licensure or certification
- Must hold rank of Associate Professor at Mercy College of Ohio for a minimum of three (3) years

Teaching

- Exhibits master teacher qualities

Scholarship

- Provides scholarly research for Mercy College of Ohio
- Acts as a consultant
- Generates innovative services, projects, or programs to promote growth of Mercy College of Ohio over and above faculty assignments
- Publishes journal articles, textbooks or other scholarly works
- Serves as an evaluator for regional or professional accrediting agency
- Edits or reviews texts or professional journal – credit given in book or journal
- Provides leadership to the College on issues of student learning and teaching assessment

Service

- Serves as evaluator for recognized accrediting bodies
- Chairs or makes significant contributions to major projects or accreditation reports
- Contributes to grant writing for Mercy College of Ohio projects

Administrator:

Administrators applying for promotion must submit additional documentation related to their administrative role in the College.

Administrative Criteria: the following are examples of criteria for effective management and leadership/guidance/ vision.

Leadership/Guidance/Vision

- Perform faculty and staff evaluations
- Review curriculum for quality and appropriateness
- Cultivate clinical sites (new and contiguous) if applicable
- Expand current programs and develop new programs for the College
- Provide effective and efficient leadership of assigned area of responsibility
- Demonstrate evidence of progress toward annual goals in the area of leadership/guidance and vision
- Serves as a spokesperson in sharing the vision, mission and values of the College

Management:

- Technical and interpersonal skills that results in effective and efficient management of administrative assigned area of responsibility
- Reconciles and manages budgets
- Facilitates the business of the program and/or division
- Facilitates program admission

- Manages program and/or division assessments
- Schedules courses and faculty
- Demonstrated evidence of progress towards management yearly goals
- Contributes to grant writing for Mercy College of Ohio projects

BASIC LIFE SUPPORT CERTIFICATION/RECERTIFICATION

In accordance with the job descriptions and College policy, American Heart Association (AHA) Basic Life Support (BLS) is mandatory for all faculty members supervising students in the clinical areas that have patient contact. Faculty are individually responsible for payment and may apply for reimbursement through Mercy College professional development funds. Discounts are available to College employees who take the course through Mercy College.

CLEAR DESK AND CLEAR SCREEN POLICY

A clear desk and clear screen policy can reduce the risk of information theft, fraud, or a security breach caused by sensitive information being left unattended and visible in plain view. A clear desk and clear screen policy is one of the top strategies to utilize when trying to reduce the risk of security breaches in the workplace. Mercy Health [Clear Desk and Clear Screen Policy PE-2-P0-1](#)

CODE OF CONDUCT

Employees are the key to our organization's success. We believe that people respond to recognition, freedom to participate and the opportunity to develop. We believe that clear and direct communication of expectations is essential, both to the employee's job satisfaction and to the effectiveness of the organization. This policy describes expectations and consequences of behavior that does not meet expectations. Mercy continues to reserve the right to revoke or change any of the policy contained herein, at any time. [Code of Conduct Policy MHP-HR-1501.0](#)

The [Employee Discussion Summary](#) form is used by management to document any formal disciplinary action and/or informal "review." The employee may comment on the action, and both parties shall sign the document. The three copies should be distributed as described.

COLLEGE CLOSINGS AND CANCELLATIONS

The Administration of Mercy College of Ohio endeavors to communicate information regarding emergency closures as clearly and quickly as possible through the procedures outlined below.

Guidelines for cancelling classes, delaying, early closing and/or closing:

1. The decision to alter the hours of operation of the College will be determined by College administration.
2. Generally this decision will be made between 5:30 and 6:00 am, but circumstances may alter this timeline. If administration decides to delay opening or to close the College, notification is made through the following ways:
 - The RAVE alert system
 - Posted to Facebook
 - Posted on the Mercy College website
 - Posted to various media outlets (TV, radio)
1. NO COMMUNICATION WILL BE SENT if the College stays open.
2. In the case of a Level 3 Snow Emergency for Lucas County, as issued by the Sheriff's Department, the College will close and there will be no open labs.
3. Distance Education courses will be delivered regardless of delayed starts, cancellation of classes, or closing the College.
4. In the case of a weather-related delay or closure employees do not report to work. Based on their regular work schedule, employees will be paid for the hours of weather-related delays and closures.
5. Classes with scheduled start times that are prior to the start of the delay are considered cancelled (i.e., an 8:00 am – 11:30 am class and a delay until 10:00 am).

6. In the case of cancelled classes due to reasons other than inclement weather (such as broken pipes, lack of heat, etc.), the College is open and employees are to report to work, unless otherwise notified.
7. Toledo and Youngstown are treated as separate locations for weather-related decisions.

Procedure Revised 1/2018

COMPUTERS

Faculty and staff, who are, as part of their work (paid, volunteer, or contract), required or involved with utilizing the College's computers must agree to abide by the standards of Mercy Health [Information Technology Acceptable Use Policy AT-1-PO-1](#). All new employees are required to sign a Privacy Security and Confidentiality Attestation upon initial hiring. This form is filed in the employee's "hiring file" which is in the office of the system Human Resources department.

DRESS CODE/PROFESSIONAL IMAGE

It is the policy of Mercy College of Ohio to assure that all College employees are dressed in appropriate professional attire at all times.

Onsite dress should be modest, appropriate and professional. Attire that should not be worn includes: jeans; beach or exercise clothing; clothing that is transparent, open-weave, ripped or with holes; inappropriate or offensive T-shirts; tank, crop, or halter-tops. Dress for all off-campus clinical assignments should meet clinical facility requirements established by program faculty. For additional details, refer to [Professional Image Policy MHP-HR-1540.0](#).

DRUG FREE WORKPLACE

It is the policy of Mercy College of Ohio to ensure a drug-free workplace/educational environment and to be in compliance with the Drug-Free Workplace Act of 1988 (41U.S.C. 701 et. Seq.). This is a requirement of the Department of Education in order to be eligible for Title IV Funds (Financial Aid). All College employees are required to read and sign a drug-free workplace policy statement, which is maintained in the 'hiring' employee's personnel file which is kept in the office of the system Human Resources department. Mercy Health's [Drug Free Workplace Policy MHP-HR-1508.0](#) is located on the HUB.

EMERITUS/EMERITA PROFESSOR APPOINTMENT

The College and the Board of Trustees may confer the title of emeritus/emerita upon a retiring faculty member who has achieved eminence through scholarship, creative work, and distinctive service to the College. Designation of professor emeritus is not an inherent recognition of seniority, but of high distinction in teaching, professional development, and College service.

- I. The following criteria must be met:
 - A. The nominee has completed a minimum of ten (10) years of academic service at Mercy College of Ohio by the end of the academic year in which the nominee is to be honored.
 - B. The nominee holds current academic rank.
 - C. The nominee has made distinguished contributions to Mercy College of Ohio.
 - D. The faculty member to be honored must have announced the intent to retire by the end of the academic year.
 - E. The faculty member exhibited behaviors indicative of a commitment to the core values of the College.
 - F. Nominations must be made to the Vice President Academic Affairs by December 31st of the year preceding the honorific conferral. The Vice President Academic Affairs will forward nominations and recommendations to the President and the President, upon consideration, shall forward a recommendation to the Board of Trustees.
 - G. The individual must be approved for emeritus/emerita status by the Board of Trustees.
- II. Appointment process:
 - A. Upon notification of intent to retire, an individual may be nominated for emeritus/emerita status to the Vice President Academic Affairs.
 - B. The nomination shall be in writing and must include a one-page resume and a one-page summary highlighting fulfillment of the criteria as well as other contributions made to the College.
 - C. The Faculty Senate shall review the nomination and make a recommendation to the VPAA. The Vice President Academic Affairs shall make a recommendation to the President.

- D. The President shall review the recommendation and forward his/her recommendation to the Board of Trustees.
 - E. The Board of Trustees shall make the decision as to the granting of emeritus/emerita status to the nominee.
 - F. The decision of the Board of Trustees shall be final and not subject to further review.
- III. The following privileges will be granted:
- A. The granting of emeritus/emerita status is an honorary designation that entails no assigned duties, responsibilities, compensation, office space or use of clerical staff.
 - B. Emeriti/emerita shall have their names listed in the college catalog and have privileges as defined from time to time by the College.
 - C. May be asked to serve on committees or as a visiting lecturer.
 - D. Use of Mercy College of Ohio library and computer laboratory.
 - E. March in academic processions.
 - F. Invited to social and professional activities of faculty.
 - G. These privileges are gratuities and not contractual rights and may be modified by the college at any time without notice or obligation.
- IV. The emeritus/emerita status would be recognized at the first commencement ceremony following retirement.

EVALUATIONS (FACULTY)

The purpose of evaluation is to provide documentation, which will facilitate careful and purposeful evaluation for contract renewal, salary increases and promotion decisions; and to provide an opportunity for introspection and guidance for professional growth as faculty, clinicians, and scholars.

Evaluation of faculty takes place annually. Multiple sources of data are used including, but not limited to: summaries of student evaluations, self-evaluations, annual report, Dean/Director through direct observations, and contributions to the college, scholarly activities and progress toward achievement of goals. A current dated resume is to be submitted each year for the employee's College personnel file.

EVALUATION PERIOD

The evaluation period will be based on the calendar year for ten-month faculty and academic administrators. The process will be initiated through the office of the Vice President of Academic Affairs (VPAA). This policy and the evaluation instruments will be available on the M: drive. The faculty self-evaluation should be given to the individual's direct supervisor (Program Director, Dean, etc.) by the date published by the VPAA. At a minimum, the following materials are to be submitted to the faculty member's immediate supervisor/evaluator.

- I. A faculty self-evaluation utilizing the performance appraisal tool.
- II. Validation of participation in the peer evaluation process - It is each faculty member's responsibility to arrange for a peer review annually. The peer review report does not need to be included in the yearly evaluation packet.
- III. A summary of student and clinical (if appropriate) evaluations conducted at the end of each semester during the calendar year.
- IV. Classroom Assessment Technique (CAT) summaries (a minimum of 1 per course each semester).
- V. Director/Coordinator classroom observation evaluation - This classroom observation must be completed by the Dean or her/his designee for all full-time and part-time faculty new to the College during the academic year. Yearly classroom observations completed by the Program Director or her/his designee are recommended for all faculty.
- VI. Any additional information deemed appropriate by the faculty member to support his/her professional effectiveness as an educator, scholar and contributor to the college community should be attached. For ratings of Exemplary, Needs development or Unsatisfactory additional support materials may be appended to support or further explain the rating.

A faculty member's direct supervisor will complete the performance appraisal.

WORK LOAD GUIDELINES

Recommended Workload Distribution- See Workload Policy for further detail

The workload of faculty at Mercy College includes responsibilities for teaching, scholarship and service. For those faculty members whose appointments include management of a division or program, administration is also a workload responsibility. The recommended ranges of total workload to be devoted to each of these areas of the faculty role (see chart below) is determined primarily by the nature of the appointment i.e. faculty vs. program director vs. dean. The workload percentages for the subsequent contract period are to be established in consultation with the faculty member's evaluator at the time of the yearly evaluation. Changes in workload distribution may occur during the academic year. Prior to completion of the yearly evaluation the faculty member, in consultation with her/his evaluator, should adjust the percentages to reflect the approximate distribution of workload within the categories over the period of the evaluation year.

If a faculty member's workload in one or more categories is projected to be less than or in excess of the recommended ranges listed in the chart, the proposed workload must be reviewed with the faculty member's immediate supervisor and the Dean and approved by them.

FACULTY		PROGRAM DIRECTORS		DEANS	
Teaching	65-80%	Teaching	5-50%	Teaching	5-50%
Scholarship	5-15%	Scholarship	5-15%	Scholarship	5-15%
Service	5-20%	Service	5-15%	Service	5-15%
Administration	0%	Administration	35-65%	Administration	40-85%

Workload Categories to be evaluated

The performance review evaluation tool (See Appendix B) is used to evaluate faculty performance in the following four areas: **Teaching**, **Scholarship**, **Service**, and **Administration**. Each category includes suggested criteria for meeting objectives. The criteria are based on competencies identified for rank (instructor, associate professor, etc.) with examples listed in Appendix A.

Evaluative Ratings

The following scale will be used to evaluate performance in each subcategory of performance and overall.

- **Exemplary** = Consistently exceeds accepted standards of professional performance. (Justification must be included)
- **Accomplished** = Frequently exceeds accepted standards of professional performance.
 1. **Solid Performer** = Consistently meets accepted standards of professional performance.
 2. **Needs Development** = Does not consistently meet accepted standards of professional performance in one or more workload categories or subcategories. (Justification must be included)
 3. **Unsatisfactory** = Does not meet minimal standards of professional performance. (Justification must be included)

EXPECTATIONS OF FACULTY SUPPLEMENT TO THE EVALUATION PROCESS POLICY

The following are examples of activities and achievements that fulfill the requirements in each area of the evaluation tool. It is not exhaustive. The objective of this appendix is to provide both the faculty member and the evaluator a list of the types of activities that might be appropriate for each category; it is not intended to be, nor should it be applied as, a checklist within a category. No faculty member is expected to perform every task on the list. In addition to the items on this list all faculty, regardless of their academic rank, are expected to maintain professional confidentiality in all aspects of their job performances.

The suggested activities and achievements are outlined by rank. At a minimum, faculty members are expected to document achievements for those activities listed at their current rank and below. This does not imply that a faculty member cannot document activities of higher ranks. Those aspiring for promotion to the next higher rank must demonstrate achievement in the types of areas outlined for that rank. Consequently, documentation of behaviors for higher ranks is encouraged.

I. Teaching

- A. Instructional Delivery Skills** – Those human interactive skills and characteristics which 1) make for clear communication of information, concepts, and attitudes, and 2) promote or facilitate learning by creating an appropriate affective learning environment.

INSTRUCTOR AND ABOVE

- facilitate active learning

- encourage student-faculty interaction in and out of the classroom
- encourage students to work to their highest potential
- respect diverse talents and ways of learning and teaching

ASSISTANT PROFESSOR AND ABOVE

- maintain positive evaluations from director of division, peer, self, and students (student evaluations are considered, but not given equal weight among other evaluations)
- show innovative teaching techniques
- assist less experienced faculty members on the art of teaching

ASSOCIATE PROFESSOR

- mentor less experienced faculty members on the art of teaching

- B. Instructional Design Skills** – Those technical skills in 1) designing, sequencing, and presenting experiences that induce student learning and 2) designing, developing, and implementing tools and procedures for assessing student-learning outcomes.

INSTRUCTOR AND ABOVE

- encourage collaborative teaching and learning
- utilize classroom assessment techniques (CATs) to improve teaching
- participate in the development, modification and implementation of the designed curriculum

ASSISTANT PROFESSOR AND ABOVE

- use appropriate audiovisuals and technology in the classroom and assigned work
- demonstrate improvements in teaching an existing course
- assist less experienced faculty members on the art of teaching

ASSOCIATE PROFESSOR AND ABOVE

- participate in faculty development related to innovative teaching
- mentor less experienced faculty members on instructional design

- C. Content Expertise** – That body of skills, competencies, and knowledge in a specific subject area in which the faculty member has received advanced education and abilities.

INSTRUCTOR AND ABOVE

- model and uphold the standards of teaching in a specific discipline
- demonstrate continued growth and development as an educator as measured by yearly student, self, peer, program director and dean evaluations
- use appropriate references
- assist less experienced faculty members on the art of teaching

ASSOCIATE PROFESSOR AND ABOVE

- mentor less experienced faculty members on content expertise

- D. Course Management** – Those bureaucratic skills in operating and managing a course including, but not limited to, timely grading of examinations, timely completion of drop/add and incomplete grade forms, maintaining published office hours, arranging for and coordinating guest lectures, and generally making arrangements for facilities and resources required in the teaching of a course.

INSTRUCTOR AND ABOVE

- provide syllabi, outlines and other appropriate teaching materials
- give prompt feedback
- report requested information in a timely manner

ASSISTANT PROFESSOR AND ABOVE

- assist less experienced faculty members on course management

ASSOCIATE PROFESSOR AND ABOVE

- mentor less experienced faculty members on course management

II. Scholarly and Creative Activities

Those scholarly and creative activities in a faculty member's formally recognized area of expertise.

INSTRUCTOR AND ABOVE

- share knowledge when called upon
- explain how insight from CAT was used to improve classroom learning
- exhibit willingness to be involved in professional organizations and attend conferences

- actively participate in peer review

ASSISTANT PROFESSOR AND ABOVE

- demonstrate an understanding of current trends in a specific discipline when engaged in teaching/learning and in interaction with colleagues
- demonstrate quality in carrying out assigned duties
- demonstrate a willingness to participate in a speakers bureau
- demonstrate an understanding of current trends in a specific discipline
- pursue further education at an accredited university, if applicable
- maintain clinical skills and/or certification (discipline specific)
- develop new courses

ASSOCIATE PROFESSOR AND ABOVE

- present current information in such forums as journal clubs, case analysis, seminars or workshops
- receive recognition in the form of awards, honors, citations
- present academic or professional papers/posters
- author or contribute to curriculum/program design
- develop a video program, computer program, or interactive video in specific discipline
- publish a study guide

FULL PROFESSOR

- act as a consultant within a specific discipline
- provide leadership to the College on issues of student learning and teaching assessment
- serve as an evaluator for regional or professional accrediting agencies
- edit or review texts or professional journals-credit given in book or journal
- provide scholarly research for Mercy College
- generate innovative services, projects, or programs to promote growth of Mercy College
- publish journal articles, textbooks and other scholarly works

III. Service

Those activities offered to the community, which are in a faculty member's recognized area of expertise or those, which are performed as an institutional assignment/service. Service for which a faculty member receives remuneration over and above her/his faculty salary is not to be included in this section of the report.

INSTRUCTOR AND ABOVE

- support Mercy College and student activities
- promote the Mercy College vision, mission and values
- contribute to assigned committees
- provide academic advising
- demonstrate a willingness and the ability to act as a team player in all roles assumed on behalf of Mercy College

ASSISTANT PROFESSOR AND ABOVE

- serve as a faculty adviser to student organizations
- serve as an officer, other than Chair in a community activity
- practice professional activities in the community

ASSOCIATE PROFESSOR AND ABOVE

- serve as a committee chairman
- demonstrate leadership in addressing issues or needs at Mercy College
- hold office or serve on committees of professional organizations

FULL PROFESSOR

- chair or make a significant contribution to a major project or accreditation report
- contribute to grant writing for Mercy College projects
- serve as an evaluator for recognized accrediting bodies

IV. Administration

A. Management - Those technical and interpersonal skills that result in effective and efficient management of the administrative assigned area of responsibility.

- reconcile and manage budgets
- facilitate the business of the program and division

- facilitate program admissions
- manage program assessment
- schedule courses and faculty
- prepare accreditation material and assure program is meeting needed standards

B. Leadership/Guidance/Vision - Those skills that demonstrate leadership and promote the vision, mission, and charisms of the College.

- perform faculty and staff evaluations
- review curriculum for quality and appropriateness
- cultivate clinical sites (new and contiguous)
- expand current programs and develop new programs for the College
- provide effective and efficient leadership of assigned area of responsibility
- serve as a spokesperson in sharing the vision, mission, and charism of the College

MERCY COLLEGE OF OHIO FACULTY EVALUATION TOOL

Directions: This tool is to be used by the faculty member and her/his evaluator to record the rating of the faculty member's performance over the evaluation year. Be sure to complete each of the following:

FACULTY MEMBER:

- Put your name on the form and identify the evaluation period in the spaces provided.
- Identify the average percentage of total time spent in each evaluation category. Record that information in the spaces provided on the form. See Faculty Policy 226 Revised 1/08 for recommended percentage ranges by category.
- After careful self-evaluation of your performance over the evaluation year, rate your performance by adding a checkmark in the block that best describes your evaluation of your performance. Each category is to be evaluated separately as Exemplary, Accomplished, Solid Performer, Needs Improvement, or Unsatisfactory. See Faculty Policy 226 Revised 1/08 for a definition of each of these ratings.
- Add any comments that you may wish to explain your rating, to identify particular achievements or to identify areas in which improvement or assistance is needed.
- Complete the evaluation of your goals for the evaluation year and prepare your goals for the upcoming year. The latter can be developed in draft for discussion during your evaluation meeting with your supervisor. The goals must be put into final form prior to submission of the documents to the Vice President of Academic Affairs (VPAA).
- Initial each page. (This is to ensure that separated materials are more likely to be returned to the appropriate file.)
- Append the required support materials: Faculty/Professional Staff (exempt) Annual Report, student evaluation summaries, clinical evaluation summaries, CAT summaries, Dean/Program Director observation evaluation, syllabi and updated resume (see Faculty Policy 226 Revised 1/08 for the list.) and any additional materials needed to support your rating of Exemplary, Needs Improvement or Unsatisfactory.
- Submit your materials to your supervisor/evaluator in accordance with the deadline dates published by the VPAA.

EVALUATORS:

- After careful review of the materials provided and given your knowledge of the faculty member's performance, complete the evaluator portion of the tool. Add any comments that you feel appropriate to support the ratings you have given, to indicate any achievements of note and/or to identify special efforts on the part of the faculty member that you may wish to note.
- Initial each page in the space provided.
- Schedule a conference with each faculty member you evaluated to review the evaluation; explore areas of interest for development or assignment; review the appropriateness of each faculty member's goals to her/his stage of development, desired development, mission, goals and charisms of the College, etc.
- Sign and date the evaluation in the space provided. Be sure that the faculty member has also signed and dated the document in the space provided.
- Provide a copy of the materials to the faculty member.
- Submit the original document with supporting materials to the VPAA by the scheduled due date.

*The Annual Faculty Member Performance Review document can be found on the M: drive Academic Folder M: Academic/Forms/Annual Performance Review/FT Faculty.

EVALUATIONS (ADJUNCT FACULTY)

Administrative evaluation of adjunct faculty takes place at the end of the first semester of hire and annually thereafter. Multiple sources of data are used in the evaluation of adjunct faculty performance that may include, but are not limited to: summaries of student evaluations, role performance based on job description, and director/coordinator/ peer observations. The Division Director/ Coordinator/ Lead or his/her designee is responsible for completing the evaluation.

EVALUATIONS (STAFF)

Staff members are evaluated on an annual basis by their immediate supervisor. Evaluations are done through iMap a PeopleSoft tool found on the HUB.

EXCLUSIONS FROM PATIENT CARE

A Mercy College clinical faculty member may ask to be excused from providing a specific aspect of a patient's care or treatment when the prescribed care or treatment conflicts with the faculty member's values, ethics, or religious beliefs. The directions for requesting to be excused are provided in Mercy Health's [Exclusion from Patient Care policy MHP-HR-1530.00](#). The request is to be submitted to the faculty member's Program Director with a copy to the Dean.

FACULTY CONTRACTS

Mercy College of Ohio's policy requires that faculty appointments be made by a formal contract signed by the faculty member and the College President and retained in the faculty member's personnel file. Contracts include the rank, salary, duration of contract, and any other conditions of employments, and are subject to the approval of the Mercy College Board of Trustees. All faculty members shall have academic freedom under any form of appointment. Faculty appointments and re-appointments are contingent upon student enrollment and the financial ability of the College.

Faculty members are appointed by one of the following types of contracts:

Adjunct: The duration of the contract is for one academic semester or defined period of time within a semester. Such contracts have no right of renewal. Fulltime faculty members may enter into adjunct contracts during summer session or overload.

Annual: Fulltime faculty members are initially appointed by a one-year contract. The one-year contract is renewable depending on College needs and performance of the faculty member. Fulltime faculty members are appointed by one-year contracts until eligible for a multi-year contract (criteria are listed in the "Procedure" section).

The following criteria are considered in determining eligibility for contract renewals:

1. Teaching excellence
2. Adherence to identified plan of study toward advanced degree (when applicable)
3. Service to the College and/or the community
4. Scholarly endeavors
5. Adherence to the College mission and values

PROCEDURE:

- I. The renewal of full-time faculty one-year contracts proceeds as follows:
 1. The Dean submits a request for contract renewal to the Vice President of Academic Affairs/Dean of Faculty on or before March 15.
 2. Contracts for the following academic year will be issued to faculty prior to the return of faculty in autumn. Faculty members who will not be offered a contract will be notified in writing to that effect no later than May 1.
 3. Faculty must return signed contracts by the date listed in the contract. If the contract is not signed and returned by said date, it will be assumed that the faculty member does not wish to renew the contract.

4. Benefits are continued through the summer for all faculty members including those on 38-week contracts. If a 38-week contract faculty member decides not to return for the new academic year, repayment of the summer portion of benefits must be made at the time of resignation.
5. Faculty members are responsible for payment of additional benefits (i.e. family coverage for health insurance, etc.). These are automatically deducted for those choosing the 12-month pay, but must be paid by faculty members who are not receiving pay during the summer.

II. The application and renewal of fulltime faculty multi-year contracts proceeds as follows:

1. Instructors may apply for Promotion as outlined in the Faculty Handbook. At the same time, they may be eligible for a multi-year contract, on the following schedule:

Rank	Recommendation for Multi-year Contract Length
Instructor	Not available, year-to-year contract only
Assistant Professor	Year to year contract if rank was not received through rank and promotion (2015 and after)
Associate Professor	4-year contract
Professor	5-year contract

2. A faculty member must serve a minimum of four years before becoming eligible for the first multi-year contract, regardless of rank.
3. Multi-year contracts are contingent upon financial ability of the College.
4. If a faculty member at the Assistant Professor rank is denied promotion to the next rank, the faculty member is also ineligible for a multi-year contract.
5. Multi-year contracts will be null and void in the event of reduction in force. However, the College will make every attempt to place a dislocated faculty member into another equivalent position if such a position exists.
6. Cost-of-living raises will apply to all faculty members regardless of whether they have a multi-year contract or a one-year contract.

III. The multi-year contracting process applies only to fulltime faculty members.

IV. Multi-year contracts apply only to teaching responsibilities. Administration retains the right to assign or reassign administrative duties as the needs of the College require.

V. Multi-year contracts assume a full-time faculty workload in accordance with policies and procedures established by the College as are in effect during the contract.

1. If College workload policies and/or procedures change, faculty will be bound by the new policies and procedures at the beginning of the next academic year.
2. In the event that a regional, state or programmatic entity requires a mid-year change in College workload policies and/or procedures, affected faculty members may be required to abide by the new policies and/or procedures during the academic year. The College will provide prompt written notice to affected faculty members should such a change be required.
3. A faculty member with a multi-year appointment may be dismissed for cause prior to the conclusion of the multi-year appointment in accordance with Mercy College or Mercy Health System policies and procedures.

VI. Termination of Appointment: the College reserves the right to terminate a faculty member at any time for just cause. Cause for dismissal includes but is not limited to:

1. Failure to honor contractual responsibilities.
2. Neglect of assigned duties.
3. Disregard of College policies, immoral actions, criminal actions or misconduct.
4. Public disagreement with the mission or core values of the College.

THIRTY EIGHT-WEEK SCHEDULE

Thirty eight week contracted faculty will begin *one week prior to the beginning of the fall semester and end at the completion of the spring semester.

Thirty eight -week contracted faculty are provided time off during designated College holidays, fall break, designated Christmas break and spring break. Thirty eight-week contracted employees do not accumulate Paid Time Off (PTO).

Faculty with thirty eight week contracts will be accountable for the following:

- I. Adherence to faculty workload policy including designated teaching load, office hours, advising and committee appointments.
- II. Scheduled open house(s), baccalaureate functions, graduation, alumni banquet, division meetings, College and Faculty assembly meetings and other designated College functions that may vary from year to year as determined by the College administration.

*Dependent on beginning and ending dates of academic calendar.

GRIEVANCE POLICY

Mercy College of Ohio recognizes and endorses the importance of academic due process and of resolving grievances properly without fear of prejudice or reprisal. In any organization involving persons with varying responsibilities and assignments, conflicts of interest and differences of interpretation may arise. Accordingly, the College agrees that it will use its best efforts to encourage the informal and prompt settlement of grievances; the orderly processes set forth are designed to protect academic due process and academic freedom. This process is the sole method for the resolution of all faculty grievances.

Definitions:

A grievance is defined as any complaint, dispute or allegation by a faculty member, or group of faculty members, that there has been a perceived infringement of rights or breach, misrepresentation, or misapplication of College policy, including but not limited to compensation, appointment or non-reappointment, promotion, dismissal for cause or reassignment.

The Grievance procedure has two related functions: (1) to determine whether an injury alleged by the grievant(s) was a result of an error in the application of institutional policies, procedures, or the administration thereof; and (2) to determine an equitable redress for the grievance if such an error is established.

Failure of the grievant(s) to initiate the grievance procedure within the time frame specified (within ten (10) working days from the time of the incident) shall be deemed to be an abandonment of the grievance. A settlement reached at any step shall be final and binding. Time limits set forth within this article may be extended by mutual agreement in writing. If a response is not given within said time limits; the grievance may be referred to the next step.

A demonstrated effort must be made by all parties involved to arrive at a fair and equitable resolution of each grievance. Each step in the process is designed to serve a specific function. The initial step is informal, direct consultation among parties to the disagreements so that the problem can be solved through reconciliation if possible. If reconciliation is not achieved, a formal grievance may be initiated.

GRIEVANCE PROCEDURE:

I. Initial Process:

When a member or members of the faculty has a grievance, the Vice President of Academic Affairs/Dean of Faculty (hereafter VPAA) and the appropriate Dean shall discuss the matter in a personal conference with the grievant(s). If a solution is achieved in the conference, a mutually satisfactory written statement of the solution will be signed and retained by each party. The matter shall then be considered settled.

If a resolution is not achieved, a petition for a formal hearing of a matter of grievance shall be submitted in writing by the grievant to the VPAA within ten (10) working days of the Vice President's written notification to the involved parties that a resolution has not been reached. The petition shall set forth in detail the nature of the grievance and shall name the person(s) against whom the grievance is directed (respondent(s)). It shall contain any factual data and names of witnesses, a description of any evidence which the grievant proposes to present in support of his/her case, and the grievant's(s') proposed resolution to the matter.

Note: A working day is defined as a Monday to Friday during the time when the College is in regular session.

The VPAA will provide the respondent(s) with a copy of the petition within two (2) working days and the VPAA will ask for a written response within ten (10) working days which sets forth in detail the nature of the response. The response should contain any factual data and names of witnesses, a description of any defense of the petition, and the respondent's(s') proposed solution of the matter.

Within two (2) working days of his/her receipt of the respondent's(s') response, the VPAA will notify the President that a grievance exists. He/she will inform the President of the nature of the grievance and identify the parties involved.

II. Composition of the Ad Hoc Grievance Committee

The VPAA shall, within five (5) working days, appoint an ad hoc faculty grievance committee composed of five (5) members of the faculty. No faculty member who is a party to the grievance may serve on the committee.

III. Procedures for Hearing a Grievance

The ad hoc grievance committee's procedures shall be as follows:

- A. The ad hoc grievance committee shall name a chair at its first meeting. The VPAA will convene the first meeting at which the VPAA will review with the committee the procedures to apply to the grievance process.
- B. All meetings and hearings shall be conducted in confidential sessions. The parties will make no public statements about the case during the course of the proceedings or thereafter.
- C. All written statements of the problems previously formulated by the parties shall be presented to the grievance committee.
- D. Each of the parties will have the right to have another faculty member as an advocate present at a hearing.
- E. Each of the parties (grievant(s) and respondent(s)) will have the right to call witnesses to support his/her position.
- F. The Vice President of Student Affairs/Dean of Students shall be notified of any action(s) involving students.
- G. Anonymous testimony, whether written or verbal, is not admissible.
- H. If a grievance is based on dismissal for cause for suspension, the burden of proof shall be on the respondent(s).
- I. The ad hoc grievance committee will not be bound by strict rules of legal evidence.
- J. The grievance committee shall have the right to place time limitations on the testimony of the parties involved.
- K. All parties will be notified of the time and place of all hearings so that they may be present at all sessions of the hearing except when decisions are made.
- L. Within ten (10) working days (exclusive of vacation periods) after the close of hearings, the committee shall present its decision in writing to the grievant(s) and respondent(s) and to the VPAA.
- M. All records of the proceedings shall be secured by the chair of the committee until the completion of the grievance process, at which time all recorded materials will be turned over to the VPAA.
- N. The records of each case shall be destroyed after a five (5) year period from the date of the decision.

IV. Right of Appeal

All parties shall have the right to appeal in writing within ten (10) working days of the delivery of the decision. This written appeal will be addressed to the President with a copy to the opposing party. The chair of the ad hoc grievance committee and parties involved shall make themselves available to the President to review the case, for clarification. The decision of the President will be final.

JURY DUTY

Mercy College supports employees' civic responsibilities by providing paid time off when summoned for jury duty and will compensate the employee at the regular base rate of pay for the time the employee would normally be scheduled to work during the Jury Duty Leave. Employee is required to provide copies of the subpoena or jury summons to their Supervisor. Refer to the [Jury Duty and Court Appearance Leave](#) Policy & Procedure HRMH016

LICENSURE AND CREDENTIALS FOR FACULTY

All Mercy College faculty members are required to have the Academic Credentials and Education, Training and/or Tested Experience at a level **that is in conformity with the Mercy College Evaluation Instrument for Faculty Qualifications as sourced from: *Determining Qualified Faculty Through Higher Learning***

Commission's Criteria for Accreditation and Assumed Practices; Guidelines for Institutions and Peer Reviewers: March 2016.

1. Upon employment, the new employee must provide the College with copies of all official transcripts of degrees earned and verification of licensure/certification/registry which will be kept in the College employee files.
2. It is the responsibility of the faculty member to provide the Dean and/or Program Director updated proof of licensure/certification/registry and requirements of College and/or contracted institutions along with an annually updated curriculum vitae.

The criteria are reviewed by the Deans of each division who are responsible for verifying that hiring practices are consistent with the established criteria.

Qualification Guidelines

There are four levels of courses/programs:

1. General Education or other Non-Occupational Courses
2. Career & Technical Education College-Level Certificate and Occupational Associate's Degree Programs
3. Bachelor's Degree Programs
4. Master's Degree Programs

Each level has a unique Faculty Qualifications Instrument. Faculty candidates must meet or exceed the designated qualifying factors in order to be hired. The Faculty Qualifications Instruments are located at <https://www.mercycollege.edu/faculty-staff/forms/>

NOTE: Unique programmatic standards (e.g. accreditation) may require additional qualifications exceeding the defined criteria.

LICENSURE FOR STAFF

All staff are required to have appropriate licensure/certification/registry for their area of expertise and meet the requirements/criteria of the College.

- Upon employment, the new employee must provide the College with copies of all official transcripts of degrees earned and verification of licensure/certification/registry which will be kept in the College employee files.
- It is the responsibility of the staff member to provide the Supervisor updated proof of licensure/certification/registry and requirements of College and/or contracted institutions along with an annually updated curriculum vitae or resumé.

MEDICAL EMERGENCY

1. If a faculty/staff member, student, or visitor appears to be in a life-threatening situation, the first person to the scene should immediately call 911.
2. then contact Mercy Public Safety.
3. Mercy Public Safety will direct the college's response to the situation.
4. Mercy Public Safety notifies the VPSA who will notify other staff as needed. The decision to communicate with the faculty/staff member/student's emergency contact(s) or other college personnel will also be made.

** From Mercy College Emergency Response Plan (ERP) 2016*

Emergency Management Team

Mercy Public Safety
Vice President of Academic Affairs (VPAA)
Vice President of Student Affairs (VPSA)
Manager of Operations

For complete information visit the [Campus Safety and Security](#) page of the Mercy College website.

MINORS ON CAMPUS

Mercy College is not responsible for any unsupervised children on campus at any time. Please refer to [Minors on Campus Policy 176](#).

NON-DISCRIMINATION STATEMENT

Mercy College of Ohio is committed to providing equal opportunities for all persons regardless of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accordance with applicable federal and state law. See [Civil Rights/Nondiscrimination Policy 109](#).

PROFESSIONAL LIABILITY INSURANCE

Faculty members, as Mercy College of Ohio associates, have liability coverage for professional activities that are within the scope of their position descriptions. Additional professional liability coverage may be obtained at the individual's discretion, and is recommended for those who engage in any type of clinical practice apart from that required in their faculty role.

TOBACCO FREE POLICY

In a health promotion effort, Mercy College has established a tobacco-free environment. Smoking or any tobacco use, including smokeless tobacco, is not permitted in the College nor is it permitted on the grounds. It is expected that all students and College personnel will comply with the [Tobacco Free Campus Policy MHP-HR 1545.0](#).

WORKLOAD

PURPOSE

The purpose of the faculty workload is to define faculty responsibilities and work expectations in a systematic and equitable manner across departments in the College. The workload policy supports faculty in the areas of teaching, scholarship and service and aligns with the Rank and Promotion Policy expected of full time faculty.

TEACHING

Faculty participate in the teaching-learning process through instruction, evaluation, academic program review, planning, and curriculum development. Instruction is the imparting of knowledge, developing of skills and attitudes, and meeting of special needs in various ways ranging from structured to individualized activities, including instructional support activities, which aid and enrich the teaching-learning process. Evaluation is vital to the instruction process and is a basis for academic program review and planning. Academic program review and planning identify educational goals and contribute to their implementation. Curriculum development may be directed towards either course or program development and may involve credit or non-credit activities. This is facilitated by individual involvement and collaboration with colleagues, and recommendations to the appropriate committees where necessary.

SCHOLARSHIP

Faculty participate in scholarship through activities, which lead to the discovery, integration, application or utilization of knowledge and invention, which advance scientific thought or learning. The results of scholarly activity or research may be shared through oral presentations, publications, exhibits, or other methods that appropriately relate to the discipline. The College also uses the Boyer Model as an expanded definition of scholarship.

BOYER'S SCHOLARSHIP MODEL		
SCHOLARSHIP	PURPOSE	MEASURES OF PERFORMANCE
DISCOVERY	Build new knowledge through traditional research.	<ul style="list-style-type: none"> • Publishing in peer-reviewed forums • Presenting, producing and/or performing creative work within established field • Creating infrastructure for future studies
INTEGRATION	Interpret the use of knowledge across disciplines.	<ul style="list-style-type: none"> • Preparing a comprehensive literature review • Writing a textbook for use in multiple disciplines • Collaborating with colleagues to design and deliver a core course
APPLICATION	Aid society and professions in addressing problems.	<ul style="list-style-type: none"> • Serving industry or government as an external consultant • Assuming leadership roles in professional organizations • Advising student leaders, thereby fostering their professional growth

TEACHING	Study teaching models and practices to achieve optimal learning	<ul style="list-style-type: none"> • Advancing learning theory through classroom research developing and testing instructional materials • Mentoring novice faculty • Mentoring graduate students • Designing and implementing a program-level assessment system
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Boyer, E. L. (1990). *Scholarship reconsidered Priorities of the professoriate*. Princeton, NJ: Carnegie Foundation for the Advancement of Teaching.

SERVICE

Faculty participate in professional, community and college service, which contributes to the institution through using special skills or expertise in the resolution of problems or in application to specific needs. Professional service may include memberships and leadership in professional organizations, attendance, participation and presentations at conferences and workshops. Community service is the application of professional expertise by active involvement as an advisor or consultant to business, government, and non-campus groups. Consulting may be contractual or non-contractual, paid or unpaid. College service includes activities that align and contribute to the mission and values of the College. Contribution to the institution includes governance activities as a member or resource to appointed/elected groups or committees at the College, department or discipline levels. It also includes serving as an advisor to on-campus groups or individuals.

OTHER:

Faculty are expected to participate in college assemblies, faculty meetings, open houses (if requested) and at least one graduation ceremony per calendar year (May or December). Faculty are also encouraged to attend college, student, alumni and foundation activities that would benefit from faculty participation

WORKLOAD EXPECTATIONS

Fulltime contracted faculty members are expected to work the equivalent of 40 hours per week.

Required on campus hours will be determined by program and college need. Scheduled hours will include class, scheduled lab, open lab and clinical hours, office hours and committee or level/course meetings. All full time faculty are required to schedule at least five on campus or online office hours per week to be available to students. It is highly encouraged that the majority of the office hours are to be scheduled when students are not in class, lab or clinical. Additional hours are expected to be made available to students and for other College work as required. Faculty are expected to have five days per week of scheduled College activities, which include teaching, scholarship and service.

WORKLOAD

Teaching workload credits are assigned to faculty for teaching activities. Workload credits (WC) are based on the credit hours assigned to a course (i.e. one credit = 50 minutes of instruction/week or 1 WC). Workload accounts for contact with the student in the classroom, laboratory and clinical and is only a portion of the expected workweek. Workload also includes, but is not limited to working online and activities such as class preparation, grading etc. It is understood that workload may occur in a variety of venues including off-campus activities. For departments where student contact is in a laboratory or clinical setting, the contact hour is converted to workload credit using a determined factor (see WORKLOAD CALCULATIONS).

Faculty must meet the teaching workload requirements outlined within their contracted period. If the workload is not met by the end of the contract period, the faculty member will be required to complete the contracted workload in a subsequent semester including a semester in which the faculty member may not be contracted. (I.e. A faculty member contracted to work in the fall and spring who does not meet workload may be required to complete the workload in the summer.)

For the purposes of equity across departments, the following definitions should be used:

FULL TIME STANDARD CONTRACT: A standard contract is 9 months (38 weeks) and can include fall and spring, spring, and summer or summer and fall.

STANDARD FACULTY UNDERGRADUATE WORKLOAD: The total WCs for full time faculty is 12 credit hours per standard semester (15 weeks’ instruction plus one exam week). This applies to full time faculty who hold nine month contracts. A standard contract can include fall and spring, spring and summer or summer and fall. Regardless of the contracted semesters, faculty are required to teach 24 credit hours over the nine month period.

STANDARD FACULTY UNDERGRADUATE WORKLOAD SUMMER: The WCs for a full time summer contract is nine credit hours. This applies to faculty who hold 12 month contracts. (See Table #1)

STANDARD FACULTY GRADUATE WORKLOAD: The graduate teaching load is the equivalent of nine hours per standard semester. This applies to full time faculty who hold nine month contracts. A standard contract can include fall and spring, spring and summer or summer and fall. Regardless of the contracted semesters, faculty are required to teach 18 credit hours over the nine month period. (See Table #2)

STANDARD FACULTY GRADUATE WORKLOAD SUMMER: The WCs for a full time summer contract is six semester hours. This applies to faculty who hold 12 month contracts.

REDUCED TEACHING WORKLOAD: Any teaching load with fewer credit that are noted in the standard undergraduate or graduate workload.

REASONS FOR COURSE REDUCTION: Instructional, administrative, research or service that may reduce the standard workload definition.

The Vice President of Academic Affairs must approve ALL reduced teaching workload except the standard administrative faculty workload.

STANDARD CREDIT HOUR: One semester hour of credit is equal to 50 minutes of lecture times 15 weeks.

STANDARD SCIENCE LABORATORY AND PRELICENSURE NURSING CLINICAL CREDIT PER STUDENT CONTACT HOUR: Standard science laboratory and pre-licensure nursing clinical hours are equal to one credit hour per three student contact hours times 15 weeks.

ADMINISTRATIVE FACULTY WORKLOAD: The total WCs for those faculty holding the title of Dean, Associate Dean, Program Director, Program Coordinator or Program Lead roles. WCs are determined by the responsibility of the job and size of the department/division or work unit.

OVERLOADS: Teaching overloads can be assigned or requested. However, the amount of credit or contact hours in any semester cannot exceed 18 credit hours (undergraduate) or 14 credit hours (graduate) in the standard contract. Summer contract overloads will be limited to 12 credits (undergraduate) and 9 (graduate). Overloads will be paid at the adjunct rate of pay. Payment will be made at the conclusion of spring semester. Calculation of overload will occur as of the census date for full semester and first term courses.

STANDARD FACULTY WORKLOAD

TABLE #1

UNDERGRADUATE WORKLOAD	
Semester	Workload Credit Hours
Fall	12
Spring	12
Summer	9*
TOTAL	33

TABLE #2

GRADUATE WORKLOAD	
Semester	Workload Credit Hours
Fall	9
Spring	9
Summer	6
TOTAL	24

*Faculty holding an 11-month contract are required to teach 6 workload credits or 9 contact hours.

Professional development, course preparation and scholarship **are not calculated** in the workload formula. These activities are assumed as part of the normal weekly workload.

Workload will be adjusted for faculty teaching in both the undergraduate and graduate programs. Credit assigned will fall between the undergraduate and graduate standard workload. The reduction will be based on the percentage of credit assigned within the graduate and undergraduate programs.

The total workload must equal 12 undergraduate semester hours per semester and 24 semester hours for a 9 month contract. To calculate the total workload, use the following formula 1 graduate workload hour = 1.5 undergraduate workload hours. (Example: 6 undergraduate workload credits + 3 graduate workload credits X 1.5 = 10.5 undergraduate workload credit hours out of the required 12 credit hours per semester.)

ADMINISTRATIVE FACULTY WORKLOAD

Deans, Associate Deans, Program Directors, Program Coordinators and Program Leads will hold faculty contracts, which have a standard teaching workload based on the position. A reduced teaching load is provided for the administrative responsibilities assigned to the given position.

STANDARD DEAN WORKLOAD	
Semester	Workload Credit Hours
Fall	3
Spring	3
Summer	0
TOTAL	6

STANDARD ASSOCIATE DEAN WORKLOAD	
Semester	Workload Credit Hours
Fall	3
Spring	3
Summer	3
TOTAL	9

STANDARD PROGRAM DIRECTOR WORKLOAD	
Semester	Workload Credit Hours
Fall	9
Spring	9
Summer	6
TOTAL	24

STANDARD PROGRAM COORDINATOR WORKLOAD	
Semester	Workload Credit Hours
Fall	12
Spring	9
Summer	9
TOTAL	30

STANDARD PROGRAM LEAD WORKLOAD	
Semester	Workload Credit Hours
Fall	12
Spring	9

Summer	9
TOTAL	30

ADDITIONAL REDUCED ANNUAL WORKLOAD FOR PROGRAM DIRECTORS, COORDINATORS AND LEADS
 Due to the varying responsibilities and size of programs additional reduction in annual workload has been given to Program Directors, Program Coordinators, and Program Leads based on the number of programs supervised, number of direct reports (leads), and the total number of students in all programs. **The workload reduction is an annual reduction and not a semester reduction. The reduction will be determined as of the fall semester of the academic year.**

Number of Programs	Reduction in Administrative Standard Workload
0-1	0
2	2
3	3
4	4
5	5

Number of Full and Part-time Direct Reports (not adjuncts)	Reduction in Administrative Standard Workload
0-3	0
4-10	2
11-15	3
16-20	4
> 20	5

Total Number of Students in all Programs	Reduction in Administrative Standard Workload
0-49	0
50-100	1
101-150	2
151-200	3
201-250	4
251-300	5

WORKLOAD CALCULATIONS

Workloads are adjusted to meet the unique instructional needs of the department by the supervisor in consultation with the faculty member and the Vice President of Academic Affairs/Dean of Faculty.

When determining workload calculations, the amounts must be calculated in credit hours using the following formulas.

DIDACTIC: (face-to-face or online): **1 didactic credit equates to 1 workload credit (1:1).** (Example: 3 didactic hours/1.0 = 3.0 workload *credit hours* or 3.0 out of the required 12 *credit hours* per semester.)

CLINICAL (PRE-LICENSURE NURSING ONLY): 1.5 clinical contact hours equates to 1 workload credit (1:1.5). (Example: The student receives 2 credit hours for the clinical component, but spends 3 contact hours for each hour of earned credit. 2 credit hours X 3 clinical contact hours = 6 contact hours/1.5 = 4 workload *credit hours* or 4 out of the required 12 *credit hours* per semester)

SCIENCE LABORATORY: 2 science lab contact hours equates to 1 workload credit (1:2) (Example: 3 science laboratory contact hours/2 = 1.5 workload *credit hours* out of the required 12 *credit hours* per semester).

ALLIED HEALTH AND NURSING SKILLS LABORATORY: 2 allied health or nursing skills lab contact hours equates to 1 workload credit (1:2). (Example: 1 skills lab contact hour/2.0 = 0.5 workload *credit* hour out of the required 12 *credit* hours per semester).

PRECEPTED: (UNDERGRADUATE AND GRADUATE) Courses in which preceptors are used and **faculty visit on a weekly basis**, the workload is calculated using 0.4 times the number of students. (Example: 0.4 X 10 students = 4 workload *credit* hours out of the required 12 *credit* hours per semester) Courses in which preceptors are used and **faculty visit less than once per week** the workload is calculated using 0.2 times the number of students. (Example: 0.2 X 10 students = 2 workload *credit* hours out of the required 12 *credit* hours per semester) NOTE: The number of total workload credits cannot exceed the number of course credits.

PRACTICUM (UNDERGRADUATE AND GRADUATE): Courses in which preceptors are used and **faculty visit less than once per week** the workload is calculated using 0.2 times the number of students. (Example: 0.2 X 10 students = 2 workload *credit* hours out of the required 12 *credit* hours per semester) NOTE: The number of total workload credits cannot exceed the number of course credits.

DIDACTIC TEAM TEACHING: Workload credit will be divided among instructors sharing the course. (Example #1: 3 credits of didactic/3 didactic faculty = 1 workload *credit* hour).

DIDACTIC TEAM TEACHING WITH CLINICAL (pre-licensure): Didactic workload credit is computed based on the didactic team teaching and clinical (pre licensure) formulas. (Example: NUR 345, 5 credit hours (3, 2) with 3 didactic faculty each teaching a clinical section. [3 credits of didactic/3 didactic faculty = 1 workload credit] + [2 credit hours X 3 contact hours= 6/1.5 = 4] = 5 workload *credit* hours out of the required 12 *credit* hours per semester.)

WORKLOAD QUICK GUIDE	
TYPE	RATIO
DIDACTIC	1:1
CLINICAL (PRE-LICENSURE NURSING ONLY)	1:1.5
SCIENCE LAB	1: 2
ALLIED HEALTH AND NURSING SKILLS LAB	1: 2
PRECEPTED (UNDERGRADUATE & GRADUATE) VISITING AT LEAST ONCE PER WEEK	0.4 X THE NUMBER OF STUDENTS
PRECEPTED (UNDERGRADUATE & GRADUATE) VISITING LESS THAN ONCE PER WEEK	0. 2 X THE NUMBER OF STUDENTS
PRACTICUM (UNDERGRADUATE & GRADUATE) VISITING LESS THAN ONCE PER WEEK	0.2 X THE NUMBER OF STUDENTS
DIDACTIC TEAM TEACHING	DIDACTIC CREDIT/NUMBER OF DIDACTIC INSTRUCTORS

ADDITIONAL WORKLOAD CONSIDERATIONS

Additional workload considerations are given for the following:

DEFINITIONS:

NEW COURSE DEVELOPMENT: Development of a new course, which has never been offered or major revision. If a major revision (80% or more) applies, workload reduction will only be given once every five years regardless of who revised the course previously. Moving a course from face to face to online does not constitute new course development.

INDEPENDENT STUDY: A course taken by a student with assistance from an instructor, but not part of an organized class.

COURSE COORDINATOR: A non-administrative faculty member that is coordinating a course with more than 2 full time faculty and 2 or more adjuncts.

CLINICAL/PRECEPTOR COORDINATION: A non-administrative faculty member that is coordinating clinical unit placements and/ or preceptors for a course with 32 or more students (4 or more clinical groups) or more students and which clinical coordination is not part of their job description or duties on a routine basis.

CLASS SIZE: The number of students in an assigned section either face-to-face or online.

ADDITIONAL WORKLOAD RELEASE GUIDE	
NEW COURSE DEVELOPMENT OR MAJOR REVISION (ONE TIME IN FIVE YEARS)	NUMBER OF COURSE CREDIT HOURS DIVIDED BY 2
INDEPENDENT STUDY*	ONE CREDIT HOUR
COURSE COORDINATOR (NURSING ONLY)	ONE CREDIT HOUR
CLINICAL COORDINATOR (NURSING ONLY)	ONE CREDIT HOUR
CLASS SIZE** (THIS PERTAINS TO COURSES WITH ONLY 1 INSTRUCTOR)	OVER 50 FACE TO FACE= 1 CREDIT HOUR
	OVER 30 ONLINE = 1 CREDIT HOUR

- * Independent Study is limited to 1 credit hour regardless of the number of students in the course. A maximum number of 1 credit hour per term per faculty of independent study is permitted.
- **Class size for courses running the full semester and first term courses will be calculated as of the census date each term (the 15th day of the semester). Calculations for short term or second term courses will occur as of the 15th day of the course.

Programs should submit their workloads to their respective Deans. Deans should submit their division workloads to the VPAA and Employee Specialist no later than the dates noted below.

WORKLOAD DEADLINES	
SEMESTER	DEADLINE
FALL	MAY 15 FOR FACULTY WHO DO NOT WORK DURING THE SUMMER JULY 1 FOR FACULTY WORKING DURING THE SUMMER
SPRING	NOVEMBER 1
SUMMER	APRIL 1

ADJUNCT COMPENSATION

New adjunct faculty will be provided compensation for orientation according to Table 1. A new employee who must attend system, college and course orientation is eligible for a \$400 flat rate compensation. If an adjunct is hired to teach an online course and is required to do an online orientation, the adjunct is provided an additional \$100. Faculty hired from a distant location who do not physically attend system orientation will be reimbursed for college, course and online orientation at a flat rate of \$200.

Nursing adjunct faculty will be compensated for new or updated EPIC training depending on the level of knowledge required. Program Directors with oversight by the Dean will make the determination of the type of training needed. Nursing adjunct faculty will also be compensated if they are placed at a new hospital location or are requested to work in a new specialty area from that previously assigned (i.e. medical surgical to obstetrics).

TABLE 1

ADJUNCT ORIENTATION COMPENSATION	
TYPE	COMPENSATION
NEW EMPLOYEE ORIENTATION (INCLUDES SYSTEM, COLLEGE AND COURSE ORIENTATION)	\$400
NEW EMPLOYEE HIRED FOR ONLINE COURSE (INCLUDES ONLINE ORIENTATION)	\$100
NEW EMPLOYEE HIRED FROM DISTANT LOCATION FOR ONLINE ONLY	\$200
EMPLOYEE REHIRE	\$150
NEW EPIC TRAINING (NURSING ONLY)	\$400
UPDATE EPIC TRAINING (NURSING ONLY)	\$80

HOSPITAL ORIENTATION (NURSING ONLY)	\$100
NEW SPECIALTY ORIENTATION (NURSING ONLY)	\$100

Adjunct faculty will be compensated per credit hour at the rate based on the highest earned degree. (See Table 2) Example: 3 credit hour course taught by a faculty member with a doctorate will receive $3 \times 900 = \$2700/\text{semester}$.

TABLE 2*

ADJUNCT COMPENSATION PER CREDIT LECTURE HOUR*	
DEGREE	COMPENSATION
DOCTORATE	\$900
MASTERS	\$850
BACHELORS	\$800
<BACHELORS	\$675

The rates noted are for lecture and science labs. Rates for nursing and allied health clinical and laboratory skills are based on rates noted in Table 4 and 5. Additional compensation will be provided to adjunct faculty based on those noted below. (SEE TABLE 3).

TABLE 3

ADDITIONAL ADJUNCT COMPENSATION	
TYPE	CREDIT COMPENSATION
1 SCIENCE LABORATORY CREDIT HOUR	1.5
1 HOUR OF SCIENCE LABORATORY PREPARATION (YOUNGSTOWN ONLY)	1.0
CLASS SIZE > 50 FACE TO FACE OR > 30 ONLINE	1.0
CONTENT EXPERT COURSE DEVELOPMENT*	# OF COURSE CREDIT HOURS/2

*MUST HAVE VPAA APPROVAL

Nursing faculty will be compensated per student contact hour at the rates and highest degree noted below. The master's degree must be in nursing to receive the higher compensation. (See Table 4) Example: A MSN prepared adjunct faculty teaching 6 student contact hours per week $\times 780 = \$4680/\text{semester}$.

TABLE 4

ADJUNCT CLINICAL CONTACT HOUR COMPENSATION	
DEGREE	COMPENSATION
DOCTORATE & MASTERS	\$780
BACHELORS	\$700

All adjuncts assigned to allied health and nursing skills laboratories will receive a flat rate of pay of \$30.00/hour regardless of degree level. (See Table 5) If a faculty member is contracted to teach a combination of clinical and laboratory, the rate of pay for laboratory will be less than that paid for clinical (see below).

TABLE 5

ADJUNCT NURSING & HEALTH SCIENCES SKILLS LABORATORY CONTACT HOUR COMPENSATION	
DEGREE	COMPENSATION
DOCTORATE, MASTERS, BACHELORS	\$30.00/HR.
< BACHELORS, INCLUDING NON-CREDIT CERTIFICATES	\$23.00/HR.

SECTION IV – ACADEMIC RESPONSIBILITIES OF FACULTY

ADVISING

Each student upon admission to the College is assigned an academic advisor from her/his program of study. This advisor is with the student throughout the student's enrollment in the program of study.

Responsibilities

Advisors assume the following responsibilities:

1. Are knowledgeable of College policies and procedures as outlined in faculty and student handbooks and College catalog.
2. Demonstrate the relationship of major requirements with College mission and Institutional Goals and Learning Outcomes.
3. Assist students in monitoring their academic progress and determining manageable academic loads.
4. Assist students in understanding their course and program requirements, including the preparation of a long-range plan of fulfilling degree requirements.
5. Assist students in relating content of their major to goals and objectives, both personal and professional.
6. Assist students in the selection of complimentary elective courses.
7. Provide assistance for degree completion searches and career planning.
8. Serve as referral agents to other College services and resources.

CENSUS DATE ATTENDANCE

It is essential that we obtain accurate attendance for the first two weeks of each course; this information is used for federal and internal reporting. Therefore, attendance records are required to be submitted in Empower Me by all faculty during the first two weeks of any course. Students who are marked 'ABSENT' for the entire first two weeks of a session will be dropped from the course and will not be permitted to reenroll in the course that session. Instructions for how to record attendance are in the [Empower Faculty Training Manual](#). If you have any questions contact registrar@mercycollege.edu.

COPYRIGHT GUIDELINES

Mercy College of Ohio complies with the 1976 copyright law (P.L. 94-553). Liability for willful infringement of this law will be placed on the person making or posting the copy. The Mercy College librarians can assist in interpretation of the copyright guidelines and the [Fair Use Checklist](#).

COURSE SYLLABUS

Mercy College of Ohio faculty will design course syllabi based on approved course objectives. Faculty will use the most current syllabus template which is located on College website on the [Faculty and Staff Forms](#) page. Specific course expectations will be outlined in the syllabus.

- I. Faculty members will email all of their syllabi to the designated Administrative Specialist.
- II. Faculty are encouraged to upload a copy of their course syllabus to the Canvas course shell that is provided for each course. Any additional course materials that a faculty member may wish to make available to students may be placed in the Canvas course shell including PowerPoints, study notes, etc. All syllabi and other documents that are to be protected from alteration need to be converted to a PDF format prior to posting.
- III. The syllabus will be distributed and explained to students during the first week of class.
- IV. The syllabus will addresses specific items that should not be removed.
- V. Additional information on the syllabus may include:
 - Examples of how the course addresses any of the general education institutional learning outcomes
 - Assessment activities (in addition to the grading procedures)
 - Relationship of course to element within the College mission
 - Any program or division specific requirements

CLASSROOM CIVILITY

The College strives to provide an environment that is conducive to learning. In order to accomplish this, student behavior in the classroom that infringes on the learning of others will not be tolerated.

Classroom incivility issues are best handled at the time of occurrence. It is suggested that the instructor include within his/her syllabus what is considered to be acceptable or unacceptable behavior. If the student disregards these guidelines, it is suggested that the instructor meet with the student after the disruption to discuss the situation. Guidelines for appropriate behavior should be discussed. Continued classroom disruptions should not be tolerated.

If the situation escalates, a faculty member perceives an imminent threat or the situation becomes out of control, the faculty member is advised to call Security at 14444 for immediate assistance.

FACULTY RESPONSIBILITY AT END OF COURSE/FINAL GRADES

Final grades are due by noon on the date indicated on the Academic Calendar located at <https://www.mercycollege.edu/faculty-staff/academic-calendar>. This policy applies to all courses including those of less than 16 weeks duration. Grades are to be entered in capital letters (for example: A, B, C, D, F). Refer to the Course Catalog for grade denotations. Refer to the Empower Faculty Instruction Manual for step-by-step instructions for grade entry.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

To ensure the privacy and protection of student files the following is a brief update and review of procedures regarding applicant and student records, and release of information.

1. The entire Policy 510 Family Educational Rights and Privacy Act (FERPA) is available at www.mercycollege.edu/ferpa.
2. Students will be notified each semester of their rights to review records and of the appropriate required College procedures by which to request review.
3. The act does NOT apply to applicants. Refer all questions about applicant files to the Vice President of Strategic Planning and Enrollment Management.
4. Faculty and staff may request permission to view a student's record, but must prove they have a legitimate educational interest prior to accessing the information.
5. Parents and spouses are NOT given information from a student's file unless the student has completed a Release and Consent of Disclosure form that authorizes release of student information to the requestor. All accepted students regardless of age are protected by FERPA. Students under the age of 18 have the same rights as legal adults and information is not to be released to parents without consent from the student.
6. Institutions requesting information will need to provide a signed release from the student in order for the information request to be released.
7. Any concerns or questions regarding release of student information should be directed to the registrar@mercycollege.edu.

Note: As a private institution, Mercy College is not governed by Ohio statutes, which allow release of additional types of information to employees and applicants.

GRADE CHANGES

Grade change forms are located in the Office of Student Records.

GUEST SPEAKERS

Guest speakers can add breadth and depth to course topics and contemporary issues. Faculty and staff members are welcome to use guest speakers, as they deem necessary. However, if an honorarium is involved, the President, prior to the speaking engagement, must approve the fee. This approval will verify that funds are available for the honorarium. The College mission should give direction to the selection of guest speakers. Honoraria will NOT be given to faculty or staff members.

OFFICE HOURS FOR FACULTY

In keeping with the philosophy of the College, faculty members are expected to be accessible to students through established office hours. Office hours provide the opportunity for students to clarify course issues as well as discuss difficulties or concerns arising from the course. Full-time faculty members are required to post five hours per week as office hours. Adjunct faculty members are expected to post, at a minimum, one office hour per class. On-line instructors should post office hours on their course home page or syllabus. It is expected that faculty will adhere to their posted schedule. Faculty, who have on campus offices, are to post their class/office hour schedule outside the individual faculty member's office door by the end of the first week of each semester and as the schedule is altered. An electronic copy of the class/office schedule is to be e-mailed to the appropriate designated Administrative Specialist at the start of each semester.

PROFESSIONAL DEVELOPMENT (FACULTY)

An expectation of the College is that faculty members assume the challenge and responsibility to actively pursue their professional development. Time and financial resources for faculty development are the ultimate responsibility of the individual. The College will support attendance at professional activities whenever feasible. Faculty members may be asked to share information from any conferences paid for by the College with other College employees.

The objective is to foster faculty development throughout each faculty member's career by providing opportunities for scholarly and professional development, from orientation on through the ranking process. As an individual, professional development signifies the seeking of both practical skill and theoretical knowledge in the area of specialization in equal balance with pedagogical refinement. Three inter-linking characteristics or components required of individual scholarly development are:

1. Professional Role/Goals consisting of academic success skills and career preparation
 - Pursues scholarly activities through formal educational activities, presentations, publications, and research or community health care activities.
 - Demonstrates use of Classroom Assessment Techniques
 - Attends at least one professional conference each academic year
 - Is active in a (discipline-related) professional organization
2. Instructional Role/Goals consisting of discipline specific knowledge and skills.
 - Maintains involvement in discipline specific seminars/workshops, professional presentations or actual work in discipline
 - Possesses and maintains licensure/certification in discipline
 - Maintains CEU requirements for discipline
 - Pursues advanced degree or certification in discipline
 - Demonstrates effective practice in the clinical/lab area
 - Assesses teaching/learning and develops methods of improvement
3. Organizational Leadership Role/Goals consisting of higher order thinking skills and personal development.
 - Participates in peer, self and course evaluations
 - Serves on College committees as a member and also as Chair
 - Participates in professional programs and professional organizations
 - Participates in College activities/team player
 - Mentors, role models and supports the success of others in the organization

Development of the faculty and staff, as a whole, is the process of stimulating the actions of a group of individuals. The goal of faculty/staff development is to achieve harmony, as well as efficiency in the energy that is spent while working as a group for a common good, the development of Mercy College. Development of Mercy College contributes to the development of our students, and through our students, our community. Therefore, professional development as an individual is personally fulfilling and contributes to the growth and spirit of the faculty/staff, the students, the institution, and our community.

To those ends, each faculty member has the ability, with approval from the Program Director, Dean, and VPAA/Dean of Faculty, to be reimbursed in the amount of \$150 per year on any educational endeavor deemed appropriate, e.g., registration fee, professional membership, journal subscriptions, etc. The College also allocates \$600 for each fulltime faculty member per year for travel to professional conferences.

ROSTERS

Class rosters can be found in [Empower](#)

Please see your [Empower Faculty Training Manual](#) for instructions on obtaining your class roster.

STATEMENT ON ACADEMIC FREEDOM

Mercy College of Ohio supports the concept of academic freedom. The College views academic freedom as essential to the promotion of inquiry and the advancement of truth. Academic freedom is accomplished by academic responsibility, which requires service that is consistent with the mission and philosophy of the College. Academic freedom within a Roman Catholic institution implies respect for the doctrines of the Roman Catholic faith in teaching, scholarly activity and community service.

1. Faculty members, as well as students, are encouraged by an open and accepting atmosphere to feel they are free to inquire. Respect for individual's process of inquiry and study, responsibility of individuals to study and make sound judgments, and differences of opinion are supported.
2. Faculty are entitled to freedom in the classroom in discussing their subject matter. However, faculty should be careful not to introduce controversial material having no relevance to their subject matter into their teaching. This is a very sensitive area within the humanities, in particular. Virtually all "controversial material" is relevant to the study of history, for example.
3. The standards of academic freedom must be accompanied by equally demanding standards of academic responsibility. Faculties are members of a learned profession and representatives of the institution. When they speak or write as private individuals, they shall be free from institutional censorship or discipline. Their specified position in the community, however, imposes a special obligation. As persons of learning they must remember that the public may judge the profession and institution by their utterances. Hence, when they speak or write as private individuals, they should make every effort to indicate that they do not represent the College. (Refer to the Mercy Health [Social Media Policy](#))

STUDENT ATTENDANCE

Both classroom and clinical learning experiences are viewed as essential components of all education. Accordingly, students are expected to fully participate in both classroom and clinical learning activities.

Each faculty member determines to what degree classroom attendance is required within the grading policies of the course. Faculty should describe on the course syllabus, their classroom and clinical attendance policy, including the relationship of attendance to evaluation, and the remediation of missed learning experiences.

Students assume responsibility for contacting faculty regarding the remediation of missed classroom and clinical experiences.

STUDENT EVALUATIONS OF THE COURSE/INSTRUCTOR

Students are asked to evaluate the course as well as their instructors. Students will be prompted to complete their course evaluations online and will be notified in their Canvas dashboard and via email. All course evaluations for face-to-face and online courses will be completed online. Evaluation notifications will be sent approximately 2 weeks prior to the end of the semester. Deans or Program Directors, will discuss the evaluations with each of the instructors in their divisions after grades have been submitted to the Office of Student Records.

TEXTBOOK SELECTION

Textbook selection is viewed to be under the consideration of academic freedom; however, there may be required texts to maintain consistency between sections of the same course or requirements by accrediting agencies. Mercy College of Ohio tries to be sensitive to the financial implication of textbook selection.

Textbook choices (adoptions) are to be reviewed within divisions, approved by the Deans, and submitted to the bookstore by each faculty member before the semester's compliance-monitoring deadline (PUBLIC LAW 110-315—AUG. 14, 2008, SEC. 133. TEXTBOOK INFORMATION). The division Dean or designee is responsible for selection and adoption of textbooks for any course that does not have an assigned faculty member prior to the Textbook provision due date.

WITHDRAWAL PASS/WITHDRAWAL FAILURE (WP/WF)

The instructor issues the grade of either "WP"/"WF" to the Student Record's Office once a student indicates that they wish to withdraw from a course after the last day to withdraw with a grade of "W." The student will request to withdraw through the Office of Student Record's staff, who will then contact the student's instructors by email requesting that they submit grades of "WP" or "WF." The instructor is to then provide a grade of "WP," if the student is passing at the time of withdrawal or a grade of "WF," if the student is failing at the time of withdrawal. The grade is to be given based on the official date of withdrawal, not on the last day the student attended class.

SECTION V – GENERAL INFORMATION

ADMINISTRATIVE SUPPORT SERVICES

Administrative Specialists are assigned to each division. Requests for support services are to be at least two weeks before needed. The Administrative Specialist will advise faculty if deadlines cannot be met.

CAFETERIA

The cafeteria, located on the ground floor, is open Monday through Friday. No cafeteria service is available in the evenings, or on weekends.

COLLEGE NEWS, NOTIFICATIONS, AND EVENTS

College news, notifications, and events can be found in the Faculty/Staff Email sent out on a weekly basis. Emergency notifications will be sent through the RAVE system.

Use these links to Submit Newsletter articles:

Faculty/Staff Weekly Email: [ONLINE](#)

Inside Mercy College (Student Weekly Email): [ONLINE](#)

All college events can be found on the [Master Calendar](#).

COLLEGE ORGANIZATIONAL CHART

The College Organizational Chart can be located on the shared M drive and will be updated at the beginning of each semester. Those who do not have access to the shared M drive should contact their division's Administrative Specialist for this information.

PAID TIME OFF

All exempt and non-exempt benefits eligible employees who are budgeted 16 hours per week or greater are eligible for PTO. Refer to [Paid Time Off](#) policy HRMH023 for details.

CONCUR

Concur is the system that is used to submit requests for reimbursements for College employees. [Concur](#) is also available in a mobile app.

COPIER USE

Copy machines are available on the first, second, third, fourth and fifth floors of the Madison building and the third and sixth floor of Jefferson. Access codes to the copiers are assigned to College employees when they begin employment with the College.

Orders of more than 50 copies are to be sent to the Mercy Print Center. Orders can be placed online at the [Print Center](#). College Administrative Specialists can provide assistance. Completed orders are to be picked up in the Faculty/Staff lounge.

E-MAIL and VOICE MAIL

E-Mail (Outlook), voice mail, and weekly Faculty/Staff News emails are the primary vehicles of communication within the College.

E-mail should be used only for College business according to the confidentiality agreement. To avoid potential computer viruses, e-mail from the outside should be opened only if the sender is known. Never click on any links in email messages unless you know they are a trusted source. When out of the office for an extended time utilize the Automatic Replies (Out of Office) feature in Outlook.

Passwords expire every 90 days for security protection. Email passwords can be change at any time via the link provided on the Mercy College website under the IT Help page or by performing a key sequence of CTL+ALT+DEL and selecting "Change a Password." If a password is forgotten, you can click the Forgot Password Icon on your desktop or contact the Service-Desk at 1-800-498-1408.

Voice mail messages should be brief, current, and include your name and department. The telephone should be answered with a greeting, your name and title. When out of the office for an extended time change the voicemail greeting on your phone to let your callers know the dates you will be gone and when you will be returning to the office.

EMPLOYEE INFORMATION SYSTEM (EIS)

The employee information system allows employees to view their personal information such as payroll and compensation, W-2, benefits, learning and development, performance management, recruiting activities, and career planning. PeopleSoft is the current EIS. Mercy plans a transition from PeopleSoft to Workday in December 2018.

HUB

The Mercy Health Hub is a centralized information system for employees which includes personal and work related information and tools as an employee of the Mercy Health system. The HUB can be accessed from a work computer using your administrative ID (i.e. SMITH414) and log-on password. The HUB can also be used from a home computer or phone by using this link: <https://ehub.mercy.com>

IDENTIFICATION BADGE(S)

A badge is issued at the time of appointment/employment. For security reasons, it is expected that College personnel wear the photo identification badge. This ID badge is non-transferable and must be returned to the College upon termination of employment. Replacement badges are obtained through the Security Office located at the Medical Office Building (MOB) next to St. Vincent Medical Center. (Contact the Metro Security Systems Coordinator/Analyst at 419-251-4259 to schedule); a replacement fee will be assessed.

INFORMATION SERVICES (IT): CHPIT

If you are experiencing difficulty with your computer or other information technology, contact the SERVICE DESK at 1-800-498-1408 or online at <https://chpprod.service-now.com/sp>. Visit [Mercy College IT services](#) for the most up to date IT information/resources.

iLEARN

iLearn is a learning management system which houses mandatory learning courses for employees of the Mercy Health System. To access iLearn go to the Mercy health Hub, click on Employee Quick links and select iLearn from the drop down menu. Once in iLearn, follow Learning → Learning Plans and click on the “Details” link for the “MH Mandatory all MH” Learning Plan. Not all modules listed will need to be completed. An email will be sent to all employees listing mandatory modules to be completed along with instructions. Online and Adjunct Faculty members will be given secure access and list of modules to complete via email. All new hires are given a packet of information regarding iLearn at College orientation.

KEYS

Keys to the classroom or lab, if necessary, will be signed out through the office of the Manager of Operations. Keys signed out to adjunct faculty must be returned at the end of each semester (unless contracted to teach the following semester). Upon separation from employment all keys need to be returned to either the Dean or the Manager of Operations.

LEARNING MANAGEMENT SYSTEM – CANVAS

The College uses Canvas as its Learning Management System (LMS). Each course registered through Empower will receive a course shell in Canvas. Faculty may use their individual course shells to post course materials such as documents, PowerPoints and Syllabi. Other features include quizzes, assignments, discussion forums, and a gradebook. The Distance Education Division offers one-on-one training. If you have questions or would like to set up a training opportunity, please contact the Distance Education office.

LIBRARY RESOURCES

The Mercy College of Ohio Library exists to provide materials and services that support the informational needs of students, faculty, staff, and alumni; promote information literacy; encourage lifelong learning; and collaborate with the faculty to further the academic success of students.

The Library provides online resources, free of charge, where a patron can search academic databases, and locate electronic journal articles, e-books, and videos. These resources are available 24/7, from on or off-campus. They can be accessed through the Library Resource Bookshelf in Canvas and through the Library Proxy Page at me.opal-libraries.org, where links are provided to the most popular online resources.

Faculty and staff may request a library barcode. This barcode allows access to the Mercy College Library resources.

Library Facilities

Toledo - The Library is located near the Madison Avenue entrance and maintains a collection of books, audiovisuals, and print journals that support the programs offered at Mercy College. Rooms/spaces with large tables are available for individual and group study, and a color printer is available.

Youngstown - The Mercy College online resources and Toledo library staff are available to Youngstown faculty, staff, and students. Faculty, staff, and students at the Youngstown location are also welcome to use the library located on the second floor of Mercy Health St. Elizabeth Hospital. This library provides materials and services that support the educational, professional, and informational needs of Mercy College faculty, staff, and students along with hospital physicians and employees.

SUMMARY OF LIBRARY SERVICES FOR FACULTY AND STAFF

BOOKS AND AVs – The Mercy College Library purchases books and audiovisuals to serve as supplemental resources to the texts and other materials used in the classroom. The Library does not purchase textbooks, but may have previous editions of textbooks that have been donated by graduating students. An alphabetical list of AV titles we own is available on the Library Resource Bookshelf and AVs can be searched through the library catalog as well.

JOURNALS – The Library subscribes to print copies of journals that are heavily used or are not available online. A list of the journals currently received is available on the Library Resource Bookshelf. Many additional journals are available online through various databases and from the “Virtual Library” located in the HUB.

INTERLIBRARY LOANS – Articles and other materials not available through these resources may be obtained by items that can be borrowed free of charge will be ordered immediately, but may take up to ten days to arrive. Faculty will be notified if a fee is involved in obtaining the item.

COPYRIGHT PERMISSION – Any borrowed or reproduced item used in the classroom should be examined by the instructor to determine the need for copyright permission. It is the responsibility of the instructor to obtain copyright permission. The librarians can assist in this process.

RESEARCH ASSISTANCE – Faculty are encouraged to perform their own literature searches; however, the librarians will also do research for faculty upon request.

COURSE RESERVES – Materials from the library collection or your personal copies can be held at the Service Desk in the Library on “reserve” for students to read or view in the Library. To be copyright compliant, a *Library Reserves Materials Form** must be completed for each item for each semester. The reserves form is available at the Library Service Desk.

LIBRARY COMPUTERS – The library has computers for students that provide access to the Internet, OhioLINK, Microsoft Word, and to Mercy College systems. The computers are available during regular library hours.

NEW MATERIALS – Faculty members may suggest items for library purchase. The Director of Library will determine whether or not suggested materials can be purchased for the Library.

INSTRUCTION FOR STUDENTS – The librarians can provide information literacy and research instruction for classes upon request. Please make your request by phone or email to the Library Director at least two weeks in advance, since databases and websites often change their look, and time is needed to revise handouts.

LIFEMATTERS

LifeMatters provides confidential professional assistance with life, work, family, and wellbeing. Counselors and consultants are available to Mercy College employees 24/7 every day of the year. To contact LifeMatters, call (877) 841-1079 or go to the Mercy Health Hub's Human Resource Benefits and Wellbeing page to access the LifeMatters Connect With Help section. You can also visit the [LifeMatters](#) website to access articles, webinars, self-assessment tools, and more.

MAILBOXES

Faculty and staff mailboxes are located on each floor (first, second, third, fourth, and fifth floors of Madison and sixth floor Jefferson). Internal and external mail is distributed on a daily basis by designated person on each floor. Check with your supervisor for information related to the location of your mailbox.

PARKING FACILITIES

Faculty and staff are encouraged to park in the employee parking lots located off Madison Avenue and the parking garage located on Jefferson Avenue.

PROFESSIONAL DEVELOPMENT (STAFF)

Professional development opportunities are available through educational offerings at the College and through formalized tuition reimbursement programs. See the Tuition Reimbursement section for more information.

Auditing - Staff members are permitted to audit a college course. Please follow course audit guidelines as published in the College Catalog.

ROOM RESERVATIONS AND SCHEDULING

Conference room reservation can be made by using the Outlook calendar scheduling feature and choosing "add rooms."

Classroom assignments are organized through a classroom schedule plan developed during the scheduling process with input from faculty. Faculty members are requested not to move a class from a previously assigned classroom without the Registrar's authorization. When a classroom is not in use, faculty may reserve it for student review sessions through Outlook.

STRATEGIC PLANNING

Mercy College engages in the process of Strategic Planning on an on-going basis. The College has developed a collaborative process which invites participation by all College employees. Additional input is sought from students and other constituents including Board members. Click here to view the [Strategic Plan](#) which is located on the College website.

TELEPHONE USE

All College phones are to be used for College business only. This includes local and long distance calls.

TUITION REMISSION, REIMBURSEMENT, AND EXCHANGE PROGRAM

Full or part-time employees who have completed 90 days of continuous service and who are actively employed at the time grades are submitted for payment are eligible for tuition reimbursement. All requests for tuition reimbursement must be made through HR Service Now. [How to Request Tuition Reimbursement through HR Service Now](#). See the Mercy Health [Tuition Reimbursement Policy](#) for additional information.

Mercy College offers its full-time employees, their spouses, and dependent children (as defined by the IRS), a remission of tuition costs subject to certain eligibility requirements and conditions through tuition remission at Mercy College of Ohio and through the Tuition Exchange Program (TEP). Review the [Tuition Remission Policy 165](#) or the [Tuition Exchange Program Policy 162](#) for information or for questions, contact the Vice President of Strategic Planning and Enrollment Management.

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