
Faculty Handbook

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DONNELLY COLLEGE

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WELCOME TO DONNELLY COLLEGE



We are delighted to have you as an integral part of Donnelly College. We pride ourselves on hiring people, like you, who believe in our Mission and students, and who strive to do the best job possible in every situation.

HISTORY OF DONNELLY COLLEGE

Donnelly College is an independent, co-educational college. Founded in 1949 by the Benedictine Sisters at Mount St. Scholastica in Atchison, Kansas and the Archdiocese of Kansas City in Kansas, it is a Catholic college affiliated with the archdiocese. Donnelly College has remained in the heart of Kansas City, Kansas since its founding. As a Catholic liberal arts college, Donnelly's institutional vision derives from a belief in God and in the dignity of each person. As an educational institution, Donnelly believes that education can lead people to recognize their potential and value as human beings, to be aware of their relationship to God, and to function as constructive members of society. Over the years, the College has expanded its programming to include Associate's Degrees in a variety of disciplines; a Nursing Program; Bachelor's degree programs in Organizational Leadership, and Information Systems; dual credit programs with several local school districts; and a prison education program at Lansing Correctional Facility.

Mission

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world.

Specifically, the mission of Donnelly College is to provide education and community services with a personal concern for the needs and abilities of each student, especially those who might not otherwise be served.

Vision

The vision of Donnelly College is to advance the common good by being the most accessible and transformative Catholic college in the country.

GOVERNANCE, ADMINISTRATION AND COMMUNICATION

Academic Policies and Procedures

Employees can access the latest version of the Policies & Procedures Manual on the College website. The President will advise the community about policy and/or procedure updates via the Community Meetings held four times monthly. Recommended changes to the Policies and Procedures Manual will be discussed in Community Meetings. The Chair of the Community Meeting will forward recommended changes that are nonacademic to the Administrative Council and those concerning academic policies to the Academic Council. After discussion, the Administrative Council or the Academic Council will forward recommended changes to the President. If the policies require a vote by the Board, the President will present them at a Board meeting. For those that do not require a vote of the Board, the President will approve for inclusion in the Manual.

Administration and Communication

The following section outlines the committees at the college that ensure communication among staff and faculty:

- **Academic Council** Appointed Division 3 and 4 members
- **Community meeting** All employees of the College
- **The Assessment Council of Donnelly College (ACDC)** Appointed by Dean of the College
- **The Academic and Student Affairs Leadership Team (ASALT)** Faculty and Staff Department Chairs
- **Administrative Council** CFO and representatives of college departments
- **Curriculum Committee** Appointed by the Dean of the College
- **Student Learning Outcomes Committee (LOC)** Faculty Department Chairs, appointed Faculty, and Student Support Services personnel

Administrative Structure

Donnelly College is governed by a Board of Directors which meets at least quarterly and has powers and authority granted by the Donnelly College Corporation to govern the business and educational affairs of the College.

One of the primary responsibilities of the Board of Directors is the selection and hiring of the President of the College. The President administers the business, academic and other affairs of the College subject to the direction of the Board of Directors. The President is also authorized by the Board of Directors to appoint administrators for the administration of the College.

See Appendix 1 for Donnelly College Organizational chart.

The College as Community

An important aspect of the governance structure of Donnelly College is the widespread involvement of staff, faculty, and administration in the planning and decision-making processes. The College seeks to “share thoughts and ideas” among all constituencies. Our small size and compact spaces provide not only the advantage of personalized instruction and attention for our students in small classes with caring educators, but they also allow us to congregate for all community meetings which bring together all parts of the faculty and staff for conversation. The College Community Chart reflects the conversational flow at the college and highlights the path that ideas take as they filter down to the President.

GENERAL CAMPUS POLICIES

Donnelly College Employee Code of Conduct

As part of its mission, Donnelly College promotes an environment conducive to academic, social, spiritual, personal and physical growth for persons from a variety of economic, social, religious, racial, ethnic and national backgrounds. An individual who enters this college community voluntarily assumes obligations to accept the code of conduct of the institution to promote its purposes and functions. The College may take disciplinary sanctions whenever employee conduct interferes with its responsibility of providing an opportunity for educational achievement or of protecting the rights, health and safety of the College community.

Employees are expected to maintain standards of conduct befitting mature and responsible citizens in an academic community and reflecting the mission of the College. Among other things:

- All members of the community are expected to exhibit integrity and personal honesty in the classroom and in other campus affairs;
- Conduct which leads to embarrassment, physical harm, or indignities to other persons will not be tolerated;
- A genuine interest in all students and community members will be apparent/visible at all times, with a dedication to helping them learn to help themselves;
- The privacy of others will be respected, and information obtained in the course of duties will be held in the strictest of confidence;
- The rights and views of colleagues and those served will be honored, and all individuals will be treated with respect, courtesy, and good faith;
- Harassment or discrimination in any form will not be tolerated or condoned at any time;
- Those that have the responsibility for employing and evaluating staff performance will do so in a responsible, considerate and equitable fashion;
- Individuals will not use their professional relationships to further their own interests, financial or otherwise.

Donnelly College adheres to the principle of equal education and employment opportunity without regard to age, race, sex, disability, or national origin. Further, the College is committed to the maintenance of an atmosphere of civility and respect for all students, faculty, and staff.

Violation of the College's Code of Conduct as described above may lead to disciplinary action(s) which may include termination.

VIRTUS Training

VIRTUS® is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "right doing" within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church.

Completion of VIRTUS training is a condition of employment at Donnelly College. VIRTUS training must be completed within 60 days of your hire date. If you have not completed VIRTUS by that time, then you have not met the conditions of your employment with Donnelly. Please visit the Human Resources page for more information or contact Human Resources.

Conflicts of Interest

In connection with federal regulation 24 CFR 84 (Institutions of Higher Education, non-profit organizations), Donnelly College has developed the following addendum to the Code of Conduct that prohibits real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibits the solicitation and acceptance of gifts or gratuities for personal benefit in excess of minimal value.

Conflicts of interest exist when it is likely that an employee could be influenced, or could be perceived to be influenced, by a personal interest in carrying out his/her duties of employment. Conflicts of interest that lead to biased decision-making may constitute corrupt conduct.

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The officers, employees, and agents of Donnelly College shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, the College may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the College.

An individual employee may often be the only person aware of the potential for conflict. It is therefore his/her responsibility to avoid any financial or other interest that could compromise the impartial performance of their duties and disclose any potential or actual conflicts of interest to their supervisor or other senior staff member. If employees are uncertain whether a conflict exists, they should discuss the related interest matter with their supervisor and attempt to resolve any conflicts of interest that may exist.

To resolve any conflicts of interest that occur, or could occur, a range of options is available depending on the significance of the conflict. These options include:

- a) Recording the details of the disclosure while taking no further action because the potential for conflict is minimal or can be eliminated by disclosure, or effective supervision.
- b) Relinquishing the personal interest.
- c) Being removed from the task/activity/situation where the conflict could occur.
- d) Disputes over alleged conflicts of interest may be resolved through an appeal through the President's Office.

Acceptance of Gifts or Benefits

- a) Employees should not accept a gift or benefit that is intended to, or is likely to, cause them to act in a partial manner in the course of their duties.
- b) Employees should report to their immediate supervisor if they believe they have received or been offered a favor or benefit.
- c) Employees dealing with, or having access to, sensitive investigations, or commercial sensitive information, should be particularly alert to inappropriate attempts to influence them.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Harassment and/or Discrimination

Donnelly College is committed to providing a work environment that is free of unlawful harassment, including, but not limited to, sexual harassment. Accordingly, Donnelly College strictly prohibits and will not tolerate any unlawful harassment based on factors such as gender, sexual orientation, race, religion, creed, color, national origin, ancestry, age, pregnancy, marital status, veteran status, disability, or any other status, condition or characteristic protected by applicable law, to the extent the status, condition or characteristic is protected by applicable law. This prohibition covers harassment by anyone in the workplace itself or in any work-related settings, including supervisors, managers, co-workers and non-employees.

The term "harassment" includes, but is not limited to, actions, slurs, jokes and other offensive verbal, graphic, visual or physical conduct (both overt and subtle) relating to a legally protected status, condition or characteristic that creates an intimidating, hostile or offensive working environment or that unreasonably interferes with job performance. The term "sexual harassment" includes unwelcome or unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for any employment decision affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

While it is impossible to anticipate every type of behavior which may constitute harassment in a particular situation, the following types of behavior come within this prohibition:

- Unwelcome touching, impeding or blocking movements;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Offensive facial expressions, leering, sexual gestures or movements;
- Displaying sexually suggestive objects, pictures, cartoons, calendars or posters;
- Graphic advances or propositions;
- Graphic comments about another employee's body or clothes;
- Use of derogatory names, slurs, epithets or comments, especially of a sexual nature;
- Unwelcome discussion of sexual experience, activity or jokes;
- Sexually degrading words used to describe another employee;
- Suggestive or obscene letters, notes or invitations including emails and texts.

Such behavior, and any other harassing or discriminatory activity, is unacceptable in the workplace itself or in any work-related settings. Remember that it is not always possible to tell whether jokes or suggestive comments are "welcome" to another employee. The best policy is to refrain from all such joking, comments or activity in the workplace.

It is also important to understand that a third party can be offended by jokes or comments that are overheard.

VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISCHARGE.

Employees who believe they have been subjected to or witnessed any unlawful harassment should immediately report the matter to their immediate supervisor, the Vice President of Business Affairs, or the President. Employees are not required to complain first to any supervisor who they believe has engaged in or condoned the harassment.

Any supervisor who receives a complaint or report of any alleged unlawful harassment must immediately refer the matter either to the Vice President of Business Affairs or the President. Further, any supervisor who knows or has reason to know that any employee is being subjected to unlawful harassment is instructed and required to immediately take appropriate corrective action to stop any ongoing harassment, regardless of whether the supervisor has received a complaint or report regarding the harassment and must immediately thereafter report the matter to the Vice President of Business Affairs or the President. Any supervisors or managers who fail to abide by this policy will be subject to disciplinary action up to and including immediate discharge or removal from office. (Please see the Employee Manual for the complete policy.)

Title IX Policy

Without limiting any other rules regarding improper conduct, Donnelly College will not tolerate any acts of sexual misconduct committed by or against any member of our community which includes students, staff, faculty, approved volunteers, visitors, and vendors.

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Donnelly College has established a Policy pursuant to Title IX regarding sexual misconduct on campus. This policy primarily relates to students and their rights when sexual misconduct occurs. However, employees must be familiar with the policy and must take Title IX training upon hire. In addition, the College has responsibility under the requirements of Title IX compliance to require employee attendance/participation in among other things online training, seminars, and webinars as designed by the Title IX Coordinator or designate.

Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) give students certain rights with respect to their education records. These rights are: The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the registrar, appropriate dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Students are provided the opportunity to challenge through a hearing the content of their educational records if they believe the records contain information that is inaccurate, misleading, or in violation of the right of privacy. (Grades are not subject to challenge.) Limited disclosure of information from a student's record shall be conducted through the Office of the Registrar to those who have written consent or to officials specifically permitted within the law, such as college officials and – under certain conditions – local, state and federal officials.

One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Dependent students under 18 years of age: Parents may have access to your educational record. The college will assume you are a dependent if your parents provide a written statement that you are listed as a dependent on their federal income tax forms.

Workplace Accommodations

It is Donnelly College's policy to consider all requests for workplace accommodations, and to make reasonable accommodations for specific employee needs where necessary, appropriate, feasible and required by law. It is your responsibility to inform the administration if you are in need of any workplace accommodations.

Equal Employment Opportunity

It is the policy of Donnelly College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the College where appropriate.

As part of the College's equal employment opportunity policy, Donnelly College will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Vice President of Business Affairs who is named Affirmative Action Officer has been assigned to direct the establishment and to monitor the implementation of personnel procedures to guide the affirmative action program throughout Donnelly College.

Suspected Misconduct, Dishonest, Fraud, and Whistle-Blower Protection Policy

If any person knows of or has suspicion of misconduct, dishonesty or fraud, the Vice President of Business Affairs should be contacted. If the alleged wrongdoing concerns the Vice President of Business Affairs, then the President or other Officer should be notified.

If the Vice President of Business Affairs, President or other officer of the organization receives information about misconduct, dishonesty or fraud, they shall inform the Board (or other designated committee, if one exists), which shall determine the procedure for investigating all credible allegations.

At all times, the privacy and reputation of individuals involved will be respected. There will be no punishment or other retaliation for the reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

For the purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with college policy
- Theft or other misappropriation of college assets
- Misstatements or other irregularities in college records
- Incorrect financial reporting
- Misuse of college resources
- Illegal activities
- Forgery or alteration of documents
- Any other form of fraud

HEALTH AND SAFETY

Campus Crime Report

Under the regulations of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Donnelly College files an Annual Security Report with the United States Department of education which, among many other things, includes campus crime statistics. The full report is found on the Donnelly College website at www.donnelly.edu/clery.

Safety and Security

Each person is responsible for his/her belongings. Taking another's belongings will not be tolerated and will result in disciplinary action.

Weapons Free Campus

To ensure that Donnelly College maintains a safe environment and free of violence for all students and employees, the College prohibits the possession or use of weapons on College property. A license to carry the weapon does not supersede the College policy.

“College property” is defined as all college-owned or leased buildings or vehicles under the College’s control. Weapons include, but are not limited to, firearms (concealed and open carry), explosives, knives, pellet or BB guns, Tasers, stun guns, wooden or metal batons, bows and arrows and other weapons that might be considered dangerous or that could cause harm. Legal weapons must be kept locked in one’s own vehicle while on College property and the owner assumes responsibility for such personal property.

Donnelly College reserves the right at any time to contact law enforcement authorities if there are reasonable grounds to believe that a student, employee, or a visitor has a weapon on College property. While on duty on College property, police officers and other law enforcement personnel are authorized to carry weapons.

Visitors on Campus

Only registered students, faculty, staff, and approved guests are allowed in areas of academic setting at Donnelly College. This includes but is not limited to: computer labs, classrooms, laboratories, and the library. The presence of children in classes is only permitted in unusual circumstances and requires the permission of the instructor.

Children on campus must be under direct guardian/parental supervision and under control at all times. Children cannot be left unattended in any area of the college including but not limited to administrative areas, lobby, Bistro, etc.

Children of employees are permitted on campus with approval of supervisor.

Accident Reports

In the event of a serious emergency or accident, call 911. Then report the accident to the Director of Facilities at 913-433-3350. Accident reports are maintained by the Vice President of Business Affairs.

Smoking Policy

All buildings at Donnelly College were declared smoke-free buildings by the Board of Trustees on January 1, 1994.

The two designated smoking areas on campus are:

1. Lower entrance to Marian Hall, just outside the burgundy awning. The ash receptacle is located near the sidewalk outside this door.
2. Outside the main tower at the bottom of the steps leading to the picnic area. This location is found by going around the building towards the Events Center and continuing down the steps. The ash receptacle is located in the concrete inlet at the bottom of those steps.

Please continue to keep these areas of our campus clean.

BUILDING, FACILITIES AND EQUIPMENT

Building Hours

Building hours follow the academic schedule, with access available 30 minutes before the start of classes and 30 minutes after the end of classes. Hours will be distributed electronically when classes are not in session.

After-Hours Access

After-hours access is limited to employees with alarm system pass codes. Please contact 913-433-3350 (on-campus phone) or 913-544-8025 (off-campus phone) to make arrangements for access outside of regular hours. Additionally, faculty members who will need to be in the building after hours should submit an online service request.

Property Maintenance

Any member of the College staff can call attention to any item that is in need of repair or cleaning. These needs and other requests for ordinary repairs (lights, doors, windows, vending machines, and other equipment) should be made electronically to the Director of Facilities. A service request or ticket is needed (<http://helpdesk.donnelly.edu/tickets/ttx.cgi>). This can be found on the Donnelly home page under Faculty and Staff Quick Links.

Parking and Traffic

A parking sticker will be issued to you and it must be displayed on your back window. Parking stickers are obtained from Admissions. Donnelly parking includes the main lot, the lot on the southwest corner of 18th and Tauromee, and the church lot across 18th Street to the east. Space is provided for employee parking. There is no parking permitted which blocks entrances to the college or fire lanes. Parking spaces reserved for handicapped are to be observed. Drivers are requested to drive slowly and to keep cars locked at all times. The College is not responsible for articles lost or stolen or for damages to vehicles in the parking lot.

Office Assignments and Keys

Director of Facilities or Department Chairs will have keys or codes for new faculty.

Room Reservations

Requests for the use of rooms at the College are made through a service ticket. Reservations should be made in advance and will be taken on a first-come, first-served basis and assigned according to the purpose and capacity required.

Room Reservations Fees

Priority goes to Donnelly College or any non-profit organization that maintains a partnership with the College. External groups have access to the facilities after the College's needs are met. Only events and activities congruent with the Donnelly College mission will be approved. Weekend events, including Fridays in June and July, are scheduled only when the college is open for classes and with proper security. See the Office of the President for more information.

Fire Drill Procedure

The Vice President for Business Affairs is responsible for ensuring that a clear fire evacuation procedure is posted throughout the building and for coordinating drills as necessary in compliance with the law.

Exits to be used for fire drills are posted in each hallway. Employees and students are responsible for following directions as posted.

Tornado Drill Procedure

The Vice President for Business Affairs is responsible for ensuring that a clear tornado evacuation procedure is posted throughout the building and for coordinating drills as necessary in compliance with the law.

Exits to be used for fire drills are posted in each hallway. Employees and students are responsible for following directions as posted.

Campus Violence Procedure

If an armed or threatening intruder comes on to Donnelly College property it is very important that faculty, staff and/or students report it immediately and take protective actions. Donnelly College Safety & Security recommends the following procedures.

If you see an armed intruder and you are in an office or classroom:

- Remain in the classroom or office and immediately lock all doors, if possible.
- Call 911 and alert the Kansas City Kansas Police Department. Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police and/or DC Security arrive and give directions.

If you are caught in an open or exposed area and you cannot get into a classroom or office, you must decide upon a course of action:

Hiding

Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.

Running

If you think you can safely make it out of the area, then do so. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

Playing Dead

If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.

Fighting

Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous but depending on your situation this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders.

TECHNOLOGY

Technology policies are in place to ensure proper use of Donnelly's technology. These policies are summarized here but may be accessed in full on the Donnelly web page under Policy and Procedure Manual.

A. General Technology Policies

All users of the Donnelly's technology, including phones, email system, computers, video recorders and players, etc. must respect and adhere to state, federal, and international laws. Any attempt to violate these laws will be met with prompt appropriate legal and/or disciplinary action.

- Efficient, ethical, authorized, and legal utilization of Donnelly's technology which is in concert with our stated goals is desired.
- Do not expect privacy when you use a communications system that is operated or owned by Donnelly.
- Management reserves the right in certain circumstances to monitor your electronic conversations, to read your messages and to inspect mail or documents sent to or by you, including deciphering of encrypted text.
- Management reserves the right in certain circumstances to access, without notice: data or text caches, pager memory banks, e-mail and voice mail boxes or accounts, and other employer provided electronic storage systems.

B. Policy for Use of Email Communications

- Don't put anything on email that you would not broadcast to the general public.
- Be polite.
- Use appropriate language.
- Delete all messages from the email system when they are no longer needed as a finite amount of network storage is available.

- Be aware that Internet email transmissions can be easily intercepted by others.
- Forgery or attempted forgery is prohibited.
- Junk mail and/or “chain” letters are prohibited.
- Never email from someone else’s email account/box.
- Computer viruses can be spread easily via the Internet and especially via Internet email. Don’t stop our virus scan programs and follow all instructions for cautious use.
- Jokes and pornographic emails are prohibited.
- Only Donnelly email accounts, both for students and instructors, should be used in email communications with students.
- Email attachments should not be opened unless you are expecting them from a known source. Email attachments may host viruses that can have major negative impact.
- If you receive an expected attachment and the attachment has a file extension of exe, bat, vbs, or other type of program file, please contact Computer Services before opening.

Violations of this policy will result in disciplinary action up to and including termination.

Submitting a Service Request

To submit *Requests for service*, go to the Donnelly College website, <http://www.donnelly.edu>. From the Quick Links, click on Faculty and Staff. Under the Faculty & Staff index, select Service Request. The service ticket that appears can be used to request assistance with a large variety of items on campus including IT issues, facilities maintenance, room reservations, copier issues, copier paper and IT issues. Click on the drop-down menu under categories to select the area of service. Once a request has been filed, you will receive a confirmation email and update when the service item has been solved.

*Please see Employee Handbook for additional policies.

FACULTY

Preferred Faculty Qualifications

Donnelly College is committed to maintain full HLC accreditation compliance in the hiring of all faculty members. Each course in every discipline requires relevant experience and expertise to support the student learning outcomes that exist for each course or program in the College curricula. Such credentials may include a degree in the field associated with the course or program or alternative credentials that result in the same learning outcome.

General education courses: master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate credit hours in the teaching discipline).

Associate degree courses: master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate credit hours in the teaching discipline).

Baccalaureate courses: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate credit hours in the teaching discipline).

Success First courses: master’s degree in a discipline related to their teaching assignment and has either teaching experience in a discipline related to their assignment or graduate training in preparatory education.

eLearning courses: faculty members who teach fully online or blended courses must successfully complete training as approved by the Dean of the College.

The Vice President of Academic and Student Affairs may recommend/appoint a faculty member without the specified degree requirements whenever background or experience is deemed equivalent to academic credentials required to fulfill the responsibilities of the position. Justification for such exceptions will be fully documented in the Human Resources files.

All degrees must be from a regionally accredited college or university and verified by official transcripts. Payment for adjunct faculty will not be released until official transcripts are on file in the Human Resources office.

Alternative Credentials

Faculty members may have experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. Donnelly College considers competence in the field, national accreditation, professional licensure, and/or certificates, honors and awards, continuous document excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes..

Working Hours

Each full-time instructor is expected to be on campus at least thirty hours through five days of each week that classes are in session. A minimum of five office hours each week is to be scheduled for professional services to students. Conference hours for consultation and guidance at times convenient for the students should be posted outside each faculty member's office and filed with the Dean of the College.

Teaching Load Policy

Most full-time faculty are hired for nine-month contracts. Faculty have the opportunity to accept summer assignment based on the summer schedule requirements. Adjunct faculty should be hired on a per course basis.

Faculty teaching loads during the academic year shall include such combinations of distance learning, day, evening, and weekend classes as the needs of the college require.

Guidelines for faculty teaching load – AA, AS, AAS, and Bachelor's degrees:

- Full-time faculty
 - 15 credit hours/semester (30 credit hours/academic year)
- Adjunct faculty
 - a maximum of 9 credit hours/semester
- Academic Chairperson
 - a maximum of 12 credit hours/semester (24 credit hours/academic year)
 - 3 credit hours release for academic administrative duties
- Administrator/Director/Staff
 - a maximum of 3 credit hours/semester (6 credit hours/academic year)

Faculty Full-time Load

Faculty load is defined in terms of full-time equivalency for a two-semester academic year. As a rule, a full-time load consists of thirty credit hours of teaching per year, usually fifteen credit hours each semester.

Full-time loads will include at least one evening class per year.

Besides teaching, the full-time instructor's duties may include, among other things:

1. Attendance at division, assembly, community meetings and instructional workshops.
2. A minimum of five office hours per week will be posted on the office door and maintained at a time available to students.
3. Participation on at least one academic committee.
4. Mandatory attendance at certain college functions as defined in the annual contract., including Convocation, Ecumenical Prayer Service, and Graduation.

Schedules of class periods, registration assignments, and office hours are to be arranged so that the instructor renders service over the 175 days designated by the school calendar as the contract period.

The instructional load may be adjusted by consultation with the Dean of the College each semester. If the number of credit hours assigned exceeds the maximum, the instructor will be compensated overload pay.

If the number of credit hours assigned is below the minimum, any of the following adjustments may be required:

1. More than one evening class may be scheduled.
2. Various administrative or quasi-administrative roles may be assigned.
3. An instructional load may be balanced by an additional load the following semester.
4. The instructor may teach a summer course (without additional compensation).

Any released time arrangements must be approved by the President.

Instructors appointed as program directors will have additional duties and may have reduced course loads in order to facilitate the added duties of the director/chair designation.

Faculty Overload

An instructor whose teaching load exceeds full-time as described above will be compensated according to the payment offered to adjunct instructors. Occasionally, other duties may be requested of an instructor by mutual agreement.

Unexpected Absences of Faculty

If the instructor must be absent from class or from office hours he/she reports the anticipated absence in writing to the Dean of the College as far in advance as possible. In the case of an absence from class, it is the responsibility of the Dean of the College and the faculty member to make arrangements so that the class period will prove a learning experience for the students. In the case of unexpected absence, the instructor notifies the Dean of the College who makes provision for the class. In the event of the absence of the Dean, the Registrar is notified. The instructor files an appropriate written form with the Dean of the College for each absence. An instructor with an unreported or unexcused absence from class may be subject to termination. Faculty will fill out the appropriate Record of Paid Leave form to reflect days missed. Reorganizing class schedules or assigning alternative assignments for a missed class does not negate the instructor's missed day. Missed classes should be prorated into the record of paid leave. For example: an instructor has two scheduled classes and then must cancel one of them due to illness or emergency. A Record of Paid Leave will be filled out for ½ day of paid time off. If the instructor would have missed both classes, then the record of Paid Leave would reflect a full day.

Faculty Contracts

Contracts are issued to full-time faculty members by approximately March 15th each year for the school year beginning in August. In general, a teaching load of 15 credit hours each semester is considered full-time.

Notice of non-reappointment, or of intent not to reappoint, is given in writing to the instructor by approximately March 15th of the academic year of service. However, employment contracts of employees with contracts that have a definite ending date may be non-renewed or not extended without notice and cause and without any reason or reasons being given for such action. The fact that such an employee's contract has been renewed in the past shall not be deemed to create an expectation of continued employment beyond the contract expiration date, nor shall it create any protected property interest in employment beyond the contract expiration date.

Faculty members must notify the Dean of the College no later than March 31st of the academic year of the intention to terminate employment at the end of the contract year.

A contract becomes null and void if it is not signed and returned within two weeks from the time it is offered.

Termination of Faculty Contracts

Contracts of full-time and adjunct faculty members may be altered or terminated by written mutual agreement of the College and the instructor at any time with the exception of termination for cause as specified below or under extraordinary circumstances because of serious financial emergency as determined by the President and the Vice President of Business Affairs. In addition to any right of the College under an employment contract, the College is authorized to terminate any such contract at any time for cause among other things.

Termination for Cause

Donnelly College shall have the right to terminate employment covered under Faculty or Adjunct Contracts at any time for Cause, which termination shall be effective immediately. Termination for "Cause" shall include termination for, among other things, without limiting any other situation that may constitute for cause:

- Flagrant or deliberate violations of the policies and procedures of Donnelly College.
- Persistent failure to carry out specified teaching assignments as determined by a department or by the Academic Division.
- Abuse of authority as an educator; actions that intimidate others or constitute a discouraging effect on the freedom of thought necessary in an academic community; behavior which fundamentally corrupts scholarship or teaching.
- Teaching ineffectiveness.
- Intentional nonperformance or midperformance of such duties, or refusal to abide by or comply with the reasonable directives of superiors or Donnelly College's policies and procedures, which includes, among other things:
 1. Maintenance of competent performance levels of teaching as confirmed by objective appraisals.
 2. Professional performance of assignments outside the classroom.
 3. Effectiveness in constructively carrying out the aims and objectives of the College: personal conduct which reflects unfavorably on the College or inhibits its effectiveness in carrying out its mission, aims and objectives.
 4. Failure to comply with specific duties in the contract which include, among other things, requirements to:
 - Activate learning platform section for each course taught.
 - Post current syllabus on learning platform for each course taught.
 - Submit summary attendance on learning platform for all students.
 - Submit daily attendance for all students.
 - Submit midterm grades for all freshmen students and provide Early Alert Feedback (on website) focused on student success and retention.
 - Submit final grades for all students and include last date of contact for those earning a grade of F.

When a decision has been made for termination for cause, the terminated instructor will not be paid the unearned portion of the contract. Accrued sick leave will be paid to the faculty member, if applicable, on the final paycheck.

When a decision is made for an involuntary termination due to extraordinary financial circumstances, the instructor will not be paid the unearned portion of the contract. Accrued sick leave will be paid to the faculty member, if applicable, on the final paycheck.

Full-time Faculty Professional Development

Instructors are expected to complete an Annual Individual Development Plan (IDP) in consultation with their supervisor.

Performance Evaluation

Performance evaluation for faculty members, an important aspect of professional development, consists of three components:

1. Each semester an evaluation survey is administered to students in each class under the supervision of the Dean of the College. Computerized results of these surveys are given to each faculty member for self-study.
2. A self-evaluation tool is used by each full-time faculty member in conjunction with the annual interview with the Dean of the College prior to renewal of contract. At that time, a plan for professional growth is agreed upon.
3. A third vehicle for performance evaluation is the faculty evaluation, which is conducted in the spring semester within each department under the Dean of the College.

An annual performance review is made of all faculty members each year. Written reports of the employee's job performance are filed with the Division Supervisor and are available for the employee to review and make any comments. The Division Supervisor is responsible for turning in all performance evaluation materials to the Human Resources office and the Dean of the College for inclusion in employee personnel files.

Faculty Rank and Promotion Procedures

Each spring semester, an email will be sent by the Vice President of Academic and Student Affairs inviting faculty to apply for rank and promotion in the fall. A form will be attached to the email, which should be completed and returned to the Rank and Promotion Committee by faculty intending to apply by May 1.

Minimum qualifications to apply will be outlined in the invitation. The minimum qualifications for each rank are as follows:

Minimum Qualifications for Level I Instructor

1. Applicant must possess a Bachelor's degree AND 18+ graduate hours in *their* discipline.
2. Applicant must have 0 to 1 years of service at Donnelly College.

Minimum Qualifications for Level II Assistant Professor

1. Applicant must possess a Terminal Degree *in discipline* OR a Master's degree *in discipline* OR a Master's degree plus 18 graduate hours *in discipline*.
2. Applicant must have a minimum of 0 to 1 years of experience at the Instructor level and 0 to 1 years of service at Donnelly College.

Minimum Qualifications for Level III Associate Professor

1. Applicant must possess a Terminal Degree *in discipline* OR a Master's degree *in discipline* OR a Master's degree plus 18 graduate hours *in discipline*.
2. Applicant must have a minimum of 6 years of experience at the Assistant Professor level AND 0 to 1 years of service at Donnelly College.

Minimum Qualifications for Level IV Professor

1. Applicant must have a Terminal Degree in field or related area of study *discipline OR a Terminal Degree AND a Master's degree in discipline*.
2. Applicant must have a minimum of 3 years' experience at the Associate Professor level.
3. Applicant must have a minimum of 5 years of service at Donnelly College OR equivalent rank at another institution.

Activities identified are minimum level expectations for the particular rank. To move to the next rank, one must already be demonstrating tasks at the base level of proficiency to move to that rank. (For example, if one is an instructor, she/he should be doing the tasks at the Assistant Professor level prior to submitting application for promotion to Assistant Professor.)

Each level assumes continuation of activities at prior level, yet with greater proficiency and effectiveness.

Participation in all four areas (teaching, college scholarly activity, college service, and professional/community service) is expected of all full-time faculty. Part-time faculty and adjuncts are not eligible for promotion.

Supporting Documentation

1. Faculty Self-Evaluation
2. Classroom Observation
3. Updated Individual Development Plan demonstrating activities in:
 - a. Teaching and learning (minimum of three objectives per academic year)
 - b. Service to the college (minimum of one objective per academic year)
 - c. Service to the profession (minimum of one objective per academic year)
4. Student Evaluations

Forms are available in the Office of the Vice President of Academic and Student Affairs.

Faculty Responsibilities

Besides teaching, the full-time instructor's duties include participation on at least one committee, with possible service on two.

Campus Committees Include:

- Adjunct Task Force
- Rank and Promotion
- Curriculum
- Professional Development
- Service Learning Advisory Committee

A more complete description of full time faculty work hours and expectations is available in the Administrative Process and Procedure Manual located on the Donnelly College website within the Faculty & Staff page. As you scroll through the Index, you will see a link to Process and Procedure Manual under the Policies column.

Syllabus

For any course that is scheduled, a course description must be on file in the Registrar's office and a course syllabus must be filed with the Dean of the College.

The syllabus, to be filed before the first class and given to each student in each class at the beginning of the term, should include:

1. Instructor's name and title
2. Course name, number and number of credits
3. Class meeting time and location
4. Instructor's office location, phone, and office hours
5. Instructor's contact phone number (optional)
6. Course description (Should match college catalog description)
7. Donnelly College Learning Outcomes, Program Learning Outcomes and Student Learning Outcomes*
8. Textbook information (author, title, edition, publisher)
9. Supplementary readings — mandatory and/or suggested
10. Attendance policy/Grading policy
11. Assessment criteria
12. Assignments and course calendar
13. Statement regarding disabilities/assistance

*Meet with Department Chair to discuss Program Learning Outcomes.

Academic Integrity

Academic honesty is important to the functioning of any institution of higher learning. Some version of the academic integrity policy should appear in all class syllabi. The policy can be found in the online catalog.

Academic Freedom

Donnelly College accepts the definition of academic freedom contained in the 1940 Statement of Principles on Academic Freedom and Tenure agreed to by the American Association of University Professors and the Association of American Colleges. Following are the relevant principles to which the College ascribes:

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution (1940).

Teachers are entitled to freedom in the classroom in discussing their subjects but should be careful not to introduce into their teaching controversial matter which has no relevance to the subjects being taught. (1940) Controversy is at the heart of the free academic inquiry which (this) entire statement is designed to foster. This passage serves to

underscore the need for teachers to avoid persistently introducing intruding material which has no relation to the subject. Instructors are expected, however, to reflect a respectful attitude toward the teaching of the Roman Catholic Church.

As members of their community, teachers have the rights and obligations of any citizens. They measure the urgency of these obligations in the light of their responsibilities to the subjects, to their students, to their profession, and to their institutions. When they speak or act as private persons, they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, teachers have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Assessment of Student Learning Outcomes

Donnelly College assesses student learning at the course, program and degree levels on an annual basis to promote continuous improvement of student learning, as required for accreditation and mandated by the Board of Directors. Assessment of student learning will ensure compliance of the Higher Learning Commission's requirement that the institution demonstrates a commitment to education achievement and improvement through ongoing assessment of student learning (Criterion 4.B.)

Donnelly College engages in assessment as an ongoing process designed to enhance continuous improvement of student learning. Assessment supports faculty in improving student learning by documenting what students are learning and where improvement should occur. All full-time and adjunct faculty will collect and report assessment data for identified Learning Outcomes once per year. Data will be shared to the Campus Community. Faculty are responsible for incorporating any resulting improvements or adjustments to courses, programs and degrees based on assessment outcomes.

Required Faculty Meetings

To accomplish the process of communication and governance, faculty attendance is expected at regular meetings as outlined below.

Meetings generally occur on Wednesday afternoons at 2:00 pm. Full-time faculty members are expected to attend all regular professional meetings and workshops scheduled unless other arrangements have been made with the Academic Dean. Part-time instructors are encouraged, but not obligated, to attend professional meetings; they are, however, obligated to comply with decisions agreed upon at these meetings. Meeting schedule is normally as follows:

- Community Meeting Four times annually.
- Academic Division (Division 3 & 4) 2nd or 3rd Wednesday of the month.
- Faculty Senate 3rd or 4th Wednesday of the month. The Faculty Senate is comprised of all full-time faculty and some adjunct faculty who elect to participate. The Faculty Senate Constitution can be found in Appendix 3 at the back of this handbook.
- Department meetings (ex. Liberal Arts and Sciences) determined by Department Chair.
- Department Chairs will also attend the Academic Student Affairs Leadership Team meeting on the last Wednesday of the month.

Office Hours

Each full-time instructor is expected to be on campus at least thirty hours through five days of each week that classes are in session. Faculty members should inform the immediate supervisor if they are teaching at another institution of higher learning. They also should inform the supervisor if they are teaching in another Donnelly College department.

A minimum of five office hours each week are to be scheduled for professional services. These office hours for consultation and guidance at times convenient for the students should be posted outside each faculty member's office and filed with the Dean of Instruction.

Final Exams

The final exam schedule for day classes is published by the Registrar each semester. This schedule allows for longer examination periods for classes that incorporate comprehensive examinations. All day classes should follow this schedule.

Saturday, weekend, and evening classes should schedule their final examinations for the final class period.

Submitting Grades

Final grades for each student must be posted on SIS. You may also opt to use the *Gradebook* feature to track students' grades.

The deadline to submit grades is announced on the Academic Calendar. Generally speaking, grades are due at 11:59 pm the Sunday following final exams during the fall, spring, and summer semesters.

Incomplete Policy

The grade of incomplete is a temporary grade given at the discretion of the instructor upon request of the student. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements.

The instructor is responsible for providing written notification to the student of the work required to remove the incomplete. The student is responsible for completing the work by the date set by the instructor, by the conclusion of the next regular term (fall or spring), or the student's graduation term, whichever is earlier. The instructor may extend the incomplete deadline.

If the student does not make up the incomplete during the specified period, the grade of "I" will be re-designated as "F" and will be computed in the student's GPA.

A student will not be cleared for graduation with an incomplete grade on his or her academic record.

See Appendix 2 for Incomplete Form

Learning Management System and Faculty Expectations

An online learning management system is used at Donnelly. All students and faculty members have access to the learning platform from the Faculty webpage. The learning platform is integrated with existing campus logon user names and passwords. This means the same user name and password are used to access both email as are used to logon to computers on campus. For example, for the faculty name of John Doe, logon will be "jdoe" or "john.doe". The password will be the same as is used to log on to any campus workstation.

Faculty members are encouraged to use the learning platform to communicate with students, share assignments and grades with their classes, and enhance their classroom instruction. Learning platform trainings are offered regularly at the beginning of each semester, and changes or advanced topics trainings may occur throughout the semester.

All instructors are required to use the learning platform for posting their syllabus and the SIS for taking daily attendance and posting final grades.

Student Attendance Tracking

All faculty are required to keep daily attendance on the Student Information System (Empower). Failure to record attendance will be considered cause for termination of contract. Students who report to class but are not on the class roster should be immediately sent to the Business Office. They should not be allowed to participate in class until their name is on the roster. Students with recorded no attendance will be dropped.

Withdrawing Students

Students who exceed the number of absences determined by the departmental attendance policy should be withdrawn by their instructors by filling out the appropriate form in the Registrar's office. Consult with your department director or immediate supervisor for more information.

Procedure when instructor is absent from class

When possible, substitution should be arranged if an instructor is unable to attend their scheduled classes. Additionally, the faculty member's direct supervisor and Dean of the College should be informed in writing that they will be missing or cancelling class.

Emergency Classroom Procedures

On rare occasions, instructors may need to deal with emergency situations in the classroom. These emergencies may arise from health, behavior, or maintenance situations. If 911 is called in health emergencies, the caller should also remember to call Security at 913-433-3350 to indicate the floor and location where the emergency is located. In a behavioral emergency, Security should be alerted at 913-433-3350. If there is a maintenance emergency, call 913-433-3350 to reach maintenance personnel. These measures are reserved for true emergencies. The person making the emergency call should file a written documentation report with the Vice President of Business Affairs.

Advising Student Organizations

The Donnelly College Student Affairs Office is committed to providing innovative programs to help students get involved on campus and giving students opportunities to develop leadership skills and pursue their passions through experiential learning.

What is an advisor?

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as an advocate for the group.

Why serve as an advisor?

Advising a student organization can be a very rewarding experience for faculty. Working with students outside structured classroom experiences allows faculty an opportunity to share information and resources and to teach hands-on skills such as leadership styles, organizational ethics, and program planning.

How do I become an advisor?

There are three ways to become a student organization advisor at Donnelly College.

1. Ask a student organization that you are interested in (mission, purpose, events, etc.) if it would like you as an advisor.
2. Be asked by a student to advise his or her organization.
3. Give your name and contact information to the Vice President of Academic and Student Affairs and you will be matched up with a new organization looking for an advisor.

Time Commitment

The amount of time required to serve as a student organization advisor varies based on the needs of the group. Minimally, the Student Affairs Office expects advisors to spend two to three hours per month on student organization issues during the academic year. A very active advisor for a large student organization could expect to spend as many as two to four hours per week engaged in related activities. These activities can include: attending meetings, attending various events sponsored by the student organization which you advise, and meeting with the president or leader of the student organization to discuss event programming, organizational development, and reflection.

Advisor Expectations

The Office of the Vice President of Academic and Student Affairs expects that at a minimum, advisor's communication with the organization president about procedures on a regular basis to have a pulse on the status of the organization. ***It is very important that the advisor and the organization leaders communicate their expectations to each other. The advisor should be clear about what he or she will do or not do. It is recommended that you have a meeting at the beginning of every term as an advisor to determine these expectations.***

PROFESSIONAL DEVELOPMENT

Donnelly's Professional Development Program is intended to enable faculty, staff and administrators to better serve students by increasing knowledge and skills and to progress professionally in individual disciplines. The program also seeks to foster an atmosphere wherein learning is valued and shared among colleagues. Donnelly College will provide resources necessary to support a commitment to ongoing professional development.

All faculty – full-time, part-time, and adjunct – are eligible to participate in the program. Program participation is voluntary, but funding preference will be given to those who have developed an Individual Development Plan (IDP).

Professional development refers to skills and knowledge attained for both individual development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from formal coursework to conferences and webinars, to informal learning opportunities situated in professional or pedagogical practice.

Participating in Professional Development

Those interested in serving on the Professional Development Committee should contact the current Chair of the Committee or their immediate supervisor for more information. More information about Professional Development can be found on the Donnelly College website under "Faculty and Staff."

Professional development varies enormously from field to field and includes any activity that enhances or aids individuals in performing their duties in any teaching, research or service capacity at Donnelly College. Professional development activities may include, but are not limited to, participation in professional organizations and activities; research, scholarship and service activities; improvement and enhancement of teaching and pedagogy; and learning about teaching and technology issues. Individuals with questions about what counts as professional development should contact the current Chair of the Professional Development Committee.

A wide variety of professional development sources, both internal and external, are available. Internal sources include on-campus workshops, Faculty Senate professional development presentations, and department or program presentations and/or workshops. External professional development opportunities include discipline-specific conferences, seminars, symposia, and other training efforts, professional journals and webinars.

Applying for Professional Development Funds

Those wishing to apply for funding for professional development activities must follow the steps listed below. All of the referenced forms are available on the Donnelly College website under the "Faculty and Staff" link.

- Fill out an Individual Development Plan (IDP) and submit it to immediate supervisor.
- For out-of-town activities, the applicant should contact the College Financial Analyst to determine the per diem for the travel city.
- Fill out a Purchase Order to apply for advance funds to cover travel and conference registration.
- While traveling, applicant should save all receipts.
- Upon return, the applicant must reconcile spending with the College Financial Analyst and submit the Record of Professional Development to immediate supervisor.

IDPs must be submitted by **March 1** for the fall semester. At least one IDP per academic year is required for full-time faculty. Copies of completed IDPs (with immediate supervisor's signature) should be kept in faculty's rank and promotion dossier's link.

RESOURCES

Campus Resources for Faculty

Physical Plant (maintenance/security) can be reached by calling extension 218. If no one is in the office to answer the phone, it will roll over to a cell phone.

Computers for faculty use, copiers, and office spaces are in Room 515. Full time staff members receive a mailbox. Mailboxes are located in the copy room by the elevators on the 1st Floor.

Campus Resources for Students

Locations indicated below pertain to the main building, unless noted otherwise.

- Academic Advising – Intrusive Advising
- Tutoring Center – Tutoring in most subjects and writing help available to all students.
- Computer Lab – Computers available for student use. Additional computer lab/lounge in Marian Hall.
- Library – Books and reference materials. Additional computers, study space, and resources available to students.
- Counseling – Counseling and Social Service Resource.
- Campus Cupboard – Food pantry available to all students at the days and times designated by Sr. Sharon Hamsa. Hours of operation posted on the door.
- Additional Resources – See Student Support Services.

Important Contacts and Staff Information

SECURITY 913-433-3350 or 913-544-8025

EMERGENCY 911 – From Donnelly phone be sure to dial only 911 (not 9-911)

MAINTENANCE 913-433-3350 or 913-544-8025 for emergency
Submit Service Ticket on Donnelly Website for non-emergency

IT Support Submit Service Ticket on Donnelly website
For immediate assistance during class due to equipment failure dial
913-621-8795 (ext. 295)

Jody Feuerborn	Assistant to the President	(913)621-8746 (ext. 246)
Casey Rooman Smith	Coordinator of Academic and Student Affairs	(913)621-8711 (ext. 277)
Mary Pflanz	Director of Student Success	(913)621-8764 (ext. 264)
Cheryl Hicks	Human Resources/Business Office	(913)621-8765 (ext. 265)
Jennifer Bales	Director of Institutional Research and Registrar	(913)621-8733 (ext. 233)
Susan Lechliter	Counseling Center Director	(913)621-8724 (ext. 281)

Additional telephones are located in the hall next to classrooms for emergency use.

Codes for Marian Hall will be sent out at the beginning of each semester.

Vending machines are located in the basement of both buildings.

The Donnelly Bistro is located in the basement of the Donnelly main building.

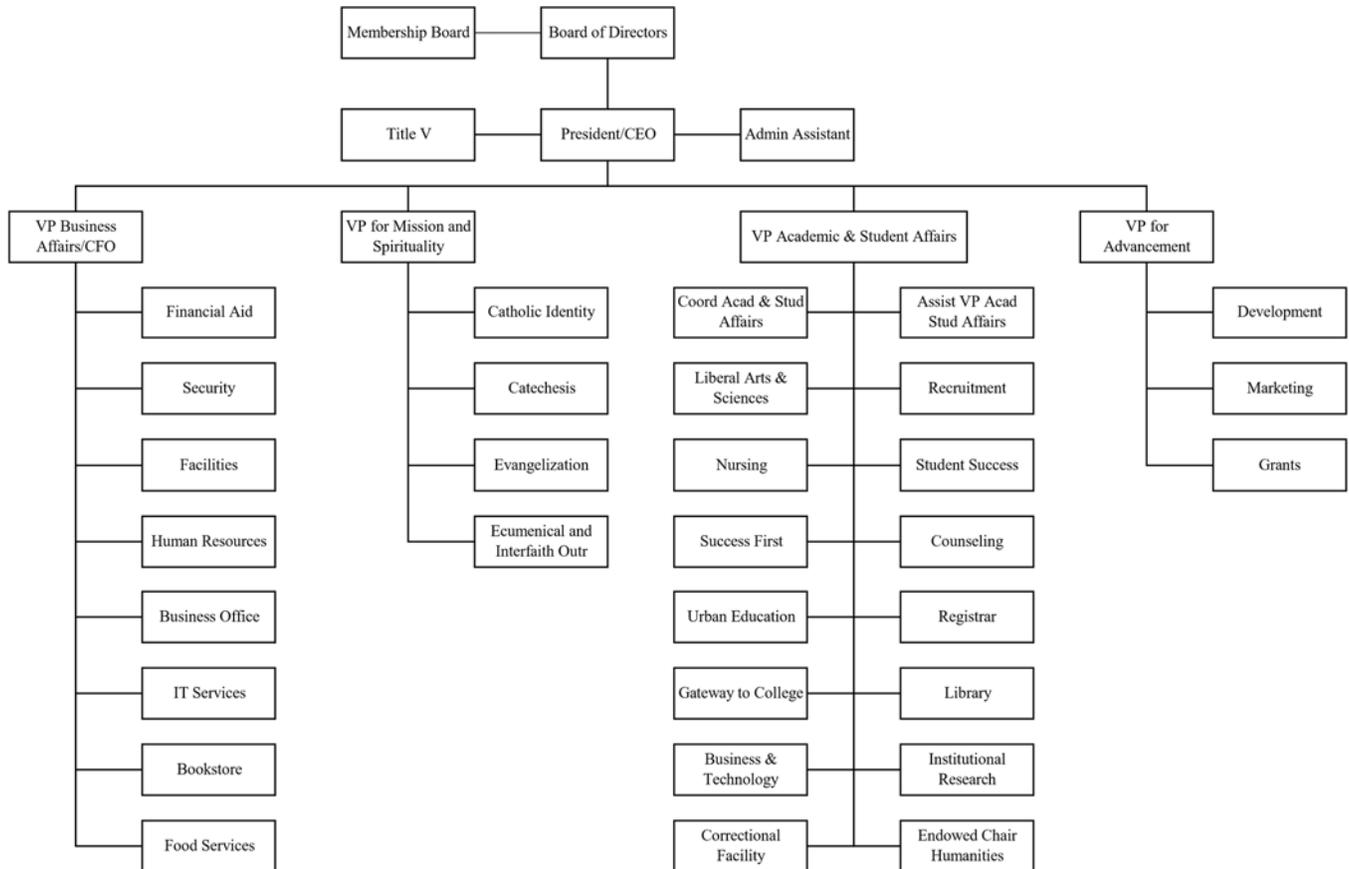
Entrance to Building and Parking

In addition to the main building parking lot, students and faculty may park in the lot adjacent to Marian Hall. An individual code must be obtained to gain entrance to the building. (After dark, it is advisable to exit as a group). The door off of the main lobby of Marian Hall is to be kept locked at all times.

APPENDIX

APPENDIX 1

Donnelly College - Organizational Chart



Application for Incomplete Grade



DONNELLY COLLEGE

Application for Incomplete Grade
(See back for policy and procedures)

Section I – Student Personal Information

Student Number Last Name First Name

Section II – Request for Incomplete

Course Number Section Course Name Year/Term Instructor

This course is a prerequisite to the following courses:

Reason for Request – attach note from physician and/or additional documentation if necessary.

Estimated time need to complete incomplete work:

I have read the incomplete grade policy and procedures and understand that this incomplete course must be finished by the completion date indicated on this form or by the end of the next semester. If the work for the Incomplete is not finished, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA. I also understand if that I will not be able to enroll in any course that has a prerequisite to this incomplete course.

Student Signature Date

Section III – Instructor Approval

Please indicate the completion date:

Necessary work required to complete the course. Please include a copy of the syllabus with notes of incomplete assignments and maximum points for each assignment.

Student's current grade and total points, not including missing work.

Instructor Contact Info (phone, e-mail, address):

Instructor Signature Date

Incomplete Grade Policy

The grade of incomplete is a temporary grade given at the discretion of the instructor upon request of the student. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements.

The instructor is responsible for providing written notification to the student of the work required to remove the incomplete. The student is responsible for completing the work by the date set by the instructor, by the conclusion of the next regular term (fall or spring), or the student's graduation term, whichever is earlier.

If the student does not make up the incomplete during the specified period, the grade of "I" will be re-designated as "F" and will be computed in the student's GPA.

A student will not be cleared for graduation with an incomplete grade on his or her academic record.

Procedures

To request an incomplete grade:

1. Student completes sections I and II of the Incomplete Grade Application and submits the form to instructor. (If student is not able to complete the form, the instructor may complete the form on behalf of the student.)
2. If approved by the instructor, the instructor completes section III.
3. The completed form must be submitted to the Office of the Registrar no later than one business day from the day of the final.
4. Once the form is complete, the Registrar's office will e-mail a copy of the approved request to the instructor, student (to the student's Donnelly e-mail), Vice President for Academic Affairs and Department Chairperson. The original form will be retained in the student file.
5. When the work is completed, the instructor completes the "grade change" form in Office of the Registrar. Incomplete courses must be finished by the completion date indicated on this form or by the end of the next semester.
6. If the work for the Incomplete is not finished by the deadline, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA.

APPENDIX 3

Faculty Senate Constitution

ARTICLE I: Name

This organization shall be known as the Donnelly College Faculty Senate.

ARTICLE II: Purpose

We, the faculty members of Donnelly College, herewith form the Donnelly College Faculty Senate, an organization whose goal is to represent all faculty in the Donnelly College Community in matters pertaining to employment and professionalism.

ARTICLE III: Membership

Section 1. The Faculty Senate consists of all faculty with a full-time contract and representatives of the adjunct faculty with the number equivalent of up to 25% of the filled full-time contract positions. The adjunct will not hold an administrative position and will be chosen through the application process as stated in the attachment. Adjunct instructors who make such a commitment are paid a small stipend for attendance at these meetings. The Faculty Senate may establish in its bylaws other reasonable restrictions and/or recommendations regarding who may join.

Section 2. Faculty Senate will meet at least three times per semester. Decisions will be made by casting votes. Each member is entitled to one vote. However, a vote may only be called for if the majority of those present are full-time faculty.

ARTICLE IV: Officers, Terms, and Duties

Section 1. Faculty Senate will elect full-time faculty members as a president, vice president, and secretary by a majority vote. Terms of each office shall be President-two year term, Vice President-two year term and Secretary-one year term with the elections held before Spring Semester terminates to serve for the following academic year. During the subsequent year the vice president will assume the role of the president. In the event that the vice-president cannot fulfill the responsibilities of the president, the incoming vice-president becomes the president and a special election may be held for a new vice-president.

Section 2. Presidential duties include but are not limited to presiding over the Faculty Senate meetings and acting as liaison with any other organizations. The president will attend meetings of the Administrative Council, the Academic and Student Affairs Committee and the Board of Trustees, and any other meetings deemed relevant by the Faculty Senate. The president is the chief spokesperson for the Faculty Senate.

Section 3. Vice-presidential duties include but are not limited to assisting the President and assuming the role in the absence of the President, annually updating the Faculty Handbook and organizing two faculty workshops per year.

Section 4. Secretarial duties include but are not limited to gathering information needed by the Senate, advertising meetings, and keeping accurate records of all Senate meetings and transactions.

Section 5. Faculty Senate will be given compensation in released time equivalent to three (3) credit hours per semester to be distributed in accordance with its by-laws.

ARTICLE V: Meeting Format

Section 1. Parliamentary procedure will serve in all matters not strictly covered by this constitution and subsequent by-laws.

Section 2. Members shall be provided an announcement of the meeting and a copy of the agenda at least 48 working hours prior to the opening of the meeting.

ARTICLE VI: Amendments

Section 1. This constitution may be amended or revised by approval of two-thirds of the members attending any regular meeting provided a written notice of the proposed revision shall have been filed with the secretary and presented at the preceding meeting. The Senate members shall be given a copy of the proposed revisions at least ten (10) days prior to voting.

Section 2. The by-laws may be written, amended or revised by the method described in Section 1 of this article. The by-laws, however, shall only require a simple majority rather than a two-thirds majority for approval.