Drake University

Faculty Manual

Drake University, Des Moines, IA

DRAKE UNIVERSITY FACULTY MANUAL

Approved by the Drake University Faculty Senate November 16, 2005

Preface

The Drake University Faculty Manual (Manual) is designed as a resource for all faculty members. The Manual contains basic University principles, policies and procedures as well as information assumed to be of interest to faculty.

Some portions of the Manual content are specifically approved by Faculty Senate. Some portions of the Manual are not originated by nor approved by the Faculty Senate. These portions are included in the Manual for information.

The Manual is owned by the Faculty Senate. The task of maintaining current content within the document is jointly owned by the Provost and the Faculty Senate Executive Committee. A current Manual is published on the web at: *to be determined.*

The Cowles Library Archives maintains hardcopy former versions. The Office of the Provost maintains a list of which portions of the Manual are derived from which governing body, department or division. These policies and procedures are reviewed annually and are subject to revision by actions of the University, the Board of Trustees and/or the Faculty Senate.

Drake Mission and Vision

MISSION STATEMENT

Drake's mission is to provide an exceptional learning environment that prepares students for meaningful personal lives, professional accomplishments, and responsible global citizenship. The Drake experience is distinguished by collaborative learning among students, faculty, and staff and by the integration of the liberal arts and sciences with professional preparation.

VISION STATEMENT

Drake University will enhance its position as a premier comprehensive university in the Midwest and as a national leader in higher education for learning, faculty roles, and public service.

Passed June 2002 by the Board of Trustees
Passed September 2002 by the Faculty Senate

- Updated and Approved by Faculty Senate 2021

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The University does not tolerate sexual harassment of its employees or students by others regardless of their University status and also protects students and employees against third-party harassment within the employment and educational setting. Sexual harassment is especially serious when it threatens relations by unfairly exploiting the power differential between the parties in an educational or professional relationship such as between instructor/advisor/coach and student or supervisor and subordinate, as explained in the Consensual Relationships Policy. 44
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DRAKE UNIVERSITY FACULTY MANUAL

SECTION I: ORGANIZATION & ADMINISTRATION OF THE UNIVERSITY

1.1 Board of Trustees

The authority, duties and compositions of the Drake University Board of Trustees are defined in the Bylaws of Drake University, Articles I through VII.

1.2 Officers of the University

The officers of the University, their powers and duties are defined in the Bylaws of Drake University, Articles VIII through XII.

1.21 President of the University

See Article IX of the Drake University Bylaws, and the Academic Charter Section IX.

1.22 Chief Financial Officer of the University & Treasurer of the University

Chief Financial Officer: See Article X of the Drake University Bylaws, Treasurer of the University: See Article XI of the Drake University Bylaws.

1.23 Secretary of the University

See Article XII of the Drake University Bylaws.

1.3 Administrators of the University

1.31 Vice Presidents

1.311 Provost of the University

The Provost assists the President in academic matters concerning the six Colleges and Schools and the library. See Section XIII of the Academic Charter. The Provost may attend any College or School faculty meeting.

1.312 Vice President, Business and Finance

The Vice President, Business and Finance, assists the President in the business management of the University and is the contracting officer for the University.

1.313 Vice President for Alumni and Development

The Vice President for Alumni and Development is responsible for the offices of Development and Alumni Programs, Corporate and Foundation Sponsored Grant Support.

1.32 Selection of Vice Presidents and Provost of the University

See Section XII of the Academic Charter.

1.33 Administrative Organization of Drake University

A graphic representation of the organization of the University is available.

1.4 Organization of the Academic Division

See Academic Charter, Sections XIV and XV

1.41 The Provost

See Academic Charter, Sections XIII for responsibilities of the Provost.

Deans and Directors in the Provost's Office include the following:

- Deans of the Academic Units and Cowles Library
- Deputy Provost for Admissions
- Associate Provost for Academic Excellence and Student Success
- Associate Provost for Faculty Success
- Associate Provost for Campus Equity and Inclusion
- Director of Institutional Research and Assessment
- Dean of Students
- Executive Director of Global Engagement & International Programs
- Executive Director of Online and Continuing Education

1.42 Academic Units

See Academic Charter, Sections XIV.

The Academic Units of Drake University are: College of Arts and Sciences which includes the School of Fine Arts; College of Business and Public Administration which includes the School of Accounting; School of Journalism and Mass Communication; College of Pharmacy and Health Sciences; School of Education; Law School and the Cowles Library. These academic units may consist of various departments and/or divisions. Each manages its own programs, administration, and faculty collaboratively to achieve the educational and mission goals of the University.

1.421 Executive Officers

- *Deans, Academic Colleges and Schools and Cowles Library*

  The Dean of each College or School and the Cowles Library is the chief academic and administrative officer of that academic unit. Selection of Academic Deans is the responsibility of the Provost, with the advice and in consultation with the President and appropriate faculty, and confirmation of the Board of Trustees. The Dean is responsible to the Provost of the University.

- *Assistant and Associate Deans*

  Deans may appoint associate or assistant deans or directors to assist in carrying out responsibilities of the Dean's Office. One of these individuals shall be designated second chief administrative officer of the academic unit and shall serve as the official administrative representative of the College, School or Library in the absence of the Dean.

- *Department Chair*

  The Department Chair is the senior academic officer of departmental faculty. The Chair is appointed by the Dean, following consultation with members of the department and related departments. Appointments normally should be in conformity with recommendations of department members. The Department Chair is responsible for ensuring that activities of the department or division are carried out as requested by the Dean and specified by procedures documents of the academic unit. The Department Chair is directly responsible to the Dean of the academic unit. For specific information, see the College, School or Library handbook.

1.422 Faculty Meetings

The business of the various academic units is transacted at meetings of their respective faculties or governing bodies upon call of the Dean. Each unit shall set its meeting dates and rules and keep accurate minutes of the meetings.

1.43 Consultative and Deliberative Bodies

1.431 Faculty Senate and Committees

See Academic Charter Article XVI and Faculty Senate Website.

1.432 Student Senate

See Academic Charter Article XVII and Student Senate Website.

1.433 All Staff Council Website

1.44 Accreditation

Drake University has been on the approved list of the North Central Association of Colleges and Schools since that association was established in 1913. Since reorganization of the Association in 2000, Drake University has been an accredited school of the Higher Learning Commission of the North Central Association of Colleges and Schools. See Accreditation Information. The Accreditation Liaison Officer is currently the Director of Institutional Research. In addition to University accreditation under the Higher Learning Commission, colleges, schools and departments have been accredited by various academic agencies. Please refer to the Accreditation webpage for the most recent information on unit accreditations.

SECTION II: FACULTY RESPONSIBILITIES, RELATIONSHIPS AND OPPORTUNITIES

2.1 Teaching and Classroom Related Responsibilities and Relationships

2.11 Classroom Responsibilities

2.111 General Statement of Responsibility

Faculty members are free to conduct their classes in their own manner, commensurate with the highest standards of the teaching profession. Every effort should, of course, be made to keep uppermost the objectives of the course and the general objectives of the University.

The faculty member should seek to provide an exceptional learning environment that promotes the Drake University Mission of preparing students for meaningful personal lives, professional accomplishments, and responsible global citizenship that is distinguished by collaborative learning among students, faculty, and staff, and by the integration of the liberal arts and sciences with professional preparation.

Both faculty members and students must adhere to all University policies stated in this and other official policy documents relating to admission to class, dropping or removal from class, grading, and other standards. Faculty members have the obligation to become familiar with University policy on class enrollment and all other responsibilities as presented in this manual or as otherwise communicated.

Faculty members should be familiar with and obey all University regulations and city ordinances for emergency procedures related to fire, natural disasters, medical problems, or disruptions, and should request students to do the same.

2.112 Conflict of Interest in Course Enrollment

To maintain academic integrity at Drake University and minimize actual and perceived conflicts of interest, faculty of instruction are expected to avoid admitting to their classes any student whose enrollment would lead an independent observer to reasonably question whether the student would be subjected to instructor bias by virtue of the instructor's personal relationship with that student.

Students covered by this policy include, but are not limited to, immediate family members of the instructor.

It is recognized that there may be occasions when such enrollment is impossible to avoid. For example, a course is required for a program of study (and no alternative course or instructor is available). Under these circumstances, the instructor is expected to openly acknowledge the potential conflict of interest prior to the commencement of the course by reporting the circumstances to his or her dean. The dean, with concurrence from the Provost, will determine whether the circumstances warrant an exception to this policy.

2.113 Class Lists

After the Early Registration period, class lists will be available to faculty via the appropriate links on the myDrake webpages. Once the term begins, faculty will receive email notifications of enrollment changes during the official add/drop period.

Students who are not officially enrolled or who have been dropped from the class list are not permitted to attend class.

2.114 Recording and Reporting of Student Absences

Each faculty member is expected to monitor student attendance and class performance. Students are expected to attend all class sessions and to be punctual. Drake University expects students to complete all assignments including assignments for classes they have missed.

Each faculty member sets specific requirements in reference to attendance. Those requirements should be clearly written and fully explained to each class at the beginning of the term. Any absences the faculty member deems excessive should be discussed with the student. Absences that may result in failure to successfully complete the course should be reported promptly to the dean's office of the student. The dean's office will then make necessary inquiries and take appropriate action.

Faculty members are urged to provide an opportunity for students to make up work missed as result of legitimate absences such as family emergency, student illness, religious observances or university sponsored functions, where making up the work is consistent with the academic objectives of the course. Each faculty member who wishes to verify an absence may do so by requesting a verification of the legitimacy of the absence from the student.

2.115 Intercollegiate Athletic Council Missed Class Policy

RATIONALE

Drake University sponsors intercollegiate athletic programs. Participants in these programs are bound to the same standard of academic excellence expected of all students. To ensure this standard, the University recruits and enrolls student- athletes who have the intellectual abilities necessary to succeed in the classroom. Since the pursuit of both academic and athletic excellence is a time-intensive activity, it is inevitable that student-athletes will face conflicts between their class and athletic schedules. The purpose of this policy, in compliance with NCAA regulation 3.2.4.13 as stipulated below, is to set forth principles and procedures aimed at reducing conflicts, negotiating those that remain, and ensuring both the integrity of the academic process as well as the just treatment of student-athletes.

- *Missed Class-Time Policies*

Active members are obligated to establish policies in all sports concerning student- athletes' missed class time due to participation in intercollegiate athletics and in athletics competition scheduled during final examination periods. In men's basketball, an institution's athletics participation schedule, which shall include the anticipated amount of missed class time due to athletics participation, shall be approved by the institution's faculty athletics representative or faculty oversight committee prior to the beginning of each regular academic term. (NCAA Adopted: 4/29/10 effective 8/1/10)

PRINCIPLES

In accord with NCAA and the Missouri Valley Conference regulations and with oversight of Intercollegiate Athletics Council (IAC), the athletics program will take every measure to minimize the number of classes student-athletes must miss due to athletic competition.

Athletic supervisors and coaches will take the academic calendar and schedule into consideration when scheduling athletic contests, practices and team meetings.

No student-athlete may absent him/herself from class to attend a practice session (NCAA Rule 17.1.6.6.1)

When an athletic competition takes place at Drake (i.e. a "home game"), student-athletes are authorized to be absent from class beginning one hour before the start of scheduled preparation for the competition. This may include warm up sessions, working with trainers and team meals.

Authorized absences for official athletic competitions do not relieve student-athletes of their class responsibilities. They are responsible for any material, assignments or activities covered during a missed class.

Student-athletes will not be penalized academically when they miss a class due to intercollegiate athletic competition. Faculty should indicate on the course syllabus, available to students on the first day of class, the dates of all major exams, due dates for paper or project submissions, and dates of field trips and other mandatory class-related activities.

PROCEDURES

In the first week of class, preferably by the end of the first class, student-athletes must give each of their professors a copy of a '*missed class letter*' issued by the Athletic department which details class dates and times to be missed by the student-athlete. Letters are specific to each sport for each semester. In the first week of class, student-athletes are responsible to review the syllabus, note potential conflicts, bring them to the attention of their professors and request reasonable accommodations in the event of missed quizzes, exams and assignments. The faculty member will determine the accommodations, which shall neither penalize the student-athlete nor unfairly advantage him/her relative to other students. In the case of missed quizzes or exams, a faculty member may choose to have the quiz or exam administered and proctored through academic resources or athletics administration at the host institution.

The process of establishing accommodations should be concluded by the deadline to drop courses each semester. If, after sincere efforts to reach agreement, the number of missed classes projected would jeopardize the student-athlete's successful completion of the course, the faculty member may recommend that the student-athlete enroll in another course where fewer scheduling conflicts would occur.

If a student-athlete is advised to select another course, he/she may ask for assistance from their advisor or Associate/Assistant Dean.

In the event that there is a conflict between missed class dates and core academic activities that cannot be avoided or resolved, the student-athlete shall immediately contact the Office of Student-Athlete Success to ascertain course impact on NCAA eligibility and discuss the best course of action.

In the event that there are changes to the course schedule and/or requirements distributed during the first ten days of the course, faculty should work with student athletes to accommodate any unforeseen conflicts.

In the event that there are unforeseen changes to the athletics schedules after the travel letter has been given to faculty, student athletes will proactively contact faculty to address any conflicts or missed work and seek accommodations.

2.12 Standards of Instruction

2.121 Credit Hour

The credit hour or semester hour, terms used interchangeably, is the unit of instruction. One credit hour is constituted by a minimum of one hour of classroom or direct instruction and a minimum of two hours of out of class student work each week for a semester (or its equivalent). An equivalent amount of work (minimum three hours per week for a semester or its equivalent of combined direct instruction and outside of class student work) must be represented for a credit hour in other academic activities such as laboratory work, internships, practica, studio work and other academic work.

Semester is defined as not less than 15 weeks. Courses offered in shorter timeframes must have an equivalent number of hours dedicated to instruction and student work as that spent in a semester-based class.

2.122 Length of Teaching Period

The academic year consists of fall and spring semesters of 15 weeks each and a January session of 3 weeks. The last week of each semester is devoted to final evaluations. Classes normally meet for 50 minutes per credit hour per week. Classes are to be slotted according to the time on the Standard Schedule of Classes.

For information concerning Summer Session, see Section 2.2.

2.123 Teaching Load

The University does not have a single, university-wide standard for teaching loads. Variations reflect differing commitments to research, administrative responsibilities, advising responsibilities, tenure and experience, types of teaching assignments, disciplinary traditions, accrediting standards, and historical circumstances. Faculty should consult with the Office of their Dean for specific information about teaching load.

2.124 Absences of Faculty Members

Each faculty member has assumed an obligation to be present for all class periods and for the full meeting each time. Classes should begin and end at the appointed times. If more than 10 minutes late, the instructor may not penalize the students for disbanding.

A faculty member unable to meet class for any reason, such as illness or emergency, should advise the Dean and department chair immediately. If possible, arrangements should be made for a qualified substitute to conduct the class.

Whether the faculty member supplies the substitute or not, information should be made available about the course content and assignments necessary to permit meaningful class sessions during the instructor's absence. If necessary, the chair or Dean will attempt to find a substitute; if this is not done, the Dean's office will have the responsibility for posting notification of class cancellation in the room where the class convenes.

2.13 Performance Evaluation and Grading

Each faculty member has responsibility for preparing, administering, and grading experiences that allow evaluation of the academic performance of the students. In order to accomplish this, a faculty member should assign papers, quizzes, tests, projects and other learning experiences as appropriate for the course. These evaluation processes should be designed to provide timely developmental feedback to the students and enrich the student's educational experience, as well as to help the faculty member determine a final grade.

2.131 Final Evaluations

The Office of the Registrar publishes a final evaluation schedule for the last week of fall and spring semesters. A two-hour evaluation period is designated for each class, and all classes are expected to

meet at the designated time and place for a final session. If a final examination is given in a class, it must be given during the designated final evaluation period. Deviations from the final evaluation schedule require authorization of the Dean.

The last class day prior to the beginning of the final evaluation period is designated as a "Day Free for Study," commonly called "Dead Day." During this time, no committee meetings (for which students or faculty unable to attend would be at disadvantage) may be held, and classes do not normally meet.

Individual colleges and faculty members may schedule voluntary review sessions for their classes, with the provision that attendance by students is voluntary and no new materials can be presented which will be included in the final evaluation. Laboratory reports and term papers previously assigned may be assigned due dates during the Day Free for Study. No final evaluations may be given during the Day Free for Study.

2.132 System of Grading

- *Plus/Minus Grading*

  Drake University extends to all instructors the ability to assign plus/minus grade modifiers in undergraduate, graduate and professional programs. **Calculation of Academic Grade Point Average**: The academic average is determined by dividing the number of quality points by the number of credit hours taken for which quality points are assigned, resulting in a cumulative average after the first semester. A grade of "F" is computed in the GPA but no credit toward graduation is earned. Transfer credits are included in the total number of hours completed toward a degree, but do not enter into the grade average; only the work completed, and the letter grades earned at Drake are counted in the academic average.

- *Repeating Courses*

  An undergraduate student may repeat a course without additional credit. Individual colleges/schools may place limits on the repeat attempts per course. The highest course grade, credits and quality points will be used in the computation of the grade point average. The lower grade for the course and the course information will remain on the official record but will be marked to indicate that it is not included in the cumulative grade point computation. The mark of "XX" appears as the replacement mark.

- *Incomplete and IP Designations:*

  Incomplete Designations: The mark “I” (Incomplete) indicates a student has not submitted all evidence required for a final grade. The student must make satisfactory arrangements with the instructor to complete the work by the end of the next semester of enrollment (excluding enrollment in summer terms). The instructor informs the student of the conditions that must be met to remove the incomplete. As a component of these conditions, the instructor may demand an accelerated deadline (e.g., the midterm of the following semester) or may provide an extended deadline if special circumstances warrant (e.g., a semester abroad, student teaching, etc.).

  The instructor enters the incomplete grade in the on-line grading system, available via the appropriate link on the myDrake webpages. The system requires both a due date and the default grade, a final grade for the course in the event the work is not completed.

  Marks of incomplete are changed to a final grade either by the instructor (upon completion of the work) or to the default grade on the designated due date, electronically by a process within the appropriate links on the myDrake webpages.

  Marks of Incomplete are not computed in the grade point average.

  In Progress Designations: The mark of “IP” (In Progress) may be assigned when the

coursework is designed not to be completed in one semester, or other special circumstances in which an entire class is not able to complete the coursework during the specified semester. Examples include internships, practica, courses that do not fit the standard academic calendar; fieldwork or research presentations that may take place after a semester has ended; theses or dissertations; or other special situations where coursework extends beyond one semester. A grade of "IP" must be changed to a final grade by the instructor by the end of the next semester. Assign the grade of IP to the student on the online grading system.

A student may not graduate/earn a degree from Drake University with an "I" (Incomplete) or "IP" (In Progress) notation on his/her transcript.

- *First Day of Class Validation*

  Students are required to validate their enrollment by attending the first class meeting for each course on their schedule. Failure to attend the first class or to make prior arrangements with the professor will result in student being dropped from that course.

  Faculty shall notify the college office of all students who did not attend the first day of class, using the appropriate link in myDrake, so they can be dropped for non-validation.

2.133 Credit-No Credit Grading Program.

Drake University provides an opportunity for students who have achieved sophomore standing and who meet other requirements to take courses on a credit-no credit basis.

2.134 Mid-Term and Low Grades

Grade reports are to be submitted for all First-Year students at the midpoint of the fall and spring semesters. The specific date and instructions for submitting mid-term grades will be determined and publicized by the Office of the Registrar well in advance of the due date. Low-grade notices should be submitted at mid-term for students at all academic levels. Mid-term and low-grade notices are to be submitted online via myDrake, using the appropriate link. Students will be able to access mid-term in myDrake.

2.135 Final Grade Reports

Final grades are to be submitted on-line via myDrake, using the appropriate link.

Course grades for the fall term and spring term are due by 10:00 am on the fifth calendar day following the last day of the final evaluation schedule.

Course grades for J-Term shall be due by 10:00 am on the ***twelfth*** calendar day following the end date of the class.

Course grades for summer classes are due by 10:00 am on the fifth calendar day following the end date of the class. However, during summer the instructor may establish a due date for completion of class work that extends beyond the stated end of the date of the class but is not later than the last day of the summer term. This extension must be clearly stated in both the schedule of classes and in the class syllabus. For the extensions, final grades will be due by 10:00 am on the fifth calendar day following the stated due date for completion of class work.

If University offices are closed at the time set by these guidelines, course grades shall be due by 10:00 am on the next day that the University offices are open.

Timely reporting of grades is essential because important decisions with respect to the status of an individual student are dependent on full and timely information about academic progress.

[The Law School is an exception to these policies. See Law School Faculty Manual, section 8.53.]

2.136 Responsibility for Grades

Pursuant to the Academic Charter, Section IV.A, "Faculty members are free to conduct their classes in their own manner, commensurate with the highest standards of the teaching profession. Every effort should, of course, be made to keep uppermost the objective of the course and the general objectives of the University." In light of this, the sole responsibility for the assignment of grades rests with the instructor of the course. Any challenge to a grade assigned by an instructor is handled through the established appeal procedures of the instructor's college or school.

2.137 Changes in Grades

Faculty should request to change a grade only when an omission or error is involved or when an "I" or "IP" is changed.

Note that Withdrawal, "W", is not a grade. Changes from a letter grade, an 'I" or "IP" to a "W" is not allowed.

2.138 President's and Dean's Lists

Undergraduate students shall be recognized for academic achievement by publication of a President's List and a Dean's List. For specific requirements, contact the Dean or the Office of the Registrar.

2.139 Probation and Suspension Policy

The University expects students to maintain a grade point average of 2.0. A student with less than a 2.0 cumulative overall or cumulative major department grade point average is placed on probation. A student who fails to meet minimal academic requirements as specified under "Academic Probation and Suspension" in the undergraduate catalog may be suspended from the University. Suspension decisions are made by the associate/assistant deans of each college/school.

2.14 Credit by Examination

Drake University participates in the College-Level Examination Program (CLEP), Advanced Placement (AP) credit and the International Baccalaureate Program (IB). Undergraduate credit toward graduation may be earned through these CLEP, AP and IB subject examinations.

2.15 Faculty Office Hours

Each faculty member shall establish and maintain regular office hours to facilitate contact by students and staff. At the start of each semester, office hours should be posted and should be reported to college and departmental personnel.

The number of hours and the days and times for office hours will vary, depending on the nature of the individual's assignment and the requirements of the college or department. However, these hours should be spaced, in terms of days and working hours, in such manner as to make the faculty member as accessible as possible.

2.16 Textbook Orders

2.161 Ordering Responsibility and Procedure

Faculty members are responsible for ordering books used in their courses. Orders can be placed through the University Bookstore, located in the Olmsted Center. Orders may be placed online.

Faculty members who wish to create their own course materials should refer to Section 5.21 for policies regarding sale and copyright of these materials.

2.162 Desk Copies of Textbooks

Unless the college or department has other arrangements, the individual faculty member is responsible for obtaining desk copies of textbooks used each term by contacting the publishing houses and requesting copies. Often these will have been obtained as examination copies in advance of their selection as textbooks. The bookstore placing the order is not responsible for obtaining desk copies.

2.163 Sale of Examination Copies

The sale of examination copies of textbooks is unethical and has undesirable long-run effects on professors and students alike. The Faculty Senate urges that the University Administration discourage book companies and other purchasers from mail or on-campus soliciting of faculty members to sell examination copies of textbooks.

2.17 Advising

2.171 Academic Advising

Most faculty members serve as academic advisor to students. Each college or school has a procedure for assigning advisees. While ideally a faculty member serves as advisor to a student throughout the student's undergraduate career, students will change advisors if they change majors, or if they develop an academic connection with another faculty member. The number of advisees will vary with the college and department. Advisors are responsible for mentoring students in relation to selection of career goals and appropriate academic programs to achieve those goals. Advisors also are responsible for providing advice related to selection of courses, adjustment of schedules and other curricular advising.

Statement of Advising Principles

The Drake University Statement of Advising Principles provides guidance for faculty, staff and students concerning principles of quality advising.

Statement of Advising Principles

Drake University strives to provide students with the opportunity to effectively assimilate the many aspects of their education experiences. Quality advising is characterized by collaborative relationships among faculty, staff, and students that facilitate the development of meaningful personal lives and professional preparation. Advisors assist students in planning their academic careers through activities such as course selection, internship opportunities, and career exploration.

Drake University defines quality advising as interactions which:

- Contextualize the student's professional aspiration(s) within the broader knowledge base represented by the student's program of study. As appropriate, advisors are also knowledgeable about the outcomes of the undergraduate Drake Curriculum as well as the graduate and undergraduate programs in the advisor's College/School.
- Promote discussion and ongoing reflection regarding student academic interests and professional aspirations. Advisors enable students to appreciate how their Drake degree facilitates a range of professional opportunities.
- Assist the student in identifying opportunities for mentorship.
- Connect students to the appropriate campus support systems, as needed, including academic support services, career counseling, international programs, campus counseling services, student disability services, etc.
- Challenge students to examine how the many facets of their life intersect (e.g. classroom experience, student life, pre-professional activity, athletics, research, community service).
- Encourage students to take individual responsibility for their educational plan and to be literate in policies that govern their membership within the Drake Community (e.g., academic integrity, student conduct, athletic eligibility, etc).

2.172 Organizational Advising

At Drake University, student organizational activity program is an important part of the educational process. All organizations have faculty or staff advisors. These advisors serve as the University's liaison with the student organizations.

A faculty advisor's responsibilities are to guide the program and procedure of an organization in accordance with Code of Student Conduct; to assist the group in maintaining and achieving its aims as a contributing force to the total educational program of the University; and to offer clarification and interpretation of University policies and regulations.

2.18 Faculty Participation in Registration and Enrollment

2.181 Registration

University registrations are scheduled, organized and administered by the Office of the Registrar. The Office of the Registrar each term specifies a period during which students may register for the next academic term. Faculty members are expected to assist students in selection of courses appropriate for their program of study and their educational and career goals. This advising may be of a general nature or may be within a specific major course of study.

During registration, a student may register to take classes for credit or to audit classes. The tuition fee applies to courses audited in the same manner in which it applies to graded courses, and audited classes are counted as part of the total workload which students are permitted to carry.

2.182 Early Registration

Early registration for all students except first-semester students is conducted prior to the termination of the previous semester. During the period specified by the Office of the Registrar for early registration, students schedule advising conferences with their advisor. Student schedule questions should be addressed at this time. Students are responsible for entering their schedules on-line using the appropriate links in myDrake.

2.183 Drop, Add, and Withdrawal Policies

Students can add and drop a class using the appropriate links in myDrake prior to the start of the fall or spring semester and during the official add/drop period at the beginning of the semester. University regulations state that a student has the first five days of the semester to add a class. A student may drop a class during the first ten days of the semester without a "W" appearing on the transcript. After the official add/drop period, or to change the type of grading in the course, students must fill out an add/drop form.

The procedure is to (1) procure the form Office of the Registrar's website; (2) enter the course or courses to be added or dropped and any additional information requested; (3) confer with the instructor concerning the course and to get the instructor's signature needed add, drop or change the grading mode of the class; (4) confer with the advisor and obtain advisor's signature, if required by the student's program; and (5) deliver the form to the Dean's Office. Any necessary adjustment in tuition charge will be made by the Student Accounts Office.

The administrative mark of "W" is recorded when a course is dropped after the tenth day, until five class days (Monday-Friday) after the midpoint of the semester.

To drop a course after five class days after the midpoint of the semester a student must obtain approval of the instructor and/or dean's office and demonstrate extenuating circumstances that warrant the drop.

2.184 Maintenance of Records

Banner is the official repository and record of student academic records, including the permanent record of the academic work completed at Drake University and academic work completed at other institutions.

Access to personal student records is regulated by the University's policy on the confidentiality of records, which includes adherence to federal legislation (FERPA). See Faculty Manual Section 5.195 for information about FERPA.

2.19 Off-Campus Classes

Each semester some classes, staffed by full-time Drake faculty members, designated clinical professors, or adjuncts are scheduled to meet in off-campus locations. Assignments to these classes are made on the basis of the academic need, the availability of personnel, and the preference of faculty members. For full-time faculty members, compensation for teaching these classes may be specified in the annual appointment letter or may be on an overload basis.

Where travel expenses are to be reimbursed from Des Moines to the location of the class, reimbursement will be according to University policy.

2.2 Summer Terms

2.21 Extent of Program

The Summer Session is comprised of a variety of terms throughout the summer. During each session on-campus, Web-based, distance education, and travel courses are offered. A variety of special interest workshops are scheduled throughout the summer sessions.

Course offerings are determined by the Deans of colleges/schools in consultation with the department chairs, with due regard to a sound educational program, financial feasibility, and the interests of both faculty and students, with appropriate oversight exercised by the Provost.

2.22 Source of Faculty

In selecting the instructional staff, preference is given to full-time faculty members, but a summer teaching appointment does not necessarily accompany a nine-month faculty appointment. Faculty members from other institutions may be invited for special courses.

2.23 Teaching Appointments

The times and compensation for faculty members teaching Summer Session experiences will be included in a separate appointment letter issued in the Spring Semester preceding a given summer session. A normal full-time teaching load is:

a. One course or three credit hours during the interim term;

b. Two courses or six credit hours of day and/or evening courses during a single four-or five- week Term; or four courses or twelve credit hours during two four-or five-week Terms.

c. Two classes or six credit hours of day and/or evening classes during the M.B.A. and Law School terms.

d. Teaching more than two courses during the entire summer session requires the permission of the Dean and the Provost.

2.24 Student Load

Entering first-year students who choose to enroll in courses the summer proceeding their first full-term of enrollment are eligible to take a maximum of 6 credit hours during the summer term. Students interested in a course(s) that has a lab component may request an exception to enroll in a maximum of 8 credit hours.

2.25 Remuneration

For information on summer remuneration, see Section 4.22 – Summer School Faculty Compensation.

2.3 Professional Responsibilities

2.31 Committee Work

A faculty member may be asked to serve on University, college/school, and department standing committees. In addition, a number of working and policy-making committees and task forces may be appointed by the Faculty Senate, the President, Provost, Deans or department chairs.

2.32 Attendance at Academic Exercises

Academic processions are formed and led by the University Marshal, who is aided by Assistant Marshals and College/School Marshals nominated by the colleges they represent. All full-time members of the faculty are expected to participate in the various academic exercises and part-time members are encouraged to do so. For the spring commencement and other special occasions, the trustees also join the procession.

Faculty members are required to wear cap and gown at these academic assemblies. Caps and gowns may be purchased through the University Bookstore or other vendor of choice, or they may be rented through the University Bookstore by placing reservations well in advance. Faculty members receive reminders of the events through various campus communications.

See Section 2.65 for information on selection of Marshals.

2.33 Participation in Professional and Learned Societies

2.331 American Association of University Professors

National membership in the American Association of University Professors (AAUP) is available to faculty members at Drake University. Drake University also has a campus chapter of the AAUP.

2.332 Professional and Learned Societies

The University promotes attendance at professional meetings and provides some funds for this purpose annually. Direct participation in these meetings by faculty members, such as presenting papers, participating on panels, and organizing and administering programs is encouraged.

A faculty member attending and participating in a meeting has no power to bind the University in any respect.

2.34 Faculty Development

Faculty members at Drake University are encouraged to participate in personal study. If a faculty member has not completed the terminal degree, the University usually will require that the faculty member show satisfactory progress toward this degree and will try to facilitate this study. The institution also expects those who have completed the terminal degree to keep current in their respective fields. The study involved may be accomplished by formal instruction, or by attendance at institutes, conventions, conferences, etc. Faculty members are encouraged to apply for fellowships and grants to help finance their study, and are permitted to enroll, with no tuition cost, for a limited number of hours at Drake University during each academic year.

In addition to emphasizing the need for constant study within one's own area of specialization, the University encourages study in related areas.

See Section 2.61 for information on faculty development programs.

2.4 Scholarly and Creative Activity

The University considers participation in scholarly and creative work to be part of a faculty member's commitment. These activities are perceived to be an essential part of personal growth and of preparedness for teaching on the University level. Externalization through publication, presentation, or performance, as appropriate, is seen as a natural and desired outgrowth of this scholarly and creative work.

No university-wide guidelines are established for what constitutes appropriate types and amounts of scholarly and creative work. Each academic unit sets standards appropriate to its disciplines. Faculty should contact their Dean's Office for information about standards in their academic units.

2.41 Research Opportunities

Drake University encourages research by its faculty and supports this research to the extent that sound budgeting resources will permit. The research may take the form of individual projects and contributions, group projects, or undergraduate and graduate student projects. Research activities are usually expressed and measured in publications or other creative work, but planned and unpublished research is also significant. Faculty members should keep their Deans and the Provost advised of their research projects and of resulting achievements. If publications result, the faculty members should send copies to the University library.

2.411 Time Allotted

Most teaching schedules are arranged to allow time for professional research. In addition, sabbatical leaves are granted to qualified faculty members to allow extended and concentrated attention to research projects. In addition, most faculty members have a nine-month teaching appointment and, therefore, are often free to pursue research projects during the summer months.

2.412 Research or Program Grants

The Deans of the various Colleges or Schools of the University have the following responsibilities and obligations in the preparation and submission of proposals, including preliminary documents that may become contractually binding at a later date.

The Dean will assure that proposed research and/or training is consonant with the objectives of the University, the College or School and the overall academic mission of the institution.

The Dean will assure that the quality of the proposal is sufficiently high to be a credit to the University.

Where proposals are otherwise acceptable but involve entry into new or questionable fields of effort or require a substantial increase in funding, personnel, equipment, or space allocations, the Dean will assure that such proposals have been discussed with and approved by the Provost prior to being transmitted to the Office of Sponsored Programs Administration and Research Compliance. This office will examine each proposal and review the contractual and/or legal agreements, the budget and other financial arrangements.

The Proposal Review and Approval Form will be originated, expedited and retained by the Office of Sponsored Programs Administration and Research Compliance. No proposal will be submitted to a potential sponsor until it has been reviewed and approved by the following or their designee:

1. Appropriate Dean
2. Director of Sponsored Programs Administration and Research Compliance
3. Provost

The Office of Sponsored Programs will transmit the proposal to the appropriate sponsor.

See section 3.64 for additional information about the Office of Sponsored Programs.

2.42 Policies and Procedures Related to Research

Drake University has adopted and adheres to the following policies related to research. A more complete policy discussion appears in Section 5 and polices are in Academics section of the Policy Library Website. Additional information may be found on the Sponsored Programs Administration and Research Compliance Webpage.

- "Copyright Policy and Rules"
- "Statement of Policy and Rules Relating to Patents" For description, see Faculty Manual Section 5.32.
- "Conflict of Interest Policy" for faculty of instruction. For description, see Faculty Manual Section 5.33.
- "Statement on Plagiarism" For description, see Faculty Manual Section 5.34.
- "Policy and Procedures for Dealing with and Reporting Possible Misconduct in Science" For description, see Faculty Manual Section 5.35. Report concerns to the Research Integrity Officer.
- "Other Professional and Scholarly Activities" For description, see Faculty Manual Section 5.36.

2.5 Financial Responsibilities and Relationships

The Drake University Finance & Administration Guidelines and Policies webpage provides all current policies and procedures related to financial responsibilities and other business procedures.

2.51 Travel Pay

2.511 Drake Faculty Travel Policy

The basic administration of travel policy for faculty shall rest with the office of the Dean of each college, and budget for faculty travel shall be allocated to the various colleges.

2.512 General Guidelines for Reimbursement

All full-time faculty members at or above the rank of instructor are eligible to receive reimbursement for travel expenses. This eligibility applies to faculty members on sabbatical leave as well as to those on campus at the time of the request. The allotment for individual faculty members at the instructor level is not a guaranteed minimum as in the case of those above the instructor level. Drake requires all faculty to book their travel through the university's approved travel management vender. Faculty should always schedule flights via the portal, which can be accessed from the Purchasing and Business Services page, under Vendor Links.

The faculty member applying for travel expenses should follow procedures in their academic unit for application for funds.

The Travel Reimbursement form should be completed and submitted to Accounting within 30 days upon completion of their trip with all receipts attached and the appropriate approval signature from the academic units. Any receipts older than 90 days will not be reimbursed. All expense except per diem must have supporting documentation. The Travel Reimbursement form can be on the Finance & Administration Forms page.

Original itemized receipts for hotel, registration for meetings, public transportation and any meals must be attached to the Travel Expense Reimbursement Form. The University has adopted a High/Low Per Diem policy to cover meals and incidentals while traveling. The Per Diem policy lists qualifying "High" cities. When individuals other than the claimant are served meals, the names of those individuals must be listed along with the business purpose of the meal. If receipts are not attached, the claim for reimbursement will not be allowable.

In the case of international travel, when requesting reimbursement for charges other than meals, all expenses must be converted from the foreign currencies to U.S. dollars. Please show the calculations on the individual receipts to speed the reimbursement process. Travelers should use the appropriate exchange which reflects the method(s) used on the trip (see Travel policies at link below).

Full instructions regarding Business and Finance Travel Policies can be viewed at Transportation/Travel

Policy and Processes webpage.

It is important that all amounts expended on a trip be reported on the Travel Expense Reimbursement Form, even though the reimbursable amount is exceeded. This information will provide needed verification for the claimant as a deduction for tax purposes and will aid the University in assessing needs for travel.

2.513 Travel in Conjunction with Faculty Recruitment

The following guidelines are to be followed in reimbursement of department personnel for expenses incurred when attending conventions for recruitment and for professional enrichment:

- A department chair (or a designee) who attends a national professional convention outside of their disciplinary area for the sole purpose of recruiting may request to have the expenses paid from the university recruiting account. Authorization requires advance approval in writing by the Provost.
- Additional travel to additional conventions by departmental chairs and designees may be funded from the college faculty travel account.

2.52 Business Insurance

The most common insurance questions received by Finance & Administration for University business, including travel and liability, with some broad guidelines on how to proceed when each presents itself are addressed on the Insurance and Risk Management Web page.

Contact the Office of Finance & Administration any insurance questions.

2.6 Professional Opportunities and Honors

2.61 Faculty Development Opportunities and Support

Drake University provides support for faculty development through several programs. The university provides funds, on a per capita faculty member basis, to the colleges to support faculty development. In addition, the Office of the Provost provides support for research and teaching development through programs of reassigned time, travel, research grants and workshops.

Generally, two types of development funding are available through the Provost's Office. The first is competitive grants, awarded each spring for the following fiscal year, and include the Drake University Research Grant, and with the Office of Student Financial Planning, Undergraduate Student Assistantships. Each year calls for proposals are circulated to faculty, and include deadlines, criteria, and application procedures. The second type is Faculty Development and Enrichment Grants, which are made throughout the year on a rolling basis and are designed to support a broad range of activities that directly contribute to individual and collaborative faculty development in teaching, leadership, and technological proficiency. Information about these opportunities is available on the Drake Faculty Development Grant Program Web page.

Additional programs and funding, including research grants, technology grants, and conference travel grants, are provided by the colleges and schools. The Center for Teaching Excellence, The Center for the Humanities, the Nelson Institute and the Principal Financial Group Center for Global Citizenship provide funding for activities that contribute to their respective missions. Occasionally, for activities with broad institutional impact, the Office of the President provides financial support.

2.62 Sabbatical Leaves

Drake University supports sabbatical leaves for faculty renewal. See section 4.34 for a description of the sabbatical programs and the Policy Library for the full Drake Sabbatical Policy.

2.63 Awards for Teaching, Scholarship and Service

2.631 Levitt Awards

Madelyn Levitt, a major Drake University benefactor and supporter of the faculty established three awards that recognize faculty or faculty/staff accomplishment. All carry significant prestige and monetary award.

The Madelyn Levitt Award for Teaching Excellence recognizes faculty who exhibit an informed mind in inspirational dialogue with students, integrity in personal relationships, rigor in intellectual endeavors, and contagious enthusiasm for her/his subject matter. The selection is coordinated by the Office of the Provost and is presented at the spring commencement.

The Madelyn Levitt Mentor Award recognizes faculty and staff who exhibit an outstanding commitment to student success in and out of the classroom, integrity in personal relationships, and who typify the ideal student mentor. The selection is coordinated by the Office of the Provost and is presented at the spring commencement.

The Madelyn Levitt Community Service Award recognizes faculty and staff members who demonstrate personal commitment to volunteerism and community service, have an outstanding record of leadership or substantial involvement in community projects, services and activities contributing to the quality of life in our region, state, and/or the nation, and whose professional and personal values and behavior typify the ideals of "giving back to others" and "making a difference in the lives of others." The award is coordinated by the Office of Human Resources and is presented at the fall All-University event. See the Faculty Honors page for more information.

2.632 College and School Awards

Schools and colleges of the university sponsor and present awards for outstanding performance to faculty and staff.

2.633 Organization and Program Awards

Various campus organizations and programs, including the Honors Program, sponsor and present awards to faculty for outstanding teaching and mentoring.

2.64 Endowed Professorships and Chairs

Several Distinguished professorships and chairs are supported by university and college/school endowed funds. These professorships and chairs recognize faculty whose performance is superior. A full list of endowed professorships and chairs, with links to information about faculty who hold these positions, as well as Guidelines, Purpose and Selection Criteria that apply to the all-university positions are at the Distinguished Chairs and Professors Web page.

2.65 Marshals of the University

The Drake University Marshals include a University Marshal, three Assistant Marshals, two Faculty Marshals, and at least two Marshals for each college/school. The Marshals of the University oversee and participate in University commencements and other ceremonies as requested.

2.651 University Marshal

The University Marshal serves as Master of Ceremonies for Drake University undergraduate and graduate commencement ceremonies and other University ceremonies as requested by the President.

The University Marshal is appointed by the President, upon recommendation by the Council of Deans, to a five-year term. The appointment is renewable at the discretion of the President.

The University Marshal will be selected according to the following criteria:

- Hold the rank of professor
- Be actively engaged in the life of the University through all-university leadership and service

- Have regularly attended Drake University commencements.

2.652 Faculty and Assistant Marshals

Three Assistant Marshals and Two Faculty Marshals assist the Marshal of the University in carrying out the undergraduate and graduate commencements and other university ceremonies.

Early each fall and spring semester the coordinator of commencement activities will inquire of all assistant and faculty marshals as to whether they will be available to participate in the December and May commencements.

If any position is to be vacant, the Provost will be notified. The Council of Deans will solicit and review nominations for the position and forward the name to the President who will appoint the faculty or assistant marshal.

The Assistant and Faculty Marshals will be selected according to the following criteria and to the extent possible will collectively be broadly representative of the academic units.

- Have been recognized by their academic unit or by the university for excellence in teaching, scholarship or service
- Have regularly attended Drake University commencements

2.653 Interim Marshals

In the event of illness, sabbatical, or other event that would require appointment of an interim University, Faculty, or Assistant Marshal, the Deans Council in a timely manner shall request nominees and make a recommendation to the President for an interim marshal.

2.654 College and School Marshals

College and School Marshals are responsible for ushering students who are graduating from their academic unit through the undergraduate and graduate commencement ceremonies.

Each college/school shall have at least two college/school Marshals for each commencement at which their students will be participants.

College/school Marshals are appointed using criteria and procedures established by the unit. The Dean of each academic unit is responsible for conveying the names of the Marshals to the Coordinator of Commencement Activities.

SECTION III: TEACHING AND RESEARCH RESOURCES AND SERVICES

3.1 Faculty Communications

To coordinate efforts of various divisions of the University, numerous lines of communication have been developed. Among the standard forms of communication at the University level are the following:

- Regular email communications from the President, the Provost, and the Faculty Senate President
- OnCampus – delivered weekly to your email, and also on the website
- University Calendar – create an account and it will remind you of events in which you've indicated interest
- The News and Events page on the website
- Times-Delphic (student newspaper)
- Faculty Senate webpage – you will find the Faculty Senate minutes there

Communication at the college, school, and department level will vary by unit, but include such things as orientation meetings, faculty meetings, and department meetings.

In addition, the Academic Charter and the Faculty Manual are designed to serve as companion instruments of communication, bringing together much of the policy and many of the procedures and guidelines of the University. Other publications include the Student Handbook, Policy Library, and the handbooks or manuals of the individual Colleges or Schools. These documents are available on the Drake University Website.

3.2 Drake Libraries

3.21 Cowles Library

Information about Cowles Library policies and procedures are available online.

3.211 Library Liaisons

Librarian liaisons are assigned to each college. Faculty members are encouraged to contact their liaisons for assistance, or to arrange for an in-depth orientation to services from a Library Faculty member.

Find Library Liaison Information on the Website.

For information on Liaison duties and roles, see Collection Development Policy, Section IX.

3.212 Information Literacy

Cowles Library provides a number of services to promote the development of Drake students' critical information skills. The Library Instruction Coordinator is responsible for the development and delivery of library use training at all levels. Two classrooms are available in the Library to support information literacy instruction. More information is available at: http://purpose.library.drake.edu/category/infolit/

3.213 Reference Services and Information Commons

Direct links to reference services and assistance is available through the Research Guides page.

3.2131 Library Research Guides
Cowles Librarians maintain guides and lists of valuable research and course material for every Drake academic discipline. These are called Research Guides and are available on the Website.

3.214 Library Card

Faculty and staff of the University use their Drake identification cards to check out Cowles Library materials.

3.2141 Confidentiality

All library transactions involving circulation of materials and interlibrary loans are considered confidential records. The full statement of confidentiality policy is available on the Website.

3.215 Borrowing & Renewing Privileges

3.216 Interlibrary Loans

Interlibrary loan information is on the Cowles Library Website.

3.217 Course Reserves

Cowles Library offers both traditional reserves service, and electronic [E-reserves] services where journal articles, Web pages and other electronic documents, links to electronic books, and course materials (syllabi, etc.) may be placed on E-reserves.

3.217 Library Acquisitions

Allocations for the purchase of Library materials are determined annually and are dependent upon the University's annual budget allocation to the Library. See the Collection Development Policy on the Website.

3.218 Gift Policy

Cowles Library's Collection policies on acceptance of gifts are included in its Collection Policy. See Section VIII, Collection Development Policy.

3.219 Institutional Repository

Cowles Library offers an institutional repository, eScholarShare, that functions as a trusted and stable depository for the intellectual assets of Drake University faculty.

3.220 Events

Cowles Library serves as a major venue for university meetings, lectures, exhibits and other academic and cultural events. Drake University faculty may submit requests for event space on the Website.

See also the Cowles Library Special Event Policy and Procedures.

3.22 Law Library

Law Library policies are available online.

3.221 Borrowing Privileges

Faculty and staff members from all areas of the university may use their Drake identification cards to check out the circulating materials in the Law Library. Detailed information about circulation policies may be obtained from staff at the Information Desk (271-3189) or on the Website.

3.222 Library Hours

Library hours are posted on the Website .

Changes in the library hours for finals, holidays, breaks, and summer sessions will be posted at the library entrance and on the Law Library's Web page. Hours are also available by calling the library's Information Desk (271-3189).

3.223 Reference Services

During all library hours, staff members are available to answer questions about the library and help locate library materials. Librarians are also available to provide in-depth assistance with materials and reference questions during weekday reference hours. Research guides are also available.

3.224 Electronic Databases

Most of the law library's subscription databases are available to all Drake faculty members. A complete list of law library databases is available on the Website.

Note: The database page lists a few resources, such as Westlaw, which the vendor licenses only for use by members of the Law School. If the resource you want seems unavailable, please consult a librarian for alternatives.

3.225 Instruction

Law Librarians are available to:

- Create customized, course-specific research guides to support law-related student research for course assignments
- Provide in-person research instruction on specific law subject areas during class time.

For more information or to request these services contact law-circulation@drake.edu or call 271-3189.

3.226 Course Reserves

Any faculty member wishing to place a Law Library item on reserve for his or her class can request this service; see full details.

3.3 Educational Facilities and Scheduling

3.31 Office Facilities

Offices are provided for all full-time faculty members. These facilities typically contain standard office furniture and equipment, including a file cabinet, bookshelves, desk, and chair. Also made available to faculty members are a personal computer, photo copying equipment, miscellaneous supply items, and other office facilities. All faculty offices are equipped with telephones, to be used primarily in transacting University business.

3.32 Scheduling of University Facilities

The Office of Conference and Event Services and Office of the Registrar, in collaboration with the Athletics Department and other units with proprietary spaces, manage facility usage. Some specialized spaces are priority scheduled by specific academic units.

Olmsted Center space and Levitt Hall in Old Main are scheduled by Office of Conference and Event Services. Guidelines for Facilities use and fees and specific building contact numbers appear on the Virtual EMS Website.

3.33 On-Campus Conferences, Institutes, and Workshops

Drake University has available classrooms, conference rooms, dormitory facilities, dining facilities, etc. to accommodate various events, meetings and continuing education programs. Faculty members are encouraged to develop conferences, institutes and workshops with the approval of the dean of their college/school and then to coordinate the proposal with the appropriate university personnel. All inquiries and reservations go through EMS and the Office of Conference and Event Services.

3.34 Fees for Facilities Use

Charges and fees for conferences, institutes and workshops held on the Drake University campus are set in consultation with the appropriate Dean and the Office of Conference and Event Services.

3.4 Technology Services

Information Technology Services is responsible for a wide range of technological services and assistance. Our chief objective is to support the innovative use of technology to enhance the experience for students, faculty, and staff in support of Drake's mission.

3.41 Client Support Services

The Client Support Services team provides centralized support services:

A. **Instructional Technology Support**: Consulting is available on both pedagogy and technology, including the use of the Blackboard learning management system, synchronous and asynchronous collaboration tools, as well as other online teaching and learning tools. Workshops are offered on a range of relevant pedagogical and technical topics.

B. **Teaching and Learning Services**: A list of the supported teaching and learning technology resources can be found on the ITS website at www.drake.edu/its/facstaff/learntech.

C. **Classroom Technology**: Client Services provides preventative maintenance and rapid- response service to minimize the classroom disruption and downtime while maximizing the delivery of teaching and learning. Users can look up which technologies are associated within each room by browsing within EMS, accessible via myDrake under the Administrative Tools > Request a Room.

D. **Digital Media Services**: A variety of media-related services are available to all faculty and staff, including equipment checkout, production services, media conversion, archival, and duplication, lecture capture and streaming video support, as well as consultation for best practices in integrating multimedia for instructional needs.

E. **ITS Support Center**: Provides assistance with general technology questions, network connectivity, and

printing. The first stop for assistance should be our campus portal, myDrake, via the ITS Support link. If you need more immediate help, you can visit the support center, located in the lower level of Carnegie Hall or call them at 515-271-3001. Regular support hours are 8:00 a.m. to 6:00 p.m. Monday through Friday. For room-related teaching emergencies call 515-271-3002.

F. **Desktop Support**: Desktop support services include the installation, setup and use of desktop and laptop computer, mobile computing, and software application support. Many instruction-related services are available via myDrake, the campus portal.

3.42 Network and Communication Services

The Drake University network supports all data and voice services across campus. For more information about the available services, including wired and wireless network access, email, calendaring, storage, telephone services, and voicemail, please see the ITS service catalog at http://service.drake.edu/its

3.5 Student Academic Resources and Services

3.51 Philosophy

All students must be empowered to take responsibility for their own academic success as well as to take advantage of opportunities offered inside and outside the classroom to enhance their intellectual and personal development.

The focus of academic assistance is not on remediation or short-term solutions to course-specific problems, but on assisting students with strategies to help develop their own sense of purpose; thereby, empowering them to take more responsibility for their academic success and personal development. There is an emphasis on enhancing students' intrinsic motivation toward their studies, developing decision-making and goal-setting strategies applicable to all classes, and helping students make connections between their current academic experiences and their professional and lifelong learning aspirations.

3.52 Academic Assistance Offerings

Instead of identifying high-risk students, traditionally difficult courses are identified and assistance is offered to students in acquiring skills necessary in the course as well as other appropriate study skills that can be used in other classes. Student-led tutoring and supplemental instruction are offered outside the classroom in various locations on campus. The academic departments and the Office of the Provost work together to select student tutors, provide training, and annually review the academic assistance offerings and make necessary adjustments to best accommodate the needs of the students.

3.53 Student Disability Services

Student Disability Services are intended to help students with disabilities succeed in their pursuit of higher education.

See Faculty Manual Section 5.19-4 for Drake's "Reasonable Accommodation for Qualified Students with Disabilities" policy.

3.54 Writing Workshop

The Writing Workshop serves undergraduate, graduate, and law students who are writing papers and need assistance with individual assignments. The emphasis of the one-on-one tutoring session is not to fix but to devise actions that the individual can take to improve and to start dealing with writing problems or questions individually. This is a free service to all Drake University students.

The Writing Workshop is conducted by the Department of English.

3.55 Professional and Career Development

Professional and Career Development Services at Drake University complement and supplement the academic

programs by reinforcing the importance of connecting academic experiences to professional and career aspirations, community involvement, and lifelong learning.

Undergraduate and graduate students are encouraged to discover and explore areas of interest using various self-assessment strategies (beginning with their first year in college); take advantage of experiential learning opportunities through internships, service learning initiatives and student employment; and participate in activities designed to enhance the career-related job search process or plans for graduate/professional schools.

3.56 Student Financial Planning

The Office of Student Financial Planning, Carnegie Hall, provides assistance in the form of information, The Office of Student Financial Planning, located in Carnegie Hall, helps students to secure federal, state or Drake-funded financial assistance for which they are eligible. Information, forms, and contact information can be obtained on the website or in person in Carnegie Hall.

3.57 International Program Services

3.571 English as a Second Language

Full-time Drake students who are non-native speakers of English and who wish to improve their English language proficiency may enroll in Drake's Intensive English Program (IEP) at no charge. The IEP is a non-credit language support program offered through Drake International. Part time students or those wishing to concentrate on full-time ESL study may enroll for a fee. Faculty may consult the coordinator of the IEP if they believe a student's language skills may need further assessed, or if they are aware of a student that might benefit from the program. Call 271-2084 for more information.

3.572 International Student/Scholar Advising

Drake International advises international faculty, staff, students and scholars on issues related to immigration regulations, maintaining status, work regulations, and cultural adjustment. The Drake International staff can also advise faculty on the procedures for bringing international scholars or practitioners to Drake for short-term academic collaboration, research or lecturing. Call 271-2084 for more information.

3.573 Education Abroad

The Education Abroad staff in Drake International assist students and faculty who are interested in study abroad programs. For Drake students, programs are available in over 60 countries, and the programs range in length from a few weeks to a full academic year.
Students can choose traditional study abroad programs, as well as programs that include internship and service-learning options. For semester abroad, students pay Drake tuition. The cost of on-site expenses (such as housing) replaces Drake's room and board fees. To study abroad, students must apply through the Drake Education Abroad website one to two semesters in advance of their departure.

Drake faculty are encouraged to develop faculty-led study abroad courses, called travel seminars. These programs are typically 2-3 weeks in length during J-term or summer. For more information about Drake's process for developing such courses, faculty should contact Drake International at 271-2084.

3.6 Faculty Teaching and Research Support Services

The office of the Provost provides services and support for faculty development in relation to teaching and research, in areas of curricular initiatives and development of pedagogies. In addition to the specific support services

3.61 Academic Assessment

The purpose of academic assessment is to collect information about student learning, make meaning of the evidence, and use results to improve academic programs and student learning. The Office of Institutional Research and Assessment coordinates development and implementation of assessment plans for institution-wide programs, provides workshops and other support for use of assessment tools, provides leadership for ongoing assessment initiatives, and

serves on campus committees that address assessment and program review. Examples of support available include: consultation with departments or individuals (e.g., creating learning outcomes, designing assessment strategies, constructing rubrics, developing curriculum maps, implementing classroom assessment techniques), assisting with data collection and analysis and sharing examples of best practices in disciplinary assessment.

3.62 Community Engaged Learning & Service

Community Engaged Learning (CEL) is an instructional strategy that refers to community activities that are integrated with course content to provide enriching, experiential learning opportunities that address the public good. Community Engagement at Drake is defined by relationships between those in the university and those outside the university that are grounded in the qualities of reciprocity, mutual respect, shared authority, and co-creation of goals and outcomes. The Office of Community Engaged Learning & Service is a one-stop shop for resources related to connecting students, courses, and faculty scholarship to the community. At Drake, we recognize that CEL extends beyond traditional service-learning and may include a field experience, practicum, internship, capstone, research project, clinical, co-op, or co-curricular activity. The experience may be a direct service/activity, research, or other off-site work that benefits a community partner. For more information about our definitions please visit the website.

Upon request, the Office of Community Engaged Learning can assist with:

- Mini grants for supplies and logistical support.
- Providing descriptive information about local agencies.
- Presenting the topic of community engagement & service-learning.
- Developing reflection prompts and/or offering general or course-specific reflection sessions.
- Conducting community partner, student, and faculty assessments.
- Reserving vehicles for site visits or field trips.
- Providing ideas for publication, collaborating on manuscripts, writing letters of support for tenure and more!

3.63 Writing, Speaking, Information Literacy

Coordinators of writing, speaking (oral communication) and information literacy – faculty members with expertise in these areas appointed by the Provost – are available to provide support for faculty who are working with students in these areas. Examples of support services available from these coordinators are: Consultation on assignment design; Share examples of best practices; Consultation concerning provision of effective feedback to student work. Coordinators also run projects or workshops in their areas of specialization to promote student learning in these areas.

3.64 Sponsored Programs Administration (Grants)

The Sponsored Programs Administration (SPA) office provides Drake University's faculty, staff and students with comprehensive guidance and support in their pursuit and conduct of research and scholarly activities.

SPA works collaboratively with the research community to assist them in advancing Drake's mission of teaching, research and scholarship and provides them with the highest quality customer service and technical expertise.

SPA provides assistance in five primary areas: Pre-Award, Post-Award, Research Compliance, Technology Transfer, and Training. For more information about each major function see the Office of Sponsored Programs.

3.7 Counseling and Health Services

3.71 Counseling Center

The University Counseling Center offers to all currently enrolled Drake students a variety of counseling services. Depending on the student's need, individual, couple, family, or group counseling may be provided. The UCC is available for workshops, training, psychological testing, and for referral information. In addition, the UCC offers consultation services to students, staff and faculty who might have questions about student mental health issues or

topics. The UCC is located in the American Republic Health Center at the corner of 32nd and Carpenter.

Counseling: 515-271-3864

3.72 Health Services

Services of the American Republic Student Health Center, located at the corner of 32nd and Carpenter are available to full-time students. The Center provides health information, resources, treatment for injuries and illnesses, and referrals to area health care providers.

Student Health: 515-271-3731

3.8 Cultural and Recreational Activities

Announcement of Cultural and Recreational activities can be found on the Events Calendar and are often featured on the News and Events website or in the Student Newsletter OnCampus.

3.81 Guest Lecturers

Drake University, and its academic departments, interdisciplinary programs, and other organizations sponsor many lectures throughout each academic year. These lectures typically are free of charge and open to all members of the University community, and most are open to the public. Lectures will be announced though normal Drake University communications.

3.82 Fine Arts Presentations

For a full listing of Drake Arts performances and exhibits, see the Website.

3.821 Dramatic Presentations

The Drake University Theatre presents a number of productions each year, including serious drama, comedies, and musical theatre. Tickets for individual performances are available for every event at the box office in the Fine Arts Center or online at https://www.drake.edu/fineartsboxoffice/

3.822 Musical Presentations

The Drake University Music Department presents faculty recitals, chamber music recitals, performances by guest artists, and performances by its student ensembles, including band, jazz band, orchestra, and choral groups. These take place in Sheslow Auditorium, the Performing Arts Hall, and the Patty and Fred Turner Jazz Center. Most performances are free to the public. If they are not, tickets can be purchased at the box office or online at https://www.drake.edu/fineartsboxoffice/.

3.823 Art Exhibitions and Workshops

The Art Department sponsors shows in the Weeks and in the Anderson Galleries of the Harmon Fine Arts Center, including exhibitions, work by individual artists, an end of the year juried exhibition featuring student work, and selected traveling exhibitions.

3.83 Recreational Services

Currently enrolled students, faculty and staff members are offered a wide variety of recreation/leisure Drake Recreation facilities are intended for the use of Drake students, faculty, and staff. These facilities include the Bell Center which features a fitness studio, pool, basketball courts, volleyball courts and badminton courts. Locker room facilities are available and equipment is free to use for all sports and activities. The Knapp Center includes four universal courts for basketball and volleyball, four racquetball courts and 200 meter track. Roger Knapp Tennis Center features six indoor and six outdoor tennis courts. Underground Fitness, in the lower level of the Olmsted Center, is a fitness center available to students only.

To learn more about Drake Recreational Services, please check out the website at or contact us at

recservices@drake.edu or 515.271.3173

3.9 Miscellaneous Campus Services

3.91 University Communications and Marketing

The Office of University Communications and Marketing (UCM) works to advance the image and reputation of Drake University. The UCM team manages campus communications, media relations, marketing strategy, creative development, and the University's website, social media, and logo/brand, including all trademarks.

UCM can help faculty connect to their audience—whether it's students, faculty, staff, alumni, donors, or community members. UCM strives to work in a way that is truly audience-centered, data-driven, and digital-first whenever possible.

Two key priorities for UCM are to help recruit students, and help engage alumni and donors; other priorities are determined by the University's continuous improvement plan. Should you have a marketing or communications need, that request should be directed first to your dean's office, which helps prioritize all needs and requests from your academic unit.

For additional information and to access UCM's online toolkit, please visit the website.

3.92 Mail Service

Campus mail is to be used only for University business. The use of Drake University letterheads for political purposes is not permitted. Correspondence relating to activities, solicitations, etc. in which an individual is participating on a personal basis and not as a representative of the University must be written on personal stationery. Use of the University letterhead for such correspondence is not permitted.

For shipping addresses see the Website. When ordering packages, use your building's shipping address whenever possible since FedEx and UPS can generally deliver directly to your building. Any other mail can be addressed to your attention and office location at the main University address (2507 University Ave, Des Moines, IA 50311).

If you have any additional questions regarding sending or receiving of mail, feel free to contact campusmailoperations@drake.edu.

3.93 Printing Services

Most printing can be done on the multi-function devices (MFD) – commonly referred to as 'printers' – located in approximately 100 locations within the Drake Campus. For printing jobs that require specialty printing vendors, there are several that are recommended below due to discounts provided to Drake. Contact Information for these vendors are located on the Purchasing Website in the Preferred Vendor list.

Please contact University Communications & Marketing if you plan to mail out the printing so they may approve the content.

Drake works with a number of preferred vendors for additional printing needs:

- Office Depot/Max: You will need to bring an Office Max/Depot Store Purchasing Card as well as your P-Card as they do not direct bill Drake. The Store Card is located on the Purchasing Website or you can request one by calling Purchasing at 2424.
- Integrity Printing
- Christian Printers

It is preferred that Student Course packs be printed and sold through the University Bookstore as we can be assured they are checked for copyright clearance in each case.

3.94 Dining

Dining on campus means food is never more than 5 minutes away… so no need to lose your parking spot or waste precious time running around. We offer a variety of dining locations for your convenience.

You can also join with co-workers and have meals catered directly to your office. In addition, our on-campus dietitian can help plan meals for you if you have special dietary needs. Visit us online for more information.

Campus Dining Spots

- Hubbell Dining Hall—Drake's main dining hall features all-you-care-to-eat stations with a fresh variety of salads, pizza, pasta, grill items, international foods, desserts, comfort foods, and more. Have a food allergy? Visit our Simple Servings station that features gluten-free, minimally processed foods that are free from the most common allergens. Eating healthy? At each meal you will find "Mindful" meals (mindful.sodexo.com) carefully prepared to meet guidelines for excellent nutrition and moderate calorie totals. Use our Bite app to find daily menus and nutritional information. You can also take advantage of our CINCH program that offers a "Buy 3, Get 1 Free" punch card in Hubbell Dining!
- Quad Creek Café—Drake's food court style dining with items including a Mediterranean station, subs, Mexican food, grill items, fresh salads, and more. This is a great place to grab a quick bite to eat anytime between 11am and midnight.
- Cowles Library Café & Olmsted Coffee Shop—These Drake coffee shops offer Starbucks coffee, cold beverages, smoothies, and pastries, as well as Simply to Go sandwiches, wraps, salads, and snacks.
- Spike's Spot—Our campus convenience store, located in the lower level of Hubbell below Quad Creek Café, is handy for picking up snacks, drinks, fresh and frozen groceries, and other items you may need.

Faculty and staff are invited to use the Drake food service facilities.

3.95 Facilities Planning and Management (FPM)

3.951 Campus Buildings and Custodial Services

All academic campus buildings are open weekdays at 7:00 am and at 8 am on weekends. Buildings generally close 30 minutes after the last scheduled class times. Administrative buildings are open from 7:30 am until 4:30 pm Monday thru Friday. Athletic Facilities and Programming Spaces vary but are generally open from 7 am – 11 pm (midnight in the case of the Olmsted Center). Public Safety officers are instructed to open doors only for events scheduled through the University Event Management System (EMS). Faculty and Staff have access to all Academic buildings from 6 am – 11 pm and the building that host their office 24 hours a day through their University ID card.

Custodial services are provided for all buildings at intervals dependent on the building type and use. Suggestions or complaints about the services should be addressed to the Custodial Manager, Custodial Supervisor or using the Drake University Service Portal, Facilities Planning and Management Work Order system. The Work Order system is available only to Building Managers, so please contact your Building Manager to submit any Work Orders.

When additional services are needed for a special event, a Work Order should be submitted through the Drake University Service Portal, Facilities Planning and Management. Depending on the type of event, you may be charged for these services. If a charge may be incurred, you will be notified by FPM shortly after submitting the work order. The Work Order system is available only to Building Managers, so please contact your Building Manager to submit any Work Orders.

3.952 Repair and Maintenance

Requests for repairs, maintenance, or hauling of material or equipment should be made to the designated building contact person for your building or to the Office of the Dean of the College or School. All non-emergency service requests should be entered into the Drake University Service Portal, Facilities Planning and Management Work Order system. The Work Order system is available only to Building Managers, so please contact your Building Manager to submit any Work Orders.

Emergencies caused by water, electric, gas, or heating failure, should be reported immediately to the Facilities Planning and Management. Any condition that might result in an emergency should be reported immediately by calling 271-3955.

3.953 Requests for Services and Moving of Equipment

Desks, chairs, files etc. are not to be moved from office to office or between buildings without creating a Work Order through the Drake University Service Portal, Facilities Planning and Management. Insurance coverage requires specific inventories and location records of all university equipment. All furniture purchases need to be coordinated with FPM through a Work Order. The Work Order system is available only to Building Managers, so please contact your Building Manager to submit any Work Orders.

Requests for moving services should be made through the Building Manger designated for your building so moves can be coordinated and resources scheduled for the space. Specific Office Move Procedures are available on the FPM's Website.

3.954 Energy and Utility Services

FPM operates and maintains all University utility plants and distribution systems with the exception of telephone and data communication services, which is provided by IT Department. The Energy & Utilities department maintains and operates high voltage electric systems, central heating and chilled water plants, water storage and pumping facilities, and the associated distribution systems required to transport these services to most University buildings. Remaining buildings receive service directly from local utility companies or from stand-alone heating and cooling systems. Energy & Utilities is also responsible for storm water and sanitary sewer systems.

Malfunctions, outages and other utility issues should be reported immediately to the FPM Office at 515-271-3955.

FPM coordinates all scheduled utility outages in University buildings, including those buildings serviced by other utility companies. Notifications of scheduled shutdowns of utilities will be emailed to the building contacts

3.955 Keys

Your Drake ID card will be your key for exterior doors of academic buildings outside of open hours. Faculty generally have 24/7 access to the building that their office is in, and 6am – 11pm access to all other academic buildings. You may also be issued physical keys for spaces on campus.

Any physical keys you may need will be ordered for you by a designated key approver in your building. You will be emailed when they are available for pickup at the Student Services Center. Campus keys are not to be reproduced or transferred to other employees. Any loss of or failure to return an assigned key requires a replacement fee, paid by keyholder – this fee may be withheld from your paycheck or charged

to your account if key is lost or not returned as requested.

Questions about ID cards or physical keys can be directed to the Student Services Center*.*

3.956 Campus Security and Fire Safety

Uniformed public safety personnel assist in the enforcement of University regulations and perform regular checks of various parts of the campus. A close liaison is maintained with the Des Moines police for such purposes as investigation and parking control.
Fires should be reported immediately to the Des Moines Fire Department and to the Security Office. To help prevent fires, faculty members and staff should familiarize themselves with the location of fire extinguishers in each building. Drake University is a tobacco free campus in accordance with Iowa law. The Public Safety Office telephone is 2222 or 811.

Theft of any University property or equipment is to be reported immediately to the Public Safety Office. Faculty, students and staff may contact the Public Safety office for safe ride and other services. Additional information is available on the Website.

3.96 Parking Facilities and Regulations

Effective Aug. 1, 2019, parking lots on campus will be divided into seven, color-coded zones. There is no designated Faculty or staff parking on campus. Commuter lots will include Lot 16: Olmsted (yellow), Lot 13: Wifet Plaza (red), Lots 18 and 18N (green), lots east of 27th Street (orange), and lots west of 27th Street (grape). Commuter lots will also be divided into two payment tiers. Parking permits for the 2019-20 academic year will cost $250 for high-demand zones (yellow, red, and green). While low-demand, peripheral-campus zones (orange and grape) will cost $125. Campus members will have the option of purchasing a parking permit within the zone of their choice, and based on their desired price point. Street parking is permitted on some streets within, and in the vicinity of, the campus. Street parking is patrolled by the Des Moines Police; posted hours must be carefully observed, especially on University and Forest Avenues.

Faculty members wishing to use campus-parking facilities must register their cars at the Student Services Center. Upon completion of a motor vehicle registration and payment of the fee, the car owner receives a tag that must be properly displayed. Vehicles must be parked in accordance with parking regulations, and registered vehicles must not park in areas reserved for visitors or campus services. Information regarding parking pass pricing can be found here.

SECTION IV: APPOINTMENT, COMPENSATION, LEAVES, AND TERMINATION OF SERVICE

4.1 Appointments

4.11 Initial Appointments

The Dean of each College or School, upon recommendation of the duly appointed search committee, makes a recommendation to the Provost for the appointment of faculty members. The Provost appoints new members to the faculty of the University and reports appointments to the Board of Trustees.

The appointment letter from the Provost specifies rank, salary, duties, term of appointment, and for tenure-track faculty, year of tenure decision. Written acceptance of the appointment is expected promptly. As soon as a new appointee accepts, it is the Dean's responsibility to expedite the completion of all necessary business office forms.

Responsibilities of a full-time faculty member typically include teaching, advising, scholarly and professional activities and service. Additional responsibilities such as administrative duties will be specified in the letter of appointment. The salary of the individual covers all regular and specifically designated responsibilities.

4.12 Renewal of Appointment

Faculty appointments generally are made either on an academic year or fiscal year basis. Appointments of faculty in non-tenure-track positions and faculty on probationary tenure-track must be renewed annually. If the University desires to utilize the services of a faculty member beyond the regular teaching period, or in excess of incidental activities, an additional appointment letter is issued. For information on tenure, see the Academic Charter, Section IV.

4.2 Compensation Policies and Procedures

4.21 Full-Time Faculty Compensation

Salaries for full-time faculty are reviewed pursuant to University guidelines and the applicable practices of each school or college. Upon approval by the Board of Trustees, salary increases are applied to base salaries for the following academic or fiscal year.

4.22 Summer School Faculty Compensation

Compensation for summer teaching by full-time 9-month faculty will be determined according to guidelines set and approved by the council of deans.

4.23 J-Term

Compensation for J-Term will be determined according to guidelines set and approved by the council of deans.

4.24 Policy on Extra Compensation

Policy information on extra compensation can be found in the Policy Library. This might include compensation from a source other than the University for consulting, performing, or similar professional activities. Extra compensation may be received from the University for activities beyond the regular responsibilities of the faculty member. These might include serving as a program director or fellow.

4.25 Payroll Deductions

Drake University deducts applicable federal, state and social security taxes from each paycheck. Regular payroll deductions also are made for the benefits for which each individual is eligible and is enrolled, including deduction for gifts to Drake University as elected by the employee.

4.26 Manner and Schedule of Payments

4.261 Optional Salary Payment Plans

A full-time faculty member on less than 12-month appointment has the option of a 10- month or 12-month salary payment plan. Elections must be made by the beginning of the academic year. When a faculty member elects a plan, that plan cannot be changed during the academic year.

This option is not open to faculty members with 12-month responsibilities, including Deans. They do not receive extra compensation for special or summer work.

4.262 Pay Schedule

Regular faculty members generally are paid on the last working day of each month.

For nine month faculty, the first paycheck is issued on the last working day in August, the last check not later than the last working day in May, June, or July (depending on payment plan).

For twelve-month faculty, the first paycheck is issued on the last working day in June (effective with FY15, it will be the last working day in July) and the last check will be issued the last working day in May (effective with FY15, it will be the last working day in June).

If a payday falls on a Saturday, Sunday, or a holiday, the paycheck is issued on the preceding working day.

Additional compensation, payable at the end of the term, is added for travel for full-time faculty members who travel out of Des Moines to teach off-campus credit classes.

If a 9-month employee leaves before an appointment is fulfilled, 50% of the annual salary will be paid provided that a full semester was worked. A fraction of the semester payment will be made for the actual weeks of employment divided by the number of actual weeks in the semester. Vacation periods are excluded.

Compensation for the Summer Session is paid according to the following schedule. For the first 5-week term, two installments are paid on the last working day in June and July. For the second 5-week term, two installments are paid on the last working day in July and August. For employment for both 5-week terms, faculty members are paid in three equal installments, on the last working day in the months of June, July, and August.

4.263 Variations in Pay Received

The deductions from the individual's salary may vary slightly during the payment year. These changes are due to the addition of summer salary, to the possible changes in F.I.C.A. rates during the school year, to possible changes in insurance rates, and to changes in withholding taxes.

4.264 Place of Payment

Employees are required to have their pay directly deposited in their personal bank account. Direct deposit pay statements are not printed but are available online by logging into myDrake, and choosing "Pay Information" from under the Human Resources menu. Tax Information and Benefits/Deductions is also available.

4.3 Leaves of Absence

4.31 General Leave Policy

Leaves of absence not otherwise governed by University policy (see following sections) may be granted with the approval of the Dean and Provost. Any faculty member holding a regular full- time appointment may initiate a leave request by submitting a letter of request to the appropriate Dean as soon as possible prior to the beginning of the requested leave. The Dean and the Provost will together review the request and make a determination based on such factors as needs of the department, reason for the request and feasibility of making alternative arrangements. Leaves are generally without pay, although in some cases absences for brief periods may be arranged with regular or partial salary.

Faculty should contact Human Resources to review benefit coverage options during approved leaves of absence. Leaves normally will be for a period of one semester or one year. In limited cases, an extension may be granted. All extensions require the approval of the Dean and Provost.

It is assumed that a faculty member applying for a leave intends to return to the University upon termination of the leave. Faculty members on leave should notify the Dean and Human Resources of any change of address.

4.32 Birth, Adoption and Foster Care Leaves

The Drake University FMLA Policy statement provides detailed information on leaves for birth, adoption or foster care placement. The FMLA policy is in the University Policy Library.. Contact the Department of Human Resources for additional information (271-3133).

4.321 Modified Duties for Faculty upon Becoming a Parent

Parental Modified Duties means a reduction in workload, without a reduction in pay, equivalent to 1/6 reduction in the faculty member's regular teaching or clinical load for an appointment year (academic or fiscal). The Policy for Modified Duties for Faculty upon Becoming a Parent is located in the University Policy Library.

4.322 Paid Parental Leave

Paid Parental Leave, a type of family leave, is available to qualifying parents to care for a newborn child or placement of a child under 18 for purposes of adoption or foster care. The Paid Parental Leave Policy is located in the University Policy Library.

4.33 Faculty Sick Leave Policy

The Faculty Short Term Disability Policy provides pay continuation for eligible faculty during periods where illness or injury prevent them from working, as certified by a medical professional. The full policy is in the University Policy Library.

4.34 Sabbatical Leave Policy

Below are summary statements regarding sabbatical leave. The full policy can be accessed via the link above.

4.341 Standard Sabbatical Leave

Faculty members at the rank of Instructor, Assistant Professor, Associate Professor, or Professor who meet specified requirements are eligible to apply for two semesters of sabbatical leave in any seven-year period. See the full policy in the Policy Library for necessary qualifications, selection and application procedures, and other policies related to the sabbatical leave.

4.342 Pre-tenure Sabbatical

After three years of full-time service at the University, members of the tenure-track faculty who have successfully completed a three-year, pre-tenure review may apply for a one (1) semester (one-half year) "pre-tenure sabbatical." Then after seven (7) years of full-time service and upon completion of a successful tenure review, faculty who have taken the first half of a pre-tenure sabbatical become eligible (and are expected) to apply for the second half of the sabbatical.

4.343 Fulbright Sabbatical

A faculty member who is the recipient of a Fulbright Scholarship may be eligible for a Fulbright Sabbatical. Recipients of similar competitive scholarships may also apply for this program with the Sabbatical to be appropriately named.

4.344 Sabbatical Procedures

Application, selection, compensation and other policies and procedures related to sabbatical leaves.

4.35 Vacations

Vacation policy for twelve-month faculty and academic administrators can be found in the Policy Library.

4.36 Jury Duty

Faculty members are excused to serve when called for jury duty. Faculty should promptly inform the applicable Dean and Department Chair upon receiving jury duty notice. The faculty member is expected to report for work when not actively engaged in jury duty. Employees are not required to reimburse Drake University for any pay received for jury duty.

4.37 Veterans Day

Consistent with the requirements of Iowa Code section 91A.5A, Drake will approve requests by employees who are veterans for time off for Veterans Day (November 11). Employees must use vacation or personal time or, in the event the employee does not have vacation or personal time available, such time will be unpaid. Nine month faculty who do not otherwise have vacation or personal time available to them should discuss with the appropriate academic dean whether time off for Veterans Day is paid or unpaid and whether class time or office hours may be made up at alternative times.

Nine-month faculty who do not otherwise have vacation or personal time available to them should discuss with

the appropriate academic dean how to handle this within standard college/school procedures for handling excused absences.

Veterans wishing to take time off for Veterans Day pursuant to this policy must request time off in writing at least thirty calendar days in advance of Veterans Day. Providing the request is made in a timely manner and providing the time off does not cause significant economic or operational disruption, the request will be granted and the veteran will be notified by November 1 of such approval.

An employee may be asked to provide proof of veteran status by providing a copy of their federal certificate of release or discharge from active duty, or similar federal document.

4.4 Senior Faculty Status Program

Faculty members who will reach age 60 by May 31 of the academic year previous to the participation year; have a minimum of ten years of full-time continuous service, have not taken paid or sabbatical leave during the previous academic year or agree to two years at a reduced teaching schedule of two-thirds pursuant to the Senior Faculty Status Program, and give written notice of retirement simultaneously with approval of senior faculty status are eligible for the Senior Faculty Status Program.

4.5 Benefits

Drake University offers a comprehensive benefits program to eligible faculty, including tuition rebate, retirement savings, health, dental, flexible spending and life insurance. Voluntary benefits such as supplemental life insurance, long-term care insurance and group rate car and homeowners insurance also are available. For complete benefits information log into myDrake and choose the "Benefits Portal" under HR .

4.51 Workers' Compensation Insurance

Drake provides workers' compensation insurance to all eligible employees. This insurance provides medical, surgical and hospital treatment along with payment for lost wages resulting from work-related injuries and illnesses.

4.6 Educational Benefits

4.61 Tuition Rebate

A full description of Tuition Rebate Program is on the internal Human Resources Website. Log into myDrake, and choose "Employee Forms" under HR. Choose "Forms Library" from the left menu. Tuition Rebates are listed under "Educational Benefits".

4.62 Tuition Exchange

Drake is a member of the Tuition Exchange (www.tuitionexchange.org), a nationwide association of colleges and universities that have mutually agreed to remit, under certain arrangements and with limitations, the tuition of children of member schools' employees. Details are available in the Office of Student Financial Planning. Students who are eligible for tuition rebate benefits on the Drake campus may be eligible for tuition exchange.

4.7 Additional Benefits

4.71 New Faculty Relocation Expense

An allowance for relocation expenses is available for faculty hired as tenure-track, consecutive term and tenured appointments as well as staff grade 14 and above. The reimbursement amount will be included in the employee's W-2.

4.72 Housing

Drake University, Bankers Trust Company and the Neighborhood Finance Corporation have developed a Housing Incentive Plan to facilitate home purchase by Drake employees.

4.73 Other Benefits

Drake University offers a variety of other benefits and perks, including paid holidays, a bus riding program, and an employee assistance program. A complete list is found on the internal Human Resources website, in Benefits.

4.8 Termination of Service

4.81 Retirement

4.811 Eligibility for University Retirement Benefit Program

For a full description of the University's Retirement Benefit Program, contact Human Resources.

4.812 Privileges of Retired Faculty Members-Emeriti Program

Emeritus status, the highest earned rank and title, is accorded as special recognition for meritorious service at Drake University to faculty members with ten or more years of service to the University at the time of their first retirement.

Catalog listings of faculty will include emeriti personnel. Emeriti personnel will be accorded the same library privileges as active faculty members.

4.82 Resignations

4.821 Reasons

The University recognizes that various reasons, both personal and professional, exist for faculty resignations.

4.822 Advance Notice

The statement of the American Association of University Professors (AAUP) is an appropriate guide in these matters:

"It is desirable that when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his/her institution.

A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15 or 30 days after receiving notification of the terms of his/her continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement; but he/she should conform to their decision."

4.823 Acceptance by Proper Authorities

Resignations do not become effective until notification of acceptance has been received from the Provost, the President, and the Board of Trustees. The Board of Trustees has the final authority in all cases.

4.83 Dismissal

4.831 Dismissal of Faculty

Dismissal of Faculty may occur for any reason stated in the Academic Charter, including:

i. Incompetence
ii. Moral Turpitude
iii. Persistent inattention to duties

iv. Intransigent refusal to conform to University processes or policy where such behavior places the University at risk
v. A declaration of a bona fide financial exigency of the University
vi. Discontinuance of a college, school, program, or department of instruction.

The guiding policy and procedure for each of these actions are as follows:

1. For Incompetence, Moral turpitude, Persistent inattention to duties, and Intransigent refusal to conform to University processes or policy where such behavior places the University at risk, see Faculty Manual Section 4.10 below, "Faculty Conduct, Corrective Action, and Discipline."
2. For a Declaration of a bona fide financial exigency of the University, see Academic Charter, Section VII.C.
3. For Discontinuance of a college, school, program, or department of instruction, see Academic Charter, Section VII.D.

4.832 Notice of Non-Reappointment of Non-Tenured Faculty

Notice of non-reappointment is normally given in writing in accordance with the following standards:

a) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

b) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

c) At least twelve months before the expiration of an appointment after two or more years in the institution.

d) Acting and Visiting appointments terminate automatically at the end of one academic year, and the titles themselves are considered to be notice.

4.9 Personnel Records

Personnel records are maintained in Human Resources. It is the faculty member's responsibility to notify Human Resources of any change, such as address, name, telephone number, emergency numbers, marital status or beneficiary changes. Faculty may review their personnel file by contacting Human Resources to schedule an appointment. Former and current employees may receive a copy of their personnel file by submitting a written request to the Director, Human Resources, 2507 University Ave., Des Moines, IA 50311. Copying costs may be charged for such requests.

4.10 Faculty Conduct, Corrective Action, and Discipline (Approved by Faculty Senate, May 2019)

This Policy specifies the procedures for reviewing and addressing faculty conduct. At all times throughout any proceedings under this Policy, the faculty member may bring an advisor of their choice including representation by counsel. For the complete policy, please refer to the University Policy Library.

4.10.1 Faculty Misconduct[1]

Faculty Misconduct occurs if one or more of the following conditions identified in the Academic Charter are demonstrated:

1. Incompetence
2. Moral Turpitude
3. Persistent inattention to duties
4. Intransigent refusal to conform to University processes or policy where such behavior places the University at risk

4.10.2 Results of Other University Investigations, Regulatory Processes, or Court Proceedings

If there are allegations against a faculty member that fall under the jurisdiction of Human Resources or another University office or body, and that investigation results in a finding(s) that a faculty member violated the University's policies or engaged in conduct that would otherwise constitute Faculty Misconduct, those findings must be provided to the Provost as a Formal Charge under Section 4.10.7 below. Human Resources may also submit a Formal Charge based on findings through the criminal or civil court system or through an external regulatory process of conduct that would otherwise constitute Faculty Misconduct under this Policy, even if an external appeal is pending.

4.10.3 Interim Actions

Consistent with themes found in the Academic Charter and AAUP recommendations, this Policy recognizes that under certain circumstances, the particular allegations of misconduct may require immediate interim action that cannot wait for the normal process of review. If the Provost determines that an interim suspension or restriction of duties are warranted, such action shall be commensurate with the particular existence of harm after an individualized review of the allegations.

4.10.4 Confidentiality

Members of the Committee and others privy to confidential information about the proceedings (including individuals raising concerns about Faculty Misconduct, witnesses, and advisors) must maintain confidentiality about the initiation, investigation, and resolution of the matter, except as noted in the complete policy document.

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[1] We, the members of the Drake University Faculty Senate, reaffirm our commitment to equity and inclusion, and remind faculty and staff that the creation of a hostile learning environment based on a protected class falls under 4.10.1. (4) of the Faculty Misconduct Policy and constitutes an Intransigent Refusal to conform to University processes or policy where such behavior places the University at risk (see also Faculty Handbook VII).

Among other behavior, the use of racial epithets and other language known to marginalize people in a protected class could create a hostile learning environment.

The creation of a hostile learning environment is incompatible with our commitment to a culture of inclusion that sees diversity of identities, backgrounds, and ideas as fundamental to our excellence and success as an institution. (Approved by Faculty Senate September 2020)

4.10.5 Stages in Processing Allegations of Faculty Misconduct

Five stages in the processing of allegations of Faculty Misconduct are distinguished in the following sections:

Stage 1: Initial Review Stage 2: Formal Charges
Stage 3: Opportunity for Mutual Resolution
Stage 4: Formal Investigations, Hearings, and the Resolution of Allegations
Stage 5: Reconsideration and Final Decision-Making Authority

Please note – Each of these steps is further explained in the complete policy, which can be found in the University Policy Library. See the complete policy here.

4.10.14 Relationship Between Faculty Manual and the University's Sexual Harassment Policy

The University prohibits all employees, including faculty, from engaging in sexual harassment against other faculty and staff, students, or third parties, and complaints of the same will be promptly and equitably investigated and remediated. Allegations of sexual harassment as defined in the University's Sexual Harassment Policy (including complaints of "quid pro quo" sexual harassment, hostile environment sexual harassment, sexual assault, dating violence, domestic violence, or stalking) will be investigated, adjudicated and resolved using the following procedures:

1. If a report or complaint of sexual harassment includes allegations of conduct or circumstances that meet the scope/jurisdictional requirements of Section II.1 of the University's Sexual Harassment Policy, the University will be required to respond to that report or formal complaint of faculty misconduct in accordance with the University's Formal Title IX Resolution Process as outlined in Section II.2 of the Sexual Harassment Policy.

2. If allegations of sexual harassment by a faculty member, even if true, would not meet the scope/jurisdictional requirements for Formal Title IX Resolution Processes as set forth in Section II.1 of the University's Sexual Harassment Policy, the University will dismiss the complaint for purposes of adjudication under the University's Title IX Formal Resolution Process, but may, as the circumstances warrant, elect to proceed with an investigation, adjudication or other resolution under the processes and policies outlined in the Faculty Manual and other applicable policies and procedures, including Section III.3 of the University's Sexual Harassment Policy. However, the University will not proceed under another policy/procedure if doing so would interfere with any right or privilege provided to a party under Title IX.

   For purposes of adjudication of sexual harassment outside of the scope of the Formal Title IX Resolution Process, sexual harassment is defined as including both:
   a. Sexual harassment as defined in Section II(A)(1)(a) of the University's Sexual Harassment Policy and
   b. Other forms of sexual harassment as defined under Title VII, the Iowa Civil Rights Act and other applicable law to include unwelcome behavior of a sexual nature or that is directed at someone because of their sex when such conduct is sufficiently **severe, persistent or pervasive** that it has the purpose or effect of unreasonably interfering with or limiting an individual's work or education so as to create an intimidating, hostile or offensive environment for work or learning or participating in a University program or activity.

SECTION V: UNIVERSITY POLICY STATEMENTS

5.1 Policies Related to Behavior as a Community

All University-wide policies can be found on the University Policy Library, which includes all current policy statements. Below are a summary of those policies or statements that affect our community and the links to the full policy or statement.

5.11 Community, Diversity, and Freedom of Expression

Drake encourages and protects diverse perspectives and the free flow of ideas and discussion among its members. Such diversity and differences of opinion generate debate that produce knowledge and a greater understanding of what it means to be fully human.

5.12 Statement of Principles

Drake Faculty Senate's adoption of principles of discourse and debate while respecting freedom of expression and diverse perspectives and experiences.

5.13 Statement on Diversity and Inclusion

Drake commitment to diversity, equity, and inclusion, providing a foundation for Drake's continuing efforts to encourage and embrace diversity and inclusion.

5.14 Nondiscrimination Statement

The principles of equal access and equal opportunity require that all interactions within the University be free from invidious discrimination.

5.15 Sexual Harassment Policy

Sexual Harassment Policy: This policy sets forth Drake University's policies and procedures related to sexual harassment, which includes "quid pro quo" sexual harassment, hostile environment sexual harassment, sexual assault, dating violence, domestic violence, and stalking, and provide contact information for resources and University employees responsible for administering the Policy.

Drake University's policies and procedures related to sexual harassment are interpreted and applied consistently with Title IX, the Clery Act, Title VII, Iowa law, and any other applicable law or regulation. Sexual harassment occurs in a variety of circumstances. Sexual harassment can involve relationships of unequal power and contain elements of coercion as when compliance with requests for sexual favors becomes a condition of employment, work, education, study, or benefits. Sexual harassment may also involve unwelcome relationships or behavior among equals, as when repeated sexual advances or demeaning/offensive verbal or physical behavior have a harmful effect on a person's ability to study, work, or participate at the University.

The University does not tolerate sexual harassment of its employees or students by others regardless of their University status and also protects students and employees against third-party harassment within the employment and educational setting. Sexual harassment is especially serious when it threatens relations by unfairly exploiting the power differential between the parties in an educational or professional relationship such as between instructor/advisor/coach and student or supervisor and subordinate, as explained in the Consensual Relationships Policy.

5.16 Discriminatory Harassment (Non-Sex-based) Policy

The Drake University policy on prohibited harassment based on any protected class other than sex includes definitions, reporting procedures, and University sanctions.

5.17 Consensual Relationship Policy

The Drake policy prohibits consensual relationships of an intimate, sexual or romantic nature between a faculty or staff member with a current student or employee over whom they hold a position of authority and also includes reporting

procedures for the faculty or staff member.

5.18 Non-Retaliation against Persons Reporting Misconduct Policy

Drake policy prohibits retaliation against any person who makes a complaint of misconduct, who participates in an investigation of a complaint of misconduct, or who otherwise object to or resist such misconduct. The policy also includes procedures for reporting retaliation.

5.19 Violence Free Workplace Policy

Drake policy prohibiting violence, threats of violence, weapons and firearms in the workplace.

5.191 Campus Security Act

The Campus Security Act requires an annual security report of crime statistics on campus and University held properties as well as contiguous streets. The Campus Security Act also requires information on security and access to campus facilities, Drake Campus Security's relationship with the Des Moines Police, and other policies such as educational programs designed for students and staff, on security, sexual assault, domestic/dating violence, stalking, and alcohol and substance abuse. The current campus security report is updated in October of each year. Crime statistics, policy statements, and other information relating to the Campus Security Act may be located on the Campus Public Safety website.

5.192 Drake University Student Alcohol Policy

Consumption of alcohol is a matter of University concern because the University is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community. This is a student alcohol policy, but may be of interest to faculty when in a social setting with students of age.

5.193 Drug Free Workplace Policy

Drake is committed to providing a drug-free workplace.

Inquiries should be directed to the Director, Human Resources, Drake University, Des Moines, IA 50311 (515-271-3962).

5.194 Reasonable Accommodations for Individuals with Disabilities Policy

Drake policy of and commitment to a diverse campus by creating an environment where employees and students have equal opportunity to fully participate in and enjoy the benefits of their work and their studies and related activities. The policy also includes procedures to request and approve reasonable accommodations for qualified employees, students, and applicants with covered disabilities.

5.195 Family Educational Rights and Privacy Act (FERPA)

"The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Among the requirements of the FERPA passed by Congress is the stipulation that students be given notice of directory information that may be released by the University without their prior consent.

5.2 Policies Relating to Teaching and Research

5.21 Copyright Policy and Rules

Drake policy on copyright of faculty and other employees of the University, explaining the application of copyright law and this policy to university work.

5.22 Statement of Policy and Rules Relating to Patents

Drake University's statement of policy and rules relating to patents (1) articulates and defines the relative rights of

all parties concerned and (2) provides a uniform procedure in patent matters in which the University may assert a right or equity.

5.23 Conflict of Interest Policy

Drake policies concerning conflict of interest in instruction and also in business and academic relationships.

5.24 Statement on Plagiarism

Drake statement and expectations regarding professional ethics and plagiarism.

5.25 Policy and Procedures for Dealing with and Reporting Possible Research Misconduct

Integrity in the conduct of research is critical and must be maintained. This policy provides the basis for dealing with instances of alleged or apparent research misconduct.

The policy and procedures set forth in this document apply to all instances of alleged or apparent misconduct involving research, research training, and related activities conducted, funded, or regulated by Drake University.

The Full Drake University statement "Policy and Procedures for Dealing With and Reporting Possible Research Misconduct" is available at: http://www.drake.edu/acad/policies/policystatements/

5.26 Other Professional and Scholarly Activities

This statement of the university position on the relationship between teaching, scholarly activities, professional and academic service, and outside activities includes statements of general policy, expected disclosure, and on consulting activities.

5.361General Policy

5.362 Disclosure

5.363 Consulting Activities

See Section 4.24 for Compensation from Outside Sources.

5.3 Technology Use Policies

Drake polices related to technology at Drake University.

Section VI: Miscellaneous Employee Benefits

6.1 Cultural and Recreational Activities

Announcement of Cultural and Recreational activities can be found on the Events Calendar and are often featured in the Faculty and Staff Newsletter OnCampus.

6.11 Guest Lecturers

Drake University, and its academic departments, interdisciplinary programs, and other organizations sponsor many lectures throughout each academic year. These lectures typically are free of charge and open to all members of the University community, and most are open to the public. Lectures will be announced though normal Drake University communications.

6.12 Fine Arts Presentations

For a full listing of Drake Arts performances and exhibits, see the Website.

6.121 Dramatic Presentations

The Drake University Theatre presents a number of productions each year, including serious drama, comedies, and musical theatre. Tickets for individual performances are available for every event at the box office in the Fine Arts Center or online at https://www.drake.edu/fineartsboxoffice/

6.122 Musical Presentations

The Drake University Music Department presents faculty recitals, chamber music recitals, performances by guest artists, and performances by its student ensembles, including band, jazz band, orchestra, and choral groups. These take place in Sheslow Auditorium, the Performing Arts Hall, and the Patty and Fred Turner Jazz Center. Most performances are free to the public. If they are not, tickets can be purchased at the box office or online at https://www.drake.edu/fineartsboxoffice/.

6.123 Art Exhibitions and Workshops

The Art Department sponsors shows in the Weeks and in the Anderson Galleries of the Harmon Fine Arts Center, including exhibitions, work by individual artists, an end of the year juried exhibition featuring student work, and selected traveling exhibitions.

6.13 Recreational Services

Currently enrolled students, faculty and staff members are offered a wide variety of recreation/leisure Drake Recreation facilities are intended for the use of Drake students, faculty, and staff. These facilities include the Bell Center which features a fitness studio, pool, basketball courts, volleyball courts and badminton courts. Locker room facilities are available and equipment is free to use for all sports and activities. The Knapp Center includes four universal courts for basketball and volleyball, four racquetball courts and 200 meter track. Roger Knapp Tennis Center features six indoor and six outdoor tennis courts.

Memberships are free for full-time faculty/staff. Adjunct faculty may purchase a membership for a fee. Memberships can also be purchased for spouses and dependents. Other services available for a fee include lockers and towels, guest passes, swim lessons, and personal training. Group Fitness classes are free with your membership.

To learn more about Drake Recreational Services, please check out the website at or contact us at recservices@drake.edu or 515.271.3173

6.14 Athletic Contests

Full-time faculty and staff members, retired faculty and staff, and surviving spouses of deceased retired employees receive special discounts for many athletic events. Discounted tickets may not be transferred or resold. Please contact the Athletic Ticket Office (271-3647) for further details.