

Drake University

Faculty Manual

Approved by Faculty Senate [November 16, 2011]

DRAKE UNIVERSITY FACULTY MANUAL
Approved by the Drake University Faculty Senate November 16, 2005

Preface

The Drake University Faculty 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.

Many policies have been adopted officially by the Board of Trustees and/or by the Faculty Senate. Such official action is noted where appropriate. Other policies and procedures have been approved by the President or other administrators in carrying out responsibilities assigned to them. Still other procedures have developed through custom and usage.

Policies and procedures listed in the faculty manual may be changed, amended or eliminated by the same authority, using the same procedures that originated the policy or procedure. The Faculty Manual will be updated as appropriate by the Office of the Provost in consultation with the Faculty Senate. Suggested changes or additions to the Faculty Manual should be sent to the Provost.

The Faculty Manual is available on the web at <http://www.drake.edu/academics/policies>

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

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Approved by the Drake University Faculty Senate November 16, 2005

SECTION I: ORGANIZATION & ADMINISTRATION OF THE UNIVERSITY

1.1 ORGANIZATION OF THE UNIVERSITY

1.11 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.

See: <http://www.drake.edu/president/>

1.2 OFFICERS OF THE UNIVERSITY

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

See: <http://www.drake.edu/president/>

1.21 PRESIDENT OF THE UNIVERSITY

See Article X of the Drake University Bylaws,

<http://www.drake.edu/president/>

and the Academic Charter, Section XII;

<http://www.drake.edu/academics/policies/charter.php>

1.22 CHIEF FINANCIAL OFFICER OF THE UNIVERSITY AND TREASURER OF THE UNIVERSITY

Chief Financial Officer: See Article XI of the Drake University Bylaws;

<http://www.drake.edu/president/>

Treasurer of the University: See Article XII of the Drake University Bylaws;

<http://www.drake.edu/president/>

1.23 Secretary of the University

See Article XIII of the Drake University Bylaws;

<http://www.drake.edu/president/>

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. 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.

1.314 Vice President of Admission and Financial Aid

The Vice President of Admission and Financial Aid is responsible for the Office of Admission and the Office of Student Financial Planning.

1.32 SELECTION OF VICE PRESIDENTS AND PROVOST OF THE UNIVERSITY

See Section VIII of the Academic Charter

http://www.drake.edu/president/Documents/Academic_Charter_2011.pdf

1.33 ADMINISTRATIVE ORGANIZATION OF DRAKE UNIVERSITY

A graphic representation of the organization of the University is available at:

<http://www.drake.edu/president/>

1.4 ORGANIZATION OF THE ACADEMIC DIVISION

See Academic Charter, Sections XIV and XV;

http://www.drake.edu/president/Documents/Academic_Charter_2011.pdf

1.41 THE PROVOST

See Academic Charter, Sections XIV for responsibilities of the Provost:

http://www.drake.edu/president/Documents/Academic_Charter_2011.pdf

1.42 ACADEMIC UNITS

See Academic Charter, Sections XV:

http://www.drake.edu/president/Documents/Academic_Charter_2011.pdf

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***1.4211 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.

1.4212 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.

1.4213 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 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.

In addition to University accreditation under the Higher Learning Commission, the following Colleges, Schools, and departments have been accredited by the agencies designated:

College of Business and Public Administration accredited by AACSB International, The Association to Advance Collegiate Schools of Business.

Teacher Education Program approved by the Iowa State Department of Public Instruction.

The Law School accredited by the Council of American Bar Association's Section of Legal Education and Admission to the Bar and a charter member of the Association of American Law Schools.

College of Pharmacy and Health Sciences accredited by The Accreditation Council on Pharmacy Education.

School of Journalism and Mass Communication accredited by the Accrediting Council on Education in Journalism and Mass Communication.

Within the College of Arts and Sciences:

Department of Music accredited by The National Association of Schools of Music.

Department of Chemistry accredited by The American Chemical Society.

Department of Art accredited by the National Association of Schools of Art and Design.

1.423 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 XVII

http://www.drake.edu/president/Documents/Academic_Charter_2011.pdf

Faculty Senate Website

<http://www.drake.edu/governance/faculty/>

1.432 Student Senate

See Academic Charter Article XVIII and

http://www.drake.edu/president/Documents/Academic_Charter_2011.pdf

Student Senate Website

<http://drakesenate.com/>

SECTION II: FACULTY RESPONSIBILITIES, RELATIONSHIPS AND OPPORTUNITIES

2.1 TEACHING AND CLASSROOM RELATED RESPONSIBILITIES AND RELATIONSHIPS

2.11 CLASSROOM RESPONSIBILITY

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 and that is distinguished by collaborative learning, 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 there may be occasions when such enrollment is impossible to avoid because, for example, a particular 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 her or his dean. The dean, and with concurrence from the Provost, will determine whether or not the circumstances warrant an exception to this policy.

2.113 Class Lists

After the Early Registration period, class lists will be available to faculty on the Drake University Student Information System (MYDUSIS). [See URL for full instructions to access lists] The official class roll can be changed only with a drop/add form.

Students who are not enrolled officially 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 for class sessions they miss.

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.

Approved Faculty Senate November, 1999

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.

Approved Faculty Senate March 2011

2.122 Length of Teaching Period

The academic year currently consists of two semesters of sixteen weeks each, and effective with the 2012-13 academic year will consist 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: <http://www.drake.edu/studentrecords/classsched.php>

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

Student Records and Academic Information 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

The following system of grading applies to all courses except those in the Law School. The grading system for the Law School is found in their catalog [<http://www.law.drake.edu/>].

A. Letter grades are awarded at the completion of the course. "Plus" and "Minus" grades are not recorded except for the Law School. The letter grade carries a meaning and a point evaluation that, along with the number of credit hours involved, determines a student's academic grade point average.

In this point system quality points for each grade are:

A (Excellent)= 4 Points	D (Poor)= 1 Point
B (Good)= 3 Points	F (Failure)= 0 Points
C (Fair)= 2 Points	

Other grades assigned in special circumstances are:

CR (Credit) (Pass)	NC (No Credit) (No Pass)
I (Incomplete)	IP (In Progress)
AU (Audit) - no academic credit desired	

The "W" is an administrative notation indicating that a student has dropped a given class (see guidelines under curricular modifications in the general catalog.) As such, it can neither be assigned as a final evaluation for a course nor used in the change of grade process.

The notation NC indicating 'no credit' is only to be used if a student has elected to take a course using the Credit/No credit option described below or if the course is designated as a course to be graded on the basis of Credit/No credit (such as Music 21.) If a student's name appears on the class list at the end of the semester, then that student must be assigned the appropriate letter grade.

B. 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.

C. 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.

D. 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 MyDusis on-line grading system. 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 DUSIS system.

A mark of incomplete is changed to a final grade by the instructor (upon completion of the work) or on the designated due date, automatically to the default grade previously specified by the instructor.

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. ***Passed by Faculty Senate, February 2005; Implemented Spring 2005.***

E. 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 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. See the Undergraduate General Catalog at <http://www.drake.edu/catalog/ugrad/geninfo/acadregulation.php> the section on "Academic Regulations," for full a full description of the Program.

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 Student Records and Academic Information well in advance of the due date. Low-grade notices should be submitted electronically at mid-term for

students at all academic levels. Students will be able to access mid-term and low grades electronically through MYDUSIS.

2.135 Final Grade Reports

Final grades are to be submitted on-line via the Drake University Shared Information System (MYDUSIS). Final grades for the fall term are due 10 calendar days after the last day of the final evaluation period OR, if that falls during holiday break, at 10:00 am on the first day offices open after break. Final grades for the spring term are due at 10:00 a.m. on the fifth calendar day following the last day of the final evaluation period.

Grades for January-term are due.... Course grades for the first and second terms of the summer session are due at 10:00 a.m. on the fourth calendar day following the last day of the course. 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, Office of Student Records, or see the General Catalog on the web at:

<http://www.drake.edu/catalog/ugrad/geninfo/acadregulation.php>

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. For specific conditions see the current General Catalog at: <http://www.drake.edu/catalog/ugrad/geninfo/acadregulation.php>

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. For specific conditions see the current General Information, section on “AP, IB and CLEP Credit.”

<http://www.drake.edu/catalog/ugrad/geninfo/apibclep.php>

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 at the corner of Forest Avenue and 30th Street. Orders may be placed on-line at: http://www.universitybook.com/site_faculty.asp?

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

- a. 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.
- b. Statement of Advising Principles

The Drake University Statement of Advising Principles provides guidance for faculty, staff and students concerning principles of quality advising. It states "Quality advising is characterized by collaborative relationships among faculty, staff, and students that facilitate the development of meaningful personal lives and professional preparation." The full statement, *adopted by the Faculty Senate on October 26, 2011*, is available at

<http://www.drake.edu/academics/policies/advisingprinciples.pdf>

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 Student Records and Academic Information office. Student Records and Academic Information 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 work load 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 Student Records 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 MyDUSIS.

2.183 Drop, Add, and Withdrawal Policies

In any adjustment of schedule, a student should fill out a drop/add form. This is done to add or drop a course or courses or to change the type of grading in the course (A-F, Cr/NC, Au).

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. The procedure is to (1) procure the form from the Dean's Office, a departmental office, or the Office of Student Records; (2) enter the course or courses to be added or dropped and any additional information requested; (3) confer with the advisor concerning the addition and to get the advisor's and instructor's signatures needed add or drop the class; and (4)

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 the midpoint of the semester.

To drop a course 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. ***Approved by the Faculty Senate, April 18, 2001***

2.184 MAINTENANCE OF RECORDS

DUSIS 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 5.19 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 Travel Policy. For more information [see \[http://www.choose.drake.edu/busfin/policies_folder/acct_accoutspayableguidelines.php#traveladvancepolicy\]\(http://www.choose.drake.edu/busfin/policies_folder/acct_accoutspayableguidelines.php#traveladvancepolicy\)](http://www.choose.drake.edu/busfin/policies_folder/acct_accoutspayableguidelines.php#traveladvancepolicy)

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. For more information, see: <http://www.drake.edu/summer/>

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

Students usually are not permitted to enroll for more than six credit hours in any single term during the summer, except during the interim term where the maximum normally permitted is three hours. The maximum number of hours normally permitted during the full thirteen weeks of the Summer Session is fifteen credit hours, unless express permission has been given by the Dean of the student's college. (Hours of credit for Thesis (299) or Dissertation (399) courses are not to be included in the above maximum student loads.)

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 their disciplines. Faculty should contact their Dean's Office for information about standards in their academic unit.

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. Also, 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.

- a. 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.
- b. The Dean will assure that the quality of the proposal is sufficiently high to be a credit to the University.
- c. 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. This office will examine each proposal and review the contractual and/or legal agreements, the budget and other financial arrangements.
- e. The Proposal Review and Approval Form will be originated, expedited and retained by the Office of Sponsored Programs. 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. Provost,
 3. Vice President for Business and Finance

The Office of Sponsored Programs will transmit the proposal to the appropriate sponsor.
See section 3.65 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 policies are on the web as noted below.

- c. "Copyright Policy and Rules"
 For description, see Faculty Manual Section 5.21; full text is at:
<http://www.drake.edu/academics/policies/pdf/copyright.pdf>
- d. "Statement of Policy and Rules Relating to Patents"
 For description, see Faculty Manual Section 5.22.; full text is at:
<http://www.drake.edu/academics/policies/pdf/patents.pdf>
- c. "Conflict of Interest Policy"
 For description, see Faculty Manual Section 5.23; full text is at:
<http://www.drake.edu/academics/policies/pdf/conflict.pdf>

- d. "Statement on Plagiarism"
For description, see Faculty Manual Section 5.24 full text is at:
<http://www.drake.edu/academics/policies/pdf/plagiarism.pdf>
- e. "Policy and Procedures for Dealing With and Reporting Possible Misconduct in Science"
For description, see Faculty Manual Section 5.25; full text is at:
<http://www.drake.edu/academics/policies/pdf/scimisconduct.pdf>
- f. "Outside Professional and Scholarly Activities"
For description, see Faculty Manual Section 5.26; full text is at:
<http://www.drake.edu/academics/policies/pdf/other.pdf>

2.5 FINANCIAL RESPONSIBILITIES AND RELATIONSHIPS

The Drake University Business Procedures Manual provides

All current policies and procedures related to financial responsibilities and other business procedures may be found on the Business and Finance Web pages at
<http://www.drake.edu/busfin/>

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. See the Business and Finance Web pages transportation
http://www.drake.edu/busfin/policies_folder/busfin_transportationpolicy.php

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.

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 found at the following: On the web at <http://www.drake.edu/busfin/forms.php>

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 (\$50)/Low(\$40) Per Diem policy to cover meals and incidentals while traveling. The Per Diem policy and list of qualifying "High" cities and what the per diem rate covers can be viewed at: http://www.drake.edu/busfin/policies_folder/acct_accountspayableguidelines.php 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).

For meals & incidentals the International Per Diem rate is up to \$50.00 per day.

Full instructions regarding Business and Finance Travel Policies can be viewed at: http://www.drake.edu/busfin/policies_folder/acct_accoutspayableguidelines.php

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. 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.
- b. 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 Business and Finance for University business, including travel and liability, with some broad guidelines on how to proceed when each presents itself are addressed on the web at: <http://www.drake.edu/busfin/insurance/> Contact Business and Finance (271-3116) with 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, Faculty Research Reassignments for Scholarship and Creative Activity, 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, that 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, disciplinary expertise, leadership, technological proficiency, and research. Information about these opportunities is available at <http://www.drake.edu/academics/acad-grants/>.

Additional programs and funding, including research grants, technology grants, and conference travel grants, are provided by the colleges and schools. The Center for the Humanities <http://arts.drake.edu/humanities/> and the Center for Global Citizenship <http://www.drake.edu/international/cgc/> 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 <http://www.drake.edu/academics/policies/pdf/sabbatical.pdf> 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.

A. 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.

B. 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.

C. 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 Convocation.

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 <http://www.drake.edu/academics/honors/>

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.

2.6511 Appointment and Term

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.

2.6512 Criteria for Selection

The University Marshal will

- A. Hold the rank of professor;
- B. Be actively engaged in the life of the University through all-university leadership and service;
- C. 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.

2.6521 Selection Procedures

- A. 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 spring commencements.
- B. 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.

2.6522 Criteria for Selection

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.

- A. Have been recognized by their academic unit or by the university for excellence in teaching, scholarship or service

- B. 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

2.6541 Responsibilities

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

2.6541 Selection

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

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 are general faculty meetings, faculty meetings held periodically on other levels, faculty and staff orientation meetings, staff conferences held on all levels, regular communications from the President and Provost, information on the Drake Website, and the *Times-Delphic* (the student newspaper), Faculty Senate minutes on the Faculty Senate Web page <http://www.drake.edu/governance/faculty/>

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, Business Procedures Guidelines on the Web, and the handbooks or manuals of the individual Colleges or Schools. These documents are available on the Drake University website: <http://www.drake.edu>

3.2 Drake Libraries

3.21 COWLES LIBRARY

Information about Cowles Library policies and procedures are available online at: <http://library.drake.edu/pages/library-policies>

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. The Cowles Library Web Page is at <http://library.drake.edu/>.

For Library Liaison Information: <http://library.drake.edu/pages/library-liaison-information>

For detailed information on Liaison duties and roles, see Collection Development Policy, Section IX: <http://library.drake.edu/pages/collection-development-policy>

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://library.drake.edu/about/faculty-services>

3.213 Reference Services and Information Commons

Direct links to reference services and assistance available through the Information Commons is at: <http://libraryhelp.drake.edu/>

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 at: <http://researchguides.drake.edu/>

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 at: <http://library.drake.edu/pages/cowles-library-confidentiality-policy>

3.215 Borrowing Privileges

See <http://library.drake.edu/webforms/application-borrowing-privileges>

3.216 Interlibrary Loans

Interlibrary loan information is on the Cowles Library website at:

<http://library.drake.edu/content/interlibrary-loan>

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.

For traditional reserves, see <http://library.drake.edu/pages/reserve>

Access E-Reserves at: <http://library.drake.edu/pages/e-reserves/>

3.218 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 Collection Development Policy: <http://library.drake.edu/pages/collection-development-policy>

3.219 Gift Policy

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

<http://library.drake.edu/pages/collection-development-policy>

3.220 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:

<http://escholarshare.drake.edu>

3.221 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: <http://library.drake.edu/webforms/cowles-library-special-event-policy-procedures>. See also the Cowles Library Special Event Policy and Procedures:

http://library.drake.edu/sites/default/files/CowlesSpecialEventPolicy_8.2009.pdf

3.22 LAW LIBRARY**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 at

<http://www.law.drake.edu/library/?pageID=borrowingMaterials>.

3.222 Library Hours

Library hours are posted at:

<http://www.law.drake.edu/library/?pageID=libHours>

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 on Monday through Thursday from 8 a.m.-9 p.m. and on Friday from 8 a.m.-4:30 p.m. (During summer session and when classes are not in session, reference services are available 8 a.m.-4:30 p.m.)s A number of research guides are also available <http://drakelaw.libguides.com/index.php>

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 at

<http://www.law.drake.edu/library/?pageID=eDatabases>

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.

3.3 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

Student Records and Academic Services, using ASTRA, schedules classrooms to be used during the day and evening, and will assist in the coordination of the use of classroom space at other times. Some specialized spaces are priority scheduled by specific academic units.

Olmsted Center space and Levitt Hall in Old Main are scheduled by the Olmsted Center. Guidelines for Facilities use and fees and specific building contact numbers appear at:

http://www.drake.edu/busfin/policies_folder/busfin_roomrental_olm_levitthall.php

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.

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.

3.4 TECHNOLOGY SERVICES

The Office of Information Technology is responsible for a wide range of services. One of our chief objectives is to assist Drake faculty in using information technologies for teaching, learning, scholarship and productivity as well as to foster innovation, information on services, projects, and who to contact is available online at: <http://oit.drake.edu>

3.41 CLIENT SUPPORT SERVICES

The Client Support Services team provides centralized support services for:

Further assistance with Client Support Services can be found on our website at

<http://oit.drake.edu/client-support-services/>

- a. Instructional Technology Support: Consulting is available on both pedagogy and technology, including the use of the Blackboard learning management system, and development of multimedia software. Workshops are offered on a range of relevant pedagogical and technical topics, and one-on-one instruction.
- b. 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. A matrix of "Classroom Features" is available on the OIT – Client Services website.
- c. Digital Media Services: A vast array of media services is offered to the University. This includes audio/visual (A/V) equipment to Drake faculty and staff; video and

multimedia production, DVD authoring and burning, electronic systems and classroom design and installation, technology training, and audio/video conferencing. Visit the Client Support Services web site for detailed information. The website has a Special Event Equipment Checkout form to complete online to check out equipment.

- d. The Support Center: Provides assistance with general technology questions, network connectivity, application support and printing. The Support Center offers free media with the latest versions of several common types of software and operating systems. A complete listing of supported software is listed on the web site. The Support Center should be considered as “the first stop” to assist faculty, staff and students with technology support. The Support Center is located in Carnegie Hall, lower level. The telephone number is 271-3001. The regular hours are 8:00 a.m. to 6:00 p.m. Monday through Friday.
- e. Desktop Support: Desktop support services include the installation, setup and use of desktop and laptop computer, mobile computing, and software application support. Client Services supports a PC lab with an instructor station (Carnegie Room 3), and a Multimedia Development Lab with high-end PC and Mac hardware and software. Both may be reserved by calling the Support Center (271-3001) and assistance in learning to use the facilities is available.
- f. Many instruction related services are available via blueView, the University’s portal. For information on blueView, visit <http://oit.drake.edu/blueview/>

3.42 TEACHING AND LEARNING SERVICES

- a. Blackboard learning management system is a web-based course management tool that can be used to organize and deliver course materials for online access. With a broad selection of features and function, blackboard provides tools and facilities for file sharing, grading, wikis, discussion boards, chat rooms and much more. For further assistance, visit <http://oit.drake.edu/teaching-and-learning/>
- b. “Clickers” are also known as Audience Response Systems. Drake has selected Turning Technologies as it’s Clicker technology. More information is available on the Teaching and Learning website.

3.43 NETWORK & COMMUNICATION SERVICES

The Drake University network provides support for the University’s servers, data network, campus cabling and fiber plant and the telephone system. Information related to Wireless Access, Mobile Device Support, Client Backup, Data Center Services, Account and Password information and Campus Email and Calendaring Services is available at

<http://oit.drake.edu/computer-network-services/>

- a. Telecommunications: All Voice Related Services are identified on this website. Services are available: to hold a conference call with more than 8 callers, Getting Started with Xpressions, Voicemail, Basics for Faculty and Staff, etc. Visit this web site to reserve a speakerphone by completing an online request form.
- b. blueSpace: blueSpace is a powerful storage solution that allows users to access their files anywhere, anytime, from any computer with an internet connection. For further assistance to login, to request a blueSpace drive and to request a department account, please visit the Website.
- c. blueSky: Drake’s e-mail system offers numerous features including file sharing, instant messaging, project collaboration and mobile access.

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 study groups and one-on-one assistance in lab settings are offered outside the classroom in various locations on campus. The academic departments determine the offerings and select the students who serve as peer facilitators. The academic departments and the Office of the Provost annually review the academic assistance offerings and make necessary adjustments to best accommodate the needs of the students.

For a list of Academic Resources go to the Academic Assistance: Resources website at: <http://www.drake.edu/catalog/ugrad/geninfo/acadassist.php>

For Academic Assistance and Academic Success information see: <http://www.drake.edu/acadassist/index.php>

3.53 STUDENT DISABILITY SERVICES

Student Disability Services are intended to help students with disabilities succeed in their pursuit of higher education. Information about disability services, policies and procedures is available at <http://www.drake.edu/acadassist/disability/>

See Faculty Manual Section 5.18 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. More information is available at: <http://artsci.drake.edu/english/node/4>

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. For information about resources, see <http://www.drake.edu/career/>

3.56 STUDENT FINANCIAL PLANNING

The Office of Student Financial Planning, Carnegie Hall, provides assistance in the form of information, materials and financing options for families seeking financial aid. The office coordinates all forms of federal, state, and institutional aid. See the Student Financial Planning web site for further information: <http://www.drake.edu/finaid/>

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 at no charge. Part time students or those wishing to concentrate on full-time ESL study may enroll for a fee. Faculty may consult the director of the Intensive English Program if they believe a student's language skills need evaluation.

<http://www.drake.edu/international/esl/index.php> 271-3067, or 271-2084

3.572 Foreign Student/Scholar Advising

The International Center advises international faculty, staff, students and scholars on issues related to immigration regulations, maintaining status, work regulations, and personal adjustment. The staff of the International Center is can also advise faculty on the procedures for bringing international colleagues to Drake for short term academic collaboration, research or lecturing.

<http://www.drake.edu/international/students-scholars/> 271-3066, or 271-2084

3.573 Study Abroad

The Study Abroad Office in the International Center assists students in choosing study abroad opportunities that are best suited to their academic, personal and professional needs. Programs are offered in over 60 countries and vary from a few weeks to a full year. They may include home stays, language study, direct enrollment in foreign universities, internships, independent study or service learning experiences. Financial aid is available for most Drake-affiliated semester or year-long study abroad programs. Faculty may also develop their own short-term courses abroad. Please refer to the section "Study Abroad - faculty taking students abroad" for assistance.

www.drake.edu/international/study-abroad 271-3073, or 271-2084

Drake faculty are encouraged to develop courses that include on-site study in other countries. For more information about Drake's process for developing such courses, faculty should contact the International Center, 271-3039, or 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 curricular initiatives and development of pedagogies. In addition to the specific support services

3.62 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 Director of 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 from the Director of Academic Assessment 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; Share examples of best practices in disciplinary assessment.

3.63 SERVICE LEARNING

Service-Learning is a significant pedagogy that can be used to fulfill Drake University's mission. Research has shown service-learning fosters one of the best experiential and collaborative-learning environments for students, faculty, staff, and the community. Service-Learning is designed to link service to learning outcomes in order to deepen the student's development process. The Service-Learning Coordinator directs the implementation of service-learning initiatives, provides development opportunities for students, faculty, staff, and community partners, coordinates community partner development, and serves as liaison for students, faculty, staff, and community partners. Examples of support services available from the Service-Learning Coordinator include: Identify and provide logistical support of service-learning sites; Provide support preparing students to engage in service-learning activities; Provide training and support for faculty planning service-learning projects.

3.64 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.

3.65 SPONSORED PROGRAMS ADMINISTRATION (GRANTS)

It is the mission of Sponsored Programs Administration (SPA) to help faculty members in their search for external funds. SPA provides Drake University faculty and staff with the services and resources they need to successfully obtain and manage funding for their research, scholarly, and service endeavors.

SPA is responsible for protecting the interests of the University by ensuring compliance with sponsor rules and regulations while offering specific assistance to faculty and staff across the three stages of the funding process:

- a. Identification of Funding Sources -- SPA assists in identifying external sources funding sources and in training faculty on the use of online, searchable database tools.
- b. Application – SPA assists with budget preparation, review and submission of proposals to external sponsors, and negotiation and set-up of awards; and
- c. Management of Funds – SPA prepares financial and other non-scientific reports to sponsors on projects, monitors for compliance with sponsor and Drake requirements, assures reimbursement of project expenditures, provides training and support to departmental budget managers and faculty, and provides information to sponsors and other grant personnel.

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. More information is available at: <http://www.drake.edu/students/counseling/>

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. For additional information, see: <http://www.drake.edu/health/>

3.8 CULTURAL AND RECREATIONAL ACTIVITIES

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 through normal Drake University communications.

3.82 FINE ARTS PRESENTATIONS

For a full listing of Drake Arts, see: <http://www.drake.edu/friends/calendar/>

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. Depending on the event, tickets are either discounted or free with Drake I.D. <http://www.drake.edu/artsci/theatre/DrakeTheatreHomePage.html>

3.822 Musical Presentations

The Drake University Music Department presents a faculty recital series, a chamber music series, performances by guest artists, and performances by its student ensembles, including band, jazz band, orchestra, and choral groups. For more information see: http://www.drake.edu/artsci/Music_Dept/

3.823 Art Exhibitions and Workshops

The Art Department sponsors activities in the Weeks and in the Anderson Galleries of the Harmon Fine Arts Center, including exhibitions, work by individual artists, the undergraduate exhibit sponsored by the Friends of Drake Arts, and selected traveling exhibitions. Visiting artists are brought to campus for lectures and workshops. For more information see: <http://www.drake.edu/andersongallery/>

3.83 RECREATIONAL SERVICES

Currently enrolled students, faculty and staff members are offered a wide variety of recreation/leisure opportunities through Recreational Services. Facilities include a swimming pool, aerobics room, weight room, four basketball courts which can be set up for volleyball or badminton, indoor and outdoor tracks, racquetball courts, and tennis courts. Equipment, lockers and other services are available for a fee. Non-credit instruction is provided for students, faculty and staff wishing to learn or improve various sports skills. Full information is available at:

<http://www.drake.edu/life/recservices>

The Wellness Program offers lectures and clinics throughout the year on lifetime sports and activities. The goal of the program is to promote fitness and healthy lifestyles. Individual fitness and nutrition assessment and counseling are available. Full information is available at:

<http://www.drake.edu/wellness/>

3.84 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 and ticket prices, or see https://www.nmnathletics.com/tickets/TicketHome.dbml?DB_OEM_ID=15700

3.9 MISCELLANEOUS CAMPUS SERVICES

3.91 MARKETING AND COMMUNICATIONS SENT TO DEB FOR REVIEW.

The Office of Marketing and Communications provides a variety of services to the academic and administrative offices of the University. The office coordinates all University marketing activities, including market research, advertising, publications, incident and media relations, public relations, and the University's official Website. All publicity, media, advertising, publications and web content (for official University pages) concerning the University are channeled through this office (with the exception of Athletics, which maintains its own information service and marketing office). Marketing and Communication's services are available to any office or academic unit of the University. For additional information, call 271-2169.

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.

3.92 PRINTING SERVICES

Office Max IMPRESS provides high volume and specialty printing services for faculty and staff at competitive rates. Department or college/school office personnel can provide more

information about services available and procedures for ordering. If you need to know who in your area is set up to place orders for printing, contact Donna Blunck (271-3116)

3.93 FOOD SERVICE

Faculty and staff are invited to use the Drake food service facilities. Information about locations and menus is available at: <http://www.drakedining.com>

3.94 FACILITIES SERVICES

For general facilities information, see: <http://www.drake.edu/facility/>

3.941 Campus Buildings and Custodial Services

All campus buildings are open weekdays from 7:00 a.m. until the end of the regularly scheduled functions. Buildings are open on Saturdays and Sundays for scheduled classes and events, with building hours established by the Deans. Security officers are instructed to open doors only for buildings scheduled for use.

Custodial services are provided for all buildings and offices, and all custodial personnel are under the supervision of a building supervisor. Suggestions or complaints about the services should be addressed to the supervisor in the Facilities Services Office [See <http://www.drake.edu/facility/> for titles and email links.]

Departments or functions requiring facilities services and charging admission, soliciting donations, or receiving grant funding will be charged for these services.

3.942 Repair and Maintenance

Requests for repairs, maintenance, or moving of material or equipment should be made to the designated facilities management person in the building or to the Office of the Dean of the College or School.

Emergencies caused by water, electric, gas, or heating failure, should be reported immediately to the Physical Plant. Any condition that might result in an emergency should be reported immediately. To 271-3955.

3.943 Requests for Services and Moving of Equipment

Desks, chairs, files etc. are not to be moved from office to office or between buildings without notification by request to the Work Order Center in Facilities Services. Insurance coverage requires specific inventories and location records of all university equipment.

Requests for services and for moving of material should be made through the individual in your building designated for coordination of space. Specific Facility Services Office Move Procedures are available at:

<http://www.drake.edu/facility/workorders/>

3.944 Keys

Policies and procedures, including lost key charges, are available at:

<http://www.drake.edu/facility/keys/>

3.945 Campus Security and Fire Safety

Uniformed security 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 and hose cabinets in each building and should observe all smoking regulations. The Security Office telephone is 2222/811.

Theft of any University property or equipment is to be reported immediately to the Security Office.

Faculty, students and staff may contact the security office for safe ride and other services.

Additional information is available at: <http://www.drake.edu/security/>

3.95 PARKING FACILITIES AND REGULATIONS

Except for handicapped, a small number of University service vehicle spots, and permanent resident hall directors, no parking facilities are reserved or designated for faculty parking; all lots and all spaces are open to all campus personnel. Parking lots are located in several areas throughout the campus. On-street parking is permitted on some streets within, and in the vicinity of, the campus. This 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 Accounts Office in Old main, the D-Shoppe in Olmsted, or the University Bookstore at 3303 Forest Avenue. 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.

<http://www.drake.edu/security/park.php>

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 V
http://www.drake.edu/president/Documents/Academic_Charter_2011.pdf

4.2 COMPENSATION POLICIES AND PROCEDURES

4.21 FULL-TIME FACULTY COMPENSATION

Salaries for full-time faculty are reviewed annually 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. The guidelines are available at: <http://www.drake.edu/academics/policies/policies.php>

4.23 POLICY ON EXTRA COMPENSATION

For policy information on extra compensation for consulting, performing, and similar professional activities when compensation is received from a source other than the University, and for participation in activities beyond the regular responsibilities of the faculty member when compensation is received from the University, see:
<http://www.drake.edu/academics/policies/pdf/extracomp.pdf>

4.24 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.

4.25 MANNER AND SCHEDULE OF PAYMENTS

4.251 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.

4.252 Pay Schedule

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

4.253 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.

4.254 Place of Payment

Direct deposit pay statements are not printed but are available online at <https://blue.drake.edu/cp/home/displaylogin>. By entering your ID# and password, you then click on the Employee tab and the information for Pay Information, Tax Information and Benefits/Deductions is available. Paychecks are sent through campus mail. They are available for pickup at Mailing Services, at the departmental distribution point, or at other designated places with the delivery of mail on the morning of the last working day of each month. New full-time employees are now required to have their pay directly deposited in their personal bank account.

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 (UNDER REVISION)

The Drake University FMLA Policy statement provides detailed information on leaves for birth, adoption or foster care placement. The FMLA policy is available at http://www.drake.edu/portal_content/hr/policies.php in Drake *blueView*.

Contact the Department of Human Resources for additional information (271-3133).

4.33 FACULTY SICK LEAVE POLICY (UNDER REVISION)

This policy relates to leave for full-time faculty members who experience absences due to injury or illness (illness includes any disability or absence due to pregnancy, including prenatal and/or delivery and recovery there from identified as necessary by a healthcare provider).

The full policy statement is available at:

http://www.drake.edu/portal_content/hr/policies.php

4.34 Sabbatical Leave

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 <http://www.drake.edu/academics/policies/pdf/sabbatical.pdf> 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. For additional information, see:

<http://www.drake.edu/academics/policies/pdf/sabbatical.pdf>

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.

<http://www.drake.edu/academics/policies/pdf/sabbatical.pdf>

4.344 Sabbatical Procedures

Application, selection, compensation and other policies and procedures related to sabbatical leaves. <http://www.drake.edu/academics/policies/pdf/sabbatical.pdf>

4.35 VACATIONS

Vacation policy for twelve-month faculty and academic administrators is on the Human Resources web site at: http://www.drake.edu/portal_content/hr/policies.php

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.

Effective October 5, 2010

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. For further information, see: <http://www.drake.edu/academics/policies/policies.php>

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 refer to http://www.drake.edu/portal_content/hr/benefits/index.php

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 Human Resources web site at: http://www.drake.edu/portal_content/hr/benefits/index.php

4.62 TUITION EXCHANGE

Drake is a member of Tuition Exchange, Inc., 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. Additional program information can be found at www.tuitionexchange.org

4.7 ADDITIONAL BENEFITS**4.71 NEW FACULTY RELOCATION EXPENSE**

For rates and policies see Business and Finance Web page http://www.drake.edu/busfin/policies_folder/acct_payment_of_relocation_expenses.php

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. See http://www.drake.edu/hr/prospective_benefits/home.php for more information.

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 or see the information on the web at: http://www.drake.edu/portal_content/hr/benefit_retiree.php

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 Tenured Faculty

See Academic Charter, Section VIII. Dismissal of Tenured Faculty Members. The Charter available at: http://www.drake.edu/president/Documents/Academic_Charter_2011.pdf

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, 1331 27th Street, Des Moines, IA 50311. Copying costs may be charged for such requests.

SECTION V: UNIVERSITY POLICY STATEMENTS

5.1 POLICIES RELATED TO BEHAVIOR AS A COMMUNITY

5.11 COMMUNITY, DIVERSITY, FREEDOM OF EXPRESSION AND HARASSMENT POLICY

5.111 Statement of Principles

This statement identifies central values that guide Drake University. The first paragraph states:

Drake University's purpose is to transmit knowledge, pursue truth, and encourage the intellectual and moral development of its students through the activities central to academic life: teaching, research, rigorous analysis, debate, study, and service. In pursuit of these goals, 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. The full statement is on the web at:

<http://www.drake.edu/academics/policies/principles.php>

5.112 Harassment Regulation

The first statement of this section is:

No member of the University community shall engage in harassment of (1) any other member of the University community, whether the harassment occurs on or off campus, or (2) any visitor to the University campus.

The "regulation" details procedures and sanctions in situations of harassment. The full statement is on the web at: <http://www.drake.edu/academics/policies/policies.php>

5.12 POLICY ON SEXUAL HARASSMENT

The Introduction to the Drake University Policy on Sexual Harassment states:

I. INTRODUCTION. Drake University strives to foster respect for the dignity and worth of all members of the University community by providing an educational and professional environment free of unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct or intimidation.

The full statement is available at: <http://www.drake.edu/academics/policies/policies.php>

Approved by Faculty Senate, December 11, 1991, revised April 1996

Approved by Board of Trustees, January 12, 1992, revised April 1996

5.13 NOTICE OF NONDISCRIMINATION

The principles of equal access and equal opportunity require that all interactions within the University be free from invidious discrimination. Drake University therefore prohibits discrimination based upon race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation or veteran status. The full statement is on the web at:

<http://www.drake.edu/academics/policies/policies.php>

Approved by the Drake University Board of Trustees October 9, 2004

5.14 POLICY ON SEXUAL ABUSE

The Drake University policy on sexual abuse includes definitions, reporting procedures, prevention suggestions, criminal penalties and University sanctions. The full statement is on the web at: <http://www.drake.edu/academics/policies/policies.php>

Approved by the Office of Student Life and approved by the Student Senate Executive Committee on November 10, 1992, Faculty Senate on November 18, 1992, and the Board of Governors on January 30, 1993.

5.15 CAMPUS SECURITY ACT

The Campus Security Act of 1990, as amended in 1998, 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, and alcohol and substance abuse. The current campus security report is updated in September of each year.

Crime statistics, policy statements, and other information relating to the Campus Security Act may be located at: http://www.drake.edu/security/annual_report.php

5.16 DRAKE UNIVERSITY ALCOHOL POLICY

The full Drake University Alcohol Policy is on the web at:

<http://www.drake.edu/dos/handbook2/appendices/appendixa.php>

Approved by the Student Life Committee, February 1972; University Senate, April 1972; Board of Trustees, May 1972

5.17 DRUG FREE WORKPLACE POLICY

Drake is committed to providing a drug-free workplace. The full policy, relating to employees, is on the web at: <http://www.drake.edu/academics/policies/policies.php>
Inquiries should be directed to the Director, Human Resources, Drake University, 1331-27th Street, Des Moines, IA 50311 (515-271-3962).

5.18 REASONABLE ACCOMMODATION FOR QUALIFIED STUDENTS WITH DISABILITIES POLICY

Following is the Policy Statement introduction to the full policy:

Drake University prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the University community. All faculty, staff and administrators will actively support qualified students with disabilities in all the University's educational programs, services, and activities. The full statement with definitions, provisions and procedures is on the web at:

<http://www.drake.edu/academics/policies/policies.php>

Approved-Faculty Senate March 16, 1994; Board of Governors April 8, 1994; Revised 3/94

5.19 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.

The full *Family Educational Rights and Privacy Act* is on the US Department of Education Web Site at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

5.2 POLICIES RELATING TO TEACHING AND RESEARCH

5.21 COPYRIGHT POLICY AND RULES

Faculty members and other employees of the University regularly develop works that are "copyrightable." Drake University recognizes that it is the tradition and responsibility of academe to generate and transmit ideas and knowledge. The University desires and intends to encourage such work vigorously. It is also the historic and vital purpose of the copyright laws to encourage and protect such activity. The objective of copyright is, in the words of the U.S. Constitution, to "promote the progress of science and useful arts." To achieve that objective, authors are given exclusive rights under the Copyright Act to reproduce their works, to use them as the basis for derivative works, to disseminate them to the public, and to perform and display them publicly. Drake University, like other institutions of higher learning, interprets and applies the law of copyright so as to encourage the discovery of new knowledge and its dissemination to students, to the profession, and to the public.

The Full Drake University statement "Copyright Policy and Rules" is available at: <http://www.drake.edu/academics/policies/pdf/copyright.pdf>

5.22 STATEMENT OF POLICY AND RULES RELATING TO PATENTS

Drake University is committed to the development and transmission of ideas and knowledge and to the discovery of new ideas and knowledge. Drake University, like other institutions of higher learning, seeks to interpret and apply the patent law so as to encourage the discovery of new ideas, new processes or inventions or ways in which existing processes or inventions may be improved, and other discoveries of new knowledge.

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. The Full Drake University statement "Statement of Policy and Rules Relating to Patents" is available at: <http://www.drake.edu/academics/policies/pdf/patents.pdf>

5.23 CONFLICT OF INTEREST POLICY

Pertaining to sponsored projects summary: this policy sets forth procedures and guidelines that are to be followed in resolving actual and potential faculty conflicts of interest pertaining to sponsored projects. This policy applies to all sponsored projects funded by (1) commercial and private sponsors, (2) those federal, state and local agencies having specific conflict of interest requirements, and (3) Drake University irrespective of the source of funds.

The Full Drake University statement "Conflict of Interest Policy" is available at: <http://www.drake.edu/academics/policies/pdf/conflict.pdf>

5.24 STATEMENT ON PLAGIARISM

This statement is based on a "Statement on Plagiarism" published by the American Association of University Professors' Committee B on Professional Ethics, adopted by the Council in June 1990 and endorsed by the Seventy-Sixth Annual Meeting.

The Full Drake University "Statement on Plagiarism" is available at:

<http://www.drake.edu/academics/policies/pdf/plagiarism.pdf>

5.25 POLICY AND PROCEDURES FOR DEALING WITH AND REPORTING POSSIBLE MISCONDUCT IN SCIENCE

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 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. Issues that are not primarily scientific are outside the scope of these procedures.

The Full Drake University statement "Policy and Procedures for Dealing With and Reporting Possible Misconduct in Science" is available at:

<http://www.drake.edu/academics/policies/pdf/scimisconduct.pdf>

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.

5.261 General Policy**5.262 Disclosure****5.263 Consulting Activities**

Passed by Faculty Senate May 2, 1990.

These policies are on the web at: <http://www.drake.edu/academics/policies/pdf/other.pdf>

See Section 4.23 for Compensation from Outside Sources.

5.3 TECHNOLOGY USE POLICIES

Policies related to technology at Drake University are available at

<http://oit.drake.edu/security-policy/>