FACULTY RESOURCE GUIDE
The University of St. Thomas
2019-2020

Compiled by
The Center for Faculty Development
Welcome to The University of St. Thomas!

This Resource Guide is a living document compiled by the Center for Faculty Development to guide you through the information you need to know as a faculty member. In order to keep it current, the majority of this guide is comprised of brief descriptions with links to more substantial information found on the University’s website. This guide will be updated as the information changes. If you have questions or comments about this Resource Guide, please direct them to: facdevctr@stthomas.edu.

Important Notice: This guide does not reference or fully describe or contain the complete set of policies and procedures that apply to faculty. You are expected to be familiar with and to comply with all policies and procedures that apply to St. Thomas faculty, whether or not they are referenced in this guide.
Dear Colleague,

I’m excited to have you join us at the University of St. Thomas, where our mission is to “educate students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.” Our faculty has a demonstrated commitment to excellence in teaching, scholarship, and service to both the campus and the broader community. As Provost, I have found that this commitment is real, shared by both our faculty and by our professional staff.

The Provost’s Office and Academic Affairs is here to help you pursue that excellence by supporting you in the classroom and all that you do on campus. This guide identifies resources, not just in Academic Affairs but also in other offices, that will assist you in your work as a faculty member at the University. It provides you with contact information for individuals and offices should you need additional information about opportunities that support your work.

I wish you great success in your role as a faculty member at St. Thomas, and I look forward to collaborating with you in service to our mission and to our students.

Best regards,

Dr. Richard Plumb
Executive Vice President and Provost
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I. GENERAL UNIVERSITY INFORMATION

University Overview
Founded in 1885, the University of St. Thomas is a Catholic university based in the Twin Cities of St. Paul and Minneapolis. The largest private nonprofit university in Minnesota, St. Thomas offers an associate degree, bachelor’s degrees in over 150 major and minor fields of study, and more than 55 graduate programs, including master’s, education specialist, juris doctor, and doctorates. The University enrolls more than 10,000 students, both undergraduate students and graduate students.

St. Thomas Mission and Vision Statement
Mission:
Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

Vision:
The University of St. Thomas, a Catholic comprehensive urban university, is known nationally for academic excellence that prepares students for the complexities of the contemporary world. Through disciplinary and interdisciplinary inquiry and deep intercultural understanding, we inspire students to lead, work and serve with the skill and empathy vital to creating a better world.

Additional details about the University, including the University’s Mission, Convictions, and Vision statement, can be found at: https://www.stthomas.edu/mission/.

University Leadership and Organization
Dr. Julie Sullivan joined the University in 2013 as its first layperson and first woman president. Executive Vice President and Provost Dr. Richard Plumb joined St. Thomas in 2014. St. Thomas is composed of nine schools and colleges: College of Arts and Sciences (CAS); College of Education; Dougherty Family College (DFC); School of Law; Opus College of Business (OCB); School of Social Work (SSW); School of Engineering (SOE); The Saint Paul Seminary School of Divinity (SPSSOD); Graduate School of Professional Psychology.

Shared Governance, Faculty Senate, and Adjunct Faculty Council
At St. Thomas, the faculty, administration, and governing board work collaboratively to fulfill the mission of the University through a shared academic governance model. Each of these groups brings special areas of expertise and competence to the relationship, just as each has its own set of responsibilities and authority. Further information on shared governance may be found in the Faculty Handbook sections 1.1-1.2:
https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf

The Faculty Senate is an essential foundation for meaningful faculty voice in shared governance. The Faculty Senate is responsible for establishing University-wide academic standards and policies in accordance with the University’s mission. The Senate is composed of faculty elected by their colleagues in a particular college or school. It meets twice per month in fall and spring semesters.
More information on the Senate may be found at https://www.stthomas.edu/accreditation-assessment/resources/curriculum/senate/ or in the Faculty Handbook sections 1.3-1.9: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf

The Adjunct Faculty Council serves as a forum for adjunct faculty to communicate and interact with each other, provide feedback on and identify opportunities for improving the situation of adjunct faculty, and strategize ways of better integrating adjunct faculty into the University community. More information on the Adjunct Faculty Council may be found at: https://www.stthomas.edu/adjunctcouncil/.

Committees of the University and Faculty
Committees at St. Thomas are divided among Committees of the Faculty and Committees of the University. These committees work on specific issues, such as curriculum, student life, diversity and inclusion, etc. As part of their service obligation, faculty are encouraged to participate on these committees. Each spring a slate of candidates is assembled by the Committee on Faculty Nominations and Elections (CFNE) and submitted to the Faculty Senate for elections. Lists of current committee members can be found at the Senate sharepoint site: https://uofstthomasmn.sharepoint.com/sites/COFNE/Committee%20ListsSCF%20and%20SCU/Forms/AllItems.aspx.

General information on committees can be found in the Faculty Handbook sections 1.10-1.35: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf. Adjunct faculty nominations and elections to these committees are handled through the Adjunct Faculty Council: https://www.stthomas.edu/adjunctcouncil/afcinformation/afcelections/.

Academic Calendars
The academic calendars contain dates for class start and end, when grades are due, breaks, and other academic notifications. The following link gives access to the academic calendars for general planning purposes as well as calendars specific to the Opus College of Business, the School of Law, and for undergraduate final exams: https://www.stthomas.edu/calendars/. Note that the graduate and professional schools often have calendar variations. Please contact individual programs for details.

Convocation (Convo) Hours
Convo hours are between 12-1 p.m. on Tuesdays and Thursdays. No classes are held during these times, and they are often used for department meetings, committee meetings, or other St. Thomas community events.

Faculty Handbook
All faculty are expected to familiarize themselves with the Faculty Handbook as it contains important policies pertinent to their work at St. Thomas. The Faculty Handbook can be found at: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf.

Department/College/School Handbooks
Many divisions and departments at the University maintain their own handbooks. These handbooks can be found on the area’s website, Canvas, or Office365 site. They list policies and procedures specific to
the area as well as other information needed for faculty to perform their tasks well. Along with the Faculty Handbook, all faculty are expected to familiarize themselves with any handbook specific to their school, college, or department.

**University Policy Repository**

The University Policy Repository contains all University policies that are subject to approval of the St. Thomas president. If requested or approved by the policy owner, the repository also contains policies that do not require the president’s approval. (Policies that are not subject to the president's approval may be added to the repository over time.) The repository contains the most current, official version of the designated policies. Any copies (print or electronic) of policies that are inconsistent with the version contained in the repository are not in effect and should be disregarded. The University Policy Repository is accessible at: [https://www.stthomas.edu/officeofgc/universitypolicies/universitypolicyrepository/](https://www.stthomas.edu/officeofgc/universitypolicies/universitypolicyrepository/).

**Common Acronyms**

The St. Thomas community often employs acronyms for departments, buildings, or services. Here is a list of some of the most common that you will see:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>AARC</td>
<td>Anderson Athletic and Recreation Center</td>
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<td>ACTC</td>
<td>Associated Colleges of the Twin Cities</td>
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<td>AQU</td>
<td>Aquinas Hall</td>
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<td>ASC</td>
<td>Anderson Student Center</td>
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<td>BEC</td>
<td>Brady Educational Center</td>
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<td>CAS</td>
<td>College of Arts and Sciences</td>
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<td>CELC</td>
<td>College of Education, Leadership and Counseling</td>
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<td>CFNE</td>
<td>Committees for Nominations and Elections</td>
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<tr>
<td>Clicsearch</td>
<td>The Library’s catalog system</td>
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<td>COJO</td>
<td>Department of Communication and Journalism</td>
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<td>CSA</td>
<td>Center for Student Achievement</td>
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<td>DFC</td>
<td>Dougherty Family College</td>
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<td>ENGL</td>
<td>English</td>
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<td>ENGR</td>
<td>Engineering</td>
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<td>GPS</td>
<td>Graduate Programs in Software</td>
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<td>GSPP</td>
<td>Graduate School of Professional Psychology</td>
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<td>HR</td>
<td>Human Resources</td>
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<td>ILL</td>
<td>Interlibrary Loan</td>
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<td>IRB</td>
<td>Institutional Review Board</td>
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<td>ITS</td>
<td>Information Technology Services</td>
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<td>JRC</td>
<td>John Roach Center</td>
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<td>MCH</td>
<td>McNeely Hall</td>
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**II. CAMPUS RESOURCES**

**Bookstores and Campus Stores**
The St. Paul campus bookstore is located on the lower level of Murray-Herrick Center (MHC); the Minneapolis campus bookstore is on the first floor of Terrance Murphy Hall (TMH). They provide class textbooks (see Book Orders and Bookstores in section IV below) as well as a variety of office supplies, cards, St. Thomas clothing, and other items. In addition, the Tommie Shop, on the first floor of Anderson Student Center (ASC) on the St. Paul campus, offers a variety of St. Thomas logo items such as clothing, mugs, etc. For hours and contact information, see [https://www.stthomas.edu/campusstores/](https://www.stthomas.edu/campusstores/).

**Campus Directory**
An alphabetical campus directory can be found at [https://www.stthomas.edu/directories/](https://www.stthomas.edu/directories/).

**Campus Mail Services**
Campus Mail Services will pick-up regular stamped letter mail from mail stops and special drop boxes on campus. The Post Office located in the basement of Murray Herrick (MHC) on the St. Paul campus has three drop boxes, one for regular stamped US Mail, one for Intercampus mail, and another for university mail that requires metering. The last mail pickup from the Postal Service is at 3:00 pm. Faculty are typically assigned mailboxes within their department. Note that personal packages cannot be delivered
through Campus Mail Services. Information and policies on using Campus Mail Services can be found at: https://www.stthomas.edu/campusmail/facultystaffinformation/.

Campus Maps and Building Floor
Downloadable campus maps (St. Paul, Minneapolis, and Rome) can be found at: https://www.stthomas.edu/campusmaps/. Floorplans of many buildings in which faculty typically teach may be found at: https://www.stthomas.edu/physicalplant/buildingfloorplans/.

Campus Ministry
The Center for Campus Ministry, located in room 207 of Anderson Student Center (ASC) on the St. Paul campus, is comprised of three offices: the Office for Pastoral Care and Worship, the Office for Spirituality, and the Office for Service and Social Justice. The offices serve students, faculty, and staff of all faiths. Information can be found on their website for regularly scheduled on-campus worship services, including Masses held at the campus’ four chapels: on the St. Paul campus, the Chapel of St. Thomas Aquinas (the main chapel), Florance Chapel, and The Saint Paul Seminary Chapel; on the Minneapolis campus, the St. Thomas More Chapel. At the website you can also find links to area churches, synagogues, and mosques. Visit: https://www.stthomas.edu/ministry/.

Card Office
New faculty are issued a St. Thomas ID card, also called a Tommie card, through the Tommie Card Office in room 101 of Murray-Herrick Center (MHC) on the St. Paul campus. The card is multi-purpose. Here are just a few ways it can be used:
- Library card
- ID verification for on-campus business such as purchasing a parking permit
- Intercampus shuttle
- Meal plan card
- Access to campus computer labs, rooms, buildings
- Spending card for eXpress Account funds (a debit spending program that can be used both on and at designated off campus locations)
- Discounted or free admission to select events
- Select vending machine purchases
For more information on the features and benefits of the card, go to: https://www.stthomas.edu/cardoffice/.

Center for the Common Good
The Center for the Common Good connects St. Thomas faculty, staff, and students with community engagement opportunities so our community can understand today’s most pressing social challenges, build mutually-beneficial relationships, and work toward innovative solutions—all for the common good. The goal is to gain a deeper understanding of complex issues, create stronger communities, and become inspired to take action. For further information, visit: https://www.stthomas.edu/commongood/.
Center for Faculty Development
Located on the third floor of Aquinas Hall, the Center for Faculty Development supports the professional growth of faculty by providing responsive programming and grants to support faculty development in pedagogy and engagement of the profession. The Center has numerous resources available to faculty, including grants, workshops, seminars, consulting, and more. The Center’s e-newsletter is Synergia. See the Center for Faculty Development entry in section V, Faculty Information and Support, of this guide for more detailed information about the Center’s programs and resources for teaching and scholarship. Visit the Center’s website at https://www.stthomas.edu/fdc/.

Center for Student Achievement (CSA)
The Center for Student Achievement, on the first floor of Murray-Herrick Center (MHC), is a collaboration between Academic Affairs and Student Affairs that intentionally integrates resources to empower students as they navigate academic and professional goals. Through the CSA, students can get assistance exploring majors and careers, connect with offices and programs that provide academic support, and learn about opportunities that will enrich their academic experience at St. Thomas. More information can be found at: https://www.stthomas.edu/centerforstudentachievement/.

Credit Union
The St. Thomas Employee Federal Credit Union, located in 209 Loras (on the St. Paul south campus), offers savings accounts, loans, automatic payroll deductions, and more. The Credit Union, which is independent of the University, is open to all employees of the University. For further information visit: https://www.stthomas.edu/creditunion/.

Dining Services
A wide variety of dining opportunities are available at St. Thomas. For hours, offerings, and further information about St. Thomas Dining Services, see: https://www.stthomas.edu/dining/.

On the St. Paul north campus:
In Anderson Student Center (ASC):
- The View (level 2): all-you-care-to-eat with multiple food stations and salad bar
- T’s (level 1): coffee and breakfast offerings, Cleveland Grill, build-your-own sandwich bar
- Scooters (level 1): burgers, wraps, appetizers
- The Loft (level 3): Fair Trade/Organic Peace Coffee, smoothies, baked goods
- Summit Marketplace (level 1): convenience store offerings
In O’Shaughnessy-Frey Library (OSF):
- Stacks Cafe, open for coffee, tea, smoothies, and baked goods during fall and spring semesters

On the St. Paul south campus:
- Binz Refectory: all-you-care-to-eat dining room
- Beaker’s Coffee Shop (level 2 of Owens Science Hall (OWS): coffee and snacks

On the Minneapolis campus:
- Food for Thought (level 2, Terrance Murphy Hall (TMH): salad bar, international food stations, custom wrap deli, and more
Emergency Contacts and Alerts
All campus emergencies, including but not limited to medical emergencies, weather-related emergencies, fire, campus violence, a death on campus, bomb threats, and suspicious activities, are to be referred immediately to the Public Safety Department emergency number at 2-5555 (from an on-campus phone) or (651) 962-5555 (from a cell or off campus phone). Public Safety will contact local law enforcement and emergency medical services as appropriate and direct them to the right location on campus. Public Safety will also notify appropriate University departments and personnel depending on the circumstances. Public Safety publishes procedures for various emergencies on its website as well as a downloadable Quick Reference Guide. You can also find a list of recent alerts, advisories, and bulletins at the site. See https://www.stthomas.edu/publicsafety/emergencyguide/.

St. Thomas Emergency Alert Notification is a free service that will provide timely notifications to your cell phone, home or business phone, and e-mail about the most extreme cases involving the safety of the University. These include weather emergencies that may cancel classes. You are strongly urged to register for this service. To register, visit: https://stthomas.edu/ustcares/emergencynot/.

Fitness Facilities
Two fitness facilities, free of charge for faculty with a St. Thomas ID, are located on the St. Paul campus:

Anderson Athletic and Recreation Complex (AARC), on the north campus, houses an aquatic center with an eight lane pool, a basketball and volleyball arena, a 200 meter track, a cardio room, a weight room, lockers and more. Fitness classes such as yoga, Zumba, and spinning are offered for a fee during fall and spring semesters. For more information, opening times, and offerings visit: https://www.stthomas.edu/aarc/.

McCarthy Gymnasium, on the south campus, is a multi-purpose facility with handball, racquetball, basketball, and volleyball courts as well as cardio and strength equipment. See: https://www.stthomas.edu/mccarthygym/.

Health Services
The mission of Health Services is to provide high quality, safe, and cost effective healthcare and to promote the health and well being of students, faculty, and staff. Services include Primary Care, Psychiatric Care, Women’s Health, Physical Therapy, Sports Physicals, Travel Clinic, Urgent Care, and Wellness Services. Health Services in located on the lower level of Brady Residence Hall on the St. Paul north campus. For more information about services and fees, see: https://www.stthomas.edu/healthservices/.

Human Resources
The Human Resources Office (HR) is located on the St. Paul campus in room 217 of Aquinas Hall. Office hours are Monday through Friday, 8:00 am to 4:30 p.m., closed on holidays. Human Resources offers a wealth of tools, resources, policies, advice, coaching and training to St. Thomas employees in support of the University’s mission, vision, convictions, and strategic objectives. At its website you can find information on compensation, benefits (including the Annual Benefit Guide), and employee toolkits. Each year in November Human Resources sponsors information sessions on both the St. Paul and
Minneapolis campuses in conjunction with the employee annual benefits enrollment period. Explore their website at: https://www.stthomas.edu/hr/.

Keys
The Department of Public Safety, Access Services maintains all campus door locks and keys as part of building security. Your department chair will request the key or keys you need for your office and/or classrooms. Keys are signed out at Facilities Management, Physical Plant Building, on the St. Paul campus or School of Law (MSL) room 253 on the Minneapolis campus. In some cases, your St. Thomas ID can be configured to swipe open electronically locked buildings and areas.

Locked Classroom, or Lost or Misplaced Keys: If your classroom is locked or you lose or misplace your office key, contact the Public Safety Department non-emergency number: 2-5100 from a campus phone, or (651) 962-5100 from a cell phone or off-campus location.

Libraries
The library is integral to the vibrant exchange of ideas and enhancement of inquiry and learning at St. Thomas. St. Thomas has four libraries that you can access for course materials, reference materials and assistance, course reserves, media and music resources, research help, and leisure reading materials. Hours and contact information can be found at: https://www.stthomas.edu/libraries/.

• O’Shaughnessy-Frey Library (OSF) is the main library on the St. Paul north campus. It houses materials in the humanities, sciences, social sciences, and business. It also houses the Media Resources Collection, Music Resource Center, Special Collections and Archives, and STELAR.

• Archbishop Ireland Memorial Library, on the St. Paul south campus, is the graduate theology library of St. Thomas and The Saint Paul Seminary School of Divinity. It serves seminarians and lay students in graduate and continuing education programs, St. Thomas undergraduates, and archdiocesan parish professionals.

• Schoenecker Law Library, on the Minneapolis campus, serves the School of Law.

• Charles J. Keffer Library, 2nd floor Minneapolis Opus Hall (MOH), supports the Opus College of Business, the College of Education, and the Graduate School of Professional Psychology.

CLICsearch: The libraries’ comprehensive management system is called CLICsearch. Included in the search are physical books and other materials (DVDs, musical scores, etc.) from the CLIC libraries’ collections plus millions of electronic books and journal articles from many of the scholarly publishers and database vendors (like ProQuest, Sage, and JSTOR) to which St. Thomas subscribes. For information about CLICsearch, including how to get started, see the library guide: https://libguides.stthomas.edu/CLICsearch.

Interlibrary Loan: The Interlibrary Loan System (ILL) is a national system that allows you to request books, articles, and other materials not available in the CLICsearch system. Most books come within 7 business days; most articles come within 2 business days. To log in through ILLiad, the ILL management system, follow the prompts at: https://www.stthomas.edu/libraries/services/interlibraryloan/.
Faculty Services: The library offers many services to faculty in their roles as instructors and scholars. Here are some of the most important:

- **Subject Liaison Librarians**: Subject Liaison Librarians are responsible for selecting journals, books, and electronic resources to support teaching and learning in specific subjects and disciplines. Find out the library liaison for your area and browse resources at [https://www.stthomas.edu/libraries/about/subjectlibrarians/](https://www.stthomas.edu/libraries/about/subjectlibrarians/).

- **Course Reserve Services**: This service offers faculty the opportunity to make books, articles, and other items available to students. See [https://www.stthomas.edu/libraries/services/facultystaff/course-materials/](https://www.stthomas.edu/libraries/services/facultystaff/course-materials/).

- **Library Instruction Sessions**: Upon request a librarian will hold sessions for you and your students in order to make library research for your course more efficient and effective. Contact a librarian to set up a date and time: [https://www.stthomas.edu/libraries/services/facultystaff/instruction/](https://www.stthomas.edu/libraries/services/facultystaff/instruction/).

- **Embedding Library Resources in Canvas**: The St. Thomas libraries subscribe to thousands of unique journals online and to hundreds of databases. You are encouraged to place direct links to these resources within your course materials on Canvas (to the extent consistent with the University's license to use the materials). To help you do so, the library has created a tutorial library guide accessible at the library website: [https://libguides.stthomas.edu/canvas](https://libguides.stthomas.edu/canvas).

- **Ordering Materials for the Library**: The St. Thomas Libraries Collection Development Policy designs and directs the growth, scope, level, size, and location of the of the various libraries’ collections. These collections reflect the nature of the institution as a Doctoral/Research University – Intensive as described by the Carnegie classification. As such they support undergraduate and graduate instruction, sustained independent study within the context of the established curriculum, and a diversity of viewpoints. For additional information on the libraries’ policies or to make a request, refer to: [https://www.stthomas.edu/libraries/about/policies/collectiondev/](https://www.stthomas.edu/libraries/about/policies/collectiondev/).

- **Special Collections and Archives**: The Department of Special Collections and University Archives, located in the O'Shaughnessy-Frey Library, holds more than 23,000 volumes, 2400 cubic feet of manuscripts and archival records, photographs, films, architectural drawings, and ephemera. The department welcomes faculty researchers. See [https://www.stthomas.edu/libraries/special/](https://www.stthomas.edu/libraries/special/).

**LuAnn Dummer Center for Women**
Established in 1993 with a bequest from the estate of English professor Dr. Luann Dummer, the Center for Women addresses the needs and aspirations of women faculty, staff, and students through educational programs, activities, and resources. The Center is located in O'Shaughnesssey Education Center (OEC), room 102. For more information, see: [https://www.stthomas.edu/ldcw/](https://www.stthomas.edu/ldcw/).
**NewsRoom**

The Newsroom is St. Thomas’ online news source. It represents the convergence of news content, on-campus magazine content, and events and meetings in one place. It operates on a 24 hour news cycle which means that it can convey up-to-the-minute coverage of breaking stories. The Newsroom sends out periodic e-mails to all community members. On Mondays “The Week Ahead” lists deadlines, notices, meetings, and services as a digest of Newsroom and other stories. On Wednesdays “The Midweek” highlights some of the latest stories and news that appeared in Newsroom over the previous seven days. And on Thursdays “The Weekender” features events for the coming weekend. The Newsroom is connected to the University’s institutional social media profiles. To learn more about the Newsroom, including how to submit a story and how to make it your homepage, visit: [https://www.stthomas.edu/news/about-the-newsroom/](https://www.stthomas.edu/news/about-the-newsroom/).

**Office of Faculty Advancement**

The Associate Vice Provost for Faculty Advancement oversees key programs and offices that support faculty engagement in teaching and scholarship. These efforts span faculty life from early- to mid- to later-stages of the faculty career. The AVP for Faculty Advancement works closely with the Director of Faculty Development as well as the Director of Sponsored Programs to ensure strong and broad support for faculty professional growth.

Key programs offered through this office are: New Faculty Orientation for full-time faculty, Adjunct Faculty Orientation, Department Chair training, and the Faculty Leadership Fellows Program. The AVP for Faculty Advancement also initiates programs to support women faculty, faculty of color and international faculty, and partners with relevant university offices to strengthen hiring and retention of diverse faculty. For further information, visit: [https://www.stthomas.edu/academicaffairs/whoweare/](https://www.stthomas.edu/academicaffairs/whoweare/).

**Office of General Counsel (OGC)**

OGC is responsible for managing legal affairs for St. Thomas. OGC attorneys represent St. Thomas in legal matters and advise administrators, faculty, staff and the board of trustees on the broad spectrum of legal issues and considerations that relate to the University’s activities and operations. OGC is available to provide advice and assistance to faculty when you have legal concerns or questions and in other situations that involve significant legal considerations and legal risks. OGC services that may be relevant for faculty include consulting on, drafting, reviewing, negotiating and interpreting agreements, releases, and waivers; interpreting laws, rules and regulations and advising on ways to assure compliance; helping to structure and negotiate transactions and initiatives with third parties that involve significant legal considerations or legal risk; and managing the University’s response to legal claims, charges and threats. See the OGC website for more information about OGC services and practice areas: [https://www.stthomas.edu/officeofgc/](https://www.stthomas.edu/officeofgc/).

**Parking and Transportation**

The St. Paul campus Parking Services Office is located in 106 Murray-Herrick Center (MHC). The Minneapolis office is in room 106, Terrence Murphy Hall (TMH). The office handles all parking questions, issues parking permits, takes requests for special event parking, sells Metro Transit bus passes, and processes St. Thomas parking tickets.
On-campus Parking: Parking permits are available to faculty for a fee and must be displayed correctly in order to park legally on University property. Purchasing a permit does not guarantee a parking space. For fees, parking options, and parking maps visit: https://www.stthomas.edu/parking/.

Public Parking: Public ramps are available at several locations close to the Minneapolis campus. On-street parking is generally available at both campuses; however, exercise caution with regard to signs indicating city parking permit requirements or other parking restrictions such as no parking hours, special event limits, or snow plow routes. Learn more about city parking at: https://www.stthomas.edu/parking/parkingoptions/cityparking/.

Campus Shuttle: The St. Thomas shuttle offers intercampus shuttle services regularly between the St. Paul and Minneapolis campuses; the service is free for faculty with their St. Thomas ID card. Shuttle dates vary in summer and January term. For dates, times, and boarding locations visit: https://www.stthomas.edu/parking/alternatives/ustshuttle/.

Alternative Transportation: Many University community members avoid parking issues by walking, biking, or taking the bus to campus. Bike racks may be found on the St. Paul and Minneapolis campuses. Several Metro Transit city buses stop at the campuses: see https://www.metrotransit.org for more information about city bus services. Information on transportation options and more may be found at https://www.stthomas.edu/parking/alternatives/.

Payroll 
The Payroll Office is located on the St. Paul campus in Aquinas Hall 213. Pay is issued every two weeks on Fridays with some exceptions for holiday periods. The University strongly encourages employees to enroll in direct deposit of their pay. Besides automatic deposit in a bank account, employees have the option of having their paycheck deposited to a reusable U.S. Bank Focus pay card. The card is used in the same manner as a debit card. Employees who do not have direct deposit have the opportunity to register for direct deposit or the pay card. The payroll schedule as well as other payroll information such as forms for direct deposit and payroll deductions can be found on the Payroll Office website: https://www.stthomas.edu/payroll/. You can access and review your pay stub and tax information in MURPHY Online, under “Employee Services.” For information on how to log in to MURPHY, see the entry for MURPHY Online in section III, Technology, below.

Public Safety 
The Department of Public Safety is tasked with creating and promoting a safe, secure, and peaceful environment by applying policies and laws, delivering emergency services, performing requests for assistance, and providing on-going education. The trained 24 hour Public Safety and Parking Services staff is ready to assist you on both the St. Paul and Minneapolis campuses. (See also Emergency Contacts and Alerts in this section, above.)

Escort Service: The Escort Service assists people to their cars, classes, or anywhere within a six block radius of the St. Paul campus or within a one block radius of the Minneapolis campus. To obtain an escort, call Public Safety at: 651 962-5100.

Non-Emergency Issues: Contact Public Safety with non-emergency issues at 2-5100 from a campus phone, or (651) 962-5100 from a cell phone or off-campus location. If your classroom is locked or you
misplace the keys to your office, contact Public Safety at these numbers. Information on Public Safety policies and planning for safety is available at: https://www.stthomas.edu/publicsafety/.

**Emergencies:** In the case of an emergency, contact Public Safety by calling 2-5555 from any campus phone, or (651) 962-5555 from a cell phone or off campus phone. An Emergency Guide that outlines the procedures faculty, staff, and students should take in the event of an emergency is available at: https://www.stthomas.edu/publicsafety/.

**Weather-Related Emergencies:** The St. Thomas Emergency Notification System (USTALERT) is used to issue a notice of Classes Cancelled/Administrative Offices Closed and/or Event and Activities Cancelled. When issued a notice, USTALERT will automatically trigger the following:

- Registered phones will receive a text and/or phone alert
- All stthomas.edu e-mail addresses will receive an alert
- An alert banner will drop down from the header on all St. Thomas websites
- The official St. Thomas Facebook page and Twitter feed will post the message from the ENS text alert

You are strongly urged to register your phone for USTAlert. Information on registering with USTALERT can be found at: https://www.stthomas.edu/ustcares/emergencynot/.

**Tommie Central**
Tommie Central is the main information desk located on the first floor of Anderson Student Center (ASC). Faculty can purchase discounted tickets to movie theaters, museums, and local attractions as well as rent camping and sports equipment such as tents, backpacks, roller blades, and cross country skis. For a list of Tommie Central offerings see: https://www.stthomas.edu/asc/tommiecentral/.

### III. TECHNOLOGY

**Overview of Information Technology Services (ITS) and STELAR**
Information Technology Services (ITS) is the University’s information technology division. It is charged with developing initiatives and providing services that enhance faculty and student success across the University. ITS offers faculty a variety of services to make their technology experience at the University as seamless as possible.

**STELAR (St. Thomas E-Learning And Research Center)** is located in O’Shaughnessy-Frey Library (OSF) on the St. Paul campus. In partnership with Libraries, Academic Affairs, and the Center for Faculty Development, STELAR’s mission is to enhance the teaching and learning mission of the University by innovative and transformative technologies. STELAR serves as a one-stop shop for all technology-based instruction such as the use of digital tools in the classroom; hybrid, blended, and fully online course design and development; teleconferencing, and other new and emerging academic technology applications. Read more about STELAR’s services at: https://www.stthomas.edu/stelar/.
A good place to learn about the many technology resources for faculty is the New to Campus section of the ITS website: [https://www.stthomas.edu/its/facultystaff/newtocampus/](https://www.stthomas.edu/its/facultystaff/newtocampus/). Here you will find links to a host of computing, technology, and communication resources. In alphabetical order, here is a list of those you’ll want to know about in your first months at St. Thomas:

**Academic and Instructional Technologies**
St. Thomas issues desktop and/or laptop computers to faculty and staff on a 3-year lease cycle. Both PCs and Macs are available. Most classrooms are equipped with a teaching station capable of general computing use. In addition, you can check out laptops, LCD projectors, and other technology for on and off campus instructional use. To learn about available technologies on campus visit: [https://www.stthomas.edu/its/facultystaff/academicinstructionaltechnology/](https://www.stthomas.edu/its/facultystaff/academicinstructionaltechnology/) and [https://www.stthomas.edu/stelar/facultyresources/academictechnologytoolkit/](https://www.stthomas.edu/stelar/facultyresources/academictechnologytoolkit/).

**Accounts/Email/Logging In**
Every St. Thomas faculty member receives a username for access to appropriate St. Thomas technology systems. Your username and password allow you to log onto campus computers, e-mail, Canvas, Office365, campus printers, and more. For information on e-mail access, visit: [https://www.stthomas.edu/its/facultystaff/email/](https://www.stthomas.edu/its/facultystaff/email/).

**Canvas**
Canvas is the University’s learning management system. Canvas automatically imports course information and enrollments. Students can access class handouts, syllabus, and other materials; participate in asynchronous discussion in a virtual workspace; and more. Depending on your department, college, or school, use of Canvas may be required or optional. More details regarding Canvas can be found at: [https://www.stthomas.edu/stelar/facultyresources/academictechnologytoolkit/canvaslearningmanagementsystem/](https://www.stthomas.edu/stelar/facultyresources/academictechnologytoolkit/canvaslearningmanagementsystem/).

**Eduroam**
Eduroam is a secure service that allows faculty, staff, and students to obtain internet connectivity when visiting other participating institutions across the U.S. and over 70 territories world wide. More information can be found at: [https://www.stthomas.edu/its/guest/wi-fiforguests/eduroam/](https://www.stthomas.edu/its/guest/wi-fiforguests/eduroam/). A complete map of participating institutions can be found at: [https://www.eduroam.org](https://www.eduroam.org).

**File Storage and Backup**
Information on St. Thomas file storage and backup can be found at [https://www.stthomas.edu/office365/filestorage/](https://www.stthomas.edu/office365/filestorage/).
Instructional Design Services
St. Thomas’s STELAR Center has instructional design services available for faculty wishing to create blended or fully online courses. See: https://www.stthomas.edu/stelar/about/ourservices/coursedevelopment/.

MURPHY Online
MURPHY Online is an important tool for teaching, advising, and accessing your personal information at St. Thomas. Among the things you can accomplish there are:
- View your class roster, including pictures of students
- View and enter registration overrides
- View students on your wait list
- Enter midterm and final grades
- View students’ unofficial transcripts
- View your personal information, pay stubs, benefits, and tax records

Information about MURPHY and instructions on its use and login can be found at the ITS website: https://www.stthomas.edu/its/murphyonline/; and in training videos and resources at: https://training.stthomas.edu/training/ie/.

Office365
Office365 is a collection of Microsoft cloud-based services that are accessible from any device. All faculty, staff, and students have access to Office365. Office365 Groups provide community space for shared documents for University or department committees or other work. Learn more, including how to log on, at: https://www.stthomas.edu/office365/.

OneStThomas
St. Thomas’ intranet platform is OneStThomas. It is accessible with a St. Thomas username and password, and it serves as a digital “wrapper” for Office365, Sharepoint technologies, and internal campus communication. Go to: https://one.stthomas.edu/.

Printing, Fax, Copying, Scanning
Faculty are able to access multi-function printers in their department’s office as well as other printers on campus. St. Thomas uses PaperCut print tracking system which emphasizes cost reduction and sustainability. For more information, visit the “Printers” section on the ITS service page: https://www.stthomas.edu/its/servicecatalog/allservicecategories/desktopcomputingsupport/#Printing.

Technical Assistance
ITS offers a full range of services to help you with computing and technical issues both in and out of the classroom. The TechDesk should be your first call for help. You can reach the TechDesk at techdesk@stthomas.edu; 2-6230 (from an on-campus phone); or 800 328-6819 (from an off campus...
To learn more about the tech desk and to submit a direct request for help (called “log a ticket”), see: https://www.stthomas.edu/its/techdesk/. St. Paul campus TechDesks are located in LL08 O’Shaughnessy Education Center (OEC) and in the Center for Student Achievement, first floor Murray-Herrick (MHC). The Minneapolis TechDesk is in Schulze Hall (SCH) 300.

For technology help in your classroom, Tech Assists can meet with you for training before your class begins. Call the Tech Desk (2-6230) with your request at least 72 hours in advance. For classroom tech emergencies, Rapid Response Technicians are available to help troubleshoot during your class. Call the TechDesk at 2-6230 and press #2; a member of the team will arrive at your classroom within 15 minutes.

**Telephones, Voicemail, Conferencing**
ITS manages the extensive phone system at St. Thomas and provides a range of services including voicemail, conferencing, messaging, etc. New faculty will receive a basic phone set and can request upgrades if needed. Visit the ITS service site to find out more about or request additional services: https://www.stthomas.edu/its/techdesk/.

**Training and Tutorials**
ITS offers a variety of training on St. Thomas systems and technology:
- At Lynda.com you’ll find online tutorials in various technologies: https://www.stthomas.edu/its/facultystaff/training/lynda/.
- You may also request training from ITS by submitting a form at: https://www.stthomas.edu/its/facultystaff/training/.

**Wi-Fi Networks**
Wi-Fi is available throughout the campuses. Two networks are available for access to campus resources and the internet: UST Wireless Network is encrypted and secure; UST-Open Network is unencrypted. For more information, see: https://www.stthomas.edu/its/facultystaff/wifi/.

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**IV. TEACHING AND ADVISING**

**Academic Calendars**
The academic calendars contain dates for class start and end, when grades are due, withdrawal dates, breaks, and other academic notifications. The following link gives access to the academic calendars for general planning purposes as well as calendars specific to the Opus College of Business, the School of Law, and for undergraduate final exams: https://www.stthomas.edu/calendars/. Note that graduate and professional schools often have calendar variations. Please contact individual programs for details.
Academic Counseling
Academic Counseling, located in the Center for Student Achievement, Murray-Herrick Center (MHC), provides services to both students and faculty. They can assist students with such matters as course registration, major/minor field selection, transfer credits, etc. They can assist faculty with advising, contacting underperforming or missing students, student/professor conflicts, and more. Information on services can be found at: https://www.stthomas.edu/academiccounseling/.

Academic Integrity and Sanctions
Students are expected to do their own work on all academic assignments, tests, projects, and research/term papers. Academic dishonesty, whether cheating, plagiarism, or some other form of dishonest conduct related to academic coursework, will automatically result in failure for the work involved. The instructor will notify the student and the appropriate academic dean (or designee) in writing of the nature of the offense and may recommend that further penalties besides the minimum sanction of failure for the work be imposed. Academic dishonesty may also result in failure for the course and, in the event of a second incident, suspension from the University. For the policy on academic integrity, visit: https://www.stthomas.edu/catalog/undergradinfoandpolicies/bacinfoandpolicies/academicintegrity/.

Academic Policies and Procedures
St. Thomas has academic and behavioral policies that all faculty, staff, and students are expected to follow both on and off campus. Faculty are expected to be aware of these policies and guided by them in their work as teachers and advisors. Policies are accessible at the University Policy Repository: https://www.stthomas.edu/officeofgc/universitypolicies/universitypolicyrepository/. Most colleges, schools, and/or programs at St. Thomas maintain additional policies, procedures, and practices for faculty, students, and staff within their school or college. These are typically posted on the specific college, school, or program website. Graduate Academic Policies are also found at: https://one.stthomas.edu/sites/its/student-data-registrarsoffice/SitePage/42175/graduate-policies/.

Accessibility
All programs and activities offered by St. Thomas, when viewed in their entirety, must be readily accessible to individuals with disabilities. Information relating to the existence, location or relocation of services, activities, and facilities that are accessible to and usable by individuals with disabilities can be obtained upon request. Services, activities, and facilities are relocatable, but only as required by law. Faculty are expected to ensure that all classroom materials and activities comply with accessibility requirements. Disability Resources, STELAR and the University libraries all have resources to assist faculty with accessibility compliance related to these units’ areas of responsibility. For further information, contact Disability Resources. Faculty who personally require accessibility assistance or accommodations should contact Human Resources.

Adding or Dropping a Class
Students can add courses to their schedules using the MURPHY Online registration system until the published deadline to “add a class without instructor permission” (usually the fifth class day of a semester). See the Academic Calendar for these deadlines: https://www.stthomas.edu/calendars/. After that deadline, students add a class by submitting a Change in Registration (“Add/Drop”) form, which
must be signed by the instructor, to the Registrar’s Office. Students wishing to withdraw from a course at any time during the term must use MURPHY Online or the Change in Registration form. More information about changes in registration for the baccalaureate and associate’s programs can be found in the undergraduate catalog at: https://www.stthomas.edu/catalog/.

**Advising**
Advising students is an important aspect of faculty members’ work. To help faculty in their roles as academic advisors, Academic Counseling provides specific information at their website: https://www.stthomas.edu/academiccounseling/faculty/. This page contains general information regarding the advising process as well as information specific to faculty serving as advisors of First-Year students. It has been designed to serve both as a reference during advising sessions as well as a resource containing a wealth of other pertinent information regarding the role of an advisor. For example, you can learn about advising strategies, referring students to other services, FERPA and advising, placement information (English placement, math placement, language core requirement, etc.), advising students who plan to study abroad, students on academic probation, and more.

**Aquinas Scholars**
The Aquinas Scholars Honors Program is the undergraduate honors program of the University. The program is designed to enrich the educational experience of the school’s most talented and dedicated students through intellectually challenging courses and a variety of cultural and social experiences. Honors classes provide students with a unique and intimate learning environment. They are based on active learning, with opportunities to explore provocative subjects in new and exciting ways. For further information, see https://www.stthomas.edu/aquinasscholars/.

**Attendance Policies and Missing Students**
Faculty are expected to be familiar with and enforce the University’s policies related to attendance. The following paragraphs summarize these policies.

**First Day Attendance Policy:** Students are expected to attend the first class meeting of a course for which they are registered. Instructors may notify the Registrar’s Office via e-mail to drop a student from a course for non-attendance on the first day. Dropping a student who does not attend the first day can make space available for another student who wishes to register for the course. Regular attendance at classes is expected. Faculty determine attendance requirements for courses and are advised to state the attendance policy clearly on the course syllabus. Departments, colleges, schools, and graduate programs may have differing policies on attendance; consult the specific handbook for your area. For more information about attendance or absence policies see:

- For Students in the Associate Program: https://www.stthomas.edu/catalog/undergradinfoandpolicies/dfcinfoandpolicies/dfcregistration/.
- For Students in the Baccalaureate Program: https://www.stthomas.edu/catalog/undergradinfoandpolicies/bacinfoandpolicies/excusedabsences/.
- For Graduate Degree Students: https://one.stthomas.edu/sites/its/student-data-registrar-office/SitePage/42182/class-attendance
**Disengaged or Missing Students:** Faculty who report students missing from class or disengaged from class play an important role in the University’s retention efforts. Academic Counseling has published a Guide to Student Alerts that helps faculty appropriately respond to these students. See: [https://www.stthomas.edu/media/academiccounselingsupport/FacultyGuidetoStudentAlerts.pdf](https://www.stthomas.edu/media/academiccounselingsupport/FacultyGuidetoStudentAlerts.pdf).

**Book Orders and Bookstore**
The St. Paul campus bookstore located in the lower level of Murray-Herrick Center (MHC) provides all requested textbooks for classes offered at that campus; the bookstore on the Minneapolis campus located on the first floor of Terrance Murphy Hall (TMH) provides all textbooks for classes on that campus. Book orders are typically placed well in advance of registration for a term. Instructors receive notice when book orders are due for the following term, and book orders are placed online. You can manage your textbook adoptions for your courses through your bookstore account. Log into your account at the campus stores site. At this site you will also find a helpful FAQ section for faculty with answers to questions about book orders: [http://tommiebooks.stthomas.edu/tommiebooks1/SiteText?id=52809](http://tommiebooks.stthomas.edu/tommiebooks1/SiteText?id=52809).

**Textbook Return Policy:** The bookstores provide a full refund on textbooks within the first five days of a term. This is important if you decide to eliminate the use of a text from your course; students appreciate a full refund on textbooks. The book return policy is found here: [http://tommiebooks.stthomas.edu/tommiebooks1/SiteText?id=52800](http://tommiebooks.stthomas.edu/tommiebooks1/SiteText?id=52800).

**Career Development Services**
The Career Development Center, located in the Center for Student Achievement, Murray-Herrick Center (MHC), serves students and alumni with vocational and career learning. Their services assist students in all stages of career planning. They work with undecided students on choosing majors, and they later assist students from all major fields to develop required skills as they seek internships, employment, or graduate education. Learn more at: [https://www.stthomas.edu/careerdevelopment/](https://www.stthomas.edu/careerdevelopment/).

**Catalogs**
The St. Thomas Undergraduate Catalog may be found at: [https://www.stthomas.edu/catalog/](https://www.stthomas.edu/catalog/). The Catalog lists information and policies for the Baccalaureate Program and the Associate Program. Graduate catalogs for specific programs can be found at the program’s website.

**Center for Writing**
The Center for Writing, located in 361 John Roach Center (JRC), works with faculty to assist all students, both undergraduate and graduate, in writing, reading, and critical thinking. The Center’s consultants, including undergraduate and graduate students, an English as a Second Language specialist, and the Center Director, provide one-on-one conferences with writers. An overview of the Center for Writing’s services is found at: [https://www.stthomas.edu/writing/](https://www.stthomas.edu/writing/).

**ClassFinder**
ClassFinder is a useful online tool that lists all courses at the University scheduled for specific terms. It can especially help you in advising students. See: [https://www.stthomas.edu/classes/](https://www.stthomas.edu/classes/).
Classroom Assignments
The Campus Scheduling Services office works with academic schedulers across campus to assign classrooms for each academic term. If you as a faculty member find significant issues with a classroom to which you are assigned, first bring the matter to your department’s administrative assistant. As appropriate, he/she will work with Campus Scheduling to resolve the issue. Floorplans of many buildings in which faculty typically teach may be found at: https://www.stthomas.edu/physicalplant/buildingfloorplans/.

Copyright/Fair Use
Faculty who want to provide students access to copy-righted course materials must comply with the University’s intellectual property policy and applicable Fair Use requirements. Fair Use determinations are based on these four factors (U.S. Copyright Act, 17 U.S.C. Section 107):

• The purpose or character of the use, including whether such use is of a commercial nature or for nonprofit educational purposes;

• The nature of the copyrighted work used;

• The amount and substantiality of the work being used;

• The effect of the use on markets or the value of the original work.

St. Thomas has developed a website dedicated to helping faculty and students navigate and comply with Federal copyright laws and guidelines. Among the resources at the site is information about first time use of the Copyright Clearance Center. See: https://www.stthomas.edu/copyright/.

Counseling and Psychological Services
Counseling and Psychological Services, located in 356 Murray-Herrick Center (MHC), promotes the mental health, interpersonal relationships, and academic performance of St. Thomas students. This service contributes to a healthy campus learning environment by providing psychological services to all who work, train, and study at the University. More information can be found at: https://www.stthomas.edu/counseling/.

Course Evaluations: IDEA
All faculty members are evaluated by students toward the end of each class using the IDEA System for Student Rating of Instruction. IDEA information, policies, and procedures are found in the Faculty Handbook, 9.1-9.4: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf. IDEA is administered online. Students can access the IDEA survey anywhere, from their computer, mobile device, or tablet. For information about IDEA, including contact information for help, see: https://www.stthomas.edu/idea/faculty/.
Dean of Students Office
The Dean of Students Office, located in 241 Anderson Student Center (ASC), cultivates the retention, growth, and success of students. It ensures the University community functions as freely as possible from disruptive and inappropriate student behavior through the oversight of student conduct, including but not limited to bias-related incidents and sexual misconduct matters. The office is an immediate resource and partner for faculty who have questions or concerns about the welfare or behavior of a student. See: https://www.stthomas.edu/deanofstudents/.

Disability Resources
St. Thomas is committed to compliance with the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973. The Disability Resources Office, located in the Center for Student Achievement, Murray-Herrick Center (MHC), works with faculty and staff to accommodate students with disabilities. Students qualify for services upon self-disclosure of a disability and the presentation of appropriate documentation. Reasonable academic accommodations are arranged on an individual basis in order to provide students with disabilities equal access to all University programs. It is the students’ responsibility to disclose their request for accommodations to their instructors at the beginning of the semester. Faculty are expected to notify and work cooperatively with Disability Resources to appropriately accommodate students with disabilities. For more information see: https://www.stthomas.edu/enhancementprog/.

Distressed Students
As a faculty member you may come into contact with a student in some level of distress. There are many campus resources to which you can refer a student and resources that can help you in your interactions with the student. The following link provides information on these resources: https://www.stthomas.edu/ustcares/faculty/troubledstudent/.

Emergencies
Faculty are expected to be familiar with emergency protocols for weather and active shooter incidents that occur while they are in a classroom or with students. Faculty also are expected to be familiar with the common signs that a student is in crisis and the resources available for students in crisis. Information on responding in a campus emergency or to individual students in crisis is available on the St. Thomas Cares website at: https://www.stthomas.edu/ustcares/. Additional information can be obtained from Public Safety, the Dean of Students, and Counseling and Psychological Services.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), prohibits postsecondary educational institutions from disclosing the education records of students to most third parties without the students’ written consent. Faculty are expected to be familiar with FERPA requirements, including but not limited to the definition of “education records” under FERPA and the University’s FERPA policy. If you receive a request from a third party (e.g., a parent or other relative or friend of a student) related to a student’s attendance, participation, or performance in your class, you must ensure compliance with FERPA. Your department chair, the Registrar, and the Office of General Counsel all are available to assist you to understand and comply with FERPA. Likewise, faculty must ensure students’ privacy and FERPA
compliance by never leaving graded papers outside their office door, posting grades publicly, etc. Learn more about FERPA at: https://www.stthomas.edu/catalog/general/ferpa/.

Final Exam Schedule
For undergraduates, fall and spring semesters conclude with a Study Day followed by a final exam period. A two-hour session is scheduled for the final exam in each course in regular semesters. January term and summer session final exam times are determined by the instructor. Exam schedules are posted here: https://www.stthomas.edu/catalog/undergradinfoandpolicies/allugpolicies/finalexaminations/.

Grading Policies
Grading policies for the Baccalaureate Program and the Associate Program are described in the Undergraduate Catalog. For the Baccalaureate Program, see: https://www.stthomas.edu/catalog/undergradinfoandpolicies/bacinfoandpolicies/grades/. For the Associate Program, see: https://www.stthomas.edu/catalog/undergradinfoandpolicies/dfcinfoandpolicies/grades/. Faculty are expected to comply with these policies. For undergraduates, the grades A, B, C, D, either alone or followed by a plus or minus, and the grade F are called regular grades. According to the University’s standards: A = Excellent work; B = Very good work; C = Satisfactory work; D = Poor but passing work; F = Failing work. Each grade is also associated with a grade point value; these values can be found at the websites. For graduate student grading policies, see: https://one.stthomas.edu/sites/its/student-data-registrar-office/SitePage/42195/grading-and-grade-point-average-calculation/ as well as your department or program’s specific guidelines.

Grade Changes: Faculty may change a grade if there has been an error in the computation, transcription, or reporting of the grade. Changes may not be made on the basis of additional work completed by a student unless all members of the class had the option to submit additional work. For the full policy on grade changes, see
- For students in the Associate Program: https://www.stthomas.edu/catalog/undergradinfoandpolicies/dfcinfoandpolicies/grades/.
- For students in the Baccalaureate Program: https://www.stthomas.edu/catalog/undergradinfoandpolicies/bacinfoandpolicies/grades/.
- For students in a Graduate Degree Program: https://one.stthomas.edu/sites/its/student-data-registrar-office/SitePage/42194/grade-changes

Incompletes: The mark of “I” is given if the student has not completed the work of the course, has good reason for the delay, and has made arrangements with the instructor before the date course grades are to be submitted. Ordinarily, good reason will involve matters not wholly within the control of the student, such as illness. For the full policy about assigning Incompletes, see
- For students in the Associate Program: https://www.stthomas.edu/catalog/undergradinfoandpolicies/dfcinfoandpolicies/grades/.
- For students in the Baccalaureate Program: https://www.stthomas.edu/catalog/undergradinfoandpolicies/bacinfoandpolicies/grades/.
**Midterm and Final Grades:** Faculty are encouraged to assign midterm grades to undergraduates; consult your department for information. Dates by which midterm and final grades are due are found on the Academic Calendar at: [https://stthomas.edu/calendars/](https://stthomas.edu/calendars/).

**Submitting Grades:** Faculty submit grades on MURPHY Online. (See the MURPHY Online entry in section III, Technology, above). A training video on entering grades (and using other functions of MURPHY Online) can be found at the Training Resources Collection website: [https://training.stthomas.edu/training/ie/](https://training.stthomas.edu/training/ie/).

**Intellectual Property Policy**
The Intellectual Property Policy governs the use, ownership and disposition of intellectual property by St. Thomas and its students, employees (faculty, staff and student workers), volunteers and visitors. In general, students own the intellectual property in their classroom work, unless the work is pursuant to an agreement between St. Thomas and a third party, such as senior design projects in the School of Engineering. If you are working in collaboration with an external party to provide research questions or projects for individuals in your classroom, St. Thomas may need to enter into an agreement with that external party to govern any intellectual property that is created. See the policy for more information: [https://www.stthomas.edu/media/officeofgeneralcounsel/policies/IntellectualPropertyPolicy.pdf](https://www.stthomas.edu/media/officeofgeneralcounsel/policies/IntellectualPropertyPolicy.pdf), and contact the Vice Provost for Academic Affairs with any questions.

**International Students**
The Office of International Students and Scholars (OISS), located in 218 Anderson Student Center (ASC), provides services to students from around the world. Currently over 500 international students and scholars representing over 60 countries are studying at St. Thomas. The office provides support to international students as well as foreign nationals employed by the University. For information on these services, see: [https://www.stthomas.edu/oiss/](https://www.stthomas.edu/oiss/).

**Office Supplies**
Items used for your work as a faculty member are typically available through your department. Requests for specific items can be made to your department’s administrative assistant.

**Policy on Reporting Suspected Child Abuse**
All St. Thomas faculty (including adjunct faculty and faculty with other designations) are considered to be required reporters of suspected child abuse under the University’s Policy on Reporting Suspected Child Abuse and under Minnesota law. For purposes of this policy, a “child” is any person under the age of 18 at the time of the abuse. Faculty have an obligation to report immediately, and no later than 24 hours, after becoming aware of known or suspected abuse that has occurred any time within the past three years. See the policy for detailed information about what constitutes abuse and how and where to report: [https://www.stthomas.edu/media/officeofgeneralcounsel/policies/107ReportingSuspectedChildAbusePolicy.pdf](https://www.stthomas.edu/media/officeofgeneralcounsel/policies/107ReportingSuspectedChildAbusePolicy.pdf).
Retention of Student Work
Student work which supports the student grade or analogous record should be retained by the instructor for one semester after the final grades are submitted. A mark of Incomplete is not considered a final grade. Faculty members should retain student grades and grade books for a period of seven years. For further information about the retention of student records, see: https://www.stthomas.edu/libraries/special/recordsmanagement/retentionschedules/.

Sexual Misconduct Policy and Procedures
The St. Thomas mission and convictions embody the University’s commitment to promote and protect the personal dignity and well-being of every member of the University community. Sexual harassment, sexual assault and other forms of sexual misconduct are antithetical to that commitment. Moreover, they constitute unlawful sex discrimination. St. Thomas prohibits all forms of sexual misconduct. The St. Thomas mission and convictions also embody the University’s strong commitment to academic freedom, rigorous thinking, and the free and full pursuit of knowledge and truth by every member of the St. Thomas community. The prohibition on sexual misconduct is critical to and consistent with these commitments. The University cannot achieve its educational objectives in an environment in which sexual harassment or other forms of sexual misconduct are tolerated. For further information, including the full policy and faculty reporting obligations, see: https://www.stthomas.edu/title-ix/sexualmisconduct/.

Study Abroad
St. Thomas ranks highly in the number of students who study abroad. St. Thomas sponsors more than 100 programs in more than 50 countries around the world, both semester-long and short-term. From advising students on study abroad programs, to directing an off-campus program, to applying for a faculty travel grant, the Office of Study Abroad, located in 212 Murray-Herrick Center (MHC), can assist faculty with a myriad of opportunities and resources. For information on study abroad opportunities, see: https://www.stthomas.edu/studyabroad/.

Syllabus
St. Thomas has no common format for syllabi. Some departments and programs have a specific template to use; others do not. Check with your chair or dean on what is the norm for your area. Also it is recommended that you post your syllabus on your course Canvas site. Students report that access to course syllabi on Canvas is helpful for becoming oriented to the course. Typically, a syllabus includes a brief description of the course, meeting times and location, your contact information and office hours, learning objectives, evaluation criteria such as exams and papers, and a list of specific meeting dates with topics to be covered and/or assignments due. Every syllabus must include the St. Thomas Disability Statement. The Disability Resources Office issues a reminder about this statement at the beginning of fall and spring terms. Resources and ideas for developing your syllabi, writing course objectives, and the current Disability Statement can be found at the Center for Faculty Development website: https://www.stthomas.edu/fdc/teachlearn/teaching/coursedesign/.
Training Resources Collection
A wealth of tutorials—videos, pdfs, webpages—that can help faculty with such matters as understanding degree evaluations, entering academic alerts, viewing and removing holds, entering grades, etc. can be found at the Training Resources Collection: https://training.stthomas.edu/training/ie/.

Tutors
The Center for Student Achievement, located in 108 Murray-Herrick Center (MHC), provides free tutoring services on campus in a variety of subjects. It also provides Math placement tutoring and English language consulting to help non-native English speakers with writing skills and reading comprehension. Some departments offer tutoring to undergraduate students, especially in the core curriculum areas. Work with tutors can be on a drop-in basis or by appointment. Contact the specific department for information about available student tutoring services. Help with research is also available from subject librarians at the library. For more information on tutoring, see: https://www.stthomas.edu/centerforstudentachievement/signatureprograms/mathplacementtutors, and https://www.stthomas.edu/centerforstudentachievement/signatureprograms/englishlanguageconsultants/.

Undergraduate Research Opportunities Program (UROP)
UROP offers several different kinds of grant funding for faculty-mentored, independent student research projects in all fields. UROP accepts proposals three times per year and provides student and faculty stipends for a semester or summer of non-credit student research projects. Faculty may sponsor up to three students per semester. Funding is also available for students to travel for research and presentation purposes, and for departments to apply for some student group travel expenses. UROP hosts two research posters sessions each year to showcase the results of students conducting independent research in any capacity. UROP is a partner unit of the Center for Student Achievement. To learn more, please visit www.stthomas.edu/urop.

Writing Across the Curriculum (WAC)
The mission of the Writing Across the Curriculum (WAC) program is to create a culture of writing at St. Thomas, enabling students to think critically, to engage deeply in their learning, and to write with confidence, precision, and grace. WAC classes fall into three categories: Writing Intensive (WI), Writing to Learn (WTL), and Writing in the Disciplines (WID). To fulfill the WAC core requirement, undergraduates must complete a minimum of four designated WAC classes: two Writing Intensive classes, one Writing to Learn class, and one Writing in the Discipline class. The WAC program holds regular certification seminars to ground faculty in WAC theory and practice. These seminars help faculty to strategically align writing assignments with course learning objectives and to support students as writers. After completion of the certification seminar, faculty may designate any course section that meets the appropriate parameters as Writing intensive, Writing to Learn, or Writing in the Discipline class. Information on these seminars as well as many resources on incorporating writing in the classroom can be found at: https://www.stthomas.edu/wac/.
V. FACULTY INFORMATION AND SUPPORT

Center for Faculty Development
The Center for Faculty Development, located in room 323 of Aquinas Hall, supports the professional growth of faculty by providing responsive programming and grants to support faculty development in pedagogy and engaging the profession. The Center has numerous resources and programs available to faculty including internal grants, workshops, seminars, consulting, and more. The Center’s online newsletter, *Synergia*, includes information on upcoming programs, funding possibilities, news on grant recipients, and articles on issues of concern to faculty. Take time to explore the Faculty Development website for information about events, workshops, internal grants, and resources for teaching and scholarship. Visit [https://www.stthomas.edu/fdc/](https://www.stthomas.edu/fdc/). Adjunct faculty can explore additional programs and resources at: [https://www.stthomas.edu/fdc/programs/adjunct/?utm_source=ustredirect&utm_medium=Moved&utm_campaign=FDC%20Adjuncts](https://www.stthomas.edu/fdc/programs/adjunct/?utm_source=ustredirect&utm_medium=Moved&utm_campaign=FDC%20Adjuncts).

Here are just some of the Center for Faculty Development’s support services for faculty:

**Classroom Consulting** is an important way that the Center supports teaching. Consulting services are confidential and assist faculty who want to strengthen and improve their teaching skills. Faculty may choose what kind of consultation they would find useful, ranging from a highly targeted, short-term consultation that addresses specific teaching goals to a more comprehensive overall assessment. Classroom Consulting is useful for faculty who are trying something new in their classes, puzzled by a classroom dynamic, or interested in talking over a new teaching and learning technique. For more information see: [https://www.stthomas.edu/fdc/consulting/consulting/](https://www.stthomas.edu/fdc/consulting/consulting/).

**Workshops and Summer Seminars:** Workshops and seminars on a variety of teaching and scholarship topics are offered throughout the year. Opportunities are announced through *Synergia*, e-mail, and the Faculty Development website: [https://www.stthomas.edu/fdc/](https://www.stthomas.edu/fdc/).

**Inclusive Classroom Institute (ICI):** The Inclusive Classroom Institute consists of a series of workshops that offer opportunities to build awareness, gain understanding, and implement new pedagogical strategies to improve the learning climate for all students. ICI has four elements: curriculum, peer support, assessment/research, and promoting recognition across the University. Faculty can earn an Inclusive Classroom Certificate by completing six workshops. For further information, see: [https://www.stthomas.edu/fdc/programs/ici/](https://www.stthomas.edu/fdc/programs/ici/).

**Faculty Learning Communities (FLCs):** Faculty Learning Communities are cross-disciplinary groups with 8-14 members. They are led by faculty and organized around a particular topic related to faculty life. For more information, see [https://www.stthomas.edu/fdc/programs/flc/](https://www.stthomas.edu/fdc/programs/flc/).

**Online Resources and Library:** The Center provides a wealth of online and library resources on teaching. Online resources are arranged by topic (e.g., active learning, rubrics, teaching tips, technology) and linked on the Center’s website at: [https://www.stthomas.edu/fdc/teachlearn/](https://www.stthomas.edu/fdc/teachlearn/). In addition, the Center maintains a library of books on teaching, learning, scholarship, grant seeking, and other faculty issues.
Books can be checked out at the Faculty Development Office, room 323 Aquinas Hall. Browse the list of holdings at: https://www.stthomas.edu/fdc/library/

**Internal Grants:** The Center sponsors and administers a variety of internal grant programs specifically for professional development for both full time and adjunct faculty. There are grants supporting both teaching and scholarship. Some of these include: Sabbatical Assistance Grant, Research Grant, Teaching Enhancement Grant, Distinguished Early Career Grant, Adjunct Professional Development Grant, University Scholars Grant, and more. In addition, Faculty Development provides information sessions for internal grants, and it sponsors grant workshops and consulting services for faculty applying for both internal and external grants. Forms, applications, deadlines, and information on internal grants can be found at: https://one.stthomas.edu/sites/academic-affairs/center-for-faculty-development/SitePage/30099/grants.

**Writing and Publishing Support:** The Center supports scholarly writing for faculty in a variety of ways. Writing Retreats—an opportunity for intensive, week-long writing in a quiet and supportive environment—are held three times per year, in January term and twice in summer. Workshops on topics such as preparing manuscripts for publication and writing book proposals are offered. In addition, the Center offers one-on-one writing consultations for scholarly projects (books, book chapters, articles, presentations, grants) in any stage of development, from brainstorming through editing. For more information on the Center’s writing programs see: https://www.stthomas.edu/fdc/consulting/facultywriters/.

**National Center for Faculty Development and Diversity (NCFDD):** Through the Center’s institutional membership to this program, faculty can interact with external mentors and collaborators as they learn about and adopt strategies for managing time effectively and increasing scholarly output. Membership is free for faculty. For further information see: https://www.stthomas.edu/fdc/programs/ncfdd/ and the NCFDD website: www.facultydiversity.org.

**Faculty Committees and Elections**
As part of the University’s commitment to shared governance, faculty serve on a wide variety of committees and task forces. Committees at St. Thomas are divided among Committees of the Faculty and Committees of the University. These committees work on specific issues, such as curriculum, student life, diversity and inclusion, etc. Detailed information about and descriptions of the various Standing Committees of the Faculty and Standing Committees of the University are found in the Faculty Handbook, sections 1.10-1.41: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf. Each spring semester, membership on standing committees for the following academic year is organized and overseen by the Committee on Faculty Nominations and Elections (CFNE). Many committees list their agendas, reports, and other information about their proceedings on their community site on Office365 or Canvas.

**Faculty Evaluation**
At St. Thomas the mission provides the framework for faculty evaluation. Within the context of faculty commitment to that mission, Teaching is the most important criterion. Engaging the Profession is the next more important criterion, closely followed by Service as the third most important. Faculty evaluation occurs in multiple ways, including annual evaluations, multi-year reviews, tenure reviews,
and promotion reviews. The faculty have established through the shared governance system performance criteria that are the minimum University-wide standards on these reviews as well as uniform procedures. In addition, other performance criteria may be specified in a faculty member’s contract or developed by units as permitted by the Faculty Handbook. Detailed information, policy, and procedures for faculty evaluation and annual reviews can be in the Faculty Handbook in sections 3.2-3.6; for tenure in sections 4.1-4.15; and for promotion in sections 5.1-5.12. See: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf.

**Faculty Mentoring**

There are several opportunities for faculty mentoring at St. Thomas. Mentoring within departments and programs is designed to support the successful integration of new faculty members into the campus community and to promote continual professional development. The department chair or program director is responsible for ensuring that mentoring of new faculty occurs. For information, see the Faculty Handbook section 9.7: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf.

In addition, the Center for Faculty Development sponsors the Mentoring for Success Program. Its aim is to promote faculty well-being and success through a mentoring process that is illuminative and supportive. It pairs tenured faculty with junior faculty, or senior faculty with mid-career faculty, for monthly meetings. If you are interested in the Mentoring for Success Program see: https://www.stthomas.edu/fdc/programs/mentor/.

**Grant Seeking and Support**

St. Thomas provides grants and grant information, support, and resources for faculty through a variety of offices. The Faculty Development Office sends an e-newsletter to faculty several times throughout the year that highlights available external and internal grants.

**Internal Grants:** The Center for Faculty Development, located in 323 Aquinas Hall, sponsors and administers a variety of internal grant programs specifically for professional development for both full time and adjunct faculty. There are grants supporting both teaching and scholarship. Some of these include: Sabbatical Assistance Grant, Research Grant, Teaching Enhancement Grant, Distinguished Early Career Grant, Adjunct Professional Development Grant, University Scholar’s Grant, and more. In addition, Faculty Development provides information sessions, grant workshops, and grant consulting services for grant seekers and writers. Forms, applications, deadlines, and information on each grant can be found at the Faculty Development website. See: https://one.stthomas.edu/sites/academic-affairs/center-for-faculty-development/SitePage/30099/grants.

**External Grants:** The Office of Sponsored Programs, located on the third floor of Aquinas Hall, provides comprehensive support for faculty to seek, obtain, and successfully complete externally funded research projects with both government and non-government funding. Faculty wishing to seek external funding of any type should begin the search at this office. The office helps faculty find sources of funding from among agencies, access and use online submission engines such as grants.gov and Fastlane, develop budgets, secure necessary internal resources, etc. For further information, see: https://www.stthomas.edu/sponsoredprograms/.

**Corporate, Foundation, and Community Grants:** Besides their charitable giving programs, a number of corporations and foundations contribute to the St. Thomas community by funding faculty and student
research initiatives. The Corporate Relations Office, located at 2120 Development Office (DEV) on the St. Paul campus, helps faculty research funding opportunities for projects as well as draft proposals and budgets for submitting to corporate and foundation funders. For information, see: https://www.stthomas.edu/give/waystogive/corporategiving/.

Study Abroad Grants: The Office of Study Abroad sponsors several grants for faculty, including the Faculty International Travel Grant and the CIEE International Faculty Seminar Grant. For further information on these grants, visit: https://www.stthomas.edu/studyabroad/facultystaff/globalengagementgrants/.

LuAnn Dummer Center for Women Grants: Several grants are available from the Center for Women for faculty developing curricula or engaging in scholarship on women and women’s issues: Curriculum Development Grant, Professional Development Awards, and Small Grant. For further information about the LuAnn Dummer Center for Women, see the entry in section II, Campus Resources, above, and the Center website: https://www.stthomas.edu/ldcw/.

Institutional Review Board (IRB)
It is the responsibility of all investigators to ensure the respect and welfare of every research participant. The IRB’s purpose is to review proposed research studies to safeguard the rights, safety, and welfare of people involved in its research activities conducted at or sponsored by St. Thomas. IRB is housed on the 3rd floor of Aquinas Hall. For applicable policies, see: https://www.stthomas.edu/irb/.

University Travel
All St. Thomas faculty must book University-funded travel through the University vendor Acendas. An exception is designated conference hotels. You can find information on using Acendas travel service, booking travel, and travel policies in the Purchasing and Payables Policies booklet: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/PurchasingandPayablesPolicy.pdf.

VI. ADDITIONAL INFORMATION FOR ADJUNCT FACULTY

Adjunct Faculty
Adjunct faculty members are appointed to teaching positions on a contract basis. Adjunct faculty may receive a contract for each course they teach or be offered a 12-month contract to teach 6 courses in a 12-month period (September through August). The issuance of 12-month contracts is at the discretion of the University, depending on need from year to year. Members of the adjunct faculty generally hold a Ph.D./doctoral or Master’s degree from an accredited institution and/or have significant professional experience. Adjunct faculty are ineligible for tenure at St. Thomas.
Adjunct Faculty Council
The Adjunct Faculty Council serves as a forum for adjunct faculty to communicate and interact with each other, provide feedback on and identify opportunities for improving the situation of adjunct faculty, and strategize ways of better integrating adjunct faculty into the University community. For further information, consult the Adjunct Faculty Council website: https://www.stthomas.edu/adjunctcouncil/ or contact an Adjunct Faculty Council member at: adjunctfacultycouncil@stthomas.edu.

Adjunct Faculty Contracts and Compensation
Adjunct faculty compensation is managed through contractual agreement. Most adjunct faculty contracts are issued for a single course, such that adjunct faculty teaching more than one course in an academic term may have multiple contracts. Adjunct faculty who are contacted in advance to teach 6 courses in a 12-month period may be issued a single 12-month contract instead. Single course contracts are processed through the MURPHY Online system. The compensation amount for an individual contract is determined by the department chair and dean and can vary by years of service, education level, and school or college. Adjuncts will be notified by email when a contract is available in MURPHY for review and approval. The email contains instructions for accessing the Adjunct Faculty Contract System (AFCS) and details (term, course, credits, compensation, etc.) related to the contract. The email also contains instructions for completing the Form I-9 and background screening requirements, if applicable. For information on how to access and login to MURPHY, see section III, Technology, above.

Adjunct faculty members are paid the same amount each payday; that is, the total amount specified in the contract is divided evenly up by the number of paydays for the term. The contract will indicate the start and end dates for payments. Adjunct faculty do not have to enter their time into a system in order to be paid. The payroll schedule as well as other payroll information can be found on the Payroll Department’s website: https://www.stthomas.edu/payroll/. An adjunct faculty’s individual pay information, such as paystubs and payment history, can be viewed in MURPHY Online under “Employee Services.”

Twelve-month contracts may be issued at the discretion of the University. They will be issued by Academic Affairs in consultation with deans, and will be delivered to adjunct faculty directly by paper mail or e-mail.

Faculty Senate
The adjunct faculty has two representatives on the Faculty Senate. These representatives are elected by eligible adjunct faculty members on an annual basis. The adjunct faculty representatives have two-year staggered terms. The Faculty Senate generally meets twice per month during fall and spring semesters. The Faculty Handbook, which stipulates the St. Thomas governance process, is available at: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf.

Faculty and University Committees
Adjunct faculty may be appointed to serve as members of most Faculty and University committees. The committees are listed in detail in the Faculty Handbook, which can be found here: https://www.stthomas.edu/media/officeofgeneralcounsel/policies/FacultyHandbookAugust2018.pdf.
Office Space
There is wide variety in the availability of office space for adjunct faculty members at St. Thomas. Many departments have an office set aside for adjunct faculty to use, primarily for meeting with students. Other departments have work space with a computer in an open office area, and still others assign adjunct faculty to individual offices as space allows. Consult your department chair to determine the best manner of obtaining work space as well as a computer, telephone, etc.