

2024 – 2025 Handbook Chapters 20-22

***Procedures to Incorporate in University
Procedures Manual***

Chapter 20 Procedures and Resources in Support of Teaching/Librarianship

Section A: Classroom Assignments

Classrooms are assigned by the Registrar's Office based on time of day, number of students enrolled, and instructor identified needs (e.g., computer labs, science labs). Changes in classrooms may only be made in consultation with the Registrar's Office.

Section B: Classroom Maintenance

Classroom maintenance encompasses both long-term planning for classroom upkeep and redesign, including technology upgrades, and short-term needs for repairs and improvements, including technology support. Long-term planning is coordinated by the Strategic Planning and Budgeting Committee in conjunction with appropriate administrative leadership and the Academic Technology and Facilities Committee. Identification of short-term needs should be addressed through submittal of support tickets to the appropriate department (e.g., Information Technology; Physical Plant) and raised, if necessary, with the Academic Technology and Facilities Committee.

Section C: Class Rosters

Faculty members are asked to carefully review class lists, especially during the first two weeks of classes. During the first week of classes, faculty should determine whether waitlisted students may attend classes. After this period, only officially registered students are allowed to attend classes. If a student is attending class and is not on the roster, he or she should be referred to the Registrar's Office and not be permitted to attend further classes until added to the class list. Similarly, if a student is not attending class and his or her name is on the class list, the instructor should notify the Registrar's Office by phone or email.

Stringent federal guidelines mandate that an institution needs to provide exact dates of withdrawal or the date a student stopped coming to classes. If a student on the class list ceases to attend class at any time

during the term, faculty members must notify the Registrar's Office immediately, indicating the last day the student attended the class.

Section D: Course Syllabi

In order best to serve the learning needs of students, faculty members are expected to provide students (and appropriate Chairs or Directors, and Deans) with a written syllabus for each course, including those taught wholly or in part through Canvas. Across the University, each syllabus should have the following common components:

1. Course title and number, cross listings, and description;
2. Prerequisites or co-requisites and Area Study or Core Requirement met by course;
3. Meeting time/days, and location or instructional contact times;
4. Contact information for Instructor, including office hours, office telephone, and e-mail address;
5. Required and recommended texts and course materials, including title, author and ISBN;
6. Course learning goals, and appropriate program, and/or college level learning goals, and/or learning outcomes;
7. Course calendar or schedule, indicating deadlines for major assignments (with appropriate disclaimer about flexibility);
8. Expectations concerning time on course work outside of class;
9. Expectations concerning climate of respect and civility;
10. Assessment criteria for student learning, including kinds of assignments, papers, exams, presentations, participation, etc.;
11. Grading policy, including attendance and participation;
12. Academic integrity definitions and reference to policy;
13. Statement referencing University policy for students with special learning needs;

Syllabi are the property of the University and must be provided for every course every semester in a format (Microsoft Word or PDF) that can be archived electronically. While there is sensitivity to the special dynamics of courses taught wholly or in part through Canvas, syllabi must also be archived for those courses. This not only serves student and advisors, but also helps guide decisions about transferability of courses in and out of Dominican and meets the expectations of accrediting bodies and government agencies. All syllabi provided electronically must be accessible to comply with the ADA and other disability laws.

Resources on syllabus design are available through the Borra Center for Teaching and Learning Excellence. Sample syllabi are available through

the departmental or school archives.

Section E: Warning Notices, Grades, and Grade Disputes

Academic warning notices are ordinarily sent to undergraduate students whose work is unsatisfactory. After a warning notice has been received from the faculty member, an SSE Advisor, faculty advisor and/or others, as appropriate, promptly initiate the intervention/support process by contacting the individual student by email and telephone.

A warning notice is important because it serves as an early alert for students who are not performing up to class standards. All warning notices should be sent to the student using MyDU by following the appropriate link. A copy of the notice will be sent to the student, the student's advisor, and the Advising Office. Faculty members should send a warning notice for the following reason(s): excessive absences; missing, incomplete and/or unsatisfactory assignments; low performance on a test or multiple quizzes; reluctance to participate fully in class; disruptive classroom behavior; or other signs of academic distress or risk.

After a warning notice has been received from the faculty member, the SSE Advisor, faculty advisor and/or others, as appropriate, promptly initiate the intervention/support process by contacting the individual student by email and telephone.

Grade reports should be submitted online through myDU no later than the deadline established by the University Registrar for the semester. If the last scheduled class meeting for a course falls after the last day of final exams/last day of the semester, grades are due three days after the last scheduled class meeting. Other than I (Incomplete) or IP (In progress) grades, changes in grades filed with the Registrar's Office may be made only in cases of faculty or administrative error, and then only with the approval of the Dean or Director of the college or school.

If a student disputes a grade assigned by a faculty member, the student may take the complaint through the following channels: (a) consultation with the faculty member; (b) consultation with the department chair; (c) consultation with the Dean or Director; and (d) appeal to the appropriate

committee. Graduate students should check with their individual school for specific appeal procedures.

Students wishing to file an appeal based on fall courses must do so no later than the end of the subsequent spring semester. Students wishing to file an appeal based on spring or summer courses must do so no later than the end of the subsequent fall semester.

Section F: Definition of a Credit Hour

The number of credit hours assigned to University courses should correspond either to the number of hours spent in class (where 1 credit hour assumes 50 minutes instructional time each week for the course over a 15-week semester) or, for courses that are delivered in formats other than primarily face-to-face meetings, to the appropriate mix of instructional contact, directed experiential activities, and student work/research product that equate to a credit hour as defined above and that results in the intended learning outcomes as outlined in the syllabus.

Section G: Class Times and Course Scheduling

Course scheduling is a collaborative effort between the Office of the Registrar, appropriate Deans, University Librarian, Directors, Department Chairs, and faculty. The Registrar is primarily responsible for establishing the procedure for completing and publishing the academic course schedule based on facility availability and accreditation requirements. The faculty are primarily responsible for course selection, and best means of delivery.

Courses are offered in the following Six (6) modalities:

F2F – (Face-to-Face) – scheduled on campus at set meeting times.

HYB – (Hybrid) – course will include a combination of online activities and on-campus meeting times.

HFX – (Hi-Flex) – students may attend face-to-face or at synchronous online times throughout the semester. Consult syllabus for specific requirements.

OSM – Online with fixed meeting times. Course will have one or more scheduled meetings; no campus attendance is required.

OWM – Online without fixed meeting times. Course will have no fixed scheduled class meeting times; no campus attendance is required; consult syllabus for specific requirements.

ARR – time and setting to be arranged by instructor and student.

Once the schedule is published, requests for a change in assigned class time or class delivery format must be approved by the Department Chair or Director, and the Dean, who will notify the Registrar's Office of any change in schedule. Ordinarily, undergraduate classes will not be scheduled Tuesday or Thursday from 2:15 to 3:15 p.m.

Section H: Student Attendance

Faculty members should make clear their policy with respect to student attendance to students at the beginning of each course. Each faculty member may deal with matters of class absences.

Students are expected to be responsible for all course material and assignments. Faculty members may use their discretion in assisting students to make up work missed because of unavoidable absences.

The Dominican University Athletic Department strongly supports the academic efforts of student athletes. Academic achievement is of the highest priority and the Athletic Department will continue to make every effort to minimize missed class time for athletic participation. Student athletes are responsible for timely communication regarding schedule conflicts with their instructors. Please see the Dominican University Student-Athlete Policy for a full statement of this policy for student athletes.

Section I: Faculty Absences

Faculty members' planned absences from class should be clearly stated in course syllabi. Unplanned absences should be communicated to students as soon as possible and reported to the Department Chair, Dean, or Director.

Section J: Final Examinations

The Registrar's Office schedules and publishes the times of final examinations in the class schedule. Changes in the schedule should not be made by individual faculty members. In fairness to students and other instructors, a faculty member should not administer a final examination (or its equivalent) during the last week of classes in a semester. Faculty members may exercise their own judgment as to whether a final examination is appropriate in a particular course.

Section K: Office Hours

Faculty members are expected to be available to students for conference periods at designated times. Faculty members teaching a full schedule of classes should, ordinarily, maintain and post at least three hours of available time each week spread over at least two separate days. Adjunct faculty should make themselves available at least one hour per week for each course taught, or by appointment. Formal meetings outside of office hours (by appointment) and informal meetings between students and faculty are also strongly encouraged.

Section L: Academic Advising

Advising is an especially important part of the University's academic mission. During registration and pre-registration periods, faculty should extend their office hours to be more available to students.

Advising work also requires knowledge of a computer-based method of retrieval from the University's registration and records system. Faculty are expected to be trained in the use of this system before advising, so as to have the most up-to-date information available on an advisee.

The Division of Student Success and Engagement and the Colleges provide support to the faculty for student advising. The faculty should consult with these sources for help in delivering meaningful advising for students.

Section M: Student Success and Engagement

Mission Statement: The Division of Student Success and Engage provides programs and services that facilitate the holistic development, campus engagement, timely academic progress and purposeful degree completion for Dominican University students.

Vision Statement: The Division of Student Success and Engagement aspires to provide innovative, data driven, collaborative programs and services that increase the persistence and purposeful degree completion rates of all Dominican University students.

The Division of Student Success and Engagement is an integrated unit designed to provide comprehensive programs and services that place student success at the core. Student success is defined as the holistic development, campus engagement and purposeful degree completion for all

students. SSE encompasses a coordinated care network and case management approach that structurally enables collaboration across departments and is supported by predictive student risk analytics that direct us to intervene and create differentiated levels of support. Simply put, the research suggests that we can help all students succeed if we provide support that is proactive, customized and delivered just-in-time.

The division has three departments:

Academic Advising & Student Development

This department provides support for faculty advisors and creates advising tools to assist in facilitating a seamless advising process. In addition, the Advising & Student Development department develops innovative and engaging services and programs to support holistic advising and skill development for all students. Advising encompasses supporting student's course selection, academic goal identification, career planning and personal and professional skill development.

Academic Development and Support

The Academic Development and Support department serves two primary functions in the Division of Student Success and Engagement. It serves as an academic-skill building hub for students, providing them with learning professionals, peer tutors, learning accommodations, and study tools to increase their capacity to succeed in the classroom. It also serves as an innovation lab for faculty partners to collaborate with the staff of SSE and pilot efforts to thrive academically, engage in transformative experiences during their university years at Dominican, and build toward successful futures.

In addition, this department oversees Disability Support Services which fosters student, faculty, and staff awareness of Disability Support services. Also DSS develops tools and support in providing accommodations for students, informational workshops and online training modules for faculty on supporting students and in collaboration with faculty partners, develop policies which support students.

Student Life

This is a department that supports an integrated, student development experience for all students, residential and commuter. Student Life plans, develops, and coordinates diverse programs, services, and resources that support an engaged campus community. The Student Life department coordinates a holistic approach to

supporting students through their residential experience and engaging students with diverse and impactful programs. In addition, Student Life encompasses the Wellness Center who collaborates with partners across divisional units to identify and remove institutional obstacles to student success and engagement and provides students with holistic well-care.

Section N: Instructional Audio-Visual Equipment and Media

University audio-visual equipment services are requested through the Dominican Support Center. For a current listing of services and to request DVD's or equipment, check the website: support.dom.edu

A primary service includes provision of AV equipment for use in the undergraduate and graduate classrooms. Requests for equipment for class use should be made at least 24 hours in advance. The IT staff delivers and sets up equipment used in classes or special lectures, and will provide some guidance upon delivery.

For "special events" (e.g., non-classroom usage, department-sponsored lectures or events that are open to the public), equipment requests must be made 2 weeks in advance. This could include microphones, video or audio recordings of events, or delivery of other equipment. The IT staff will deliver and provide some guidance on delivery, but not operate the equipment throughout the event. If an IT staff member's presence is required at the event, a minimum of 2 weeks' notice must be provided.

Visual media collections are managed and distributed in the Rebecca Crown Library Media Center: <http://research.dom.edu/rcf>. For best service, faculty members should make film, DVD, VHS, etc. requests at least three weeks prior to the show date.

Section O: University Bookstore

The Stepan Bookstore sells textbooks and other course-related materials either required or recommended by Dominican faculty, as well as a variety of supplies, clothing and gift items. The bookstore's Textbook Supervisor, through Dominican's Director of Auxiliary Services, notifies faculty of textbook ordering deadlines and distributes order forms for each term. Failure to work within these deadlines may impact students' ability to return used books for cash, and may also result in special handling costs charged to the appropriate department. In addition, the Higher-Education Opportunity Act (under Section 112) requires that

students should be told at the time of registration for classes what books will be required. Orders may be submitted in person, via fax, email or online. Faculty members are encouraged to interact with the bookstore's Textbook Supervisor to answer questions or resolve any issues.

All academic departments maintain charge accounts with the bookstore. Faculty may, with the approval of their Department Chair or Director, utilize their account to charge work-related materials.

For further information, including hours of operation, please visit the bookstore website: <http://www.bkstr.com/dominicanstore/home>

Section P: Student Misconduct or Behavioral Concerns

The Behavioral Concerns Team (BCT) is a collaborative committee of Dominican University professionals that meets regularly to discuss the behavior of individuals about whom reports are received. Faculty and staff are encouraged to report any type of behavior or threat of behavior that could potentially harm members of the University community. The Behavioral Concerns Team recommends that a faculty or staff member never make a promise of confidentiality to a student.

In the case of a suicide threat or attempt, faculty or staff members are advised to call emergency (911 or x5999 on a Dominican campus phone) so that authorities can take immediate precautions to protect the safety of the University community.

Faculty members are also encouraged to report any potentially problematic information received via email, electronic class postings, list serves, blogs, assignments, social online networking sources or similar sources. Even if the incident may seem minor, it is important to inform the Team so members can consolidate the various pieces of information received from different segments of the University community.

In case of an emergency at any time, contact 911 or (708) 524-5999 immediately.

Training and Education: The Behavioral Concerns Team will make educational materials available for faculty and staff, with the goal of helping all employees learn to more effectively manage difficult campus situations. As information becomes available, it will be posted to the website and made accessible to faculty and staff.

Chapter 21 Procedures and Resources in Support of Scholarship

Section A: University Library

The Rebecca Crown Library is an integral part of the culture and community of Dominican University. Its mission is in harmony with the Dominican University Mission: to pursue truth, give compassionate service, and contribute to a more just and humane world. The mission of the Rebecca Crown Library mandates the academic support of students, faculty, and staff for resources and services. In addition to supplying print and electronic materials, services such as reference, circulation, interlibrary loan and instruction provide means through which the Dominican University Mission may be realized.

The library is a partial depository for U.S. government publications and also maintains special collections and the University Archives. Off-campus access of licensed databases requires the use of a Dominican network (email) account. The library's online catalog, I-Share Online, can be used to find an item's location, circulation status and check library accounts. The Faculty Identification Card serves as a library card for borrowing materials. Using computers or printing in the library requires the use of a Dominican network account.

Regular library hours and holiday hours may be found on the website- <http://www.dom.edu/library>. Librarians provide reference service in person, by phone, email and live reference desk chat services. Scheduling individual consultations with librarians is encouraged. The library also subscribes to a 24/7 virtual chat reference librarian service available for consultation during the hours a librarian is not available.

Librarians offer course-related library instruction on request and conduct a variety of workshops centered on using databases and specialized tools for research. The Library observes copyright laws pertaining to resource-sharing requests or when placing materials on reserve.

Librarians are assigned to serve as subject bibliographers and liaisons to each department. Faculty members should send requests for new material to the appropriate bibliographer, who will coordinate the acquisition process. Material should be requested at least 8 weeks prior to the date needed.

Dominican University is a member of several consortia, cooperative

projects and organizations, including the Reaching Across Illinois Library System (RAILS); the Federal Depository Library Program; and the Consortia of Academic and Research Libraries (CARLI), a statewide consortium. Among the many benefits of consortia membership are the I-Share integrated library system that serves 76 institutions and the Illinois Library Delivery Service, which offers delivery service among consortia libraries and all of the state's regional library systems.

The library provides interlibrary loans for materials not owned by the University. With reciprocal borrowing from CARLI libraries, over ten million unique titles are available through the integrated online catalog system. Faculty can also request periodical articles not available through full-text database subscriptions through email or by direct requests through WorldCat and on printed forms. The electronic resources system on the library web page includes an interlibrary loan form, which is automatically sent to our interlibrary loan office.

Additional information may be found on the library website:

<http://www.dom.edu/library>

Section B: Borra Center for Teaching and Learning Excellence

The Borra Center for Teaching and Learning Excellence, usually referred to as the CTLE, supports faculty in the pursuit of excellence in teaching by helping faculty adopt innovative, evidence-based, inclusive, and learning-centered teaching practices.

The CTLE sponsors or co-sponsors a wide range of faculty development events and opportunities, including orientation and mentoring for new faculty; a full-day faculty workshop at the beginning of each academic year; a varied menu of events and activities throughout the academic year, including workshops on specific teaching technologies; and at least one one- or two-week faculty development academy in the summer. It also fosters faculty development by supporting conference travel, promoting teaching-focused research projects, facilitating faculty learning communities, and helping to organize writing support groups.

The CTLE also provides confidential services for individual faculty members, including consultations about incorporating instructional technology, designing courses and syllabi, interpreting and acting on student feedback, responding to teaching challenges, and, at faculty request, observing and/or videotaping classes.

Finally, the CTLE assists faculty by providing support services to the Faculty Senate and the Faculty Development Committee; providing teaching supplies that it would not be economical for departments to provide; and maintaining a versatile space for a wide range of faculty gatherings.

Section C: Office of Research and Sponsored Projects (ORSP)

The ORSP is a central location for external research funding. The ORSP supports faculty research by providing assistance to any faculty seeking outside grants. ORSP maintains the Grant Advisor Plus system for searching the availability of funding in specific research areas. It also assists in searching federal funding sources through grants.gov. ORSP is also a source of information on different professional funding practices for professional organizations and private philanthropic funding organizations.

Section D: Internal Research Grants

Faculty grants may be awarded by the Committee on Faculty Development, based on their periodic review of research proposals seeking internal funding for faculty research projects. These grants have different criteria and expectations. Faculty are encouraged to discuss these opportunities with the Committee, their department, or Senate representative for more information. Requirements and application forms for the grants are distributed through the Committee during the year and are also available online.

Section E: Office Space

Office space for faculty members is assigned by the appropriate Dean, in consultation with the Provost. All faculty offices must be kept locked. Adjunct faculty members may be issued office keys by the appropriate Department Chair.

All keys issued to a faculty member, full time or part time, must be returned before the individual will receive his or her final University paycheck.

Section F: Information Technology

The University is committed to excellence in teaching. In an effort to support the University community in these endeavors, the institution has assembled a wide variety of technology resources for use by persons with a current, active affiliation with the University.

The technology resources that are owned by the University are to be used for University-related activities for which they have been assigned. University technologies are not to be used for commercial purposes or non-University-related activities.

Access to technology resources at the University is a privilege and must be treated as such by all users. Access to these services is essential for faculty to teach, and hence faculty are expected to not abuse this privilege. Like any other campus resources, abuse of these privileges can be a cause for campus disciplinary procedures and/or legal action. Furthermore, the University reserves the right to extend, limit, or restrict technology privileges and access to information resources.

The University has the right and responsibility to provide the University community with information technology resources and services. While providing these services is of primary importance, there are other areas of importance aside from physical resources.

Dominican Network ID and Passwords

Dominican Network ID and password provide access to electronic resources on and off campus. This ID allows employees to log on to workstations, email, Library services from off-campus, as well as releasing print requests and personal storage. All DU passwords are required to be changed every 180 days. Go to <https://myaccount.dom.edu> for instructions on this process.

Computers and Devices

Full-time faculty are provided with access to computer equipment and a phone for their campus office. New faculty choose from an established equipment list, which includes Windows or Mac laptops and desktops. Information Technology also maintains a comprehensive inventory of equipment available for checkout by faculty.

Classrooms and Technology Access

The campus has many computer classrooms, open computer labs and WI-FI access. There are also multimedia “smart” classrooms and classrooms equipped with monitors/DVD/VHS and internet access, and a full complement of equipment available for checkout and/or delivery. If a faculty member needs software installed in a classroom for teaching purposes, the request must be initiated to the Support Center before a semester begins.

Learning Management System

The University utilizes a learning management system, Canvas (<http://canvas.dom.edu>) that allows faculty to post course-related documents, homework assignments, web links and ongoing grades using an online gradebook.

On-Demand Training

Dominican offers a subscription to Atomic Learning (<https://www.atomiclearning.com/login/dom>) - an online, on demand, training site that offers over 50,000 tutorial videos on over 250 technology applications, including Microsoft and Adobe for students, faculty, staff and alumni. Topics are divided into very small lessons and presented in videos under two minutes. Instructors can also integrate Atomic Learning videos directly into Canvas courses.

Section G: University Email

Dominican University email is the official form of University communication. Faculty are responsible for communication to and from the University and students through their email account. Faculty who redirect University email to another email address remain responsible for communication sent to their University email address.

Section H: Office Services

Office Services is an externally managed function providing a variety of services to the Dominican community.

Print Shop and Copying

The print shop is equipped to provide a wide variety of in-house printing services including: fliers, brochures, posters, booklets, folding, cutting,

copy job deliveries, scanning, binding (Coil, GBC), color copies and laminating. The print shop also provides stationery such as color paper, letterhead and envelopes.

The University supports a fleet of campus copiers in addition to the copiers/printers in the print shop. Faculty may make reasonable use of the University copy machines to copy materials used in teaching, research or scholarly publication (within the limit imposed by Copyright laws). Departmental copy codes are available through Office Services or through the college or school. Faculty members may use their STAR Card to access satellite copiers and select the appropriate billing office or department. Faculty members are encouraged to route jobs electronically to Office Services and use the remote copiers for convenience copies only.

Mailroom

The mailroom distributes mail and packages to the entire Dominican community. The mailroom sorts all incoming U.S. Postal Service mail, distributes all intercampus mail, meters all outgoing mail and assigns/maintains mailboxes for faculty. Faculty members should contact Office Services to receive a mailbox assignment.

Package Pickup/Delivery

Packages are received, sorted and stored until picked up by faculty. Faculty members will receive an email notifying them if a package has arrived. All faculty packages are to be picked up in the mailroom, unless special delivery requests are made.

Additional Services

Office Services sells stamps and can assist with mailing personal packages and personal printing services. All personal services must be paid for at the time of service with cash or a check. A list of additional services can be found on the Office Services website.

Chapter 22 Procedures and Resources in Support of Service

Section A: Additional Compensation

A faculty member's regular employment involves responsibilities for teaching/librarianship, scholarship, and service, as presented in [Chapters 6, 7, and 8](#). As noted in [Chapter 5](#), a faculty member may accept responsibilities that exceed the general equity norm. These additional responsibilities may be compensated through a course release or financial compensation as articulated in the Colleges' Roles and Responsibilities documents (see Appendices) and as discussed below. To the extent possible, such arrangements should be approved prior to the start of the fiscal year.

Course Release or Equivalent

The general standard is that a course release or equivalent will be provided for service that spans the length of a semester and significantly exceeds a faculty member's regular responsibilities. A course release shall be recommended by the Dean or University Librarian and approved by the Provost. Details shall be included in the College/Library Roles and Responsibilities documents.

Financial Compensation

The general standard is that financial compensation will be provided for service that is less than, or greater than, the length of a semester and exceeds a faculty member's regular responsibilities. Financial compensation must be approved by the Dean and Provost, who may consult with Department Chairs and/or Directors, or University Librarian. Details shall be included in the College/Library Roles and Responsibilities documents.

Section B: Study Away

Dominican University is committed to developing globally-positioned students. To accomplish this, a variety of study away programs are offered where students have the opportunity to broaden their horizons and become aware of the global impact of local actions. One way of reaching this goal is to provide students the opportunity to study in

locations throughout the world, where an immersive experience enhances their self-awareness and understanding of other cultures, races and environments.

The University supports faculty in developing places where students can engage in this learning activity. Such support comes in the form of developing affiliations with professional organizations, approving Memoranda of Understanding with other universities, assisting faculty development of short term programs, funding visits to sites where students may engage in their learning activities, and providing opportunities for faculty from universities outside the United States to visit the University to exchange ideas and develop collaborative research.

All programs must be approved by the Dean or University Librarian, when appropriate, and Provost before becoming official. All study away programs, at both the graduate and undergraduate levels, must be presented to and approved by the Faculty Senate's High Impact Practices Committee. Travel for the purpose of developing sites for students to visit must be approved in advance by the Dean or University Librarian of the faculty member's unit.

The Director for Study Abroad plays an important leadership role in helping to advance the university's commitment to global learning and engagement by overseeing and coordinating international learning opportunities across the four academic colleges in ways that empower students (both undergraduate and graduate) to participate in "the creation of a more just and humane world." The director's core responsibilities include:

1. collaborating with stakeholders across campus to develop and promote a strategic and sustainable vision for global learning through study abroad opportunities for Dominican students;
2. reviewing, maintaining, and communicating policies and procedures governing all dimensions of study abroad;
3. supporting and assisting all directors of study abroad programs and student international experiences—before, during, and after travel periods; and
4. managing study abroad protocols and procedures and documenting all travel locations and itineraries as the university's *Terra Dotta* administrator.

Section C: Civic Learning

Dominican University shares the conviction that “our nation’s diverse democracy and interdependent global community require a more informed, engaged, and socially responsible citizenry.” We agree with fellow educators and with employers that “personal and social responsibility should be core elements of a 21st century college education if our world is to thrive” (Association of American Colleges & Universities). Civic Learning includes, but may not be limited to, community-based service and research.

The Director for Civic Learning provides collaborative leadership to advance civic learning and engagement at Dominican. The director supports, oversees, and coordinates experiential learning opportunities beyond our classrooms, laboratories, and studios—within local communities (and through select international programs), in ways that empower students to participate in “the creation of a more just and humane world.”

Core responsibilities of the Director for Civic Learning include:

1. nurturing a vision, definitions, and common vocabulary for civic learning across the university, engaging both undergraduate and graduate students, all four academic colleges, the library, and non-academic units;
2. partnering with members of the High Impact Practices Committee and other stakeholders to help integrate principles and practices of civic engagement pedagogies across the curriculum and co-curriculum;
3. supporting faculty members who teach community-based learning courses across the curriculum and in specific programs, such as the LAS Seminars;
4. advocating for faculty development in civic learning and teaching; for example, encouraging faculty participation in relevant conferences or grant opportunities; and
5. assessing civic engagement learning outcomes and assuring campus-wide mechanisms to document and evaluate faculty application of civic engagement pedagogies, as well as the impact on community partners, in consultation with the Office of Institutional Effectiveness.

Section D: Use of University Facilities for Special Programs

University facilities—including classrooms, lecture halls, lounges and auditoriums—may be reserved for academic and non-academic purposes. Before extensive planning activities are conducted for any special program, the Scheduling and Event Services department must be contacted to review available dates, facilities, event planning protocols and other applicable University policies.

[https://jicsweb1.dom.edu/ics/Resources/Offices -
Departments/Scheduling and Event Services/](https://jicsweb1.dom.edu/ics/Resources/Offices_-_Departments/Scheduling_and_Event_Services/)

The mission of the University, academic integrity, impact on student life and availability of University resources/services to support a special program always remain priorities when reviewing facility requests. Some facility requests may require consent of the appropriate Dean or University Librarian. Facility charges may apply on requests for private events or for activities coordinated with an external partner.