

**Adjunct Faculty Resource Guide**

2020-2021

**Table of Contents**

Academic Integrity 3

[Athletic Academic Advising and Faculty Athletic Representative 3](#_Toc522793259)

Bookstore 5

[Campus Recreation 6](#_Toc522793260)

[Career Center 7](#_Toc522793261)

Center for Students with Disabilities 9

Center for Teaching and Learning 10

DePaul Art Museum 10

Division of Mission and Ministry 11

Enrollment Services 13

Global Engagement 14

Health Promotion & Wellness 16

[Human Resources Benefits Department 17](#_Toc522793265)

Institutional Research & Market Analytics…………………………………………………………………………………....18

[Information Services 19](#_Toc522793266)

[Office for Academic Advising Support 20](#_Toc522793267)

[Office of Institutional Equity and Diversity 20](#_Toc522793270)

Office of Research Services……………………………………………………………………………………………………………21

[Public Safety 21](#_Toc522793271)

[The Steans Center for Community-based Service Learning and Community Service Studies 22](#_Toc522793273)

[Teaching Commons 23](#_Toc522793274)

[University Center for Writing-Based Learning 24](#_Toc522793275)

[University Library 24](#_Toc522793276)

University Marketing and Communications………………………………………………………………………………….25

University Ombudsperson 26

**Academic Integrity**

The integrity of our work is critical to why we are all at DePaul, both as students and as faculty. It is through this integrity that we maintain a culture of continued learning, as well as personal and professional growth and development. To preserve the quality of education offered to students, the University is responsible for maintaining academic integrity and for protecting all those who depend on it, including DePaul's community partners and institutional affiliates.

Our objectives - above all - involve fairness, clarity and accountability. All members of the University community share the responsibility for creating conditions where violations of academic integrity are curtailed.

**CONTACT**

**Robert D. Karpinski, Associate VP for External Initiatives & Academic Integrity**

*Phone*: 312-362-7637

*Email:* rkarpins@depaul.edu

**Peggy Schultz, Senior Administrative Assistant**

*Phone:* 312-362-5980

*Email:* mkelly74@depaul.edu

**Website:** [Academic Integrity](https://offices.depaul.edu/academic-affairs/faculty-resources/academic-integrity/Pages/default.aspx)

**Athletic Academic Advising (AAA) and Faculty Athletic Representative (FAR)**

Participation in intercollegiate athletics places exceptional demands on student-athletes’ time and energy. In response to these demands, university leadership developed Athletic Academic Advising (AAA). AAA assists student-athletes in maximizing their academic potential while balancing the dual pressures of participating in a sport and earning a college degree. The staff provides academic support services such as advising, registration assistance, academic monitoring, and a tutoring program exclusively for student-athletes. The department also oversees the Student-Athlete Development Program which focuses on holistic development and is comprised of two components: Take Care DePaul Athletics which centers on health and wellness (including mental health) and Build Your Blueprint, which emphasizes professional and career development.

The Associate Athletic Director for Academic Advising and Student-Athlete Development reports to the Vice President for Student Affairs. The AAA staff helps student-athletes better understand the university’s academic requirements. They also act as a liaison between student-athletes, faculty and staff, coaches, and various other athletics and university administrators.

Athletic Academic Advising Department Goals

* To facilitate the successful completion of student-athletes’ chosen degrees
* To encourage student-athletes' professional and personal development
* To maintain the academic integrity of the university
* To comply with the rules and regulations of DePaul University, the BIG EAST Conference and the National Collegiate Athletic Association (NCAA)
* To assist student-athletes in maintaining eligibility throughout their time at DePaul

**Role of the Faculty Athletics Representative (FAR)**

The primary role of the FAR is to promote the academic welfare of DePaul’s student-athletes by advocating that they have the time and resources necessary to achieve the same level of academic success as the overall student population. This entails interacting with student-athletes, athletics administration, coaches, Athletic Academic Advising, Student Affairs, the University Athletic Board, university administration, and other faculty and staff throughout the university. A concomitant responsibility of the FAR is to assist in maintaining both the academic integrity and institutional oversight of the intercollegiate athletics program.

**FAR Contact Information**

**John E. McEnroe**

**Deloitte Distinguished Professor of Accounting & MIS**

**Faculty Athletics Representative**

*Phone***:** 312-362-8748

*Email:* JMCENROE@depaul.edu

**AAA Contact Information and Advising Assignments**

**Ben Gutman, MA/MBA Kate O’Brien, PhD**

**Assistant Director for**

**Academic Advising Associate Athletic Director for Academic**

**and Tutoring** **Advising and Student-Athlete Development**

 **Men’s Basketball ~ Women’s Tennis Volleyball ~ Softball ~ Golf**

 *Phone***:** 773-325-7259 *Phone***:** 773-325-7254

*Email:* bgutman@depaul.edu*Email:* kobrien@depaul.edu

**Emily Sehmann Emmy Sehmann**

**Graduate Assistant Graduate Assistant**

**Men’s and Women’s Soccer Men’s and Women’s Cross Country/Track & Field**

 *Phone***:** 773-325-8605 *Phone:* 773-325-8637

 *Email:*TBA *Email:* esehmann@depaul.edu

**Terri Sullivan, MA**

**Assistant Director for Academic Advising**

**and Student-Athlete Development**

**Women’s Basketball ~ Men’s Tennis**

*Phone:* 773-325-7047

*Email:* tsulli36@depaul.edu

[AAA’s Virtual Office](https://depaul.zoom.us/j/7173088824)

Sunday 5-9 p.m.

Monday-Thursday 9 a.m.-9 p.m. Friday 9 a.m.-5 p.m

**Bookstore**

DePaul University bookstores are run by Barnes and Noble. There are two locations, one on the Loop Campus and one on the Lincoln Park Campus. For help with text book orders, contact

**CONTACT**

**Jeff Horvath** Jhorvat3@depaul.edu  312-362-8795, Loop Campus

**Sam Signorelli** Ssignore@depaul.edu  773-325-7177, Lincoln Park Campus

**Website**

<https://depaul.bncollege.com/>

**Locations**

|  |  |
| --- | --- |
| **LOOP CAMPUS**1 E Jackson BoulevardChicago, IL 60604312-362-8795 | **STORE HOURS**Mon 8am - 7pm Tue 8am - 7pm Wed 8am - 7pm Thu 8am - 7pm Fri 8am - 7pm Sat 9am - 3pm Sun CLOSED \*subject to change, check website for updates |
| **LINCOLN PARK CAMPUS**2419 N Sheffield AvenueChicago, IL 60614773-325-7700  | **STORE HOURS** Mon 9am - 5pm Tue 9am - 5pm Wed 9am - 5pm Thu 9am - 5pm Fri 9am - 4pm Sat 10am - 2pm \*through Nov. 14th then closedSun CLOSED\*subject to change, check website for updates |

**Discount Information**

Faculty and staff receive discounts of 10% off textbooks and 20% off general books (not already discounted), supplies and other items at the bookstore.

**Getting the Discount**

Faculty and staff simply need to show their DePaul ID at time of purchase.

**Campus Recreation**

You can’t take care of others, including students, until you take care of yourself and your wellbeing. We are here for you to do that!

The Campus Recreation mission is to enhance the quality of life of students, faculty, staff, and the greater DePaul community by facilitating and encouraging active and balanced lifestyles and participant learning through engagement in department programs, services, and facilities. We are dedicated to providing high-quality offerings and expertise to help you meet your fitness and wellness goals.

**Facilities**

**Lincoln Park campus.** Ray Meyer Fitness and Recreation Center, 2235 N. Sheffield Ave.

The Ray offers 123,000 square feet of recreation and fitness opportunities, including a four-court gymnasium, 25 yard pool, 200 meter track, over 12,000 square feet of strength and conditioning space, three racquetball courts, five studios, two multi-purpose rooms, a snack bar, and three locker rooms. Special discounted membership is available for faculty/staff and spouses at $14.50 per check through payroll deduction; daily, quarterly and annual memberships are also available.

*The Ray is committed to meeting state and local COVID-19 guidelines for capacity and cleanliness. With your membership or daily pass, you have the opportunity to drop in to use recently sanitized weight equipment or reserve certain areas for your use. Check the website for membership information, current hours and reservation options.*

<https://resources.depaul.edu/campus-recreation/membership/Pages/faculty-staff.aspx>

**Loop campus.** Loop Fitness Center (2,100 s.f.) and Loop Fitness Studio (720 s.f.) are located in the basement of the CDM facility; all current students, faculty and staff can access the facility free with their valid DePaul ID card during regular CDM hours. *These areas are closed until further notice due to the pandemic.* [go.depaul.edu/loopfitness](https://resources.depaul.edu/campus-recreation/fitness/Pages/loop-fitness-center-and-studio.aspx)

## Programs and Services

There are a wide variety of programs and services to meet your needs. Various programs that will be offered virtually as well as, in some cases outdoor and/or face to face include Group Fitness Classes (such as yoga, Zumba, and muscle work) at The Ray, Intramural Sports, Fitness Challenges, Wellness Workshops, DIY programs, and Special Events. Fee-based programs and services available to both members and nonmembers include Fitness Services (personal training, nutritional counseling), Outdoor Adventure Trips, and Specialty Classes (endurance training, mindfulness based stress relief, private yoga). We also offer recreation/outdoor equipment rentals.

*Dependent upon local health improvements, swim lessons, martial arts, massage, facility rentals, and Loop fitness classes may resume during the ’2020 – ’2021 academic year. Check the website for updates*.

## CONTACT

[www.Campusrec.depaul.edu](http://www.Campusrec.depaul.edu)

773-325-4445

# Career Center

***Faculty are critical agents in student career exploration and success!***

We deeply value our relationships with faculty and appreciate all the efforts our DePaul colleagues make on behalf of student career development – in and out of the classroom!

***Help us support the career development needs of DePaul students!***

The Career Center is committed to helping DePaul students develop the professional skills and meaningful connections vital to succeed in today's growing workplace. Our work together ensures DePaul students understand how their academic experiences align with major and career decisions.

Together, we can help students understand how their unique DePaul education prepares them for the marketplace and provides flexibility in pursuing post-graduate options and employment opportunities.

**FACULTY CAN:**

* [**Request custom class presentations**](https://forms.gle/5mzbV76QT7hHjQpM7) (live and pre-recorded) on a wide variety of career readiness content, ranging from how to explore careers to preparing for the interview.
* [**Opt into** **a career community newsletter**](https://forms.gle/2TV5pjmxF8XaqTNi6) that provides industry trends, information about events and programs, and jobs/internships.
* [**Join industry-specific career community LinkedIn groups**](https://forms.gle/2TV5pjmxF8XaqTNi6) to help students connect to employers and share resources.
* [**Access a Handshake account**](https://docs.google.com/forms/d/e/1FAIpQLSc6EPZgvRzIwYaMStrJV0A-rDX3cwoFXkY42GOp3Yha9nmgJA/viewform) that provides a student-view of our careers platform.
* **Require or award extra credit to students** who visit the Career Center, attend an event, or otherwise engage with our resources/staff.
* [**Access and utilize content**](https://forms.gle/cdwocLFZq7BtgiP88) and activities from our faculty-only **Career Readiness D2L classroom**.
* **Request and attend** custom career conversation training for faculty.
* **Collaborate** on the development of new course offerings focused on career integration.
* [**Refer employers**](http://@recruitstudents@depaul.edu) to us for recruitment and hiring.

***ANNOUNCING OUR NEW CAREER LIBRARY!***
 

## 2020-2021 SERVICES FOR STUDENTS:

* [Email Resume Review](https://resources.depaul.edu/career-center/career-advising/Pages/drop-in-coaching.aspx)Our Peer Career Coaches are also providing email resume and cover letter reviews. Submit your resume or cover letter in Word or Google Doc format via the form below (Note: You must use a Gmail account or your depaul.edu student account to access the form). A Peer Career Coach will review your documents and provide feedback.
* [Drop-In Career Coaching](https://resources.depaul.edu/career-center/career-advising/Pages/drop-in-coaching.aspx) (no appointment necessary!)
Our Peer Career Coaches offer drop-in coaching sessions for DePaul students and alumni. Peers can review your resume or cover letter, provide general career guidance, and answer questions about Handshake, LinkedIn, and other Career Center resources.
* [Virtual Appointments with Career Community Advisors](https://depaul.joinhandshake.com/appointments)You can schedule a virtual or phone career advising appointment through Handshake. Appointments can take place via phone or Zoom. If you choose a Zoom appointment, the advisor will email you a Zoom link at the time of your appointment (you will not need to log in to any platform). If you choose phone, please be sure to provide your preferred phone number when scheduling your appointment.
* [Career Library of Handouts and Videos](http://go.depaul.edu/careerlibrary)We've collected all of our handouts and activity sheets into one career ready resource library. Grab what you need to get started, and don't forget that our advisors and peer career coaches are also here to help you with your resume, job search and career exploration questions
* [Alumni Sharing Knowledge](https://www.depaulasknetwork.com/)The DePaul Alumni Sharing Knowledge (ASK) Network helps connect DePaul students with alumni and other professionals for career insight, conversations and networking. DePaul ASK volunteers are here to offer their expertise and help you grow. The goal of the DePaul ASK network is to help students to explore college and professional transitions, life challenges, and get answers to university and career questions. Over 1500 alumni volunteers from across industries are in the network.
* [Handshake Careers Platform](https://app.joinhandshake.com/)The Handshake platform was designed to help connect students to their dream career. Handshake is a robust career platform exclusively for the DePaul community. The platform offers access to jobs and internships, career planning resources, career-related event information, and scheduling capabilities with a career advisor or for an on-campus interview. Students, graduates and alumni can also get the scoop on an employer they've been eyeballing or get in contact with a Career Center representative.

## CONTACT

 **Lincoln Park Location:** SAC 192

*Phone:* 773-325-7431

**Loop Location:** DPC 9500

*Phone:* 312-362-8437

*Email:* career\_center@depaul.edu

*Website:  Career Center:* [http://careercenter.depaul.edu](http://careercenter.depaul.edu/)

*Handshake:*[https://depaul.joinhandshake.com](https://depaul.joinhandshake.com/)

*ASK:*[http://ask.depaul.edu](http://ask.depaul.edu/)

*Student Employment:*<https://studentemployment.depaul.edu/>

**The Center for Students with Disabilities (CSD)**

DePaul University is committed to providing students with disabilities equal access to DePaul’s educational and co-curricular opportunities so that students may fully participate in the life of the university. The Center for Students with Disabilities (CSD) services are available to students with diverse physical, learning, medical, mental health and sensory disabilities. The Center offers supports to students to achieve their academic goals while promoting their independence. CSD is a resource to the many university departments that share the responsibility of supporting the members of our diverse learning community.

All CSD accommodations and services will continue to be available to students whether courses are online or on-campus. Students, as well as faculty and staff are encouraged to call or email the CSD with any questions or concerns.

Below is a link with information for faculty who have students with disabilities in their courses.

<https://offices.depaul.edu/student-affairs/resources/faculty-staff/faculty-questions/Pages/services-for-students-with-disabilities.aspx>

Below is a sample syllabus Disability Statement instructors are encouraged to use:

*Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling you to access accommodations and support services to assist your success. There are two office locations:*

*Loop Campus - Lewis Center #1420 - (312) 362-8002
Lincoln Park Campus - Student Center #370 - (773) 325-1677*

*Email:* *csd@depaul.edu*

*Virtual Office--*[www.tinyurl.com/CSDVirtualOffices](http://www.tinyurl.com/CSDVirtualOffices) *Students who are registered with the Center for Students with Disabilities are also invited to contact me privately to discuss how I may assist in facilitating the accommodations you will use in this course. This is best done early in the term. Our conversation will remain confidential to the extent possible.*

## CONTACT

**Lincoln Park Campus**

Student Center Suite #370

*Phone:* 773-325-1677

*Fax:* 773-325-3720

**Loop Campus**25 East Jackson Blvd
Lewis Center Suite #1420
*Phone:* 312-362-8002

*Fax:* 312-362-6544

*Email:*csd@depaul.edu

*Website:* studentaffairs.depaul.edu/csd

*Virtual Office:*[www.tinyurl.com/CSDVirtualOffices](http://www.tinyurl.com/CSDVirtualOffices)

**Center for Teaching and Learning (CTL)**

The Center for Teaching and Learning promotes excellence in instruction across the University to enhance student learning and promote student success. CTL staff provide guidance in innovative instructional methods, effective use of educational technology, and assessment of student learning in line with accreditation expectations. The award-winning DePaul Online Teaching Series (DOTS) program offers training, and instructional design support to faculty interested in designing online and hybrid courses. CTL instructional designers work with faculty to explore ways to incorporate ePortfolios, mobile learning, adaptive learning, and other innovative concepts into teaching. They also provide training and individualized pedagogical and technical support to faculty members to use technology for international interactions through the DePaul’s Global Learning Experience (GLE) program.

## CONTACT

*Website:* [ctl.depaul.edu](https://ctl.depaul.edu)

*Tech Support Email:* helpdesk@depaul.edu

*Department Email:* ctl@depaul.edu

*Student Success Website*: go.depaul.edu/success

*Student Success Email:* success@depaul.edu

**DePaul Art Museum (DPAM)**

DePaul Art Museum (DPAM) is a world-class museum located in the heart of Lincoln Park on DePaul University’s campus with exhibitions and programs that are free and open to the public.  DPAM presents rotating exhibitions of modern and contemporary art and houses a permanent collection of more than 3,500 objects, most of which can be accessed in person and [online](https://resources.depaul.edu/art-museum/collection/Pages/default.aspx).

A visit to DPAM’s collection and special exhibitions can enhance coursework and provide opportunities for students to discuss cultural issues in a new context. The museum offers staff-led exhibition tours, customized collection visits, and self-guided exhibition visits. Contact artmuseum@depaul.edu and find ideas for both virtual and in-person class engagement with the museum on their [faculty programs](https://resources.depaul.edu/art-museum/education/faculty/Pages/default.aspx). Please note that though DPAM will be closed for the fall quarter, the museum’s site includes a myriad of ways to virtually interact and collaborate with the museum’s staff, exhibitions, and programs.

DePaul faculty members are also encouraged to join the DPAM Faculty Forum, a group made up of faculty from across all DePaul colleges and departments who are dedicated to teaching with the museum. The group meets twice a year with museum staff to share ideas and resources for integrating the museum into their coursework. All part time and full time DePaul faculty are eligible. Sign up by visiting museums.depaul.edu/about/.

**CONTACT**

*Location:* 935 W. Fullerton Avenue

*Website:* artmuseum@depaul.edu

*Museum Public Hours:* M,T: closed; W,TH: 11am - 7pm; F-Sun: 11am - 5pm

*Museum Staff Office Hours:* M-F, 9am-5pm

**Division of Mission and Ministry**

Inspired by the legacy of Saint Vincent de Paul and Saint Louise de Marillac, DePaul University is a *community* gathered together *for the sake of our mission*.  These saints shared a belief in the God-given dignity of all people lived out in an ethos we call Vincentian personalism. For more than a century, the values of inclusivity, personalism, and professionalism have shaped DePaul’s distinctive culture and our service to students.

We are blessed and strengthened by our diverse community of faculty, staff, students, and alumni. We seek to develop the capacities of everyone to put DePaul’s mission and values into practice. In a spirit of collaboration:

* We offer services, curricular and co-curricular programming, which measurably enhance our community’s understanding and support of DePaul University’s distinctive Catholic, Vincentian, and urban identity.
* We invite all the members of our community to join us in exploring the mystery of God’s love for all of creation through prayer, worship, and service.
* We form and educate students dedicated to the common good and the service of others, especially to people and communities who suffer from poverty and marginalization. We understand this service to include an advocacy for systemic change and social justice.

Finally, the Division’s Vincentian Studies Institute serves as the premier international resource for Vincentian studies supporting all those, especially within the University and from the wider Vincentian Family, who seek to deepen their engagement with Vincentian history and spirituality.

**Professional Development and Networking Opportunities Lecture Programs**

One of the strengths of the university is our dedication to exploring the intellectual underpinnings of our mission and values. To this end, the Division of Mission and Ministry sponsors a series of programs to support the professional development and learning of faculty related to DePaul’s mission. This includes a mission module in the Faculty Foundations Program offered through the Center for Teaching and Learning, lecture programs in which we invite a wide variety of noted experts to share the research, questions, conclusions and insights of their research to an academic community, faculty salons which explore connections to the Catholic intellectual tradition and Vincentian mission. Each of these programs aims to support faculty teaching and work that engages the great social and human questions of our time from DePaul’s distinctive institutional perspective.

**Vincentian Heritage**

The Division of Mission and Ministry offers regular opportunities for members of the university community to deepen their understanding of the university's patron and founding tradition. These include participating in guided Vincentian Heritage study tours to locations in Paris and throughout France associated with the life and works of St. Vincent de Paul and St. Louise de Marillac, as well as other programs such as Lunch with Vincent or Day with Vincent aimed at fostering reflection on the contemporary relevance DePaul’s Vincentian mission.

**Catholic Theological Union Academic Alliance**

On October 5, 2011, it was announced that Catholic Theological Union and DePaul University officially formed an educational alliance to further build upon their educational relationship. This formalized alliance has afforded cross-institutional opportunities for students, faculty and staff of both institutions to pursue rich educational experiences.

**Mission-Related Instructional Materials**

***Charity’s Saint* Documentary**

A full length documentary examining the life and times of Vincent de Paul and Louise de Marillac. For more, visit <http://offices.depaul.edu/mission-and-values/vsi/documentary/Pages/default.aspx>

***The Name Above the Door***

A short whiteboard video exploring what it means for DePaul University to live up to the mission and values of its patron, St. Vincent de Paul. For more, visit: <https://www.youtube.com/watch?v=Tj1Iqxv4EtA>

**All Things Vincentian**

A portal for digital images, videos, exhibitions, articles, archives and online conversation. The portal can be found here: <https://offices.depaul.edu/mission-ministry/education/all-things/Pages/default.aspx>

**GRANTS AND RESOURCES**

**Vincentian Endowment Fund**

These grants are available for projects that directly enhance the identity of DePaul University as a Catholic, Vincentian, and urban university with special attention to the Catholic and Vincentian aspects of this identity. Projects can include experimental efforts that have the potential of being supported with university funds, one-time projects, scholarly research, co-curricular initiatives, community service efforts, or collaborative efforts that enhance the University’s Catholic, Vincentian mission and identity in some way. <https://offices.depaul.edu/mission-ministry/scholarships-grants-awards/vincentian-endowment-fund/Pages/default.aspx>

**Vincentian Studies Institute Grant**

The Vincentian Studies Institute at DePaul University sponsors a program of annual research grants that further scholarship on the Vincentian tradition, past and present. The grant is open both to individual applicants and institutions / organizations conducting research. Research may deal with any aspect of the history, spirituality, or praxis of the Vincentian Family, including any of the branches of the Family: the Ladies of Charity (Founded 1617), the Congregation of the Mission (Founded 1625), the Daughters of Charity (Founded 1633), the Society of Saint Vincent de Paul (Founded 1833), and the Sisters of Charity Federation in the Vincentian – Setonian Tradition (Established 1947

 **Community Service, Religious Worship Services, and Spiritual Retreats**

The Division of Mission and Ministry offers an array of opportunities to engage faculty and staff in community service opportunities, religious worship services, and spiritual retreats throughout the year.  Regular “Lunch with Vincent” programs also present an opportunity to learn how your DePaul colleagues integrate DePaul’s mission into their everyday work. For more information please contact Mark Laboe at mlaboe@depaul.edu or Siobhan O’Donoghue at sodonogh@depaul.edu.

**Staying Connected**

*Like us on Facebook:* DePaul University Division of Mission and Ministry

*Website:*mission.depaul.edu

*Follow us on Twitter*:@DePaulMission

*Subscribe to YouTube:* <https://www.youtube.com/user/depaulmission>

**Locations**

Lincoln Park Student Center, Room 311

2250 N. Sheffield Ave. Chicago, Illinois 60614

773-325-7902

55 E. Jackson Blvd., 8th Floor, Chicago, IL 60604

312-362-8000

DePaul Center 11008-11010

1 E. Jackson Blvd. Chicago, Illinois 60604-2287

773-325-7902

# Enrollment Services

## DePaul Central

DePaul Central provides one-stop services to help students manage the business side of being a DePaul Student. Our cross-trained staff is readily available to assist students and families take care of their concerns and make well-informed decisions regarding financial aid inquiries, personal financial planning, immunization records and transcripts, and account transactions.

For more information, please email us at dpcl@depaul.edu and visit our website go.depaul.edu/depaulcentral, or visit one of our two campus locations.

## Office of Financial Aid

Financial Aid is responsible for managing financial aid packaging and awards to all aid applicants and administering funds to current DePaul students. We are also responsible for interpreting and ensuring compliance with all federal, state, institutional and private agency regulations related to the administration of financial aid funds. For more information, please email us at finaid1@depaul.edu and visit our website [http://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx.](http://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx)

## Office of the University Registrar

The Office of the University Registrar ensures the accuracy and privacy of each student’s academic record to protect the value and integrity of a DePaul University education.  Serving as the institutional steward for enrollment information, we apply appropriate rules and regulations, both those prescribed

by state and federal regulations such as the Family Educational Rights and Privacy Act (FERPA), as well as those academic policies prescribed by DePaul’s governing bodies.

## BlueStar

BlueStar supports student academic success by helping to connect students with their instructors, advisors and other DePaul resources.  As an instructor, you will be asked to complete the Attendance Verification and the Academic Progress Surveys each quarter.  For more information, please email us at BlueStar@depaul.edu.

## Grading

Final grades are submitted through Campus Connect.  Under the Instructor Homepage click on the Rosters and Grading tile.   Grading opens the first day of the final exam period, and grades are due 5 business days after the last day of the term.  For more information, please email us at URSupport@depaul.edu.

## Other Registrar Services

* Class Rosters
* Degree Conferral
* Degree Progress Report
* Enrollment & Degree Verification
* Educate on FERPA Compliance
* Enforcement of State Immunization Requirements
* Placement Testing
* Registration
* Student Data Reporting
* Student Record Security Access
* Transcripts
* University Course Catalog

## CONTACT

For detailed instructions or more information regarding any of our services, please visit our website.

*Website:* go.depaul.edu/registrar

# Global Engagement

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISS)

Support the global education of your students on-campus. Explore how you and your students may engage with international students in and out of your classrooms. Discover the various ways to connect with DePaul’s global community – Global DePaul.

## CONTACT

*Website (ISS):* iss.depaul.edu

*Email:* iss@depaul.edu

**STUDY ABROAD**

Internationalize your curriculum through Study Abroad. Learn how to advise majors, lead a study abroad program, and connect your department with universities and colleagues around the world.

DePaul sends more than 1,100 students abroad each year on approximately 90 different programs around the world, ranging in length from one week to a full academic year. Many students participate in short programs led by faculty that are 1-3 weeks in length and take place during breaks at the end of each quarter (December, Spring Break, and Summer). For more information on how to develop a program, see the [Lead a Study Abroad Program page](https://offices.depaul.edu/global-engagement/faculty-resources/lead-a-study-abroad-program/Pages/default.aspx) or contact the Study Abroad office. Some faculty leverage existing contacts within a country as they plan a program, or Study Abroad can connect faculty with a wide variety of academic and cultural resources to assist with this process. Study Abroad also facilitates workshops throughout the year for faculty interested in learning more about leading a study abroad program.

Faculty can also take an active role in advising students on international opportunities that relate to their program of study. Study Abroad is available to help determine which programs are the best fit for students in each college, including programs that may have internship or service learning components.

For more information, go to <https://studyabroad.depaul.edu> or e-mail abroad@depaul.edu.  Study Abroad has offices on both campuses and is also operating virtually during the COVID-19 pandemic.

## CONTACT

*Website (Study Abroad):* studyabroad.depaul.edu

*Email:* abroad@depaul.edu

**GLOBAL LEARNING EXPERIENCE**

Bring the world to your classroom through virtual exchange. Connect your classroom to the classroom of a partner faculty, somewhere else in the world. Start by attending info sessions offered each term. Mini-grants available.

## CONTACT

*Website (GLE):* http://go.depaul.edu/gle

*Email:* **gleprogram@depaul.edu**

**FACULTY AMBASSADOR PROGRAM**

Help us build DePaul as a global university. Leverage your research or conference trips abroad to conduct visits to international high schools or Education USA offices. Small stipend provided.

## CONTACT

*Website (GLE):* <https://offices.depaul.edu/global-engagement/faculty-resources/Pages/ambassador-program.aspx>

*Email:*ekraus@depaul.edu

**GLOBAL FLUENCY CERTIFICATE**

Available to all undergraduate students, the Global Fluency certificate seeks to honor students who have strategically pursued transformative learning and cross-cultural curricular and co-curricular activities necessary to become active global citizens. Learn about this newly launched certificate program, its requirements and how you can support your students in earning this important accreditation.

*Apply:*<https://offices.depaul.edu/university-registrar/about/Pages/Global-Fluency-Certificate-Application.aspx>

*Email:*globalengagement@depaul.edu

**Health Promotion & Wellness (HPW)**

Health Promotion and Wellness (HPW) provides holistic education, support and resources for individuals to create and sustain long-term, healthy behaviors.

Go.depaul.edu/hpw

**Alcohol and Substance Misuse Prevention and Support**

Students may be living substance-free, may be in recovery, or may benefit from a harm reduction approach to their substance use. We aim to encourage healthy choices and responsible decision-making regarding the use of alcohol, tobacco, and other drugs. HPW helps students understand their relationship with substances and also offers Collegiate Recovery Community meetings.

**Sexual and Relationship Violence Prevention and Support**

Sexual and Relationship Violence (SRV) prevention uses trauma-informed practices to support survivors, promote safety, and develop active bystanders on campus. As Confidential Survivor Support Advocates (SSAs), HPW helps survivors feel empowered and gain access to resources. HPW helps students develop healthy relationships that include physical, psychological, and emotional safety. HPW offers bystander intervention training and other educational opportunities to promote healthy relationships and prevent harm.

**Mental Well-being**

Mental Well-being is guided by a holistic approach to mental health and wellness. This includes recognizing that all of our facets of wellness (social, emotional, intellectual, environmental, fin ancial, physical and spiritual) are equally important. We offer programs like Refresh Sleep, Wellness Wednesdays, Brain Fuel, Wellness Coaching and many other workshops and programs to support students' holistic well-being.

**Health Resources**

Health Services are offered through AMITA Sage medical group and is available to all enrolled students for a fee. If you live in a DePaul residence hall, with the exception of the University Center, you are automatically charged the health services fee each quarter. Student Health Service is NOT health insurance; you may need additional coverage. Visit go.depaul.edu/healthservices for more information.

HPW offers many health resources such as HIV and STI testing quarterly on campus. Testing is free, provided by community organizations and available to all DePaul students. Additional information on other health resources is available at go.depaul.edu/healthresources

**Professional Trainings**

HPW offers many workshops and trainings for staff, faculty and student employees. Those include but are not limited to: Mental Health First Aid, Responsible Employee Training, Trauma Informed Response Training, Opiod Overdose Prevention and Response Training, Motivational Interviewing, and Don't Cancel that Class workshops. Visit our website to schedule a training.

**CONTACT**

**Office of Health Promotion and Wellness**
Lincoln Park Student Center, Suite 302
2250 N. Sheffield Ave.
*Phone:* 773-325-7129
*Email:* hpw@depaul.edu

*Website:* go.depaul.edu/hpw

**Human Resources Benefits Department (HR)**

The university offers certain health & welfare benefits to part-time faculty who work an equivalent of at least half time as defined by the terms of the [part-time faculty and staff guidelines and procedures](https://offices.depaul.edu/human-resources/benefits/part-time/Documents/PT%20Benefit%20Guidelines%20and%20Procedures%20Oct%202017.pdf). The cost of the plan will be partially subsidized by the university and available to faculty who meet the eligibility defined below. The benefit plans offered to benefits-eligible part-time faculty are: Blue Cross Blue Shield Consumer Driven Health Plan (CDHP) medical coverage with a Health Savings Account, dental coverage, vision coverage, flexible spending accounts, and the pre-tax transportation program.

Eligibility

As a general rule, eligibility for part-time faculty is determined by looking back at the hours of service the employee earns during a 12-month period. If the employee earns the minimum hours (described below) during the 12-month period, the employee is eligible to elect coverage under the health and welfare benefit options for a subsequent 12 months.

Initial Eligibility

For newly-hired part-time faculty, the Office of Human Resources reviews an employee’s hours of service credited during his or her first 12 months of employment to determine the employee’s eligibility. Part-time faculty members must be credited with the hours equivalent to a teaching load of at least six 4-credit hour courses (at least four courses for the Law School) during the initial 12 months of employment.  A part-time faculty member who is initially determined to be eligible for health and welfare benefits will be notified and will have 31 days to enroll in benefits. If a part-time employee elects health and welfare benefit coverage, the initial election will be effective for the 12-month period immediately following the determination of eligibility.

Retirement Savings Plan 403(b)

You will be automatically enrolled in the 403(b) retirement plan to make salary deferrals at a contribution level of 5% within 60 days following your hire date if you do not elect otherwise.  To review or change your elections, please log into the Fidelity site [**NetBenefits**](https://nb.fidelity.com/public/nb/depaul/home) <https://netbenefits.com/depaul>.  Upon meeting the matching criteria (age 21, contributing 5% or more pretax, and one year of service based on original hire date with 1,000 hours worked including course load equivalent), employees are eligible to receive the University matching contribution.  Visit [go.depaul.edu/403b](https://go.depaul.edu/403b) for full plan details.

For additional information regarding the array of benefit options available to you, visit [go.depaul.edu/benefits.](http://offices.depaul.edu/human-resources/benefits/Pages/default.aspx)

**CONTACT**

For questions related to your benefits, contact the Human Resources Benefits Department.

**Jaime Sandoval, Benefits Specialist**

*Phone:*  (312) 362-8232

*Email:* hrbenefits@depaul.edu

*Website:* [go.depaul.edu/benefits](http://offices.depaul.edu/human-resources/benefits/Pages/default.aspx)

 **Institutional Research & Market Analytics (IRMA)**

Institutional Research and Market Analytics, or IRMA, provides a wide array of information for faculty, college staff, and university administration. IRMA’s mission is to frame and inform the institutional strategic dialogue in active partnership with colleagues, building a culture of evidence to support planning and management, as agents of change at DePaul and in higher education generally. The following links are examples of reports that may be of interest to faculty. Additional information is available from the IRMA website.

**Course Analytics**

IRMA’s [Department and Program Resource Room](https://irma.depaul.edu/ResRoom.asp?cont=DeptProg) offers a variety of interactive reports on enrollment in combined sections, number of students on wait lists, course enrollment by student major, and course registration velocity. IRMA also offers several educational videos that help explain how the interactive reports work.

**Enrollment Trends**

There are two types of enrollment reports: reports that show historical trends based on a standard fall term enrollment data, and those that track preliminary enrollment to the upcoming term and change daily.

* Historical trends: [Fact File](https://irma.depaul.edu/FFPlus.asp?cont=FF), [Home College by Course College Credit Hours](https://irma.depaul.edu/Tableau.asp?cont=Home_Course_College_CrHr)
* Preliminary enrollment reports: [Enrollment Update Report](https://irma.depaul.edu/Tableau.asp?cont=Enrl_Update), [Enrollment Trajectory](https://irma.depaul.edu/Tableau.asp?cont=Trajectory)
* Preliminary admission reports: [Admission Trends](https://irma.depaul.edu/Tableau.asp?cont=Adm_Pyramid)

**New Academic Program Market Analysis** IRMA provides support for faculty developing new academic programs. The [Faculty Resources for New Program Proposals](https://irma.depaul.edu/ResRoom.asp?cont=Faculty) Resource Room helps guide faculty through the market analysis process. Recent market studies can be found [here](https://irma.depaul.edu/Research.asp?cont=Prog).

**Student Demographics and Perceptions of the DePaul Experience**

Understanding who our students are and how our students experience DePaul are the first steps to understanding what academic support, support services, and engagement opportunities they need to be successful at DePaul. Information about our student profile can be found here:

* [Fact File Section 2](https://irma.depaul.edu/FFPlus.asp?cont=FF) – Demographic Characteristics of Students
* Student Perceptions information on the [Student Market Matrix](https://irma.depaul.edu/Research.asp?cont=Prog)

**CONTACT**

For detailed instructions or more information regarding any of our services, please visit our website. *Website:*[Irma.depaul.edu](https://irma.depaul.edu/index.asp)

# *Website access or information requests:* irma@depaul.edu

# Information Services (IS)

Information Services, commonly known as IS, is a unit of DePaul University that offers a broad range of technology services designed to support the needs of our students, faculty, and staff.

Services include:

Technical Support

•      Classroom Technology and Computer Labs

•      Telecommunications

•      Wired and Wireless Connectivity

•      Audio Visual Services

•      ID Card Services

•      Hardware and Software Support

•      Network Infrastructure

For more information about these and other services offered by IS, visit our website below.

**CONTACT**

*Website:* [www.IS.depaul.edu](http://www.is.depaul.edu/)

**Office for Academic Advising Support (OAAS)**

The Office for Academic Advising Support (OAAS) provides academic advising to students who are undeclared, students who are looking to change or add a major or minor, and students who are transferring into DePaul prior to their orientation. OAAS advisors empower students to make academic choices that incorporate their individual interests, values, and skills.

Students who are not looking to change or add to their academic plans can seek academic advising from their home college.  Colleges have a variety of advising structures and vary in their use of staff and faculty advisors.  OAAS is able to help faculty refer students to the appropriate advising office if any advising questions arise.

**CONTACT**

Lincoln Park Location: SAC 192

*Phone: 773-*325-7431

*Email:*  advisingsupport@depaul.edu

*Website:* oaas.depaul.edu

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# Office of Institutional Equity and Diversity (OIDE)

The Office of Institutional Diversity and Equity (OIDE) provides organizational integration and resources to effectively coordinate and develop a broad spectrum of services, initiatives, and policies related to creating and maintaining an equitable and diverse workplace. The OIDE's vision is to achieve a diverse environment that reflects DePaul's commitment to promoting change, equal opportunity, and recruiting and retaining diverse faculty, staff, and students.

The OIDE collaborates with campus stakeholders to ensure a welcoming, engaging, and inclusive campus environment by supporting cultural programming and creating initiatives that promote diversity. The programming events and activities implemented and sponsored by the OIDE align with DePaul's commitment that values difference and human dignity, exemplifying the heart of DePaul's Vincentian mission.  In addition, the OIDE provides administrative support to DePaul's Employee Resource Groups. There are seven ERG's at DePaul to include the DePaul's Black Leadership Coalition (DPUBLC); DePaul's Women Network (DWN); LGBTQ Faculty and Staff Network; ELEVATE: Asian and Asian American Network; Latinos Empowered at DePaul (LEAD); Military Employee Resource Group (MERG); and DePaul's Parent Connection (DPC).

The OIDE also offers an extensive array of training workshops designed to provide a dynamic diversity, equity, and inclusion (DEI) skill-based curriculum for faculty and staff. Specific training and departmental modules include Faculty Search and Implicit Bias training, specific on-demand training based on stakeholder requests, and the BUILD Diversity Certificate Program. The BUILD Program provides a variety of training sessions that deliver DEI concepts and best practices for addressing bias and structural racism.

**CONTACT**

*Website:* [https://offices.depaul.edu/diversity/](https://offices.depaul.edu/diversity)

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**Office of Research Services (ORS)**

The [Office of Research Services (ORS)](https://offices.depaul.edu/research-services/Pages/default.aspx) supports DePaul University faculty, staff, and students in the acquisition, performance, and administration of projects and programs funded by external sources. ORS also manages a variety of internal grant programs, including those of the  [Quality of Instruction Council (QIC)](https://offices.depaul.edu/academic-affairs/faculty-resources/teaching/qic/Pages/default.aspx) that have their deadlines on October 15th and March 15th.  One of the QIC internal grant programs is the [Competitive Instructional Grant](https://offices.depaul.edu/academic-affairs/faculty-resources/teaching/qic/Pages/QIC-Grant-Programs.aspx) aimed to support term and part-time faculty in their efforts to foster pedagogical excellence that promises a direct and significant impact on the quality of teaching. In recognition of the centrality of excellent teaching to DePaul's mission and of the important role played by Part-time faculty, the Quality of Instruction Council (QIC) makes annual [Excellence in Teaching awards](https://offices.depaul.edu/academic-affairs/faculty-resources/teaching/qic/Pages/excellence-part-time.aspx) specifically for Part-time faculty.

**CONTACT**

*Email:* ORS@depaul.edu

*Phone:* 312-362-7388

*Loop location:* 14 East Jackson Blvd., Daley Suite 1030

*Lincoln Park location:* 1110 West Belden Ave., McGowan South Suite 403

# Public Safety

DePaul University’s Public Safety Office, guided by ethical, legal and professional standards, strives to maintain a peaceful and safe environment for the students, faculty, staff, visitors, and neighbors, and to protect university property. DePaul's campuses are located in Chicago with well-trained, responsive police and fire departments equipped to handle all emergencies. If a major or serious crime occurs at either campus, the Chicago police will, once on the scene, take control of the situation as provided by law. Public Safety has offices at both the Lincoln Park and Loop campus. The department is staffed by trained, professional public safety officers 24 hours a day, 7 days a week.

**CONTACT**

**Lincoln Park Campus** *Phone:* 773-325-7777

 **Loop Campus** *Phone*: 312-362-8400

*Website:* publicsafety.depaul.edu

*Emergency Plan Website***:** emergencyplan.depaul.edu

**The Steans Center for Community-based Service Learning and Community Service Studies**

The [Steans Center for Community-based Service Learning](https://resources.depaul.edu/steans-center-community-based-service-learning/Pages/default.aspx) offers many pathways to community engagement—one of DePaul’s core values--for students, faculty members, and community partners, including community-based service learning, an academic minor, a three-year scholarship program, academic internships, development and research programs, and partnership facilitation.

The Steans Center helps DePaul faculty members to:

* employ community-based learning pedagogies in their courses, including direct service, project-based learning, advocacy, and community-based research;
* conduct evaluation and assessment of service learning pedagogy; and
* access funding for community-based research and the scholarship of engagement through the [Community-based Research Faculty Fellowship](https://resources.depaul.edu/steans-center-community-based-service-learning/for-faculty/engaged-faculty/cbr-faculty-fellowships/Pages/default.aspx) and the [Public Service Council](https://offices.depaul.edu/academic-affairs/faculty-resources/service/psc/Pages/PSC-Grant-Programs.aspx);
* Build community partnerships for teaching and scholarship across Chicago, the United States and internationally.

And to engage in faculty learning and scholarship development through:

* workshops on topics such as “Negotiating Identity in the Classroom and Community”; “Authentic and Productive Partnerships”; “Diversified Reflection”; “Best Practices in Assessment”;
* training in Asset-based Community Development through the [ABCD Institute](https://resources.depaul.edu/abcd-institute/Pages/default.aspx)
* on- and off-campus Community Conversations on critical issues such as Immigration and Restorative Justice; and
* a flexible and innovativeCertificate Program that provides faculty members with opportunities to reflect on their general teaching as well as their experiential practice with other faculty, community partners, and students; includes a Chicago-based immersion learning experience;
* one-on-one community-based research and scholarship of teaching consultation**;**
* (during COVID-19) virtual/remote service learning projects and Online Community Engagement resources and live events. The Center hosts a series of discussions, presentations and workshops each term led by community partners, faculty and staff to explore social justice issues in an era of global pandemic and civic uprising

Get involved and further social justice by taking one workshop or enrolling in the certificate program; by incorporating one service element into your course or designing an entire engagement course; by attending one community conversation or the whole series; or by supporting your students in presenting at DePaul’s annual student Service Speaks Symposium.

**CONTACT**

*Website:* <http://steans.depaul.edu/>

**Howard Rosing, Executive Director**

*Email:* hrosing@depaul.edu

**Helen Damon-Moore, Associate Director**

*Email:* hdamonmo@depaul.edu

**Ruben Alvarez-Silva, Associate Director**

*Email:* rsilvaal@depaul.edu

**Teaching Commons**

The Teaching Commons is a collaborative project that provides resources to faculty—both online and in person—and is supported by a number of academic support programs across DePaul. The Teaching Commons website offers a wealth of information related to teaching and learning, from practical guides such as creating syllabi and developing active learning activities to tutorials on using DePaul’s learning management system (Desire2Learn or D2L) and eportfolio platform (Digication).

In addition to online resources, the Teaching Commons hosts a series of events and workshops where faculty explore new approaches to teaching, including the Teaching Commons Workshop Series, the Fall Forum on Teaching and Learning, and the Spring Teaching and Learning Conference. On the website you can learn about and register for upcoming sessions.

Those interested in reflecting on and refining their teaching with colleagues across the University might consider joining the Teaching and Learning Certificate Program (TLCP), a community where DePaul faculty and instructional staff share, discuss, and evaluate teaching strategies.

Find our online resources and learn more about the Teaching and Learning Certificate Program at our website below.

**CONTACT**

*Website:*<http://teachingcommons.depaul.edu/>

*Email:* facultydevelopment@depaul.edu

# University Center for Writing-Based Learning (UCWbL)

The University Center for Writing-based Learning (UCWbL) works with all members of the DePaul University community to support writers and to promote the use of writing in teaching and learning through five major initiatives:

[THE WRITING CENTER](https://condor.depaul.edu/writing/programs-writing-center.html)

The Writing Center promotes an awareness of writing processes and facilitates a space to generate and share knowledge. We want to help writers with their writing projects as well as support their writing process overall and their growth as a writer. [Peer writing tutors](https://condor.depaul.edu/writing/about-staff.html) work with DePaul University students, faculty, staff, and alumni to plan, draft, revise, or polish their work; we help writers with any type of writing at any stage of the writing process. Our [appointment types](https://condor.depaul.edu/writing/programs-writing-center-appointment-types.html) include both synchronous and asynchronous options, allowing writers to receive feedback and collaborate in ways and at times that work best for them.

THE WRITING FELLOWS PROGRAM

The Writing Fellows Program links peer writing tutors with writing-intensive courses across the curriculum—from physics to journalism, religious studies to computer science.  Writing Fellows work with writers from a particular course for an entire quarter, responding to two of their assignments through written comments on drafts and in individual conferences. To request Writing Fellows for your course, visit http://condor.depaul.edu/writing/programs-writing-fellows-request.html

WORKSHOPS

In place of in-class writing workshops during this time of remote learning, the writing center is offering online video modules on a range of writing topics. The online modules can be synchronous or asynchronous and can be customized to suit your needs. To request your online module, fill out the request form at <https://tiny.url.com/ucwbl-requests>.

**CONTACT**

*Website:* [www.depaul.edu/writing](http://www.depaul.edu/writing)

# University Library

The DePaul University Library supports faculty teaching and research and promotes student success by providing research help and instruction, as well as access to resources online and in-person at the Lincoln Park and Loop campuses.  Each academic department is assigned a library liaison. Your liaison can answer your questions about library resources and services, assist with your research projects, collaborate with you on the design of assignments requiring information literacy skills, and discuss suggestions for new materials for the library collection.  For more information, and to identify your liaison, please visit our website below.

**Additional Library services include:**

* Library-research instruction sessions for your classes in a variety of modalities
* Instruction in the handling and use of primary source materials in our Special Collections and Archives.
* Digital publishing support for open access materials created by you or your students in Via Sapientiae, DePaul University’s institutional repository.
* Support for selecting open educational resources (OER) and/or affordable course materials, including print and electronic course reserves.
* Data literacy instruction and assistance finding data sets for your research and teaching
* Technology-enhanced spaces for individual, group, and collaborative work, including a mix of PC and Mac computers and a large format poster printer.
* A Maker Hub with 3D printers, laser cutters, sewing machines, and other equipment, as well as studio spaces with access to digital audio and video composition tools for content creation, usability research, and green-screen video.
* Space to collaborate with other faculty and co-curricular partners, including Center for Teaching and Learning and Supplemental Instruction (SI).
* Personal assistance from professional librarians at point of need, or by appointment via Ask a Librarian

Additional resources and services are made available through our participation in local, regional, and national consortia, including the Consortium of Academic and Research Libraries of Illinois (CARLI), the Chicago Collections Consortium, the Catholic Research Resources Alliance, the Open Textbook Network, HathiTrust, and the Center for Research Libraries.

Contact your liaison for more information: <https://library.depaul.edu/about/contact-us/staff-directory/liaisons/Pages/default.aspx>

For COVID-19 related service updates and changes, please follow the links on our website or visit <https://libguides.depaul.edu/covid19>

*Website:* library.depaul.edu

**University Marketing and Communications (UMC)**

University Marketing and Communications (UMC) is responsible for the development, implementation and evaluation of strategic marketing, public relations and communications for DePaul University with an emphasis on proactive approaches. We are committed to providing leadership in effectively telling the DePaul story through exemplary communications that convey coordinated and consistent messaging for both internal and external audiences.

UMC’s mission is to enhance communications and relationships with DePaul’s many constituents. These include faculty, staff, students, the news media, other educators and the general public. With the creative use of diverse communications strategies, UMC conveys the quality, diversity, vitality, preeminence and mission of DePaul. In turn, UMC provides feedback to the university from these many audiences. Regardless of the communications initiative or communication medium, our work reflects and supports the university’s strategic goals and priorities, through delivering impactful messages and thereby further enhancing the reputation of DePaul.

The department comprises the full complement of marketing and communication areas, including advertising, digital experience and analysis, marketing communications, creative services, public relations, issues management and crisis communications, media relations, social media, internal faculty/staff communications, executive communications, university events, and visual services (photography and video production).

To learn more about our services for faculty, including [Newsline](https://resources.depaul.edu/newsline), [media training](https://resources.depaul.edu/newsroom/for-faculty-staff/Pages/media-training.aspx) and [portrait days](https://offices.depaul.edu/university-marketing-communications/communications/visual-services/headshots/Pages/default.aspx), please visit us online at http://depaulne.ws/UMC. Also, consider sharing your scholarly expertise with the news media by joining DePaul’s Expert Guide at <http://depaulne.ws/CreateExpertsGuideProfile>.

**CONTACT**

*UMC staff:* http://depaulne.ws/UMCcontacts

*Email:* umc@depaul.edu

*Website:* http://depaulne.ws/UMC

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**University Ombudsperson**

Established in 2001, DePaul’s Office of the University Ombudsperson provides a confidential, neutral and independent resource for all of DePaul’s faculty and staff. We are available to listen to issues or complaints, to explore informal resolution of conflict, clarify university policies and procedures or help you find the right person or department within the university to respond to your questions.

The Ombudsperson offers an alternative informal, safe place to work with you in suggesting possible responses to any questions you might have—and if we don’t know the answer, we will seek to find it for you.

To learn more about our office, please explore our website at [Office of the University Ombudsperson](https://offices.depaul.edu/mission-ministry/programming-and-services/ombudsperson/Pages/default.aspx).

For specific information or to schedule an appointment, please contact Craig Mousin, University Ombudsperson, at cmousin@depaul.edu.

Due to Covid19 precautions, all appointments for Fall Quarter 2020 will be via telephone or Zoom

 videoconference.

What is a University Ombudsperson?

The University Ombudsperson serves those who are unaware of existing university services or who, due to personal issues or because of the specific conflict, seek an alternative to the traditional means of communication. The University Ombudsperson becomes not an advocate for one side or the other in a dispute, but an advocate for a fair and just process. To that end:

1. The University Ombudsperson’s office provides a “safe place” for members of the university community to express their personal concerns about institutional issues and ask questions about institutional matters. Specifically, faculty and staff are encouraged to bring forth situations within the university that they deem to be inconsistent with the university's mission and values. The University Ombudsperson provides impartial, confidential advice and information, or referrals, and seeks resolution of the issues raised.
2. The University Ombudsperson’s office provides a “safe place” for members of the university community to gather and discuss issues or situations that they feel preclude them from fully participating in the life and mission of the university.
3. The University Ombudsperson may provide confidential support to members of the university community who are involved in stressful situations within the university. The support is not advocacy within administrative or legal processes, but it designed to give an individual the personal support or referrals they need to deal with the specific situation.
4. At the request of the President, the Executive Vice Presidents, a Vice President or a Dean, the University Ombudsperson may provide mediation or facilitation within an operational or academic unit to: encourage mission and values based conversation, minimize tension or seek resolution of misunderstandings or conflicts. In addition, individuals may request mediation or facilitation, but all mediations are voluntary.
5. The Ombudsperson may, in working with faculty or staff, design and offer specific training programs to address specific issues within a department or office.

The University Ombudsperson provides a voluntary option for faculty and staff to seek understanding and resolution of issues that are perceived to be adversely affecting the integrity of the university’s professed values and mission. Through confidential discussions, the University Ombudsperson elicits possibilities for working out a satisfactory resolution of personal or university issues. The University Ombudsperson does not replace or supplant official channels available to all faculty and staff; rather, the University Ombudsperson offers an alternative, informal collaborative process to complement existing services.

Although issues involving students rightly are under the jurisdiction of Student Affairs, the University Ombudsperson collaborates with Student Affairs when issues raised by students involve faculty and/or staff or when issues raised by faculty and/or staff are of concern to students.

The University Ombudsperson remains neutral and impartial. To ensure confidentiality to the fullest extent permitted by law, the University Ombudsperson will not arbitrate, adjudicate, or participate in formal investigations or grievance procedures.

The University Ombudsperson does not investigate issues of sexual harassment or violence. Faculty and staff who have questions or issues involving prohibited sexual discrimination or harassment can find assistance [here](https://offices.depaul.edu/student-affairs/title-ix/Pages/discrimination-harassment.aspx).

If you would like to file a complaint or need information on that process, you may may seek direction from the [Office of Gender Equity/Title IX](https://offices.depaul.edu/student-affairs/title-ix/Pages/default.aspx) . You may also choose to meet with the Ombudsperson to confidentially discuss DePaul’s policies in these and other areas and discuss all of DePaul’s resources for faculty and staff.

Questions on issues of diversity should be addressed to [Human Resources Discrimination and Harassment Office](https://offices.depaul.edu/human-resources/employee-relations/equal-opportunity/Pages/Discrimination-and-Harassment.aspx).

As part of DePaul’s Division of Mission and Ministry, the University Ombudsperson collaborates with all university departments and serves as a mission and values resource for faculty and staff.