

E. ADMINISTRATIVE AFFAIRS

E-1. Compensation

1. Appointment Dates

Adjunct faculty members are appointed on a semester-by-semester basis. Appointments for the fall semester begin officially on August 1 and end on December 31. Appointments for the spring semester begin officially on January 1 and end on May 31.

Appointments for the summer sessions begin on the first day of classes and end on the day on which final grades are due. Resignations or terminations prior to the above termination dates shall result in proration of pay and fringe benefits, as determined by the payroll department.

2. Pay Dates

University employees are usually paid on the following schedule:

Part-time faculty members are employed on a semester basis and are paid five times per semester.

Paycheck stubs are only available electronically through OneStart. Faculty members must have their paychecks deposited directly to financial institution of their choice. Forms for this purpose are available in the Office of Human Resources. Any questions regarding gross pay, deductions, fringe benefits, or net pay should be directed to Human Resources.

E-2. Equipment and Supplies

Commonly used items such as examination books, paper clips, and other classroom and office supplies may be obtained from the secretary in each academic unit. The unit budgets are charged for these items and only the dean is authorized to order them.

Requisitions for supplies, materials, and equipment are to be prepared by the secretary of each unit and approved by the dean. After approval, the requisition should be forwarded to Accounting Services/Purchasing for bidding and ordering.

E-3. Parking

It is recommended that faculty and staff purchase parking decals which allow them to park in the parking lots. Those who do not purchase the parking decal must park in a metered space. Violators will be ticketed, with the fines going to the scholarship fund.

Blue parking decals are issued to faculty and staff and red decals to students. Parking areas are designated as either blue (restricted) or red (unrestricted), and cars should be parked only in the appropriate space. A copy of the IUS Parking Regulations may be obtained from the University Police, Room UC 027.

Faculty and staff are urged not to park in red areas if there are blue spaces available, since such action may deprive a student of a parking space.

E-4. Mail Handling

Mail Services is located at the loading dock area of the Service Building, and is under the supervision of the Director of Physical Plant. Mail Services is responsible for the pick-up and delivery of all incoming and outgoing United States Postal Service (USPS) mail including First Class and First Class Presort, Bulk Mail, Library Rate, Business

Reply, Express, Certified, Registered, and Air Mail. Mail Services also delivers Inter-campus and Intra-campus mail and all packages. Outgoing USPS mail is processed by a third party mailing service. The USPS guidelines, under which Mail Services is allowed to operate, require that mailing activities be confined strictly to official, bona fide university business. All employees who wish to send personal mail from IUS should take it to the USPS mail box located beside the bus stop adjacent to the McCullough Plaza. Personal mail, whether stamped or un-stamped, must not be intermingled with university mail. Mail Services is liable only for university-related packages and mail, and will not be liable for any mail or packages of a personal nature.

The person or office originating mail should be identified by typing the person's name and office in the return address area on the envelope. This will facilitate handling in case there is some question about postage or if the mail is returned for some reason.

UPS pick up service is available in the Bookstore. Shipments may be charged to university or personal accounts as appropriate.

Each faculty member, full-time or part-time, is provided with a mailbox near the office of his or her academic unit. Each person should check the mailbox daily or when present on the campus. Otherwise, announcements of meetings, grade sheets, notices about students, and U.S. Mail may be missed. Many notices of meetings and other important pieces of information are communicated by electronic mail (e-mail). E-mail should also be checked regularly.

E-5. Offices and Keys

Office space for part-time faculty members is provided if available. Part-time faculty members may also use the study space in the Library to consult with students or reserve other space through the appropriate dean.

Keys to offices, laboratories, and storage rooms are issued by the University Police, UC 027. A charge of \$3.00 is required for replacement of a lost key. Keys no longer needed should be returned to University Police. When employment is terminated, the keys must be returned prior to receiving final pay.

E-6. Bookstore

At the time of preparation of this manual, Indiana University has entered into a contract with Barnes and Noble to manage all its bookstores. Therefore, the policies and practices stated below are subject to change.

As soon as the schedule for the next semester has been decided upon, the Bookstore manager contacts each faculty member (or dean) requesting the list of textbooks, reference books, and supplies that will be needed for each course.

Instructors are responsible for obtaining their own desk copies of textbooks. Desk copy order forms are available from unit secretaries and/or the Bookstore. In case of an emergency, where there is not sufficient time to obtain a copy of a text before a course commences, the Bookstore will sell the instructor a copy with the understanding that the purchase price will be refunded when the copy from the publisher is turned in. It should be noted that the Bookstore cannot accept replacement copies of texts which are marked "desk, not for resale" or "examination copy only."

Faculty and staff members are allowed a 10% discount on all purchases over \$1.00.

E-7. Use of Facilities

The trustees of IU reserve the right to control the use of university facilities to assure that events conducted in those facilities is compatible with the mission of the university. The university will at all times seek to assure students

and faculty groups opportunity to meet, hear and exchange ideas and views, however controversial, but it does not license and will not tolerate activities which are illegal.

The term “facilities” include grounds owned by the university as well as structures which are university property.

Individuals wishing to reserve university facilities (with the exception of the Paul W. Ogle Cultural and Community Center) should obtain a reservation request form from the Information Center located in the University Center. Generally, there is no charge for the use of university facilities by university groups so long as the university does not, itself, incur additional expense because of the event. A charge may be assessed to cover extraordinary expense for custodial/security/technician assistance, audio visual needs, supplies, damages to university property or other related expenditures. A charge for custodial/technician assistance will be made if the event is scheduled for a time when the facility is not normally open for university use.

Individuals who wish to reserve a university facility for an income-producing program must secure specific authorization for the event from the director of campus life. The university does not make its facilities available for fund-raising purposes if the funds are designed to enrich an individual or commercial sponsor. In any event, individuals or organizations wishing to utilize a university facility for income producing purposes must write the director of campus life setting forth the nature of the income producing activity, its purposes and where funds will be directed. If proceeds from such an event are to be donated to IUS or the Indiana University Foundation (IUF), no facility usage charge will be assessed, except for extraordinary costs. If the income is not to be donated to IUS or IUF, a facilities’ usage charge will be assessed in accordance with a schedule of facility fees on file in the director of campus life’s office.

The university reserves the right to reject any and all applications for the use of facilities. The university reserves the right to make adjustments in confirmed reservations for facilities when such action becomes necessary. Further, the university reserves the right to determine when the assistance of security/custodians and /or a technician is necessary.

All requests for the use facilities should be submitted in writing (completion of *Facilities Usage Form*) and submitted to the director of campus life, not less than four days before the scheduled event. Questions regarding these policies should be directed to the director of campus life. For Ogle Center usage policies see § E-16, for availability contact the Ogle Center Manager at ext. 2544.

Bulletin boards and kiosks have been erected throughout the campus primarily to publicize university-related activities, including those of students and student organizations. A number of bulletin boards, such as the ones located outside academic unit offices, are designated for the posting of official university announcements and are limited to such uses. The director of campus life will post other material of interest to the university community where space is available. No posting is permitted on brick, window or painted surfaces. Those wishing to place announcements on the bulletin boards or kiosks, should send the materials to the director of campus life clearly identifying the person or group requesting the material is posted.

The above regulations are intended to preserve the beauty of the campus and to assure the nonpartisan character of the institution. They are not intended to limit freedom of expression or to discourage political activity of students, faculty and staff.

E-8. Food Service

Campus food service is provided on a contractual basis. Catering is available through the food service and other designated vendors. Individuals and /or groups may not engage in food sales or catering of foods, which would be considered to be in competition with the vendors.

The director of campus life has been designated as the university’s representative to work with the food service vendors, and all suggestions, questions and concerns should be addressed to that office.

Individuals and /or groups wishing to plan a banquet, reception or host a party should contact the coordinator of conference & catering, located in the Campus Activities Office, for information, menus and procedures.

E-9. Child Care

IUS provides child care to its faculty and students through the IUS Children's Center. The center was established in 1978 through a proposal presented by the Student Government Association. The center provides care from Monday-Thursday 7:45 a.m.-10:00 p.m., Friday 7:45 a.m.-1:00 p.m. while classes are in session. Times during the summer term may vary depending on need.

The center is a drop in facility, open to children 3 years of age (potty trained) through 10 years. A minimal family registration fee is assessed per semester (summer terms are considered one term). Users are charged a modest hourly rate for the service. The services are only available while the user is conducting university business (i.e., class, studying, working).

For further information contact the coordinator of the children's center or director of campus life.

E-10. Physical Plant

IUS uses ten buildings at its Grant Line Road campus.

Activities Building (AB):
facilities for recreation and sports
offices of the athletic and recreation staff

Crestview Hall (CV):
Applied Research Education Center (AREC)
classrooms (largest number of classrooms)
computer services facilities
IT Systems and Operations
School of Social Sciences
Student Technology Center

Hillside Hall (HH):
classrooms
School of Business
School of Education

Knobview Hall (KV):
IT Media and Web Services
classrooms
Department of Supervision
Division of Continuing Studies
School of Arts & Letters
fine arts studios
foreign language laboratory
Writing Help Center

Library Building (LB):
IUS archives
Library
Institute for Learning and Teaching Excellence (ILTE)

Life Sciences Building (LF):
classroom and laboratory space for
biology, mathematics, nursing, and psychology
School of Natural Sciences

Division of Nursing
Mathematics Resource Lab

Paul W. Ogle Cultural and Community Center (OG):
Ronald L. Barr Gallery
Box Office
IUS Amphitheater
Recital Hall
Robinson Theater
Richard K. Stem Concert Hall
black box theatre
green rooms
scene shop
rehearsal and studio space for music and theatre departments

Physical Sciences Building (PS):
classrooms
offices and laboratory facilities for
chemistry, earth sciences, physics and science education
Purdue Statewide Technology Program facilities

Service Building (SV):
mail services
maintenance shops and central air-conditioning equipment
Physical Plant Department

University Center (UC):
Academic Success Center
administrative offices
Bookstore
Bursar/Accounting Services
Campus Life
conference rooms and offices
Office of Equity and Diversity
food service
games room
Human Resources
Information desk
IT Support Services
IU Credit Union
Office of Admissions
Office of Campus Activities and Student Life
Office of Career Services and Placement
Office of Financial Aid
Personal Counseling
Registrar's Office
student commons and lounges
Student Development Center
Student Government Association
student organization offices
student technology center (24/7 lab)
University Police

E-11. External Grants

All grant proposals (including preliminary proposals) to governmental agencies or private foundations **must** be routed through the dean for research. The proposals will be sent to the Sponsored Research Services (SRS) in Bloomington and must be accompanied by forms completed and signed by administrators on this campus. Two weeks should be allowed for this process to be completed.

If members of the faculty or staff are considering the contracting with an outside agency for reimbursement of special services, they should advise the Office of Academic Affairs as soon as negotiations begin. Any such contract or agreement must have the approval of the State Budget Agency, and the SRS office needs as much lead time as possible in getting approval from the budget agency.

A wide range of resources is available to assist faculty members in identifying sources of funding and developing proposals. These include reference books, electronic searches, proposal writing guides in several formats, and sample proposals. Information may be obtained in the Office of Academic Affairs research website: <http://www.ius.edu/AcadAffairs/research.cfm> or through the dean for research. The associate vice chancellor for academic affairs may assist with teaming, project configuration, written material sharing, and other kinds of institutional grants writing support.

E-12. Collections and Donations

No canvassing, peddling, or soliciting is permitted on the grounds or in the buildings of the university without the permission of the chancellor. An annual canvass for charitable contributions to the United Way has been approved by the university. The chancellor has also authorized a canvass for the Greater Louisville Fund for the Arts. Each member of the faculty and staff is urged to participate in these united appeals, but of course there is no obligation to contribute.

E-13. Identification Cards

Faculty and staff will be issued an official photo identification card. This card may be used to:

1. Obtain books and materials from any Metroversity Library.
2. Purchase IU athletic and special events tickets at reduced rates.
3. Identify oneself as an IU employee when at another campus.
4. Use the recreational facilities in the Activities Building.
5. Purchase IU Software at the Bookstore