

E. ADMINISTRATIVE AFFAIRS

E-1. Compensation

1. Appointment Dates

Academic year appointments officially begin on August 1 and end on May 31. Appointments for the fall semester begin on August 1 and end on December 31. Appointments for the spring semester begin 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.

In the case of twelve-pay appointees, effective dates for pay purposes are the first day at work and the last day at work. Partial months will be prorated for payroll purposes.

2. Pay Dates

University employees are usually paid on the following schedule:

- a. Full-time faculty members on academic year appointments receive one-tenth of their base annual salary on the last working day of each month beginning in August, and ending in May. New faculty members will receive their first check on or about September 15.
- b. Full-time faculty members, administrators, librarians, and professional staff members on 12-month appointments receive one-twelfth of their annual salary on the last working day of each month.
- c. 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.

A university purchase order must be issued to the successful bidder in order for the transaction to be a legal contract. Without this order, the university is under no obligation to accept or pay for merchandise or services offered. Only the purchasing office personnel are authorized to issue purchase orders in the name of IU, and individuals who order without going through Purchasing may be personally liable for payment of the invoice.

The same procedures are followed for supplies, materials, and equipment charged against internal or external grants, except that required approval is that of the account manager.

E-3. University Vehicles

IUS has university vehicles which are available for university business only. Mileage costs must be charged to a specific account. In general, they will be reserved for use on a first-come, first-served basis, without regard to destination or duration of the trip. Reservations for administrative and committee meetings out-of-town, high school visitations, conferences, and instructional field trips can be made as far in advance as desired. Reservation of the vehicles for local meetings and errands, performing groups, athletics, consultation about courses, library research, or for student activities will **not** be confirmed more than three days in advance. Thus a professor wishing to go to Bloomington on Friday to do library research may not reserve a vehicle before Tuesday. However, once that reservation is confirmed, it shall take preference over other users.

Vehicles must be reserved at and returned to the physical plant office. Each person driving a university vehicle must have a valid operator's license. To be eligible to reserve a university vehicle, the driver must have a completed Authorization Form for Motor Vehicle Records Check on file with the campus police (form is available from the campus police). The driver is expected to replace fuel using the credit card provided and to see that the vehicle is returned to its regular parking place in as good a condition as it was when received.

Only faculty and staff may reserve and operate the vehicles. The university encourages pooling of rides whenever possible to save travel expense.

E-4. 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-5. 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-6. Offices and Keys

Each full-time faculty member is assigned an office by the dean. 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-7. 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-8. Faculty Professional Travel

Professional travel money will be budgeted to academic units on a per capita basis but it may be allocated among the members of the faculty in a manner judged appropriate by the dean and the unit provided it is consistent with university and campus travel rules. Most professional travel for faculty will come from this travel budget. Travel authorized by the Office of Academic Affairs will initially be charged to unit travel accounts and later reimbursed by Academic Affairs.

Travel expenses to professional meetings within the continental limits of the United States and Canada will be reimbursed to faculty members in accordance with the following regulations:

1. Generally a faculty member will be compensated for travel to only one professional meeting per fiscal year (July 1 to June 30). Exceptions to this policy must be approved in advance by the dean. Limited funds are available for award on a competitive basis for faculty members presenting papers or taking other active roles in a second professional meeting in a given fiscal year. Information regarding requirements and procedures is available in the Office of Academic Affairs.
2. Round trip rail fare, economy air fare, mileage in university vehicles, mileage in private vehicles (subject to

university regulations), limo or bus service, registration fees, and lodging will be reimbursed to the faculty member in accordance with the procedures as stated in the *Policies and Procedures Manual* and the publications of Travel Management Services. Receipts must be furnished for all expenditures.

3. Visiting faculty, part-time faculty, and faculty on leave are not generally reimbursed for travel to professional meetings.
4. Reimbursement shall not be made for portage, telephone charges, or other expenditures of a personal nature.
5. Professors who are authorized in advance by the vice chancellor or the chancellor to recruit for their school at professional meetings may be approved for an increase in the travel allowance by the vice chancellor or chancellor.

Professors wishing to attend international conferences may apply for partial travel support to the Overseas Conference Fund, which is administered by the IU dean of international programs. They must demonstrate that attendance at the conference will benefit both the participant and IU. Forms and information are available from Academic Affairs.

While it is not the general practice of the university to pay for enrollment fees, travel costs, or per diem for participation in discipline-specific professional development seminars, limited funds are available for award on a competitive basis to faculty members wishing to participate in some professional development activities. Information regarding requirements and procedures is available in the Office of Academic Affairs.

If faculty members are being paid to give a lecture to professional or other groups, their travel should be defrayed either by part of the stipend or by additional payment, but not from university funds.

E-9. University Travel

All travel paid for by University administered funds must be done in compliance with University travel regulations. These regulations apply to federal research grants/contracts, (when grant regulations are more liberal than University regulations, the latter will be applied) auxiliary operations, general funds, restricted funds and any funds administered through an IU account. At the discretion of the department account manager **more stringent** guidelines may be applied.

As a state-funded institution Indiana University's travel regulations follow policies established by the Indiana State Legislature and the State Budget Agency. Persons traveling on IU business, those responsible for preparing travel documents, department heads, and account managers are all responsible for remaining current on IU's travel regulations and procedures.

The basic rationale underlying all University travel regulations is to **incur the lowest practical travel expense while completing the travel process in an efficient and timely manner**. When evaluating the most cost effective means of travel the individuals' schedule and time constraints must be taken into account. However, certain restrictions are required by State Travel Regulations, e.g., IU cannot reimburse for First Class or Business Class travel. Persons traveling on official University business represent IU and have the duty to exercise care to avoid impropriety. University administered funds should never be used for personal gain.

If a circumstance arises that is not addressed on this web site consult with Travel Management Services for guidance before taking any action. Travel Management personnel are here to provide legitimate options and facilitate the travel procurement and reimbursement process.

For details regarding making travel arrangements and reimbursement questions, including necessary forms, travelers should consult the Travel Management Services website: <http://www.indiana.edu/~travel/>. The website contains travel guidelines for:

- Instate Travel
- Domestic Travel
- Foreign Travel
- Ticketless Travel

Group Travel
Combining Business & Personal Travel
Non Employee Travel

Also, it provides resource materials to help with:

Planning a Trip

Instate Requests

Travel Authorizations

Prepaid Expenses

Registration Fees

Designated Travel Agencies

Traveling by Car

Online Reservations

ExpediaCorporate.com

Getting Started

Booking Fees

FAQ

Travel Discounts

Air Expenses & Discounts

Hotel Expenses & Discounts

Rental Car Expenses & Discounts

Travel Resources

Travel Forms

Corporate Credit Card

Passport Services

Mileage Information (MapQuest)

Planning Tools & Info

Big 10 Travel Links

Trip Reimbursements

E-10. Community Relations

One of the prime missions of the Office of University Advancement is to keep the public informed of programs and activities at IUS. It is important that the general public have an accurate perception of the nature of this campus. In accomplishing this goal, the office operates a Campus News Bureau and provides general coordination of contacts with the news media.

While any member of the campus community has a right to express an opinion in public, it is important to realize that only the chancellor has the authority to speak **for** the university. The chancellor delegates a portion of that authority to the Office of University Advancement which serves as the source of official information regarding the campus. When other offices or departments are dealing with representatives of the news media, it is advisable to check with the Office of University Advancement to be certain that facts (i.e. enrollment figures, level of appropriations, etc.) provided reporters are accurate. In this way, confusion in the mind of the public can be avoided.

The Office of University Advancement welcomes suggestions for possible news stories from individuals, academic units and departments. In providing information for release to the news media, care should be taken to see that the names of individuals are spelled accurately and that times and dates are correct. It should be remembered too, that the Office of University Advancement distributes information to the news media but editors and news directors make the final decisions regarding which information will be used in newspapers and on radio and television broadcasts.

E-11. Speakers Bureau

Faculty members are invited to participate in the campus Speakers Bureau. Each year the Office of University Advancement prepares a brochure listing faculty and staff speakers and topics on which they are willing to speak. This brochure is made available to clubs and civic organizations in the region.

Scheduling of speeches is done directly by the organization and the speaker. The willingness of faculty members to speak to community groups has been a beneficial public relations tool.

The Visiting Scientist and Visiting Scholar programs, administered by the Schools of Natural Sciences and Social Sciences, respectively, provide information on speakers available to K-12 schools. Faculty members are encouraged to participate in these outreach programs as well.

E-12. Alumni Affairs

The Director of Alumni Affairs and Special Events coordinator of alumni activities is a member of the University Advancement staff. The director has responsibility for maintenance of alumni files and coordination of programs and activities for alumni in this region. An alumni association for graduates of this campus has been established as a constituent society of the IU Alumni Association.

E-13. Governmental Relations

In order to coordinate contacts with governmental officials, agencies, and foundations and to keep the president of the university and other chief administrative officers informed of such contacts, IU has established an Office of Governmental Relations.

Each person needs to distinguish between his or her personal interest (including those involving professional societies) and the university's interest. Personal and professional contacts with elected officials or governmental agencies, whether in person or in writing, should be done in the name of the individual or the professional society. The IU letterhead should **not** be used and it should be made clear that the request is not being made on behalf of the university.

When it appears that the university should take some stand with respect to legislation or other matters at the federal, state, or local level, the chancellor and the university director of governmental relations should be consulted. Appearances on behalf of IU before federal, state or local bodies should receive prior approval from the university director of governmental relations or the president.

To be effective, a request to an elected official for support of grant proposals and other university interests requires knowledge of the relationship between the university and the official and the granting agency. Requests at the federal, state or local level are to be coordinated through the director of governmental relations.

The university welcomes visits by elected officials, whether they visit as private citizens or in their capacities as governmental officials. Invitations to elected officials to visit the campus in their official capacity should be approved in advance by the chancellor, with prior notification to the director of governmental relations.

Responses to requests for information, reports, and statistics from elected officials and their staff should be coordinated through the Office of Governmental Relations.

E-14. Development

The campus is a public institution of higher learning and relies on a state appropriation to help meet operating expenses. In reality, it is a "tax-assisted" rather than a "tax-supported" institution. State funds coupled with student fees permit the campus to meet the expenses associated with the operating budget. However, these sources of funds are not sufficient to permit sophisticated development of facilities or to establish scholarships and other special-purpose funds designed to give the campus a "margin of excellence."

In order to respond to those needs for financial support which cannot be met by the operating budget, the position of vice chancellor for university advancement has been established to develop private-sector support of the campus. IUS encourages gifts from individuals and corporations.

E-15. 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-16. Paul W. Ogle Cultural and Community Center

The following scheduling priorities apply to scheduling events in the building and amphitheater:

1. IUS Music, Theater, and Fine Arts Departments and their activities;
2. community arts groups with established resident group status, and performing arts series;
3. other community arts and educational groups;
4. other university programs as appropriate to the mission and purposes of the facility;

5. other community programs as appropriate to the mission and purposes of the facility.

It is understood that once an event is scheduled by the building manager, its booking may not be superseded. Requests for booking events should specify requirements for rehearsal and set-up times and these should be scheduled when the event is scheduled.

For specific dates when bookings for the coming year begin, consult the Ogle Center Manager at ext. 2544 or the *IUS Policies and Procedures Manual* §K.

E-17. 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-18. 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-19. 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-20. Hospitality Expenses

Hospitality expenses are costs incurred in the hosting of non-university individuals (and in some cases, university employees) for a bona-fide university purpose. Funds have been budgeted in a Special Expense account, managed by the Vice Chancellor for Administrative Affairs, to cover the cost of meals or refreshments incurred by faculty and staff of Indiana University as part of their official duties. These expenses must meet Indiana University guidelines for allowable hospitality expenses covered by university operating funds, excluding IU Foundation funds, as follows:

- Recruitment of faculty, staff or students;
- Official, ceremonial functions of the University;
- Receptions for which the primary purpose is the attendance and benefit of a group of students or potential students;
- Employee recognition receptions (service anniversaries, retirements);
- Refreshments for official Human Resources training sessions or when training is provided by an external consultant.

These funds are to be used for institutional benefit and never for personal benefit or privilege of University employees. For pre-approved use of the Special Expense account, use the **Special Expense Account Billing Request for IUS Food Service Conference & Catering** form, available from the Administrative Affairs Office. Alcohol beverages will not be reimbursed. For additional information or questions on hospitality expenses, contact the Administrative Affairs Office (ext. 2202).

Meals for Candidates Purchased Off Campus:

In order to insure that food expenditures are not excessive, the following maximum reimbursement schedule has been established:

Breakfast: \$5.00 each Lunch: \$7.00 each Dinner: \$17.50 each.

In addition to reimbursement limit for each type of meal, when entertaining prospective employees, meal charges

will be limited to the cost of the meal for each guest and the cost of the meal for the member of the University faculty or staff who is serving as the host. Amounts spent above these limits must be borne by the host. Original, detailed receipts must accompany the forms; charge receipts are not acceptable. Alcohol will not be reimbursed. For reimbursement of funds expended, the **Personal Reimbursement Request for Purchase of Meals/Food Products** should be completed in duplicate and forwarded to the Administrative Affairs Office for approval and processing. Once approved, the request for reimbursement form and a **Petty Cash Form #45** for the approved amount will be forwarded to Accounting Services for payment. The requestor will be notified when the approval has been sent to Accounting Services. Accounting Services will disburse cash payments Monday through Friday from 8:30 a.m. to 4:30 p.m.

Meals for Candidates Purchased On Campus:

Candidates who are dining at the IUS cafeteria may be issued a dinner meal pass that will allow them to charge the cost of the food being consumed to the Special Expense account. These passes may be obtained by the hosting department upon completion of a **Dinner Pass Charge Authorization**. This form should be sent to the Administrative Affairs Office. Upon approval, dinner passes will be provided to the requestor. Any unused dinner passes should be voided and returned to Administrative Affairs (UC 156).

E-21. 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-22. Fee Courtesy

Fee courtesy, an IU employee fringe benefit, offers eligible employees, their spouses or registered same sex domestic partners, and children the opportunity to enroll in IU courses at a reduced fee rate under the policies and procedures described on the fee courtesy application forms. Sample copies of the "Application for Fee Courtesy - Employee/Spouse" form and the "Application for Fee Courtesy - Dependent Child" form are provided on the following pages. Procedures for applying for fee courtesy are included on page two each form. Application forms are available in Human Resources, University Center South Room 244.

E-23. 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-24. Identification Cards

Full-time 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